

How to claim a unit only certificate

July 2026



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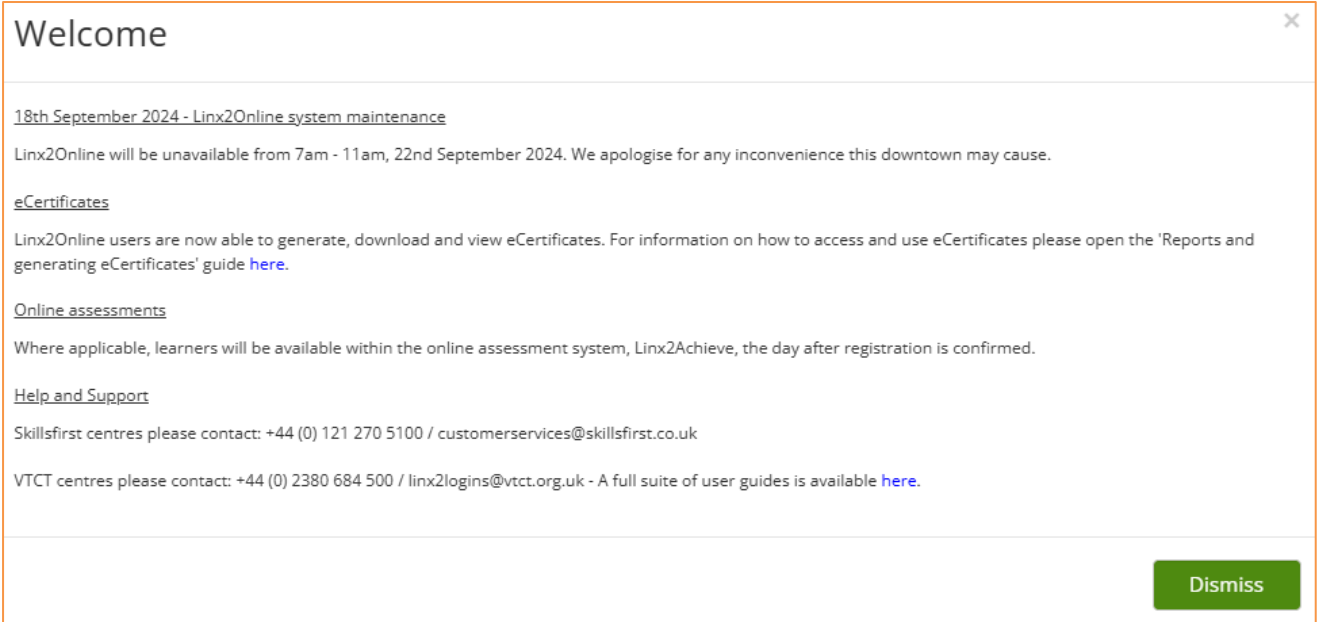
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1. Logging in

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.



The screenshot shows a 'Welcome' modal window with a close button (X) in the top right corner. The content includes:

- 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](#).

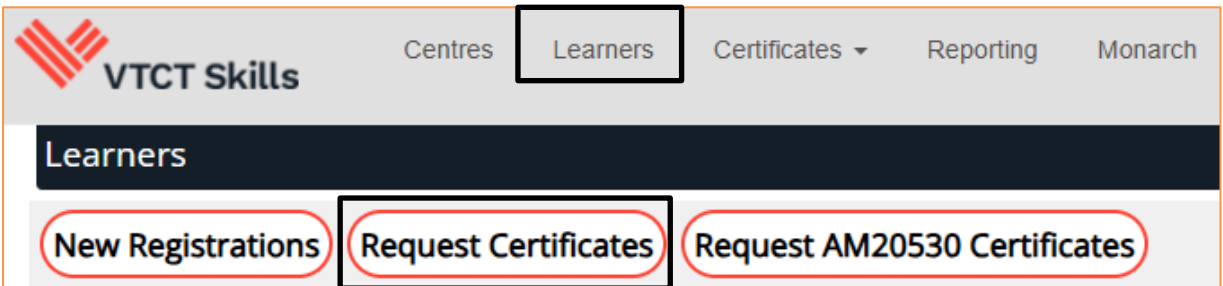
A green 'Dismiss' button is located in the bottom right corner.

1.1. Processing claims

1. Unit only claims are made via file import.

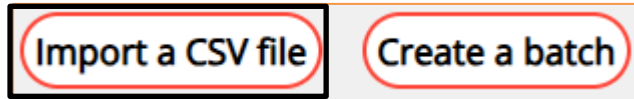
See this [article](#) for certification file templates and guidance on completing the file.

