

GUIDANCE DOCUMENT: How to access and download your certificate.

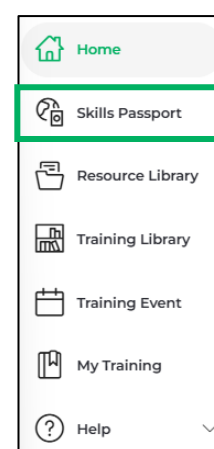
If you have any questions, problems or feedback please contact us on educationhelp@nzrugby.co.nz.

Skills Passport

The Skills Passport is the place that holds your certificates of completion for training completed in LINEBREAK, and it is also where you can add any other qualifications you hold (if you so choose).

Note: Any qualifications you add here can/cannot be seen by anyone, except the learner, nor can it be used for anything in the system.

To access your Skills Passport, click “Skills Passport” on the left-hand side menu.



1	Skills Passport	2	3	4	7	8
	Course/Qualification	Provider	Completion Date	Expiry Date	Badge	Certificate
	Test Event	New Zealand Rugby	29 Aug 2025	N/A	N/A	Options View Certificate
	Workplace First Aid Certificate	St Johns	01 Apr 2024	31 Mar 2026		

Here you will see:

- Course/Qualification:** This will advise the Course/Qualification completed under your account.
- Provider:** This is the Supplier/Organisation the course/qualification was acquired from.
- Completion Date:** Date of Completion of the course/qualification.
- Expiry Date:** If the course/qualification has an expiry date, it will be advised here.
- Badge:** If a badge is available, it will be advised here.
- Certificate:** You can view/download your certificate here.
- Download PDF:** A PDF report can be downloaded which will advise all qualifications under your LINEBREAK training account.
- Add New:** Additional qualifications can be added to your account.

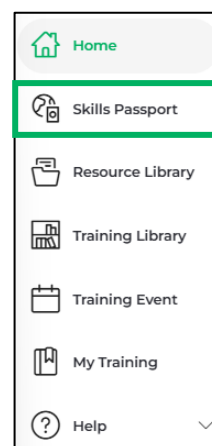
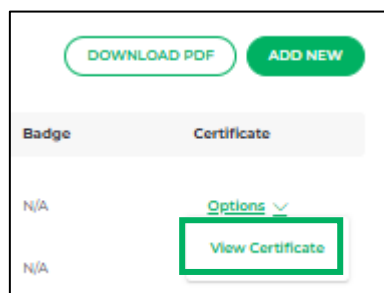
How to access and download your certificates

There are two ways in which you can access your certificate of completion.

- Skills Passport.
- Within the course itself under “My Training”.

Via Skills Passport

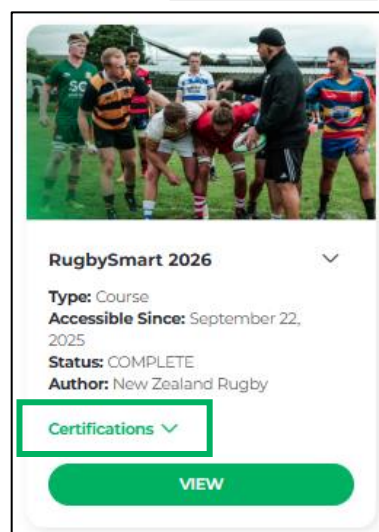
1. To access your Skills Passport, click “**Skills Passport**” on the left-hand side menu.
2. Go to the row of the course or qualification you are looking for.
3. Click on “**Options**” and then “**View Certificate**”.



4. The certificate will open in a new tab as a PDF document.

Within the course

1. Click on the “**My Training**” tab on the left-hand side.
2. Find the course you have completed.
3. Click on the “**Certifications**” text under the completed course.
4. Select “**View Certification**”. The certificate will open in a new tab as a PDF document.



How to upload a certificate to LINEBREAK

You may have completed a course outside of NZR (i.e. a Workplace First Aid certificate) and would like to have all your learning in one place. On the main page of the Skills Passport section above the table:

1. Click on “Add New”.

Skills Passport

[DOWNLOAD PDF](#)
[ADD NEW](#)

Course/Qualification	Provider	Completion Date	Expiry Date	Badge
Workplace First Aid Certificate	St Johns	01 Apr 2024	31 Mar 2026	N/A

2. Fill in the information requested as part of the upload.

Upload Accreditation

Course / Qualification *

Other

Other Qualification

Workplace First Aid Certificate

Provider *

St Johns

Completion Date *

11/11/2024

Expiry Date

10/11/2026

[CANCEL](#)
[SAVE](#)

3. Click on “Save” to complete this process.

Note: Any qualifications you add here **cannot** have the actual certificate document uploaded with it. This is just a “record” feature, in case you’d like a place to have a full list of all your qualifications, certifications and accreditations.