

Viewing And Downloading Your Certificates







The Student profile in Training Desk contains a full record of any certificates issued to a student by Allens Training (old systems and Training Desk). These are stored in the student certificates table. Certificates issued through Training Desk can be downloaded directly from this table by the Student.

Users are also able to add manual records of certificates to the student's profile. These are a convenient way of recording pre-requisite information and ensuring student's have access to a complete record of their certificate history.

Certificates available through Training Desk include both traditional certificates and those issued by completing online training.

Steps for Viewing and Downloading Certificates

1. Log into Training Desk
2. Select the *CERTIFICATES* option in the header of the screen
3. To download the certificate click the download link (if not available there is no copy of that certificate available in Training Desk)
4. If the Name of the course is also a link, this means there are course details available to access by clicking that link.

Name	Download Link	Issue Date	Expiry Date	Cert #	
HLTHPS006 - Assist clients with medication	Download	31/07/2019	-	326638-1399063	
22300VIC - Course in first aid management of anaphylaxis	Download	29/07/2019	29/07/2022	326314-1397128	
HLTAAP001 - Recognise healthy body systems	Download	29/07/2019	-	326638-1399051	
Introduction to Training Desk	Download	29/05/2019	-	-	
HLTAID003 - Provide first aid	Download	27/06/2019	27/06/2022	315826-1337706	
HLTAID001 - Provide cardiopulmonary resuscitation	Download	26/06/2019	26/06/2020	315807-1337482	

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