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

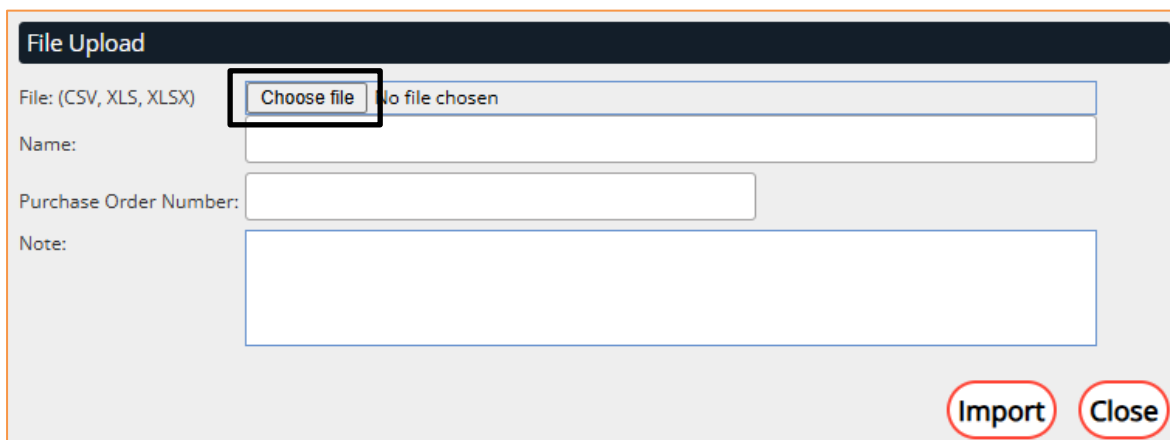


The screenshot shows the VTCT Skills navigation bar with the following tabs: Centres, **Learners** (highlighted with a black box), Certificates (with a dropdown arrow), Reporting, and Monarch. Below the navigation bar, the 'Learners' section contains three buttons: 'New Registrations', **Request Certificates** (highlighted with a black box), and 'Request AM20530 Certificates'.

3. Select 'Import a CSV file'.

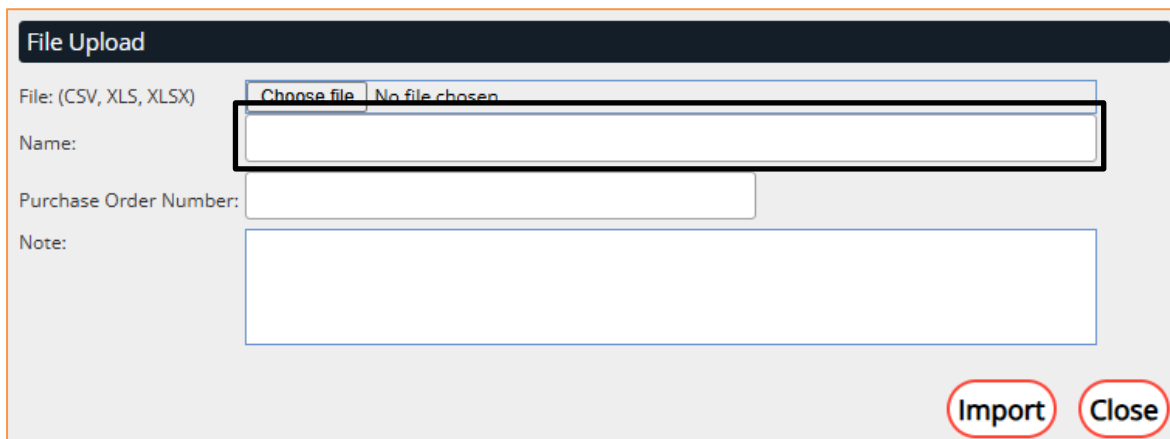


4. Depending on the browser you are using select either 'Choose file' or 'Browse' to locate and select your saved import file.

A screenshot of a 'File Upload' form. The form has a title bar 'File Upload'. Below it, there is a label 'File: (CSV, XLS, XLSX)' followed by a button 'Choose file' and the text 'No file chosen'. Below this is a 'Name:' label followed by a text input field. Then a 'Purchase Order Number:' label followed by a text input field. Then a 'Note:' label followed by a large text area. At the bottom right, there are two buttons: 'Import' and 'Close'. The 'Choose file' button is highlighted with a red circle.

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 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.

A screenshot of the same 'File Upload' form. In this view, the 'Name:' text input field is highlighted with a red circle.

6. Select Import.

File Upload

File: (CSV, XLS, XLSX)

Choose file

No file chosen

Name:

Purchase Order Number:

Note:

Import

Close

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.

Current File List	
File Name	
	 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.

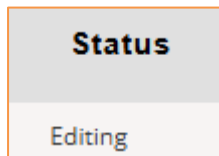
Back
Revalidate All
Submit to VTCT
Add New Row

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

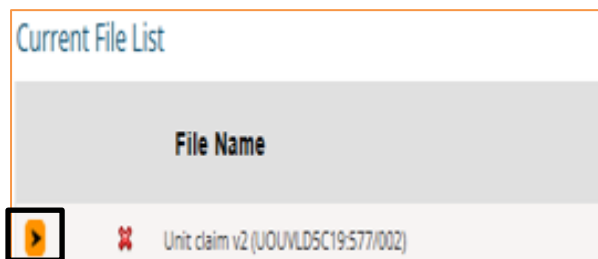
After 30 seconds, refresh your screen to change the status. **NB:** On occasion it may take longer than 30 seconds for the status to change so you may need to refresh multiple times.

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

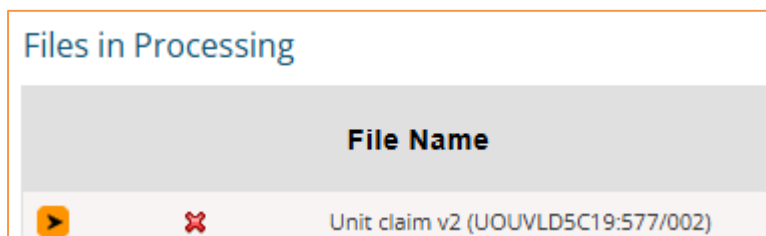
- 12.** After refreshing, if the file fails validation it will remain in the Current File list and the status will change to editing.



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](#).



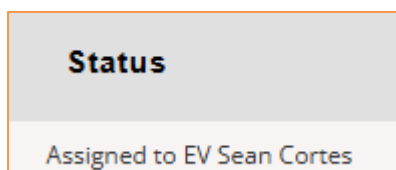
- 13.** Once the file passes validation it will move in to the 'Files in Processing' section.



- 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		
	L	JOUVLD5C19:577/002)

Status
Processed

2. Help and support

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