

From: Jane Doe <jane.doe@xxxxxx.com>
Sent: 26 February 2026 14:21
To: John Smith<john.smith@xxxxxx.com>
Subject: CII qualifications – certifying my prior learning documentation

Hello John

It was great to meet you earlier.

I have inspected the original documents and am pleased to confirm that the scanned documents within your email are true representations of the originals.

My CII PIN number is xxxxxxxxxx.

Please enclose this email exchange with your CII application form.

Best of luck with your qualifications!

Kind regards

Jane

From: John Smith<john.smith@xxxxxx.com>
Sent: 26 February 2026 10:31
To: Jane Doe <jane.doe@xxxxxx.com>
Subject: CII qualifications – certifying my prior learning documentation

Thanks, Jane.

Here are the scanned copies of my degree certificate and results transcript. I'll head to your desk to meet you after lunch.

Kind regards

John

From: Jane Doe <jane.doe@xxxxxx.com>
Sent: 26 February 2026 10:13
To: John Smith<john.smith@xxxxxx.com>
Subject: CII qualifications – certifying my prior learning documentation

Hello John

Welcome and good luck in your new role.

I would be pleased to certify your documentation. I'll be at my desk all day, so please email scanned copies of the documents and bring the originals to me at your convenience.

Kind regards

Jane

From: John Smith<john.smith@xxxxxx.com>
Sent: 26 February 2026 09:48
To: Jane Doe <jane.doe@xxxxxx.com>
Subject: CII qualifications – certifying my prior learning documentation

Hello Jane

Having recently joined, I would like to apply for prior learning towards CII qualifications based on my degree. During my induction with the HR team, I learned that you are a member and I see from the CII website (www.cii.co.uk/membership/member-search/) results that your membership is current.

If I were to email you copies of my degree graduation certificate and results transcript, would you please follow the guidance at www.cii.co.uk/learning/accreditation/recognition-of-prior-learning/application-process-and-fees/certifier-guidance-for-cii-pfs-members to confirm that these are true representations of the original documents?

I have the originals with me, so I can show them to you before you send a confirmation email.

Kind regards

John