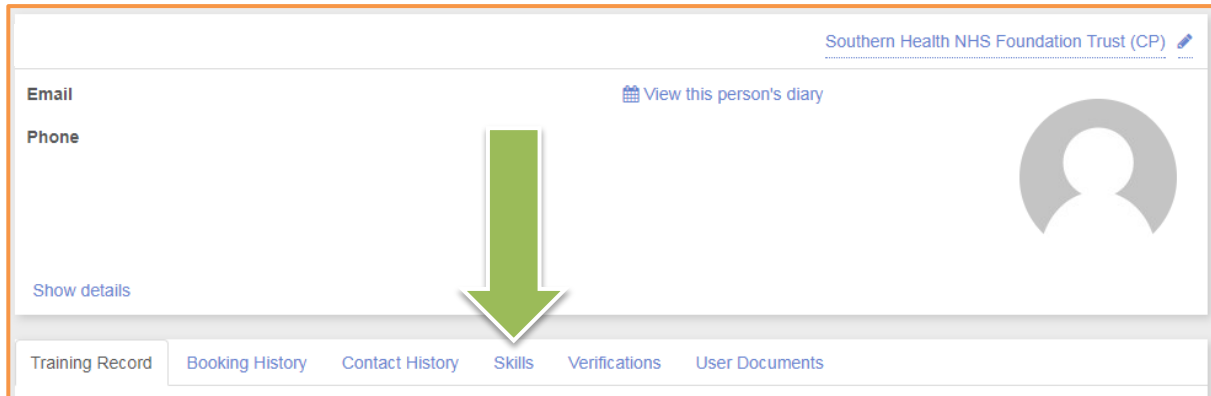


## Downloading Skill Compliance Certificates

To download a skill certificate for yourself or a member of staff, you will need to be on their skills tab on their profile. The skills certificate will include Statutory and Mandatory training, along with Other Skills Obtained.



When you are on the skills tab, scroll to the bottom and you will have the option to 'Download certificate'. This will download all of your skills or the skills for the member of staff you are downloading for.

●	<a href="#">Fire Safety Non-Clinical Staff</a>			21/09/2017	21/09/2018	90
●	<a href="#">Information Governance</a>			20/10/2017	09/11/2018	90
●	<a href="#">Sustainability</a>			06/09/2016	06/09/2019	90
●	<a href="#">Health and Safety</a>			13/11/2017	05/12/2020	90
●	<a href="#">Moving and Handling of Inanimate Loads - Update</a>			13/11/2017	05/12/2020	90
●	<a href="#">Safeguarding Adults Level 1</a>			14/11/2017	06/12/2020	90
●	<a href="#">Safeguarding Children Level 1</a>			14/11/2017	06/12/2020	90
●	<a href="#">3 Yearly Infection, Prevention and Control including Hand Hygiene and Inoculation Incident Training</a>			14/11/2017	06/12/2020	90
●	<a href="#">Conflict Resolution</a>			12/12/2017	11/12/2020	90
●	<a href="#">Equality and Diversity</a>			08/12/2014	03/12/2034	90
●	<a href="#">Customer Care</a>			09/12/2014	04/12/2034	90
●	<a href="#">Governance/Risk</a>			09/12/2014	04/12/2034	90
<b>Other Skills Obtained</b>						
	<b>Name</b>	<b>Category</b>	<b>Additional Information</b>	<b>Date Attained</b>	<b>Date of Expiry</b>	<b>Rebook limit</b>
●	<a href="#">Fire Safety Clinical Community Staff</a>	Statutory and mandatory		21/09/2017	21/09/2018	90
●	<a href="#">Fire Safety Inpatient Staff</a>	Statutory and mandatory		21/09/2017	21/09/2018	90
				<input type="button" value="Suspend All"/> <input type="button" value="Download certificate"/>		

### Certificate of Compliance

Name:  
Job title:  
Employee identifier:

Date printed:

|

#### Statutory and mandatory

Code	Name	Date Attained	Expiry date
Skill	3 Yearly Infection, Prevention and Control including Hand Hygiene and Inoculation Incident Training	14/11/2017	13/11/2020
Skill	Appraisal Recording	13/06/2017	13/06/2018
Skill	Business Conduct for Staff Policy	07/06/2017	07/06/2018
Skill	Conflict Resolution	12/12/2017	11/12/2020
Skill	Customer Care	09/12/2014	04/12/2034
Skill	Equality and Diversity	08/12/2014	03/12/2034
	Fire Safety Non-Clinical Staff	21/09/2017	21/09/2018
Skill	Governance/Risk	09/12/2014	04/12/2034
Skill	Health and Safety	13/11/2017	12/11/2020
Skill	Information Governance	20/10/2017	20/10/2018
Skill	Moving and Handling of Inanimate Loads - Update	13/11/2017	12/11/2020
Skill	Safeguarding Adults Level 1	14/11/2017	13/11/2020
Skill	Safeguarding Children Level 1	14/11/2017	13/11/2020
Skill	Sustainability	06/09/2016	06/09/2019

#### Other skills obtained

Code	Name	Date Attained	Expiry date
	Fire Safety Clinical Community Staff	21/09/2017	21/09/2018
	Fire Safety Inpatient Staff	21/09/2017	21/09/2018

