


The profession as well as all educational certificates are captured here and verified by the relevant documents (degrees, diplomas, references).

This means the profession that the employee learned but does not need to be the current position. The current job description is captured under **Department/job description**.

The highest school qualification should be entered here.

All the certificates that an employee can provide should be entered here. More certificates can be included by clicking on . Specialist qualifications can be captured under 'Training information'.

All degrees and references for an employee can be stored under **Documents**.

Any other further training certificates can be stored under **Qualifications and Certificates**, such as:

- Certificates for attending training courses and seminars
- Forklift driver's licence
- Programming languages
- Welder's qualification etc.

The list can be extended as required. A search can be made for these qualifications and skills in the employee overview. This can be useful, for example, if an employee with a special qualification is needed for a certain type of work.