

Malta Enterprise

Get Qualified Online Web Platform User Manual - Institute





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1. About this manual

This manual is intended for educational institutions, training providers, and authorised representatives participating in the *Get Qualified Scheme*.

It provides practical guidance on how to:

- Access and use the Get Qualified online portal
- Submit course eligibility applications
- Register students under the scheme
- Verify and manage student claims
- Understand eligibility criteria, required documentation, and application procedures
- Ensure compliance with Malta Enterprise Get Qualified Guidelines (Version 1/2025)

This manual should be used as a reference throughout the application and claims process to ensure submissions are accurate, complete, and in line with Malta Enterprise requirements.

2. General Notes for Institutes

Before using the Get Qualified portal, institutes should take note of the following important information.

Institute Account Creation

- An *institute account must be created* before an institute can participate in the Get Qualified Scheme.
- Malta Enterprise must be formally informed of:
 - The *institute's details*; and
 - The *designated contact person* who will act on behalf of the institute.

Agreement and Designated Contact Person

- The institute is required to *sign the applicable agreement* related to participation in the Get Qualified Scheme.
- The designated *contact person*:
 - Acts as the primary point of contact with Malta Enterprise;
 - May be granted permissions to manage applications, student verifications, and communications;
 - Can authorise additional representatives where applicable.

Institute Representatives and Access

- Institutes may appoint *authorised representatives* to act on their behalf within the portal.
- Each representative must have their *own Get Qualified account*, linked to their personal **E-ID**.

Get Qualified Account and E-ID Login

- Access to the Get Qualified portal is provided *exclusively through E-ID authentication*.
- If a representative already has a Get Qualified account:
 - The *existing account should be used*.
- If a representative does not have a Get Qualified account:
 - One must be created by logging in through *E-ID*, after which access rights can be assigned.

Updating User Details

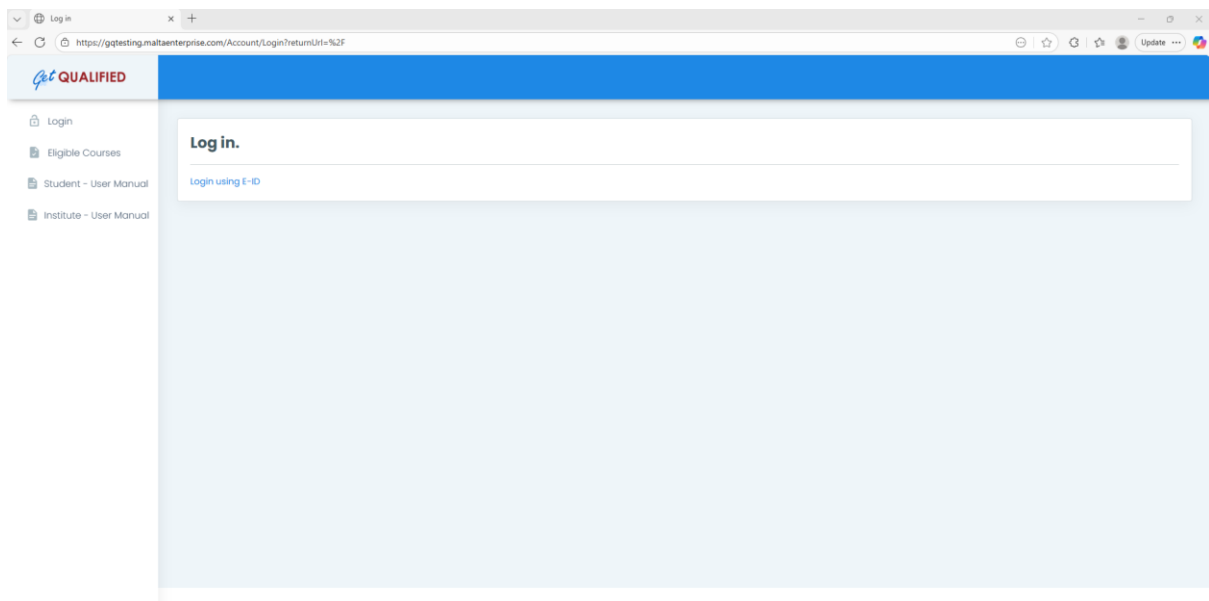
- Once logged in, users may update *their personal profile details* within the portal.
- Institute-level data and permissions remain subject to authorisation and approval.

Screenshots and Interface Updates

- Please note that *screenshots included in this manual reflect the current version* of the Get Qualified portal.
- Minor visual or layout changes may occur over time; however, the *core processes and functionality remain the same*.

3. Login Screen

The Get Qualified portal login screen is the entry point for institutes and authorised representatives to access scheme-related functions, including course eligibility applications, student registrations, and claim verification. Institutes and authorised representatives must access the Get Qualified portal using the following link: <https://getqualified.maltaenterprise.com/>



This link directs users to the official Get Qualified login page, where access is granted via E-ID authentication.

Login Procedure

1. Open a web browser and go to <https://getqualified.maltaenterprise.com/>.
2. On the login page, click “*Login using E-ID*”.
3. You will be redirected to the Government of Malta’s E-ID authentication page.
4. Users must log in using their **own personal E-ID account**. The association between the user account and the relevant institute is **managed by the Get Qualified Administration team** and does not require any action by the user during login.
5. Upon successful login, you will be redirected back to the Get Qualified portal with access rights linked to your institute.

