# Completion certificates

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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11 ready · 3 pending · fictional document

**Fictional document — demonstration example**

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**Fictional document**, produced for demonstration. **Learners appear by their initials**: this table carries assessment results, and it has no reason to be nominative.

## What the certificate must carry

Article L6353-1 of the French labour code: at the end of the training, the provider issues the trainee a certificate stating **the objectives, the nature and duration of the action and the results of the assessment of learning**.

| Required element | Available for all 14? | Source |
|---|---|---|
| Objectives | **Yes, for 14** | Session programme v4 |
| Nature of the action | **Yes, for 14** | Agreement |
| Duration | **Yes, for 14** | Attendance sheets |
| **Assessment results** | **Yes for 11, no for 3** | Final assessment sheet |

> **Only one of the four elements is missing, and it is missing for three learners.** That is what allows eleven certificates to be issued today rather than waiting for the whole file.

## The 11 ready to sign

| Learner | Hours attended | Assessment result | Funder |
|---|---|---|---|
| B. A. | 35 h | Achieved | Funder 1 |
| N. D. | 35 h | Achieved | Funder 1 |
| S. F. | 35 h | Achieved | Funder 1 |
| T. M. | 31 h | Achieved | Funder 1 |
| K. S. | 35 h | Partly achieved | Funder 1 |
| L. B. | 35 h | Achieved | Funder 2 |
| R. K. | 35 h | Achieved | Funder 2 |
| A. C. | 35 h | Achieved | Funder 2 |
| M. T. | 28 h | Partly achieved | Funder 2 |
| D. O. | 35 h | Achieved | Funder 2 |
| P. V. | 35 h | Achieved | Funder 2 |

## The 3 pending

| Learner | Hours attended | Situation | What is missing | What unblocks it |
|---|---|---|---|---|
| E. N. | 35 h | **Sat the test** | **Mark never entered** | Entry by the trainer |
| G. H. | 32 h | Absent from the final test | Result | **Resit, or a note of absence** |



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| Learner | Hours attended | Situation | What is missing | What unblocks it |
|---|---|---|---|---|
| J. L. | 35 h | Absent from the final test | Result | **Resit, or a note of absence** |

**No result is inferred from the session average.** It is the one field the agent could have approximated, and precisely the one it does not fill: a certificate carries an individual assessment, or it carries nothing.

## What the eleven unlock

| Funder | Learners | Final payment conditional on the certificate |
|---|---|---|
| Funder 1 | 5 | €1,750 |
| Funder 2 | 6 | €2,450 |
| Total | **11** | **€4,200** |

**For the 2 absentees:** ☐ arrange a resit on ……/……/…… · ☐ issue with a note of absence from the test · ☐ other: ……

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