LEARNDRIVE

# Congratulations!

## You've successfully completed this training.

LEARNDRIVE

LearnDrive
Edtech Learning Limited
10 East Stour Way, Ashford
TN24 0SX, UK

5 June 2024

To whom it may concern,

I am pleased to write a letter of reference for Drew Lindsey following their successful completion of the Leadership and Management course. This 4-hour course, designed to equip students with essential leadership and management skills, was comprehensively covered through a series of meticulously structured units.

Drew demonstrated consistent dedication and a strong commitment to learning throughout the course. They successfully completed all units, reflecting their diligence and ability to grasp the material effectively.

Throughout the duration of the course, Drew:

- Successfully finished all units, demonstrating a comprehensive understanding of the course material.
- Showed genuine interest and enthusiasm for the subjects covered, actively engaging with the course content.
- Upheld a professional attitude, contributing positively to the learning environment.

I highly recommend Drew Lindsey for any opportunities or roles that align with their new skills and knowledge.

Should you require any further information, please do not hesitate to contact me.

Sincerely,

On behalf of Edtech Learning Limited

(+44) 123-353-4240

info@learndrive.org

CPD

Certificate
OF ACHIEVEMENT

This certificate is proudly present to

Juliana Silva

who has successfully obtained 10 CPD points completing the CPDQE Accredited

**Fire Safety Education for Fire Marshals**

from **Learndrive Education** and is therefore awarded this certification with Distinction on **22/04/2024**.

Validation Number: CPDQE-LD-0620001

Head Of Foundation

Director of Studies
Learndrive Education

CPD Accredited

www.cpdqe.co.uk

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This certifies that the course is carried out satisfactorily completed the prescribed program of study and has thereby been awarded the Certificate. It does not constitute professional licences.

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Transcript of Course Modules

Student Name: **Juliana Silva**
Course Name: **Fire Safety Education for Fire Marshals**
Provider Name: **Learndrive Education**
CPD Hours: **20 Hours**

| | |
|---|---|
| Module 01 | Fire Marshal Overview |
| Module 02 | Fire Safety Regulations |
| Module 03 | Risk Assessment and Inspections |
| Module 04 | Fire Investigation Techniques |
| Module 05 | Emergency Response Planning |
| Module 06 | Building Fire Safety |
| Module 07 | Fire Safety Equipment |
| Module 08 | Evacuation Planning |
| Module 09 | Hazardous Materials Handling |
| Module 10 | Fire Safety Records |

Date Issued: **22 April 2024**

Head Of Foundation

Director of Studies
Learndrive Education

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CERTIFICATE
OF ACHIEVEMENT

This is to certify that

**Drew Lindsey**

has completed successfully the following courses of the online Program

**Microsoft Office Skills Diploma with Admin, Secretarial & PA + Minute Taking-CPD Certified**

on Learndrive.

**Course 01: Microsoft Excel Skills**
**Course 02: Microsoft Word Skills**
**Course 03: Microsoft Power Point Skills**
**Course 04: Microsoft Access Skills**
**Course 05: Microsoft Outlook Skills**
**Course 06: Microsoft Teams Skills**
**Course 07: Personal Assistant**
**Course 08: Minute Taking**

Date of Completion: 18 May 2024
Training Duration: 10 Hours
Certificate Code: LSC-AA8888-00X

CPD CERTIFIED

On behalf of LEARNDRIVE

**Unlock your certificates now**