

Completing the certification file

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1. Completing the file

Most certification claims can be made directly on-screen via Linx2Online; whereby no file is required. For further guidance please see the certification guides [here](#). The file import method is only mandatory for unit only claims.

In circumstances where import files are used instead of direct on-screen claims, the following steps will help guide you.

For this to be a valid claim, those submitting the file must have ensured that all necessary VTCT published procedures have been followed prior to the submission.

1. Open **Certification files** pack located [here](#)
2. Only one qualification can be claimed per file. If claiming for multiple qualifications, complete a separate file for each qualification. Starting a new line for each learner, complete each column – See *Online certification claim example file* located in the **Certification files** pack located [here](#) for further guidance.
 - ✓ All column data, unless otherwise stated, is mandatory
 - ✓ Please do not add, delete or re-arrange any columns / lines
 - ✓ Please do not enter any qualifying characters such as quotation marks, asterisks or question marks
 - ✓ There should also be no commas in the file
 - ✓ If an invalid file is received, there may be delays and files may have to be returned for resubmission

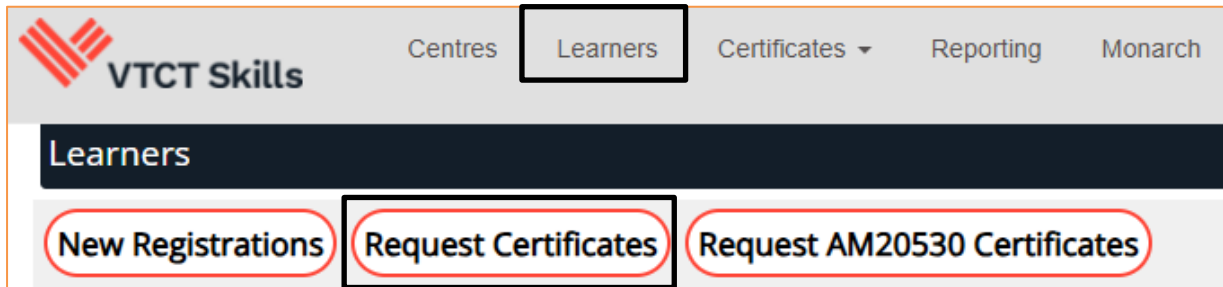
Once the file is complete, save as a .csv, .xls or .xlsx file to a location on your PC. An example of the file naming convention is **qualcode or unitcode_dd.mm.yy_cert**

example: **ab20086_04.12.26_cert**

2. Importing the file

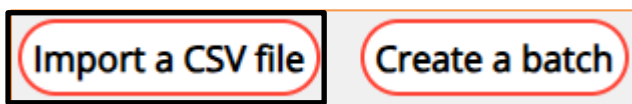
1. Certificate claim files are imported via the Linx2Online system. For a login link, please go to the [Linx2Online](#) page and select 'Log in to Linx2Online'.

2. Ensuring that you are on the Learners page, select Request Certificates.



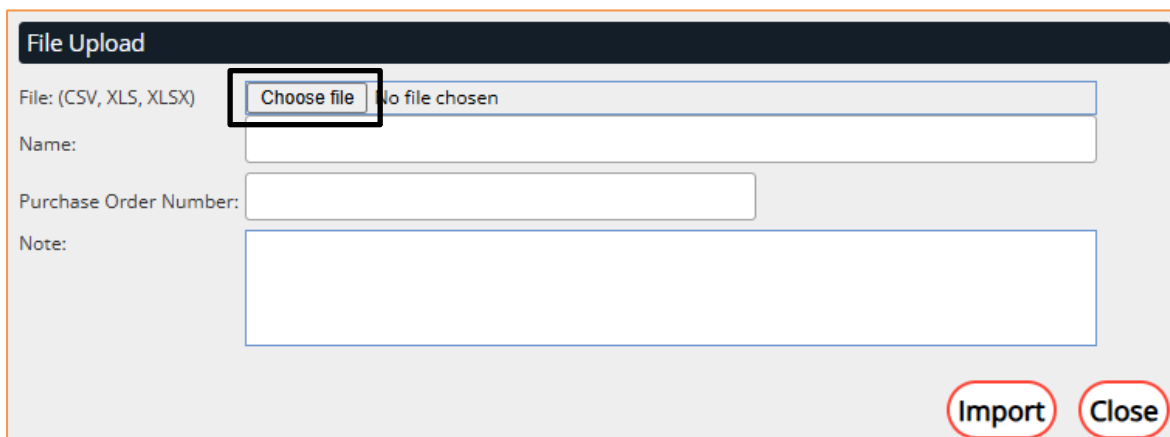
The screenshot shows the VTCT Skills interface. At the top, there is a navigation bar with the VTCT Skills logo and several tabs: Centres, Learners (highlighted with a black box), Certificates, Reporting, and Monarch. Below the navigation bar, there is a dark blue header with the word 'Learners' in white. Underneath this header, there are three buttons: 'New Registrations', 'Request Certificates' (highlighted with a black box), and 'Request AM20530 Certificates'.

