JGA
Developing Futures

How to access your Apprenticeship Completion Certificate

APPRENTICE GUIDE

Ofsted
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Before you start: This service is for apprentices who completed an apprenticeship in England after 1 February 2012.

Steps to follow

1. Open the GOV.UK service

Go to the official View and share an apprenticeship certificate - GOV.UK page.

2. Select "Start now"

This will take you to the Apprenticeship Certificate Service.

3. Sign in with GOV.UK One Login

If you do not already have a GOV.UK One Login, you will be able to create one.

4. Complete any identity checks

When you sign in, the service will tell you whether you need to prove your identity.

Ways to verify your identity

- **Using photo ID:** You can use a passport or driving license. You may also need to download the GOV.UK One Login app.
- **Without photo ID:** You may be able to use your bank account details instead.

5. Enter your Unique Learner Number

Use your Unique Learner Number (ULN) if you have it. If you do not know your ULN, answer the questions about your apprenticeship instead.

6. Access your certificate

You can view and download your certificate, share it, or request a printed copy.

7. Save a copy securely

Download and keep a copy for your records. You may need it for job applications, further training or professional development.

Open the official certificate service

View and share an apprenticeship certificate - GOV.UK

If you completed before 1 February 2012

Contact the organisation that awarded your certificate to request a replacement. You may need to pay a fee. If you do not know which organisation awarded it, use the Register of Regulated Qualifications on GOV.UK.