Important Notes

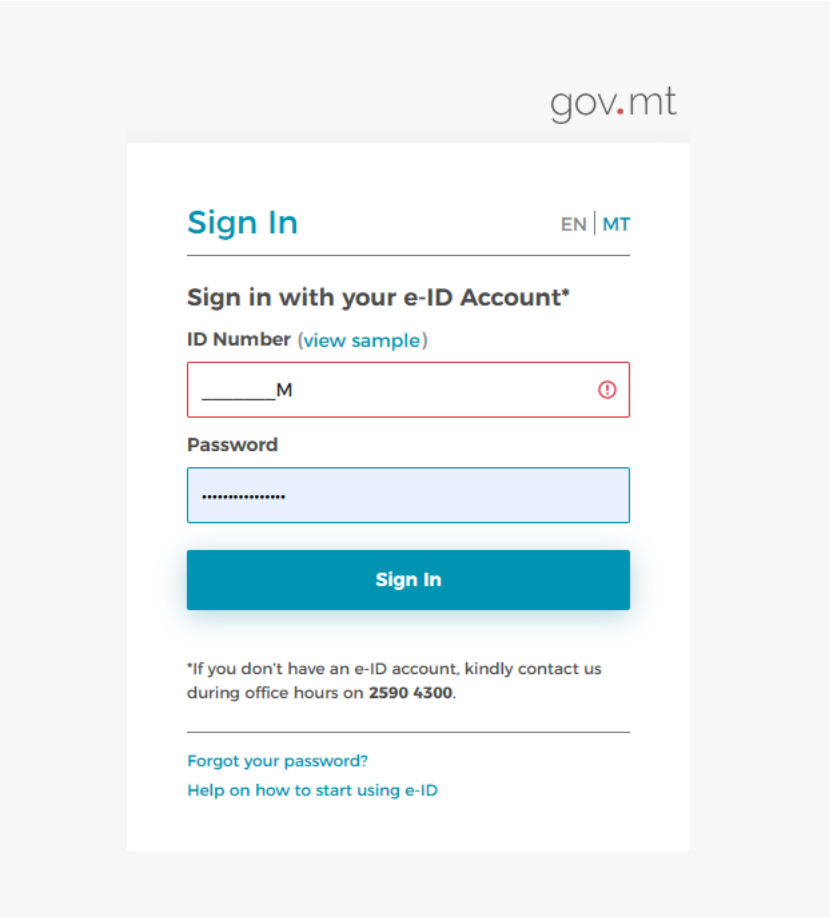
- Only **authorised institute users** can access institute-related functions.
- E-ID credentials must be correctly linked to the institute profile.
- If access is denied or login issues occur, institutes should contact E-ID for support by following this link: <https://eid.gov.mt/auth/Help#eid-register-anchor>

4. e-ID Authentication

This is the official Government of Malta **E-ID authentication screen**, which is displayed after clicking **“Login using E-ID”** on the Get Qualified portal login page.

Users must enter their **personal E-ID number and password** to authenticate. All users with a valid E-ID may successfully log in to the Get Qualified portal.

Access to **institute-specific functionalities** is only available to users who have been **granted access to one or more institutes by the Get Qualified Administration team**. Users without institute access will be able to log in but will not see institute-related features.



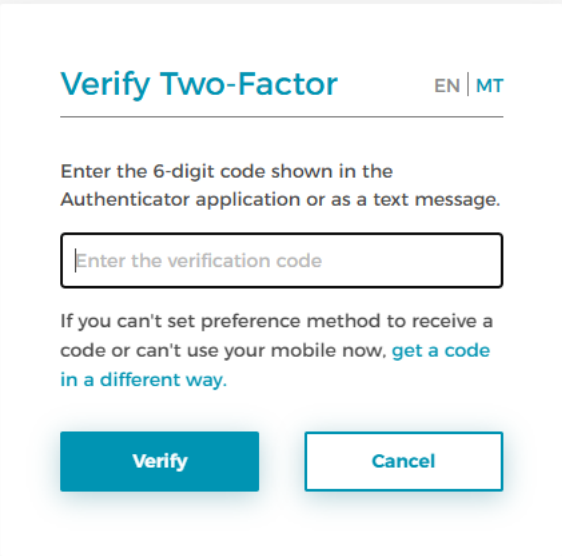
The screenshot shows the 'Sign In' page on the gov.mt website. The page is titled 'Sign In' and includes a language selector 'EN | MT'. Below the title, it says 'Sign in with your e-ID Account*'. There are two input fields: 'ID Number (view sample)' and 'Password'. The ID Number field contains '____M' and has a red error icon. The Password field is masked with dots. A blue 'Sign In' button is located below the fields. At the bottom, there is a note: '*If you don't have an e-ID account, kindly contact us during office hours on 2590 4300.' and two links: 'Forgot your password?' and 'Help on how to start using e-ID'.

5. Two-Factor Authentication (2FA)

This *Two-Factor Authentication (2FA)* verification screen is displayed after clicking “Sign In” and successfully entering a valid *E-ID number and password*.

Depending on the user’s configured security settings, a **6-digit verification code** is sent via the available authentication method (for example, a mobile authenticator app or SMS). Users must enter this code to complete the login process.

If the verification code cannot be received using the default method, users may select “*get a code in a different way*” and follow the on-screen instructions to proceed.



6. Institute Profile: Accessing the Home Page

Once Two-Factor Authentication is successfully completed, the system automatically logs the user into the Get Qualified portal. The *Home Page* is then displayed as the default landing page. This page confirms that the login process has been completed successfully and provides access to all institute-related functions available to the logged-in user.

