



E-Certificate Download Instructions

Results are entered and processed in the same way as for paper certificates, once your results have been processed you will receive an email, your certificates will be available for download within two working days of this.

1. From the “Actions” menu select “your classes”
2. Open the desired class (this is indicated in the email you will have received)
3. Select the learner/s you wish to download certificates for by ticking the box to the right of their name – for learners undertaking a regulated qualification a green tick will show next to their qualification, this indicates a full award certificate is available. For Unit Certificates and Accredited Learning Programmes the yellow and white progress bar will still be visible
4. Open the “E-Certificates” dropdown section
5. Enter a password of your choice (this password will be stored against this file and cannot be changed so it may be prudent to use a consistent password for all e-certification files) then click “Get Certificates”
6. A zip file of certificate PDFs will be downloaded into your usual internet browser download file/window for you to save, open and distribute individual certificates to learners

Learner Registrations ▾ Unit Registrations ▾ Results ▾ Class Documentation

Class [18267]

| | | | |
|--------------------|---------------------------------------------------------------------------------------|-------------------|--------------------------------------|
| Provider | | | |
| Programme/Course | [203] SFJ Awards Level 4 Certificate in Police First Line Management (QCF) 601/7447/X | | |
| Qualification | [203] SFJ Awards Level 4 Certificate in Police First Line Management (601/7447/X) | | |
| Provider Reference | | Purchase Order No | |
| Class Start | 12/07/2018 | Class End | |
| Site | | | |
| Number of Learners | 20 | Minimum Age | 19 |
| Tutor | | Quality Personnel | External Quality Assurer: [REDACTED] |

eCertificates **4**

To download eCertificates, first tick the relevant learners, enter a password, and click 'Download'. A 'zip' file will be created containing all the certificates you've requested (encrypted with the password you've chosen). **NB: Your browser will prompt you to save the file.**

Encryption password: **5**

Learner Registrations

| Actions | All | Learner ID | ULN | Foreign ID | Title | Forename | Surname | Date of Birth | Status | Metrics | Regulated Qualification Achievement Status | Registered |
|-----------|--------------------------|------------|-----|------------|-------|----------|---------|---------------|---------------|----------------------------------|-------------------------------------------------------------------------------|------------|
| Actions ▾ | <input type="checkbox"/> | | | | | Hayley | | | Not Specified | <input type="checkbox"/> Metrics | ✔ SFJ Awards Level 4 Certificate in Police First Line Management (601/7447/X) | |
| Actions ▾ | <input type="checkbox"/> | | | | | Lee | | | Not Specified | <input type="checkbox"/> Metrics | ✔ SFJ Awards Level 4 Certificate in Police First Line Management (601/7447/X) | |

If you require any further assistance, please [contact our team here](#)