



**Desk Viewing
And Downloading
Your Certificates**



Training Desk Viewing And Downloading Your Certificates User Guide

[Home](#) » [Training Desk](#) » Training Desk Viewing And Downloading Your Certificates User Guide 

Contents

- [1 Training Desk Viewing And Downloading Your Certificates](#)
- [2 Specifications](#)
- [3 Product Usage Instructions](#)
- [4 Viewing And Downloading Your Certificates](#)
- [5 FAQ](#)
- [6 Documents / Resources](#)
 - [6.1 References](#)
- [7 Related Posts](#)



Training Desk Viewing And Downloading Your Certificates



Specifications

- **Product Name:** Training Desk
- **Function:** Viewing and downloading certificates
- **Latest Update:** 02/03/2023

Product Usage Instructions

1. Log into the Training Desk.
2. Select the CERTIFICATES option in the header of the screen.
3. To download a certificate, click the download link. If no link is available, the certificate is not accessible on the Training Desk.
4. If the Name of the course is also a link, it indicates that course details are available. Click the link to access them.

Viewing And Downloading Your Certificates







The Student profile in the 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 the 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 students have access to a complete record of their certificate history. Certificates available through the Training Desk include both traditional certificates and those issued by completing online training.

Steps for Viewing and Downloading Certificates

- Log into the Training Desk
- Select the CERTIFICATES option in the header of the screen
- To download the certificate click the download link (if not available there is no copy of that certificate available at the Training Desk)
- 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	

This article was last updated on 02/03/2023

FAQ

- **Q: What should I do if I cannot find a specific certificate for download?**
 - A: If there is no download link available for a certificate, it means that a particular certificate is not accessable in the Training Desk. You may need to contact support for further assistance.
- **Q: How often are course details updated on the platform?**
 - A: Course details are regularly updated on the platform. You can click on the course name link to access the latest information available.

Documents / Resources

	Training Desk Viewing And Downloading Your Certificates [pdf] User Guide Viewing And Downloading Your Certificates, And Downloading Your Certificates, Downloading Your Certificates, Your Certificates, Certificates
---	--

References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

This website is an independent publication and is neither affiliated with nor endorsed by any of the trademark owners. The "Bluetooth®" word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. The "Wi-Fi®" word mark and logos are registered trademarks owned by the Wi-Fi Alliance. Any use of these marks on this website does not imply any affiliation with or endorsement.