

Digital credentials

Getting started guide

Easily share your professional skills
with your network in a way that is
credible and validated.

Contents

What are digital credentials?	3
Set yourself up to receive digital credentials	4
Access your digital credentials	5
Time to tell others	6
Verifying your digital credential	7
My credentials	8
Help and support	9

What are digital credentials?

Digital credentials are easy-to-share and fully verifiable online badges that enable you to instantly showcase your skills with your professional networks and potential employers at the click of a button.

Issued to you on successful completion of your programme or qualification, each badge acts as a digital certificate. It safely stores all the information about the knowledge, skills and behaviours that you demonstrated throughout your learning journey. Unlike a paper certificate, your credential will never go missing.

Using our digital credentials platform, you can quickly share your badge via social media channels such as LinkedIn, Facebook and X, as well as adding them to emails or embedding them into your own website or blogs.

Find out how to access your digital credentials, so you can proudly display your achievements anytime, anywhere.



City & Guilds

LEVEL 1

Certificate in
Employability Skills

5546-04

City & Guilds

LEVEL 2

Functional Skills
in English

4748-02

City & Guilds

ENTRY 3

Functional Skills
in Mathematics

4748-03



Set yourself up to receive digital credentials

In order to receive your digital credentials, you will need to provide your personal email address.

- If you do not have an email address then you will need to create a new account
- Register for an email account with Outlook, Yahoo, Gmail or any other recognised web-mail email services
- Please use your name when creating an account so you can use it when applying for jobs
- Using anything other than your name is not professional and will hinder your job applications

Additional guidance for prison leavers

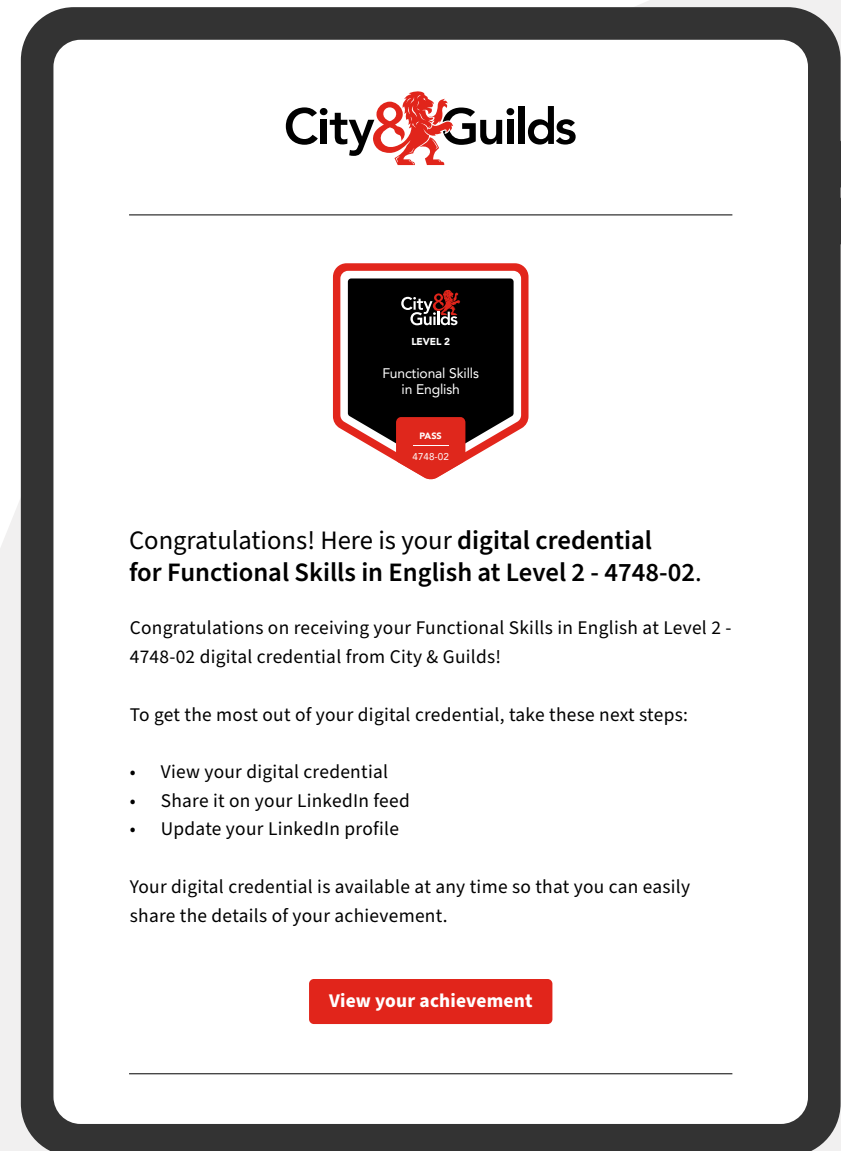
- Contact your Employment and Resettlement Worker with your email address
- The Employment and Resettlement Worker will notify the Education Administration Team.

