



## Qualification codes

Qualification codes are attributed to content that you wish to use as steps in a Learning Path.

This guide will detail how to create, edit and manage the codes.

## Creating Qualification Codes

Learning Paths overall and each step within them need their own code.

A screenshot of a web interface for 'View Path'. The breadcrumb trail is 'Learning &gt; Learning Paths &gt; View Path'. On the left, there's a card for 'Employee Induction Program (IND001)' with a description: 'Getting to know your team, the company and our working environment. Learn more about the company and it's culture.' Below the card is a 'Join this path' button and a progress indicator showing '0%' and 'Points: 0/15'. On the right, under 'Path Details', there are two steps: 'Onboarding course (OBC)\*' with '10 Points' and 'Onboarding Training' as a sub-step; and 'Team introductions (MLM)\*' with '5 Points' and 'Team introductions (31-07-2020 23:00)' as a sub-step.

Codes are created & managed on the [admin side of Learning](#) in the Qualification code tab (Admin > Learning > Qualification codes)

Admin > Learning

**Warning!** Existing Training Events or E-Learning Courses that are using the same code need to be updated when changing a Qualification Code.

**Qualification Codes** + Add Code Permissions

10 entries per page

Code	Description	Used In
123		
CLABEG		
CLADROP		
CLAESS		
CLARODROP		
CLAROTAT		
CLATT		
CPR		
EG01		
EGMP		

Showing 1 to 10 of 30 entries

Click the 'Add Code' button to create a new one.

It will become available for selection on the front end when users create new content.

Qualification Codes

Code \*

Description

Cancel Confirm

Codes can also be created as new learning content is added, e.g. In the [Course](#), [Quiz](#) or [Event](#) creation screen

First, the check box to mark the content in a user's training record must be selected.

The qualification code field will then appear where the new code can be created.

Training Record This course will be recorded in user's training record

Qualification Code

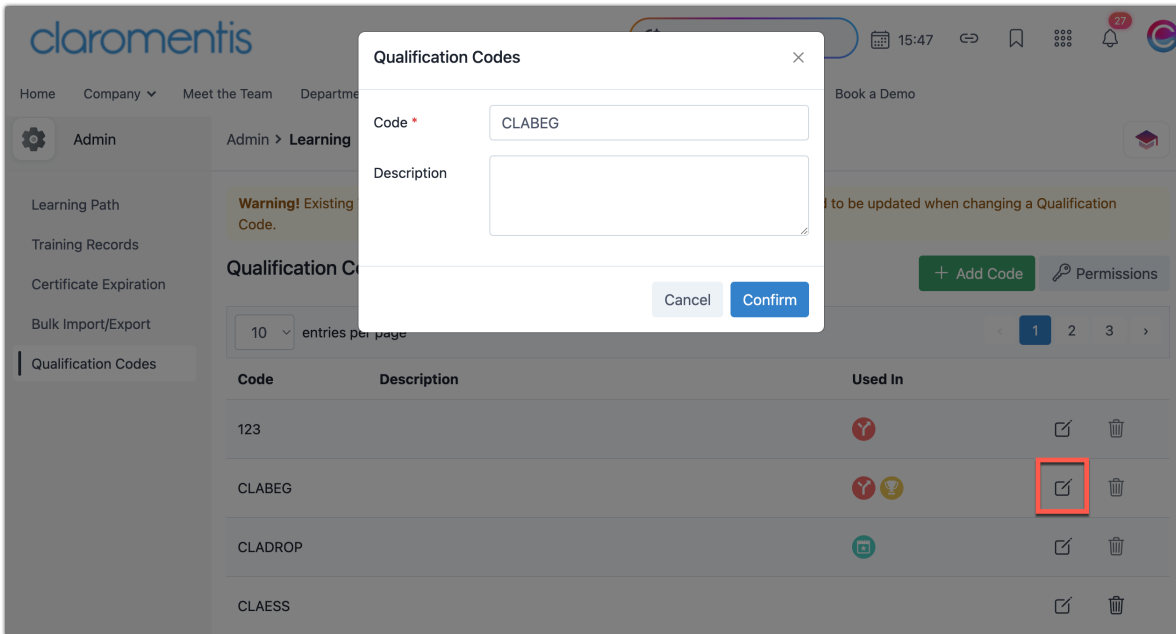
Qualification Code is a unique alphanumeric code to indicate standard of qualification across wide range of available trainings events or e-learning.  
This feature is used in conjunction with Learning Path.

