How to add Qualifications to Business World
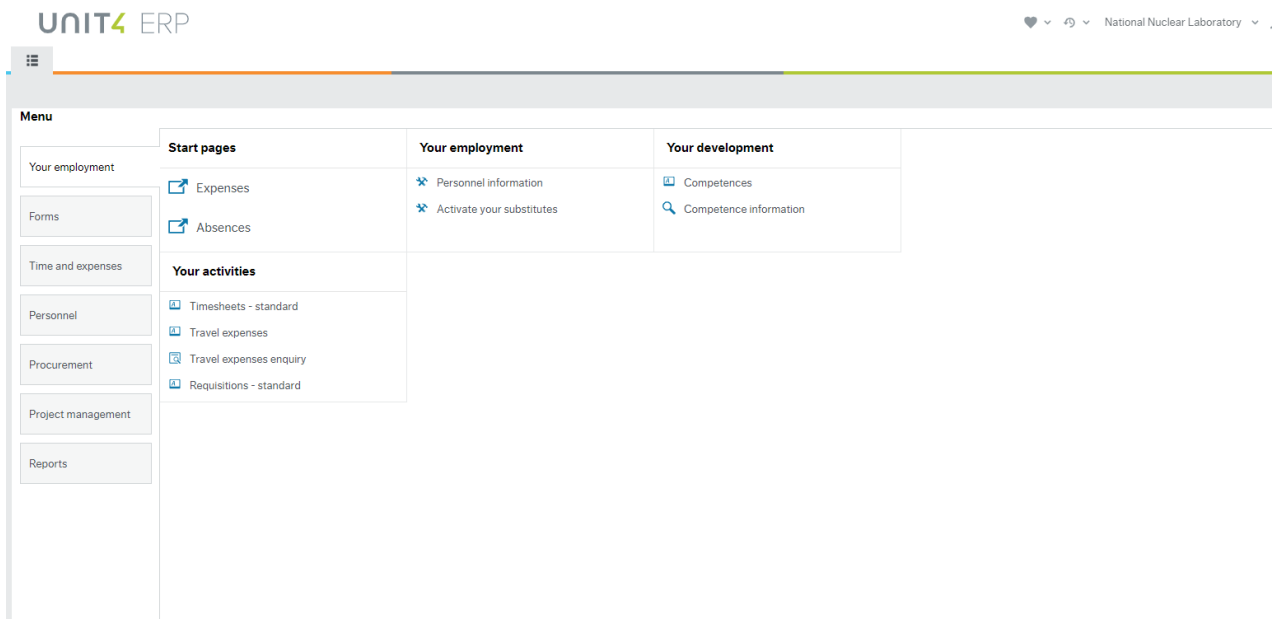
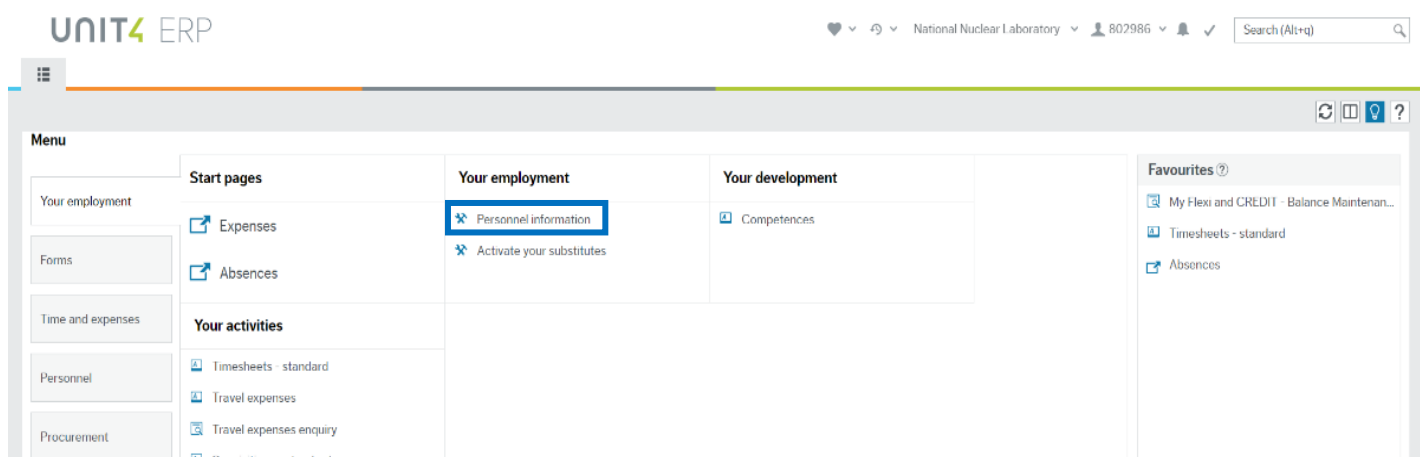1) Under 'Your development' choose the option for 'Competences

2) Under Competence Type, select 'Qualification type' – this should bring up your current record. If there are no records stored or you wish to add another record, click the add button.


