

# EDITING QUALIFICATIONS

If you need to make changes to the entries in your **Qualifications** section, just follow these simple steps.

## Try This Yourself:

Before trying this ensure that you have logged on to the Gateway and accessed the My CPD area

- 1** Click the **Qualifications** tab  
*Your qualifications listing will appear*
- 2** To make changes to a qualification click **Edit**
- 3** Make the changes you need to make
- 4** Click **Save**

My CPD

Basic Details | Employment History | **Qualifications** | Training History | Other Ways of Learning | Professional Membership | Performance Review | Training Needs Identified | Download My CPD

[ Add New Qualification ]

Please add any qualifications that you have achieved or are undertaking, if unsure please enter the year achieved on the 1st January.

If your qualification is not listed please select the option "My qualification is not listed" within the drop down subject bar, where you will be able to add additional qualifications.

Qualification Type:	A-Level
Qualification:	Philosophy
Qualification Status:	Completed
Start Date:	5 December 2014
Completion Date:	1 June 1998
Grade:	C
Awarding Body:	

[ Edit ] [ Delete ]

My CPD

Basic Details | Employment History | **Qualifications** | Training History | Other Ways of Learning | Professional Membership | Performance Review | Training Needs Identified | Download My CPD

**Qualification**

> Back to Qualifications

Qualification Type: A-Level

Keyword Search: philosophy enter a keyword

Qualification Name: My qualification is not listed  
Philosophy

Awarding Body: \*

Status: Completed \*

Start Date: 1 / Sep / 1997 \*

Completion Date: 15 / Jul / 1998 \*

Expiry Date: / /

Pre-Expiry Reminder: No Reminder

Grade: C

Verified Training:

**Save** **Cancel**

## For Your Reference...

1. If you make a mistake or wish to enter the qualification again you can click **Delete** and start again

## Handy to Know...

- Any item with a red asterisk (\*) is mandatory so needs to be completed