3. Select 'Import a CSV file'.



The screenshot shows two buttons: 'Import a CSV file' (highlighted with a black box) and 'Create a batch'.

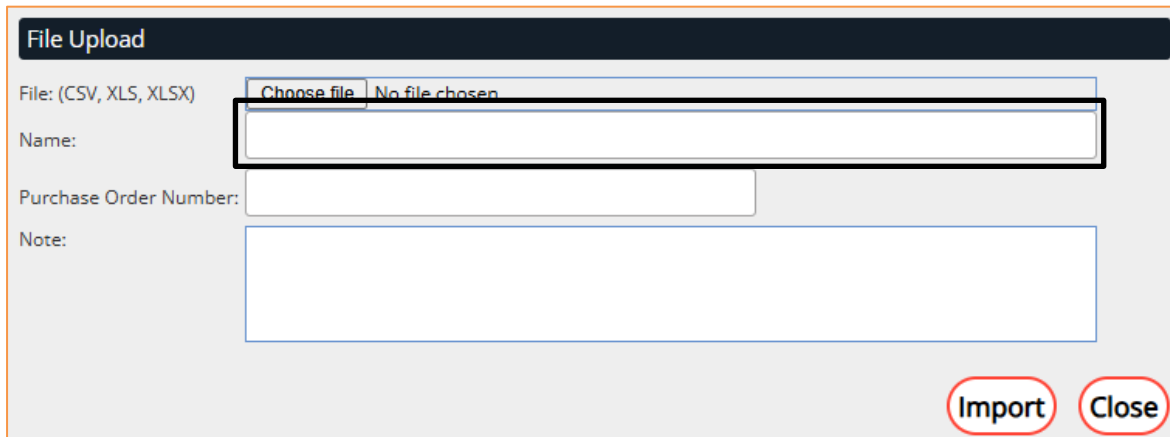
4. Depending on the browser you are using select either 'Choose file' or 'Browse' to locate and select your saved import file.



The screenshot shows the 'File Upload' form. At the top, there is a dark blue header with the text 'File Upload'. Below this, there is a section for file selection. The text 'File: (CSV, XLS, XLSX)' is followed by a button labeled 'Choose file' (highlighted with a black box) and the text 'No file chosen'. Below this, there are three input fields: 'Name:', 'Purchase Order Number:', and 'Note:'. At the bottom right of the form, there are two buttons: 'Import' and 'Close'.

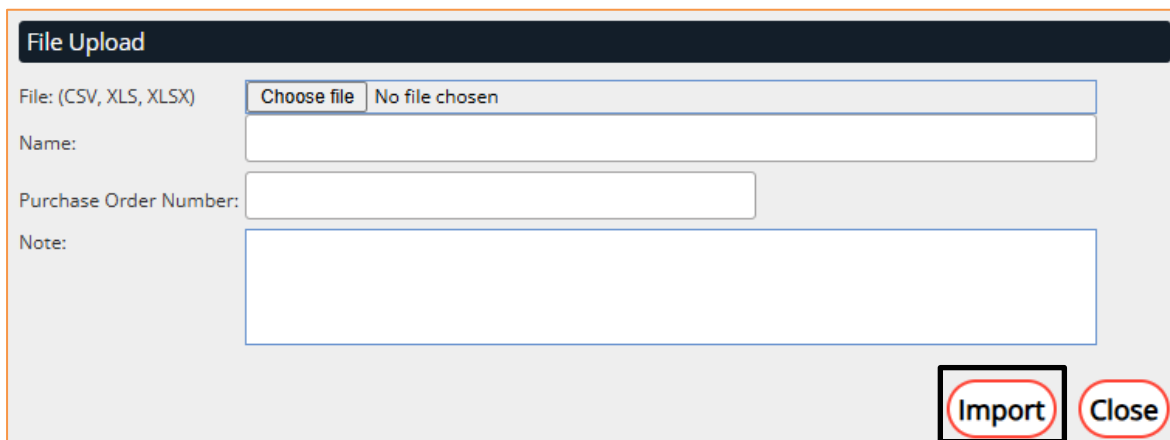
5. Name your file. You may enter any name you wish. An example would be the learner or cohort name.

Certification file names must be unique. If you receive an error, change the file name - for example you can add **_v2** to the end of the existing file name. You will need to try different name combinations until a unique file name has been created.



The 'File Upload' form contains a header bar, a file selection area with 'Choose file' and 'No file chosen' buttons, and input fields for 'Name', 'Purchase Order Number', and 'Note'. The 'Name' field is highlighted with a black rectangle. At the bottom right are 'Import' and 'Close' buttons.