1) Fill in the required fields. Under 'Competence' choose the type of qualification you want to add e.g. A Level, GCSE etc (if there isn't an option that fits your qualification, choose 'Other'). Under 'Subject Group' choose the most relevant subject group (choose 'Other' if there is no subject group that matches your qualification. Under 'Education Subject' choose the name of your qualification. Under 'Grade' select the grade you achieved. If your qualification was achieved at university, select your institution from the drop down under 'University'. For all other institutions (schools, colleges, providers) or if your University is not listed, type the name into the 'Other Institution' field. When you have finished, click save. Your line manager will need to verify and approve your qualification before it is added to your record. To help them approve you must attach evidence of your qualification via a certificate or transcript
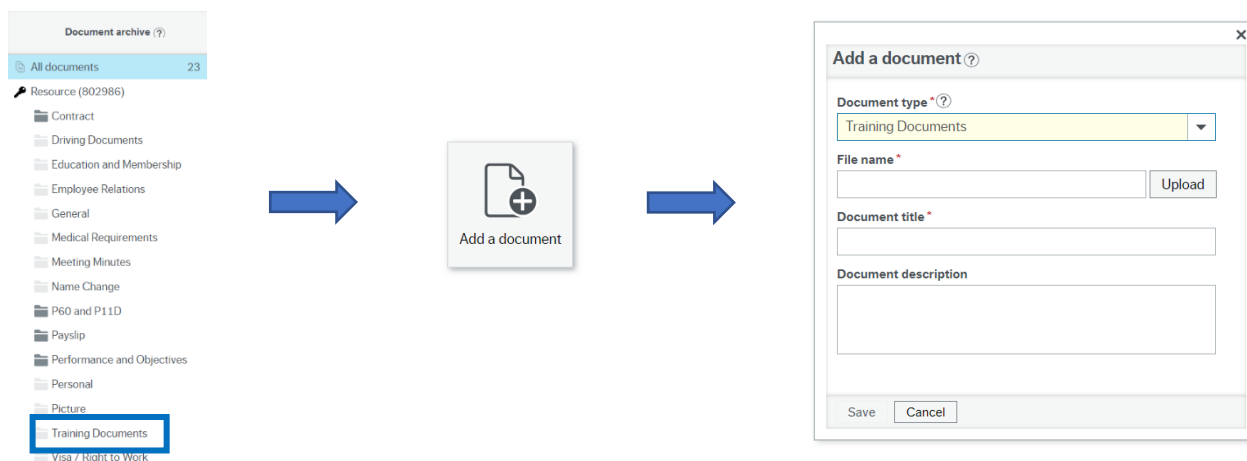
2) To attach a certificate, go back to 'Personnel Information'

3) Click the paperclip icon on the top right of the menu
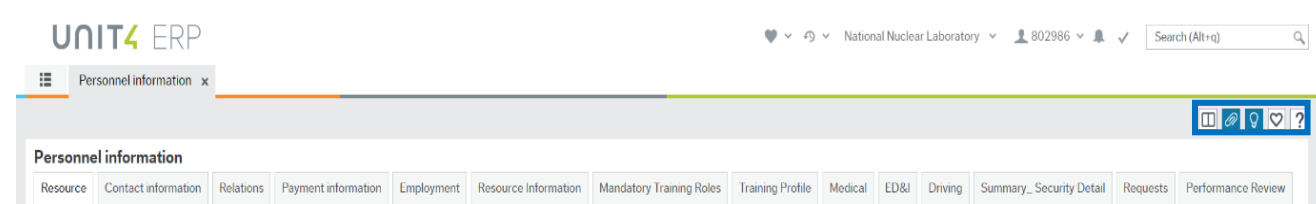
4) Open Training Documents shown on the left, then click "add a document". This will pull up the below pop-up window.

5) Click "Upload", locate your document on your drive, and simply click save.