



## Prior Achievement Form for Diploma Students

1. This form **is not required** if you make **any** entries with AQA for your Diploma students. In these cases we automatically submit any relevant Prior Achievement to the Diploma Aggregation Service (DAS) once a Learner Account is opened. As long as the entry files submitted to AQA include the students' ULNs along with the UCIs which have been used previously by these students, we are able to identify appropriate Prior Achievement and submit it to DAS. The results we submit to DAS are those previously achieved using the same UCI and personal details. Where the previous qualifications have been gained at a different centre they will still be submitted to DAS provided that the same UCI is used. We may contact centres for clarification where there are mismatches in personal details. **Any entry to AQA which includes a ULN** will start this process i.e. entries for Principal Learning, Project, Functional Skills or ASL. It does not matter whether the learner account is open at the time the entry is made. As soon as the account is opened we will submit the appropriate results.
2. This form **is only required** for learners who have Prior Achievement with AQA, but do not intend to make any further entries with us. In these cases the form will alert us to the fact that the student is a Diploma learner and will provide the appropriate ULN so that we can submit the previous results to DAS.
3. This form allows for an application for one learner with up to two previously achieved qualifications. If a learner has more than 2 eligible qualifications, all of which have been achieved against the same UCI, **there is no need to list these separately**. We will load all valid results which are registered for the UCI/ULN provided.
4. If you need to submit this form it should be faxed to: 01483 453605 or alternatively posted to: Entry Exceptions, AQA, Stag Hill House, Guildford, Surrey GU2 7XJ  
*(We do not advise sending this form by email, given the inclusion of personal information.)*
5. Please note that AQA will start submitting Prior Achievement to DAS from January 2009. This will include Prior Achievement for any ULNs we have received in entry files between September and January as well as any requests submitted via the attached form. From January onwards Prior Achievement requests will be processed within 10 days provided that all of the information provided is accurate. If the requested qualifications are not listed on the Learner Account within this time period please let us know. You can send an email to: [eos@aqa.org.uk](mailto:eos@aqa.org.uk) or telephone our Entry Exceptions team on: 01483 477615



# Prior achievement form



Awarding body\*

Centre name\*

Centre number\*

Learner ULN*	<input type="text"/>	
Date of birth*	<input type="text"/>	
Learner name* (Full legal, as per ULN)	Given Name: <input type="text"/>	Family Name: <input type="text"/>
	Qualification 1	Qualification 2
Qualification title* (eg NVQ)	<input type="text"/>	<input type="text"/>
Subject* (Eg Business Studies)	<input type="text"/>	<input type="text"/>
Series/year of award*	<input type="text"/>	<input type="text"/>
Qualification level (Eg level 3)	<input type="text"/>	<input type="text"/>
Entry or award code (if known)	<input type="text"/>	<input type="text"/>
Learner name at time of award (if different from current)	<input type="text"/>	<input type="text"/>
Learner's UCI	<input type="text"/>	<input type="text"/>
Centre name and centre number where qualification was awarded (if different from current)	Name: <input type="text"/>	Name: <input type="text"/>
	No: <input type="text"/>	No: <input type="text"/>

Additional comments for this application

Exams officer's name  Date

Exams officer's email

Exams officer's tel no.  Fax no.

**Notes** - The following notes apply for all awarding bodies but **you should also read the AQA-specific notes** on the previous page. Use this form to request that a qualification achieved before a learner account is opened, be recorded in a learner account. Qualifications achieved before 1 January 2005 cannot be considered as prior achievement.

This form should be submitted as soon as the learner account is opened on DAS. Late requests should be made by 1 June. If all the mandatory information is accurate, allow ten working days for prior achievement to be recorded in the learner account.

\* These fields are mandatory. Complete as many other fields as possible, preferably with information from a statement of results or a certificate, for accuracy. Learners' personal details must match those held by the Learner Registration Service.