

ADDING QUALIFICATIONS

The **Qualifications** section is the area in which you can detail your qualifications. You can add all of your past qualifications and then keep the section up to date with

any qualifications you may achieve in the future.

Try This Yourself:

Before trying this ensure that you have logged on to the Gateway and accessed the My CPD area

- 1** Click the **Qualifications** tab
The qualification section will appear
- 2** To add a new qualification click **Add New Qualification**
- 3** Click **Select Qualification Type**
A list of qualification types will appear
- 4** Click the correct qualification
- 5** Search for your qualification then complete the rest of the form with the relevant information
- 6** Click **Add**
*A message will appear saying **You have successfully added the qualification***
- 7** Click **Back to Qualifications**
Your qualification will now appear

1 My CPD

2 | Add New Qualification |

Please add any qualifications that you have achieved or are undertaking, if unsure please enter the year achieved on the 1st January.

If your qualification is not listed please select the option "My qualification is not listed" within the drop down subject bar, where you will be able to add additional qualifications.

Qualification Type: A-Level
 Qualification: Philosophy
 Qualification Status: Completed
 Start Date: 5 December 2014
 Completion Date: 1 June 1998
 Grade: C
 Awarding Body:

| Edit | Delete |

3 Qualification

Back to Qualifications

Qualification Type: Select Qualification Type *

Add Cancel

Select Qualification Type

Select Qualification Type

My qualification type is not listed

A-Level

Access to Higher Education Diploma

Advanced Diploma

AS Level

AVCE

Bachelors Degree

BTEC Level 1 Certificate

Certificate of Higher Education

Diploma

Doctorate Degree

Foundation Degree

Foundation Diploma

GCSE

Higher Diploma

HNC

HND

Master's degree

NVQ - Level 1

NVQ - Level 2

NVQ - Level 3

NVQ - Level 4

NVQ - Level 5

NVQ - Level 6

NVQ - Level 7

NVQ - Level 8

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5 Qualification

Back to Qualifications

Qualification Type: A-Level *

Keyword Search: My Qualification is not listed enter a keyword

Qualification Name: Philosophy *

Awarding Body: *

Status: Please select *

Start Date: 8 Jul 2015 *

Verified Training:

Add Cancel

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7 Qualification

You have successfully added the qualification

Back to Qualifications

For Your Reference...

1. If your qualification is not listed please select the option **My qualification is not listed** within the drop down subject bar (step 4 above), where you will be able to add additional qualifications

Handy to Know...

- If your qualification has to be renewed (for example First Aid) then choose **Completed** in the drop down Status bar. You will then be able to set an expiry date and a pre-expiry reminder period for your qualification