Access your digital credentials

Once you've successfully completed your qualification or programme, you will be notified by email that you've been awarded your digital credential.

Open the email and select 'View your achievement' to go to our digital credentials platform. From here you can easily view and share your digital credential(s). You can also see the data that sits behind your digital credential, including the details of your achievement, the skills and knowledge you demonstrated, the criteria and when it was issued.

If you haven't received your email, we recommend checking your spam folder or contact us for further support at digitalsupport@cityandguilds.com.



The screenshot shows a digital credential page for 'Functional Skills in English at Level 2' issued by City & Guilds. The credential is displayed as a red-bordered shield with a black background, containing the City & Guilds logo, 'LEVEL 2', 'Functional Skills in English', and a red 'PASS' button with the number '4748-02'. Below the credential, there is a 'Share Credential' section with social media icons (LinkedIn, Facebook, X, WhatsApp) and a red button 'Add to My LinkedIn Profile'. A 'Credential Verification' section shows a red checkmark and the text 'This credential is from a verified issuer' with a 'Verify Credential' button. The page also includes a navigation menu at the top with options like 'OUR OFFER', 'QUALIFICATIONS', 'APPRENTICESHIPS', 'TECHNICALS', 'T LEVELS', 'RECOGNITION', 'QUALIFICATION DELIVERY', and 'INTERNATIONAL', along with a 'Sign in' button. The main content area includes the title 'Functional Skills in English at Level 2 - 4748-02', a 'BADGE' icon, 'EMAIL', 'EMBED', 'HELP', and 'MORE' options, and a 'Access more options' link. The issuer's name 'Maria Harris' and a link to 'View All Credentials' are also visible. A description at the bottom states: 'Qualifications for work, study and life. Achievement of these qualifications demonstrates the ability at an level to read, write, speak, listen and communicate in English, and to apply these skills effectively to a range of the workplace and in other real life situations. (Ofqual Qualification Number: 603/4647/4 and City & Guilds

Time to tell others

Share your digital credential to your social and professional networks using the Share Credential function.

Click on the button for the platform you want to share your digital credential, and follow the instructions.

If you get stuck, just go to the Support section to get some help.

