## How to add Qualifications to Business World

1) Under 'Your development' choose the option for 'Competences

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Menu				
	Start pages	Your employment	Your development	
Your employment	🛃 Expenses	* Personnel information	Competences	
Forms	Absences	* Activate your substitutes	Competence information	
Time and expenses	Your activities			
Personnel	Timesheets - standard			
	Travel expenses			
Procurement	Travel expenses enquiry			
Project management				
Reports				

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.

* Com	petence								
Wo	orkflow state	Competence	Subject Group	Education Subject	Grade/Level	University	Other Institution	Year Obtained	Info
Finisł	hed	Other	Other		Pass				~
Finisł	ned	HND, NVQ Level 5, Foundation Degree, or e	Professional/Busi		Pass				
Add	Delete								*

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

oompetence entry					
Competence *		Subject Group	Education Subject	Grade/Level	
University	•	• Other Institution	•		•
oniversity	-	Other Institution	Access Scaffolding	ACCESS SCAFFOLDING	
Comment			Accounting Administration	ACCOUNTING ADMINISTRATION	
			Aeronautical Engineering Aerospace Material Engineering	AERONAUTICAL ENGINEERING AEROSPACE MATERIAL ENGINE	
			Agriculture	AGRICULTURE	
			Analytical Chemistry APM Earned Value Management	ANALYTICAL CHEMISTRY APM EV	
			APM Earned Value Management	PROJECT MANAGEMENT APM EV	
			APM Introductory Certificate PM	PROJECT MANAGEMENT INT	
			APM Practitioner Qualification	APM PRACTITIONER	
			APM Professional (to close)	APM PROFESSIONAL	
			APM Project Fundamentals Qualification	APM PFQ	
ave Clear Export	Show histo	ory	APM Project Management Qualification APM Risk Certificate - L1	PROJECT MANAGEMENT RISK1	
			APM Risk Management - Level 1	APM RISK1	

2) To attach a certificate, go back to 'Personnel Information'

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nu -	Start pages	Your employment	Your development		Favourites 🕐
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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 popup window.

Resource Contact information Relations Payment information Employment Resource Information Mandatory Training Roles Training Profile Medical ED& Driving Summary\_Security Detail Requests Performance Review

Document archive (?)		
All documents 23		Add a document ⑦
Resource (802986)		Document type * ?
Contract		Training Documents
Driving Documents		Turning Documents
Education and Membership		File name*
Employee Relations		
General		Document title *
Medical Requirements	Add a document	
Meeting Minutes		Bernard development
Name Change		Document description
P60 and P11D		
Payslip		
Performance and Objectives		
Personal		
Picture		Save Cancel
Training Documents		
Training Documents		

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