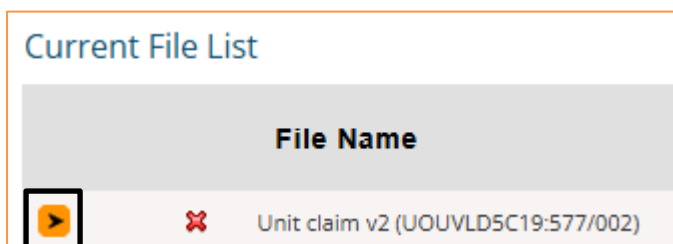
6. Select Import.



This is the same 'File Upload' form as above, but the 'Import' button at the bottom right is highlighted with a black rectangle.

7. The file you have imported will be displayed in the Current File List.

Select the orange/black arrow icon to the left of the file name.



The 'Current File List' section shows a table with a header 'File Name'. The first row contains an orange/black arrow icon (highlighted with a black rectangle), a red 'X' icon, and the text 'Unit claim v2 (UOUVLD5C19:577/002)'.

8. Each unit claimed, per learner, will be displayed. Depending on the number of learners/units these may be displayed across multiple pages.

	Learner Code	First Name	Last Name	Site - Qualification	Mark	Unit Code	Unit	Grade
	 1849683	Unit	Claim	577/002 - Unit Only UV - Learning and Development Units 5+ Credits 19+		UV30761	Facilitate learning and development for individuals	Pass

9. If any line appears in pink then there is an error with that line (errors are also indicated by an error icon to the left of the learner code and the invalid display line). If this happens, see the 'Correcting an error – Certification' guide [here](#).

	Learner Code	First Name	Last Name
 	 1849683	Unit	Claim
Total: 1 Valid: 0 Invalid: 1		Note	

10. Once any invalid lines have been resolved, select Submit to VTCT.

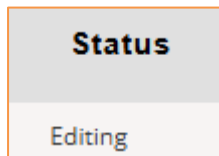
Back
Revalidate All
Submit to VTCT
Add New Row

11. The file status will now display 'Awaiting Validation'.

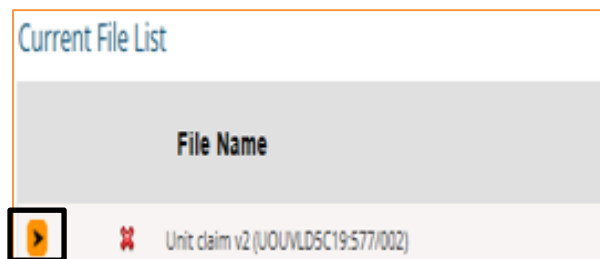
After 30 seconds, refresh your screen to change the status. **NB:** On occasion it may take longer than 30 seconds for the status to change so you may need to refresh multiple times.

Current File List						
File Name	Records	Created	Modified	Created By	Status	
  Unit claim v2 (UOUVLD5C19:577/002)	1	19/12/2024 13:00:43	19/12/2024 13:04:19	0577/004-jsnowtest2	Awaiting Validation	

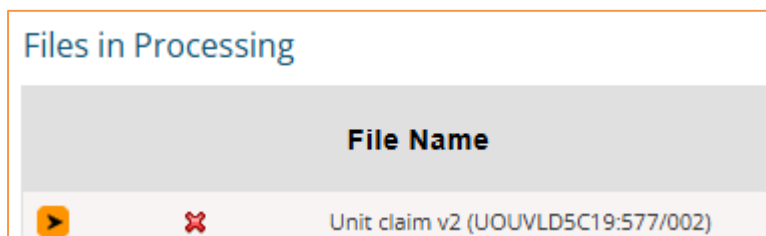
12. After refreshing, if the file fails validation it will remain in the Current File list and the status will change to editing.



Select the orange/black arrow icon to the left of the file name and investigate and correct any errors. For help, see the 'Correcting an error – Certification' guide [here](#).



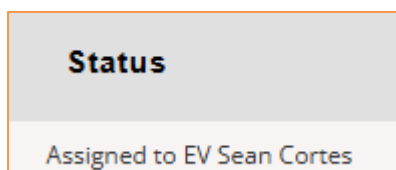
13. Once the file passes validation it will move in to the 'Files in Processing' section.



14. The File Status will now be either:

“Assigned to EV [EV’s name] or Needs EV Approval”

The EQA will receive an email informing them about the claim and will approve/decline the claim as soon as possible.



or

“Processing” (this status will in most cases be applied where direct claims for the qualification exists).

VTCT Skills need to conduct some final checks.

Status
Processing

- 15.** The file will move in to the ‘Files Processed’ section once the EQA has approved the file and/or the final checks are complete, and the status will change to “Processed”. At this stage the claim is processed. Providing no other restrictions are in place, the certificates will be printed and dispatched within 20 working days.

Files Processed	
File Name	
	(UOUVLD5C19:577/002)

Status
Processed

3. Help and support

- E: linx2logins@vtctskills.org.uk
- T: +44 (0) 2380 684500
 - Mon-Thurs: 08:45 – 17:00
 - Friday: 08:45 – 16:30