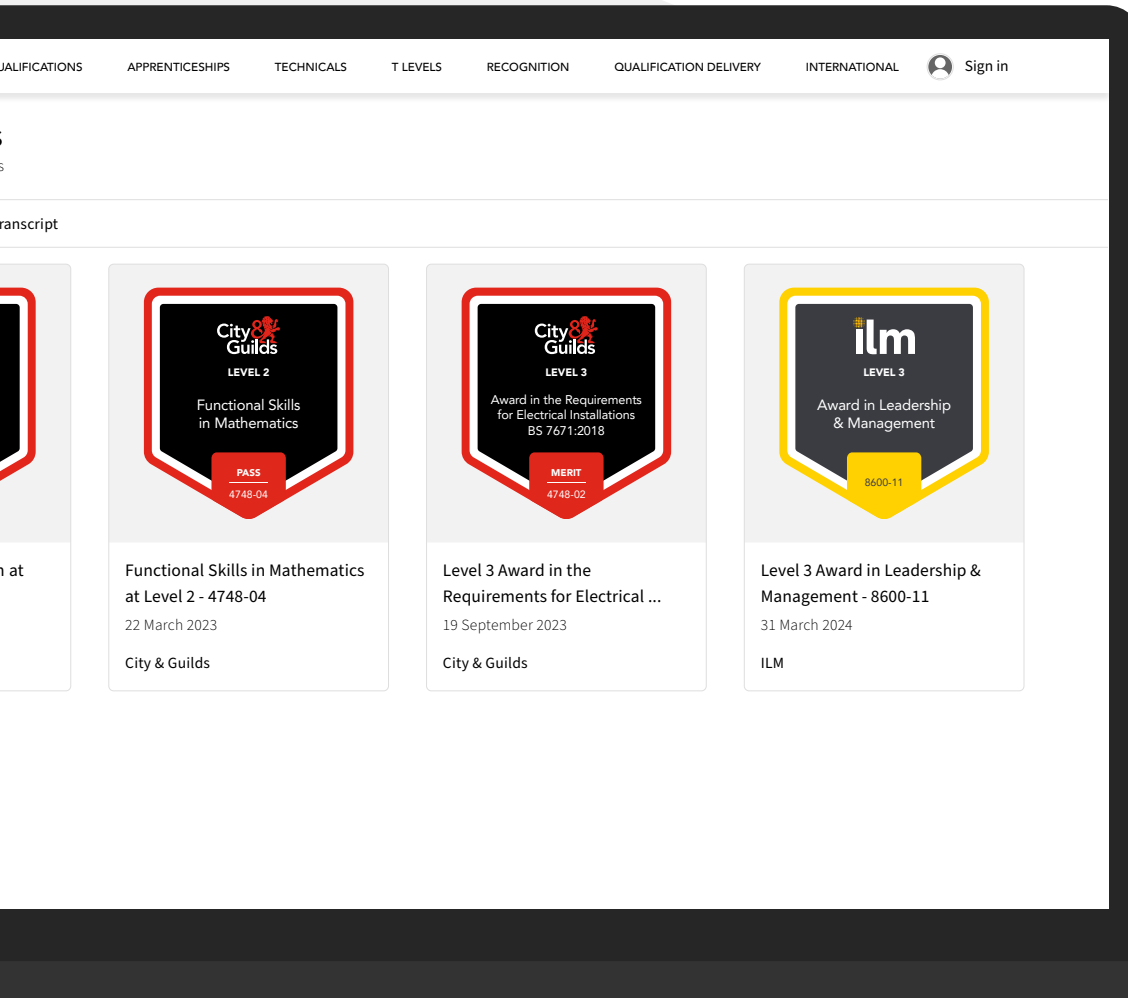
Verifying your digital credential

Digital credentials allow you to recognise and communicate all skills in a single consistent way, one that is portable, verifiable and secure.

The screenshot shows a digital credential page for 'Functional Skills in English at Level 2 - 4748-02' issued by City & Guilds to Maria Harris. A 'Credential Verification' modal is open, displaying the following information:

- Credential Verification** (with a close button 'X')
- ✓ This Functional Skills in English at Level 2 - 4748-02 Credential is VERIFIED**
- This digital credential was securely issued via Accredible and its information is valid.
- ✓ This issuer has been verified by Accredible
- City & Guilds** (with a link to 'Issuer's Website')
- ✓ The owner of this credential has been verified
- MH Maria Harris** (with a link to 'View All Credentials')

The background page shows the credential details, including the issuer's name, the credential title, the recipient's name, and the issue date (22 March 2023). It also lists skills/knowledge (Communicating, Listening, Reading) and earning criteria (Exam).



My credentials

If you have received more than one digital credential, you can view them all in your wallet by clicking 'View All Credentials'.