Home Page Overview

The Home Page is structured into the following main sections:

Institute Profile

Institute Name Test Institute	
Username testinst	Email [REDACTED]
Contact Person [REDACTED]	Contact Function [REDACTED]
Legal Form [REDACTED]	PE Number [REDACTED]
Telephone [REDACTED]	
Address 1 [REDACTED]	Address 2 [REDACTED]
Town [REDACTED]	Post Code MEC0001
Country Malta	
Update Profile	

My Profile

The *My Profile* section displays the personal details associated with the logged-in E-ID account, including:

- Name and surname
- Username and email address
- Title and date of birth
- Contact details and address information

Users may update editable fields and click "*Update Profile*" to save changes. Profile details are used for system communication and identification purposes.

Messages

The *Messages* panel displays official communications sent through the Get Qualified portal, including notifications from Malta Enterprise.

Users can:

- View received messages
- Check message details (subject, sender, and date)
- Send new messages by clicking "*New Message*"

Navigation Menu

The left-hand navigation menu provides access to key system functions, including:

- *My Applications* – view and manage submitted applications

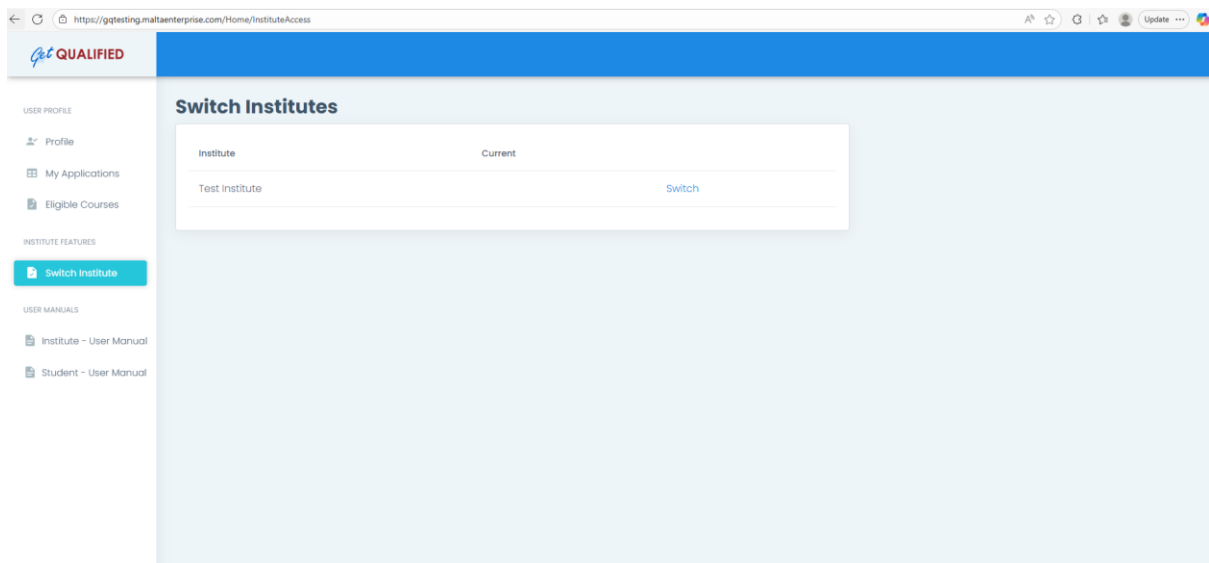
- *Eligible Courses* – view approved courses
- *Switch Institute* – change between linked institutes (where applicable)
- *Institute – User Manual* and *Student – User Manual* – access guidance documentation

Key Notes

- Access to features depends on the user’s role and institute permissions.
- All actions performed in the portal are linked to the logged-in E-ID account.
- Users should verify their profile details upon first login to ensure accuracy.

7. Switch Institutes

The *Switch Institute* feature is available to users who are authorised to act on behalf of *more than one registered institute* within the Get Qualified scheme.



This function allows users to select which institute they are currently representing before performing any institute-specific actions, such as submitting course applications, registering students, or verifying claims.

Accessing the Screen

After logging in successfully, users can access this screen by selecting “*Switch Institute*” from the left-hand navigation menu under *Institute Features*.

Page Overview

The *Switch Institutes* page displays:

- A list of institutes linked to the logged-in E-ID account
- An indication of the *currently active institute*
- A “*Switch*” action next to institutes that are not currently selected

Only institutes for which the user has been formally authorised will appear in this list.

