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| Request addition of qualification, licence, certificate or registration in People and Money |
| **Guidance** |
| People and Money holds a number of qualifications, licences, certificates and registrations. This form can be used by employees, managers and learning providers to request the addition of a new item.**Definitions*** A qualification is a pass of an examination or an official completion of a course, for example BA Hons, GCSE, Advanced Higher.
* A certification is a status or level of achievement confirmed in an official document. Often a certification is achieved following the successful completion of a professional training programme or course. An example of a certification required for staff working in catering in the University is the ‘Royal Environmental Health Institute of Scotland (REHIS) Elementary Food Intermediate Certificate’.
* A licence is a formal permission granted to an individual from the government or other authority to do something. An example of a licence required for a number of jobs in the University is a valid driving licence. Another example is a Home Office Personal Licence that gives permission to an individual to undertake regulated procedures in biomedical research.
* A registration is a **professional registration** with a relevant professional body that recognises the individual’s ability to practice in a specific professional capacity and their commitment to the agreed standards. An example is the Nursing and Midwifery Council Registration.

**Please ensure all sections of the form are complete and the form has been authorised in advance of submitting through People and Money.****Please submit by creating a Service request enquiry>Skills and Qualifications>Add missing content to option lists.** |
| **Section 1:****Please complete sections A and B for all requests.****Sections C and D should only be completed if the certificate is essential for current role (i.e. specific certifications, licences or registrations that employees must hold to perform their role or part of it).** |
| A. Full Official Name of Qualification, Certification, Licence or Registration |       |
| B. Standard Abbreviation or Acronym |       |
| C. Renewal Required (Essential Certificates only) | Yes [ ] No [ ]  |
| D. Frequency of Renewal (if applicable) e.g. every 6 months / years |       |
| **Section 2: Requestor details** |
| Requested by: |       |
| Date (dd/mm/yyyy):  | Click or tap to enter a date. |
| **Section 3: Details of person authorising this request**This form should be authorised by the line manager of the person requesting the change prior to submitting through People and Money. |
| Authorised by: |       |
| Position: |       |
| Date (dd/mm/yyyy): | Click or tap to enter a date. |