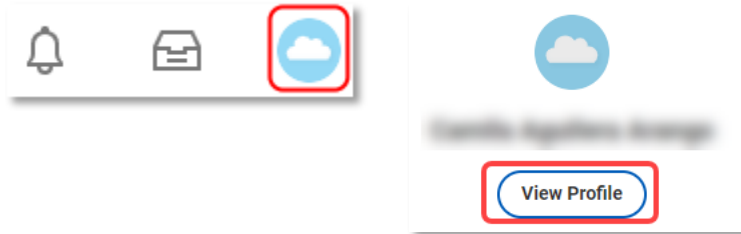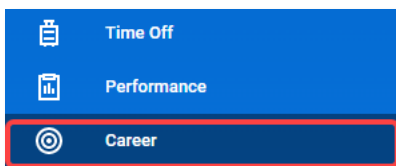To record the formal certificates you hold, click on your *Profile Icon* and *View Profile.*

View Profile

Select *Career*.

Time Off

Performance

Career

Click on the *Certifications* tab.

Individual Goals   Development Items   Education   **Certifications**   Languages
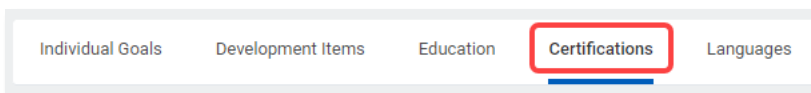
Click on *Add*.

Add
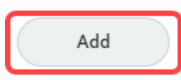
Select the *Certification** you wish to add.

Certification

* Search

By Issuer   >
By Country Region   >
Global   >
All   >
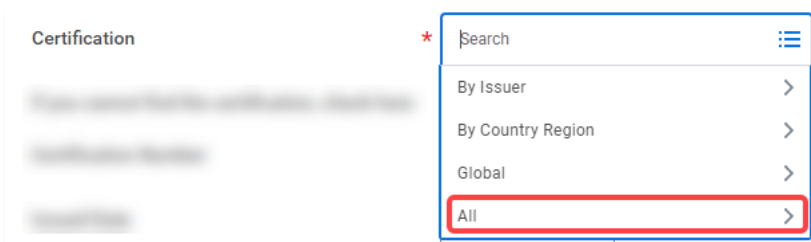
*Some certification options are: Aged care sector employment, Australian Health Practitioner Regulation Agency, Blue Card, Disability Services Employment, Drivers Licence, Evidence of Age Card or Proof of Age Card, Fit Mask Test Card, General Employment Probity, National Police Clearance, Ochre Card or Working with Children Check, Personal Information Card or Photo Identification Card, Teacher's Registration, Vulnerable Person Related Employment.

Enter certification number if applicable.

Certification Number

Select the date when the certificate was issued.

Issued Date DD/MM/YYYY

Select the certificate's expiry date if applicable.

Expiration Date DD/MM/YYYY

Add evidence of your certificate to *Attachments* by dragging and dropping or selecting the file from your drive. Note: an attachment is mandatory to complete the process.

Attachments

Drop files here

or

Select files

Click *Submit.*

Submit   Save for Later   Cancel

P&C will receive an action to validate and approve your request to add your certifications. If they require any additional information or have any queries, you will receive a notification to supply additional information.

On approval, you will receive a confirmation notification and will be able to view your updated certifications in your profile under the *Career* section by selecting the *Certifications* tab.