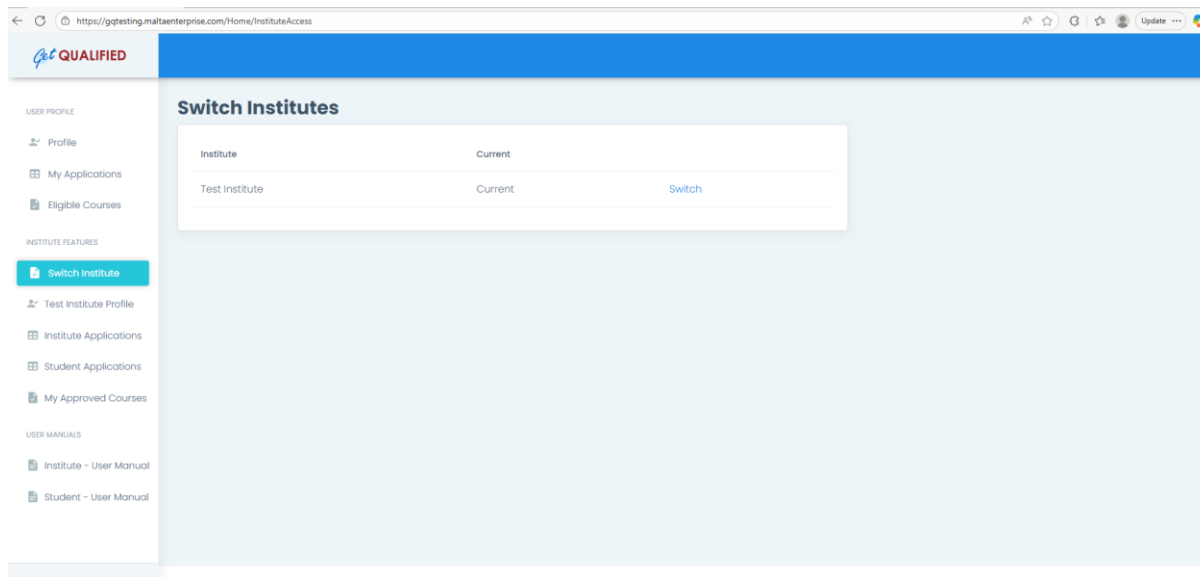
How to Switch Institute

1. Review the list of available institutes.
2. Identify the institute you wish to act on behalf of.
3. Click “*Switch*” next to the relevant institute.

4. The system will refresh and set the selected institute as the *active context*. All subsequent actions in the portal will apply to the selected institute until another switch is performed.

8. Institute Chosen

Once an institute is selected by clicking “Switch”, the system updates the user’s active context. The *Switch Institutes* screen refreshes, and the selected institute is now marked as “Current”.



This confirms that the user is now acting on behalf of the selected institute.

Visual Confirmation on Screen

After the institute context is activated:

- The “Current” label appears under the *Current* column for the selected institute
- The *left-hand navigation menu updates* to display institute-specific functions

These changes indicate that the system is ready for institute-level actions.

Updated Navigation Menu

Once an institute is set as current, additional menu options become available, including:

- *Institute Profile* – view and manage institute details
- *Institute Applications* – submit and manage course eligibility applications
- *Student Applications* – register students and manage student-related submissions
- *My Approved Courses* – view courses approved under the selected institute

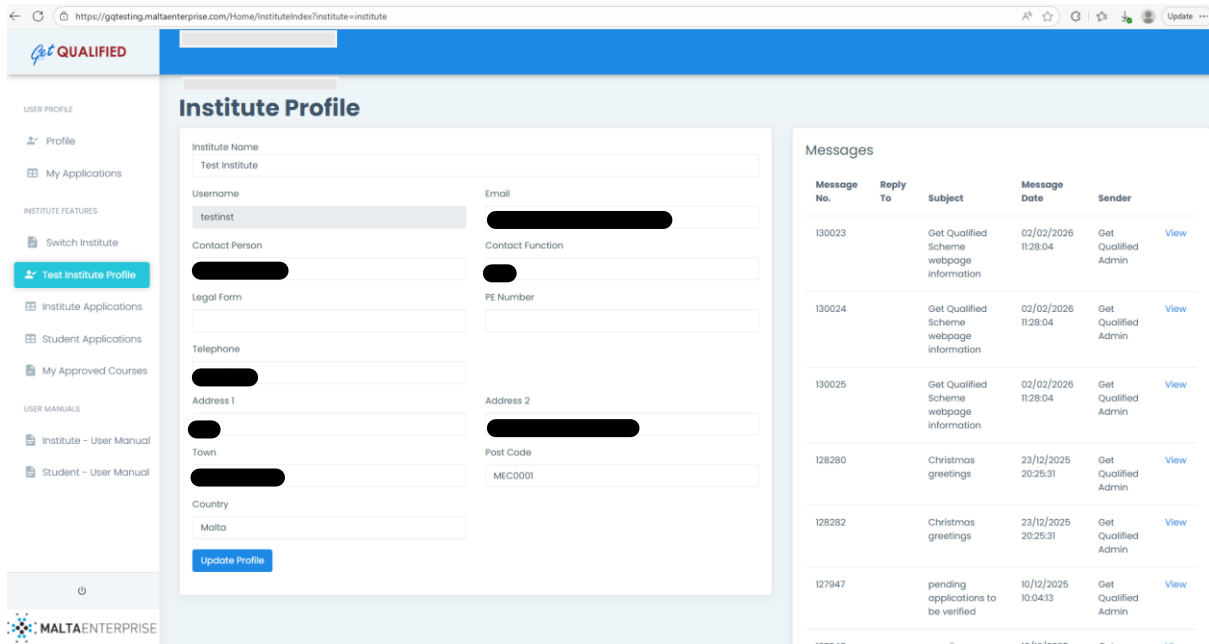
These options are hidden until an institute is actively selected.

Important Notes

- Always confirm that the correct institute is marked as “Current” before submitting or editing any data.
- All actions performed after this point (applications, registrations, verifications) will apply *only to the active institute*.
- If the menu does not update after switching, refresh the page or reselect the institute.

9. Institute Profile Page

The *Institute Profile* page allows authorised users to view and update the official details of the selected institute within the Get Qualified portal.