## Editing Qualification Codes

Codes can be edited on the [admin side of Learning](#) in the Qualification code tab (Admin > Learning > Qualification codes) using the pencil icon.

**Learning Path:** If the code is edited on the admin side of Learning, it will be updated automatically in the Path and user training record.

**Course, Quiz & Event:** If the code is edited on the admin side of Learning, this will be updated in established user training records, but the content will need to be edited and the updated code applied.



Due to this, it is recommended to create a list of all content that has a certain code before a change is applied.

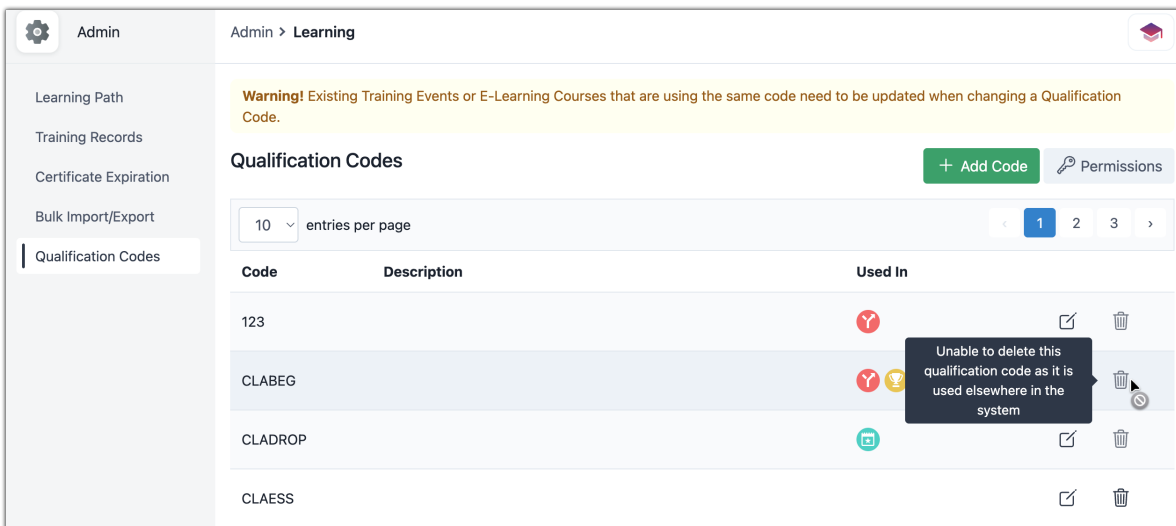
Once compiled, the code can be safely edited and then each piece of content e.g. Course, Quiz etc manually edited by users with permissions in those areas to match.

## Deleting Qualification codes

Codes can be deleted on the [admin side of Learning](#) in the Qualification code tab (Admin > Learning > Qualification codes)

Only codes that are *not* in use can be deleted using the trash can icon.

Qualification codes that are in use will indicate they are still associated with existing learning content and, therefore, cannot be removed.



Content can be edited by users with permissions, and the code can be manually removed from them (by taking this out and saving the content)

**Learning Path:** Edit the Path code and attribute a new code. Established user training records will update to match the new entry.

**Course, Quiz & Event:** Edit the content and attribute a new code. Established training records will update to reflect the new code.

Once the link between the code, content and user profiles has been removed, the code will allow itself to be deleted using the trash can icon in Admin > Learning > Qualification codes

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Created on 27 May 2026 by [Hannah Door](#)

Tags: [learning](#), [learning paths](#), [lms](#), [qualification code](#), [user guide](#)