

ELMO – Contractor Induction Platform

Uploading copies of Certificates





 6. Choose the Course/Licence by typing in the Search by Course field and clicking on the magnifying-glass or by scrolling down the list of templates. If the Course/Licence is not displayed, contact the People & Culture Co-ordinator to arrange for it to be added. 7. Once course/licence is located, click on the arrow icon 	Select external training template × Provide Q Course Name 1 Description Provide Advanced First Aid - HTAID014 Please upload a copy of your Statement of Attainment and Provide Easic Emergency Life Support - HLTAID Please upload a copy of your Statement of Attainment and Provide Easic Emergency Life Support - HLTAID Please upload a copy of your Statement of Attainment and Provide Cardiopulmonary Resuscitation - HTAID Please upload a copy of your Statement of Attainment and Select external training template X V
	Provide Advanced Resuscitation and Oxygen Th Please upload a copy of your Statement of Attainment and Provide Basic Emergency Life Support - HITAID Please upload a copy of your Statement of Attainment and Provide Cardiopulmonary Resuscitation - HITAIL Please upload a copy of your Statement of Attainment and
 8. Enter the following details. Date of Completion for Licences, enter today's date for Courses, enter completion date on certificate Expiry Date for Licences, enter Expiry Date on Licence for Courses, enter the renewal date (if applicable). The Description field will display the renewal period 	Description B i <
9. Upload Certificate by dragging your document into the attachment field or by clicking in the attachment field and accessing your document through File Explorer	 ← → · ↑ ● → This PC → Desktop · ℃ / Search De Organize · New folder ● Name Date modified ● First Aid Certificate 9/05/2022 2:56 PM ● Capture1 9/05/2022 11:07 AM ● Uploading copies of Certificates 5/05/2022 4:46 PM File name: · Custom files Open
10. Check that the document has successfully loaded and click on Save	First Aid Certificate.PNG