The screenshot shows the 'Institute Profile' page. The left sidebar contains navigation options: 'USER PROFILE' (Profile, My Applications), 'INSTITUTE FEATURES' (Switch Institute, Test Institute Profile, Institute Applications, Student Applications, My Approved Courses), and 'USER MANUALS' (Institute - User Manual, Student - User Manual). The main form is titled 'Institute Profile' and contains the following fields:

- Institute Name: Test Institute
- Username: testinst
- Email: [Redacted]
- Contact Person: [Redacted]
- Contact Function: [Redacted]
- Legal Form: [Redacted]
- PE Number: [Redacted]
- Telephone: [Redacted]
- Address 1: [Redacted]
- Address 2: [Redacted]
- Town: [Redacted]
- Post Code: MEC001
- Country: Malta

At the bottom of the form is an 'Update Profile' button. To the right of the form is a 'Messages' table:

Message No.	Reply To	Subject	Message Date	Sender	
130023		Get Qualified Scheme webpage information	02/02/2026 11:28:04	Get Qualified Admin	View
130024		Get Qualified Scheme webpage information	02/02/2026 11:28:04	Get Qualified Admin	View
130025		Get Qualified Scheme webpage information	02/02/2026 11:28:04	Get Qualified Admin	View
128280		Christmas greetings	23/12/2025 20:25:31	Get Qualified Admin	View
128282		Christmas greetings	23/12/2025 20:25:31	Get Qualified Admin	View
127847		pending applications to be verified	10/12/2025 10:04:13	Get Qualified Admin	View

This page is divided into *tabbed sections*, each grouping related information for easier navigation and maintenance.

Profile Tab

The *Profile* tab enables users to update the institute's account details. To update institute details:

1. Review the information displayed in the form.
2. Update the relevant fields as required.
3. Click "Save" to submit the changes.

If any of the information entered is invalid or incomplete, an *error message* will be displayed indicating the fields that require correction.

Once all details are valid, a *confirmation message* will be shown to confirm that the changes have been saved successfully.

Important Notes

- Only authorised users can update institute profile information.
- Changes apply to the *currently selected institute*.
- Users should ensure that institute details remain accurate and up to date, as they may be used for official communication and application processing.

Password Change

The *Password Change* section allows users to update the password associated with their account. To change the password:

1. Enter the required password details in the fields provided.
2. Submit the request to save the changes.

If the information entered does not meet the required criteria, an error message will be displayed. Once the password is updated successfully, a confirmation message will appear.

Messages

The *Messages* tab allows institutes to communicate directly with the *Get Qualified Administration* through the portal's in-built messaging system.

Using this section, users can:

- Read messages received from the Get Qualified Administration
- Reply to existing messages
- Create and send new general messages

Message No.	Reply To	Subject	Message Date	Sender	
130023		Get Qualified Scheme webpage information	02/02/2026 11:28:04	Get Qualified Admin	View
130024		Get Qualified Scheme webpage information	02/02/2026 11:28:04	Get Qualified Admin	View
130025		Get Qualified Scheme webpage information	02/02/2026 11:28:04	Get Qualified Admin	View
128280		Christmas greetings	23/12/2025 20:25:31	Get Qualified Admin	View
128282		Christmas greetings	23/12/2025 20:25:31	Get Qualified Admin	View
127947		pending applications to be verified	10/12/2025 10:04:13	Get Qualified Admin	View

Sending a New Message

1. Click the *"New Message"* button.
2. Enter the details of the query related to the *Get Qualified Scheme* and/or the *web application*.
3. Submit the message.

The Get Qualified Administration team will review the message and respond accordingly. Once a reply is sent, it can be viewed within the *Messages* section of the portal.



97959	applications pending	25/01/2024 20:23:31	Get Qualified Admin	View
96714	Season's Greetings	21/12/2023 11:41:23	Get Qualified Admin	View
95164	Get Qualified Legal Notice	14/11/2023 15:50:09	Get Qualified Admin	View
94835	applications pending	09/11/2023 08:43:45	Get Qualified Admin	View
94833	applications pending	09/11/2023 08:29:50	Get Qualified Admin	View
92973	pending	04/10/2023 10:40:50	Get Qualified Admin	View
92836	applications	02/10/2023 10:21:56	Get Qualified Admin	View

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New Message

The screenshot shows a web application interface. On the left is a sidebar with navigation items: 'Student's Applications', 'My Approved Courses', 'USER MANUALS', 'Institute - User Manual', and 'Student - User Manual'. Below these is a profile section for user '23453250' with fields for 'Address 1', 'Town', 'Country', and 'Malta', and an 'Update Profile' button. The main content area displays a table of messages, with the same data as shown in the table above. A 'New Message' modal is open in the center, containing a 'Subject' input field, a 'Body' text area, and a 'Send message' button. At the bottom right, there is a 'Page 4 of 22' indicator and another 'New Message' button.

