

How to claim C02A5 certificates

December 2024



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1. Logging in

Certification administration is performed within our Linx2Online system. For a login link please go to the [Linx2Online](#) page and select 'Log in to Linx2Online'.

1. Upon logging in you will be presented with the Welcome page. The Welcome page displays any important updates so please take a moment to read this page each time you login.

Welcome

18th September 2024 - Linx2Online system maintenance

Linx2Online will be unavailable from 7am - 11am, 22nd September 2024. We apologise for any inconvenience this downtime may cause.

eCertificates

Linx2Online users are now able to generate, download and view eCertificates. For information on how to access and use eCertificates please open the 'Reports and generating eCertificates' guide [here](#).

Online assessments

Where applicable, learners will be available within the online assessment system, Linx2Achieve, the day after registration is confirmed.

Help and Support

Skillsfirst centres please contact: +44 (0) 121 270 5100 / customerservices@skillsfirst.co.uk

VTCT centres please contact: +44 (0) 2380 684 500 / linx2logins@vtct.org.uk - A full suite of user guides is available [here](#).

Dismiss

2. How to claim

1. Ensuring that you are on the Learners page, select 'AM20530 and CO2A5 claims'.

 **VTCT Skills**

Centres

Learners

Certificates ▾

Reporting

Learners

New Registrations

Request Certificates

AM20530 and CO2A5 claims

2. Select the site.

Centre

577/000:VTCT

Site

All

Qualification

Select Qualification

Select Learners

3. Select the qualification.

Centre

577/000:VTCT

Site

All

Qualification

Select Qualification

Select Learners

4. Click on the Select Learners button.

Centre

577/000:VTCT

Site

All

Qualification

Select Qualification

Select Learners

5. Learners eligible for certification will be displayed, along with their overall qualification grade.

☐	Learner Code	First name	Last name	DOB	Registration Date	Qualification Grade	Status	Units Released and Passed	Min Units Required
☐	1849682	Co2A5	Test	01/01/2008	19/12/2024	Level 2 Merit	Cert. Due	2	5

6. Select the learner(s) you want to certificate by selecting the tick box to the left of the learner details.

☐	Learner Code	First name	Last name	DOB	Registration Date	Qualification Grade	Status	Units Released and Passed	Min Units Required
☒	1849682	Co2A5	Test	01/01/2008	19/12/2024	Level 2 Merit	Cert. Due	2	5

7. Select the 'Confirm' button.

☐	Learner Code	First name	Last name	DOB	Registration Date	Qualification Grade	Status	Units Released and Passed	Min Units Required
☒	1849682	Co2A5	Test	01/01/2008	19/12/2024	Level 2 Merit	Cert. Due	2	5

Confirm **Back**

8. Select 'OK' (or Cancel if you wish to go back).

Message from webpage

Are you sure you wish to Request Full Certificates for the selected Learners?

OK Cancel

9. Select Ok.

Request Full Certificates

The Learners selected have now been set to Requesting a Full Certificate

Ok

10. The Linx2Online user will now receive an email notification confirming the claim details.

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