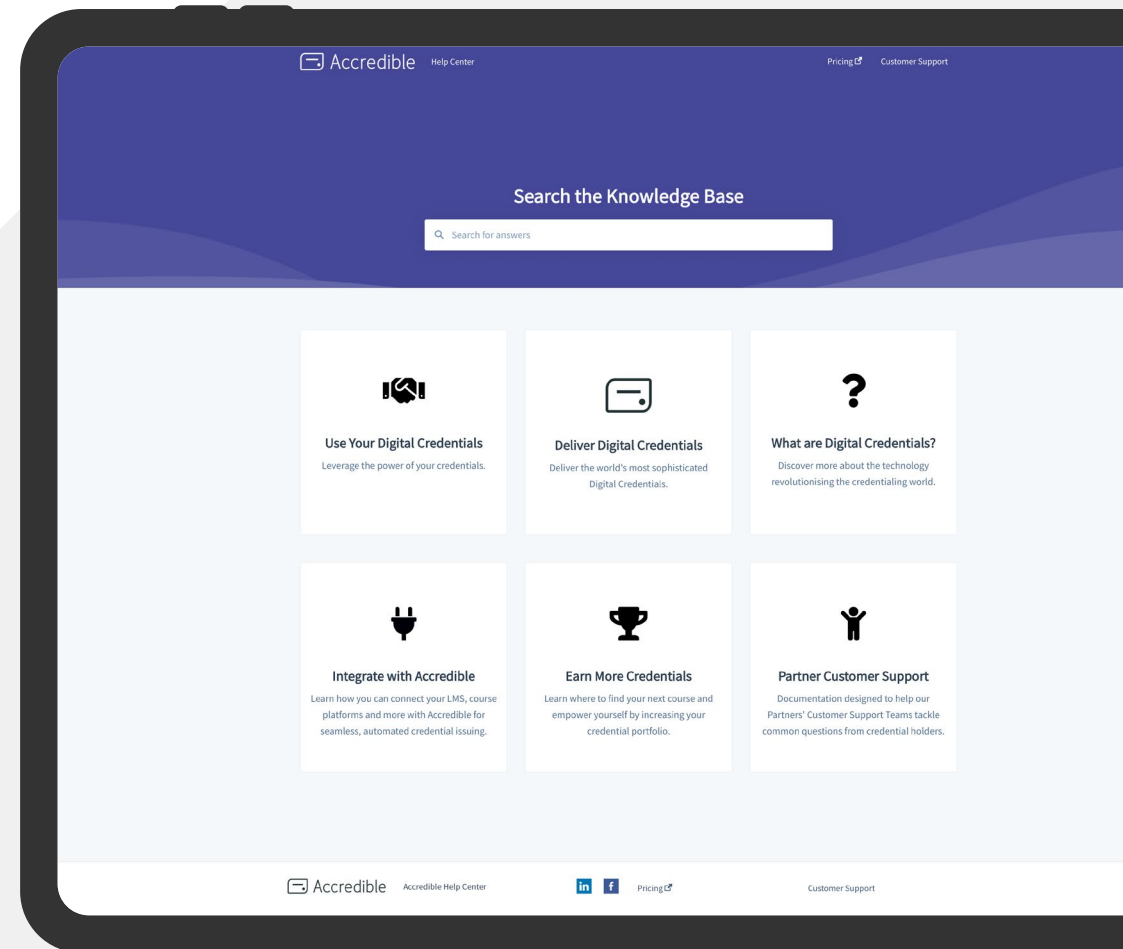
From here, you can click on the digital credential thumbnails to see the details of each digital credential, including the issuer, issue date and metadata as well as sharing options.

Help and support

Contact us by email or access the online help resources in the Knowledge Base.

Got a question? You can most likely find the answer you're looking for in the Knowledge Base, just select the link to access it. Look at the lists of step-by-step guides and videos to find what you need. Or, use the Search function to find it.

Can't find the answer you need? Just email us at: digitalsupport@cityandguilds.com





About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

Contact us

Giltspur House
5-6 Giltspur Street
London EC1A 9DE

customersupport@cityandguilds.com

01924 930 801

www.cityandguilds.com

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2024 The City & Guilds of London Institute. All rights reserved. City & Guilds is a trademark of the City & Guilds of London Institute, a charity registered in England & Wales (312832) and Scotland (SC039576).