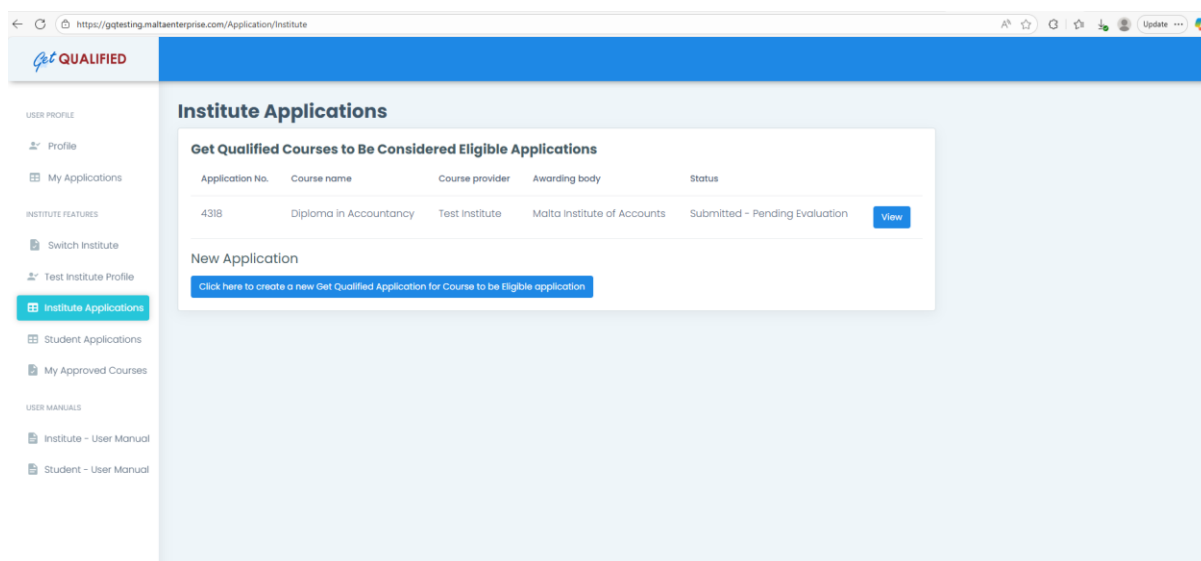
10. Institute Applications

Accessing the Institute Applications Page

The *Institute Applications* page can be accessed by clicking “*Institute Applications*” from the left-hand sidebar menu. This page displays a list of *Get Qualified course eligibility applications* submitted by the institute and registered with Malta Enterprise.

Applications List Overview

All applications submitted by the institute are listed under the section titled “*Get Qualified Courses to Be Considered Eligible Applications.*”



Application No.	Course name	Course provider	Awarding body	Status
4318	Diploma in Accountancy	Test Institute	Malta Institute of Accounts	Submitted - Pending Evaluation

New Application

[Click here to create a new Get Qualified Application for Course to be Eligible application](#)

Each application entry includes the following information:

- *Application number*
- *Course name*
- *Course provider*
- *Awarding body*
- *Current application status*
- *Action button (View)*

The application status indicates the current stage of processing (e.g. *Submitted – Pending Evaluation*).

Viewing an Existing Application

To view the details of an existing application:

1. Locate the relevant application in the list.
2. Click the “*View*” button corresponding to that application.

The system will open the application record, displaying the full application details, submitted information, uploaded documentation, and the current processing status.

New Application Submission

To submit a new course for eligibility under the Get Qualified Scheme:

1. Click the “*Click here to create a new Get Qualified Application for Course to be Eligible application*” button at the bottom of the page.
2. Complete the application form as instructed and submit it for evaluation.

New Application

[Click here to create a new Get Qualified Application for Course to be Eligible application](#)

Completing a “*Courses to Be Considered Eligible*” Under the Get Qualified Application



This application form is used when a *certification has not previously been approved* under the Get Qualified Scheme and the institute wishes to have the course *assessed for eligibility*.

Once approved, the certification may qualify for support under the scheme.

Course Dates

Enter the *course commencement date* and:

- the *date the certification was awarded*, or
- an *estimated course end date* if the course has not yet been completed.

Course commencement date	<input type="text" value="dd/mm/yyyy"/>	
Certification date/Estimated course end date	<input type="text" value="dd/mm/yyyy"/>	

Course Details

Complete the *Course Details* section by providing the following information:

Certification Information

- *Certification Name* – enter the full title of the qualification or certification.
- *Awarding Body* – specify the body that awards the certification.
- *Course Description* – provide a brief description of the course content and scope.

Course Details

Certification Name

Awarding Body

Course Description

MQF Level

Type of Award

Relevant Qualification: The Subsidiary Legislation establishes that a Relevant Qualification is an academic qualification that, in terms of the Education Act or of the Mutual Recognition of Qualifications Act, is classified as, or is recognized, as being equivalent to a full qualification at Level 6 or higher under the Malta Qualifications Framework.

Relevant Certificate: The Subsidiary Legislation establishes that a "Relevant Certificate" means:

- a document confirming the attainment of an award at Level 5 or higher under the Malta Qualifications Framework;
- a document confirming the attainment of an award at Level 3 or 4 under the Malta Qualifications Framework which is deemed by the Corporation to constitute a Vocational Education Training.
- a document attesting the attainment of an Industry-recognized Certification.

ECTS

Guided Learning Hours

Student Preparation Time

Practical Hours (For VET Levels 3 & 4 Only)

Qualification Level and Type

- **MQF Level** – select the appropriate Malta Qualifications Framework (MQF) level, as issued or recognised by the *Malta Further and Higher Education Authority (MFHEA)*. ([link here](#))

MQF Level

Choose course MQF Level

3 - Full

4 - Full

5 - Full

6 - Full

7 - Full

8 - Full

N/A - Non-Full

N/A - Industry Recognised Certificate

- **Type of Award** – indicate whether the certification qualifies as a *Relevant Qualification* or a *Relevant Certificate*, in line with the definitions provided on screen.

Type of Award

Choose course award type
Choose course award type
Qualification
Certificate

Credit and Learning Hours

- *ECTS* – enter the total ECTS value, where applicable.
- *Guided Learning Hours, Student Preparation Time, and Practical Hours* – complete these fields where relevant, particularly for vocational qualifications.
- *Training Delivery Online Hours* – complete this field *only for courses that are not ECTS-based*.

ECTS

Guided Learning Hours

Input only if for courses not ECTS based

Student Preparation Time

Input only if for courses not ECTS based

Practical Hours (For VET Levels 3 & 4 Only)

Input only if for courses not ECTS based

Training Delivery Online Hours

Input only if for courses not ECTS based

Are you also the training provider for the certification or the representative for the certification (not the Awarding Body)?

