FAQ's

- How to allow the Learner to download a certificate from a pathway step

How to allow the Learner to download a certificate from a pathway step

There are a few steps need to followed to ensure the learner can print the certificate from the Pathway.

The following must be true in the Pathway from an Admin perspective:

- A training intervention (not a unit standard) is linked to the Certification Point step in the Pathway



- Prerequisites are setup for the Certification Point step.

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- The Certification Point Step is not locked.



The following must be true on the Training Intervention library:

In the Printing of Certificates section on a Training intervention:

- *Allow learner to print certificate* must be checked.
- Select the appropriate option for when the learner may print the certificate.
- Select the Certificate Template from the drop down
- Complete the Certificate Display Name if the Certificate has a display name other than the name of the training intervention, incorporated in the design.

Changes to the training intervention must be save to be applied.



The following must be true for the learner:

- All prerequisites for the Certification Point step have been met.

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Take Note

When a training intervention is set to allow a learner to print a certificate, the learner will be able to print the certificate in ANY pathway where they have access to that specific Certification Point training intervention.