Training Provider - Entity providing registration and tuition (the Awarding Body)

Representative - Entity providing registration process, tuition is provided by third-party institute

Role of the Institute

Indicate the institute's role in relation to the certification by selecting one of the following:

- *Training Provider* – the institute provides registration and tuition (and may also be the awarding body); or
- *Representative* – the institute manages registration, while tuition is provided by a *third-party institute* (not the awarding body).

Ensure that all information entered is accurate and consistent with the supporting documentation submitted, as this information will be used during the eligibility assessment process.

Are you also the training provider for the certification or the representative for the certification (not the Awarding Body)?

Representative
Choose one
Tranining Provider
Representative

Certification Cost

Enter the *total cost of the certification*, as applicable under the scheme.

Fees

Total course fees

Supporting Documentation

Based on the information entered in the application form, the institute will be required to upload a number of *supporting documents*. These documents are used by Malta Enterprise during the *evaluation and verification* of the application.


Application Documents

You need to upload the following documents :

- For MQF Levels 3,4 and N/A upload a copy of the Certification Prospectus
- For MQF Level N/A upload a copy of the Authorization Letter
- In case you are also the Training Provider for certification and certification is Level Rated (MQF Level 3-8), upload a copy of MFHEA Licence
- In case you are only the Representative for the certification, upload a copy of the Authorization Letter
- Upload a copy of the below Declaration Form

Upload new file

No file chosen



Download [Get Qualified Declaration Form](#)

Terms and Conditions

Before submitting the application, the institute must review and *agree to the applicable terms and conditions*. Agreement is mandatory in order to proceed with submission.

Declarations

I, the undersigned hereby declare that the information being submitted with regards to this application is correct.

By signing this declaration, I hereby authorise Malta Enterprise to process the data contained in this form for the purpose stated. I also authorise Malta Enterprise, as the administrator of the scheme, where applicable, to disclose to the Commissioner of Inland Revenue Department, Jobsplus, Ministry for Education and Employment, Institute, Awarding Body, or any other Governmental Entity information contained within this application.

I have read and agreed to the Terms and Conditions

Messages

The *Messages* tab functions in a similar manner to the *Messages* section found on the *My Profile* page. The key difference is that any queries sent from this section are *directly linked to the specific application* being viewed. This allows communication with the Get Qualified Administration to be contextualised and associated with the relevant application for reference and follow-up.

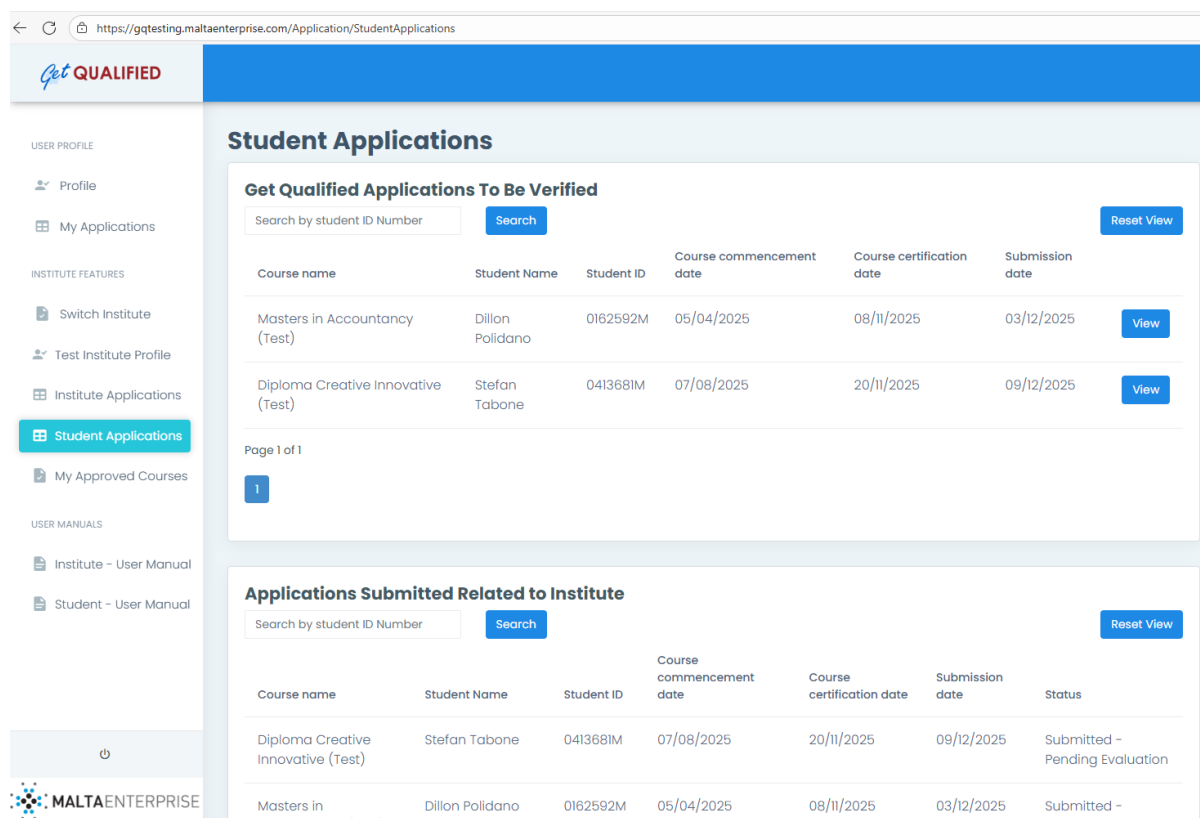
11. Verifying Student Applications

Institutes approved under the *Get Qualified Scheme* are responsible for *verifying student applications* submitted for certifications offered by their institute.

Verification confirms that:

- The *amount being claimed* is accurate
- The *acceptance letter* is valid and issued by the institute
- The *certificate uploaded* corresponds to the completed course

This verification step forms a critical part of the application assessment process.



Get Qualified Applications To Be Verified

Course name	Student Name	Student ID	Course commencement date	Course certification date	Submission date	
Masters in Accountancy (Test)	Dillon Polidano	0162592M	05/04/2025	08/11/2025	03/12/2025	View
Diploma Creative Innovative (Test)	Stefan Tabone	041368IM	07/08/2025	20/11/2025	09/12/2025	View

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Applications Submitted Related to Institute

Course name	Student Name	Student ID	Course commencement date	Course certification date	Submission date	Status
Diploma Creative Innovative (Test)	Stefan Tabone	041368IM	07/08/2025	20/11/2025	09/12/2025	Submitted - Pending Evaluation
Masters in Accountancy (Test)	Dillon Polidano	0162592M	05/04/2025	08/11/2025	03/12/2025	Submitted - Pending Evaluation

Accessing Student Applications

To view student applications linked to the institute:

1. Ensure the correct institute is selected as *Current*.
2. Select "*Student Applications*" from the left-hand navigation menu under *Institute Features*.

Only applications related to the currently selected institute will be displayed.

Page Overview

The Student Applications page allows institutes to view and track the status of Get Qualified applications related to their courses. This page is divided into two main sections, each serving a different purpose.

1. Get Qualified Applications To Be Verified

This section lists applications that have been submitted by students and are pending verification by the respective institute.

For each application, the following information is displayed:

- Course name
- Student name
- Student ID number
- Course commencement date
- Course certification date
- Application submission date

If required, you may:

- Use the search field to locate an application by Student ID number.
- Click the View button to open the application and review its details.

Note: At this stage, the application is awaiting confirmation from the institute and cannot yet be processed by the Get Qualified Administration.

2. Applications Submitted Related to Institute

This section lists applications that have *already been verified* by the institute or are otherwise being processed.

For each application, the following information is displayed:

- *Course name*
- *Student name*
- *Student ID number*
- *Course commencement date*
- *Course certification date*
- *Application submission date*

In addition to the details shown above, this section also displays:

- Current application status (e.g. Submitted – Pending Evaluation)

You may:

- Search for applications using the Student ID number.
- Select View to check the application's full details and current progress.

Verifying a Student Application

The "to Verify" section displays the information submitted by the student that must be reviewed and confirmed by the institute before verification can be completed.

To Verify

Course Details

Institute

Test Institute

Course

Test - Diploma Creative Innovative - Test - Uni of Malta Ed De Bono

Course commencement date

07/08/2025

Certification date

20/11/2025

Course Payments

Current list of requested payments

Payment No.	Invoice Date	Requested Amount	Status	Date Created	
164969	20/Nov/2025	€800.00	Submitted - Pending Evaluation	09/12/2025 10:53:28	View
Total Claimed Amount		€800.00			

Course Details

The *Course Details* panel displays key information related to the certification, including:

- *Institute* offering the course
- *Course title*
- *Course commencement date*
- *Certification date*

The institute must ensure that the course details shown match the certification delivered to the student.

Course Payments

The *Course Payments* section lists all payment claims submitted by the student in relation to the course. For each payment entry, the following information is displayed:

- *Payment number*
- *Invoice date*
- *Requested amount*
- *Payment status*
- *Date created*

The *Total Claimed Amount* represents the total value being claimed for the course under the application. Institutes must verify that:

- The amounts claimed reflect the *actual fees paid* by the student;
- The payments relate directly to the certified course; and
- The supporting documentation provided corresponds to the payments listed.

Important Notes

- Only applications related to the *currently selected institute* are displayed.

- Verification should be completed carefully, as it forms part of the eligibility assessment process.
- Incorrect or incomplete verification may delay application processing.

Institute Verification

Approve/Reject
Choose one

Comments (if any)

I, hereby declare that the information being submitted with regards to this information is correct. I also confirm that the costs on which the tax credit is being claimed are not reimbursable from other sources or otherwise recoverable.

I have read and agreed to the Terms and Conditions

Submit your Verification

Once the student application has been fully reviewed, the institute must *verify the submission* by confirming whether the information provided is accurate and complete. Using the *Institute Verification* section, the institute can:

- *Approve* the application if the claimed amount and uploaded documents (including acceptance letter and certificate) correctly reflect what the student paid for and successfully completed; or
- *Reject* the application if discrepancies or inaccuracies are identified.

Application Documents

The *Application Documents* section displays all supporting documents uploaded by the student in relation to the application. This section allows the institute to review and validate the documentation before completing verification.

Documents Displayed

The list typically includes:

- *Acceptance Letter* – confirming the student’s enrolment and the terms of participation in the course
- *Certificate* – confirming successful completion of the course or certification

Each document is displayed as a downloadable file. Institutes should open and review each document to ensure that:

- The documents are *authentic and legible*
- The details correspond to the *course and student* listed in the application
- The documents support the *claimed costs and course completion dates*

Institute Verification

Once all course details, payments, and documents have been reviewed, the institute must complete the *Institute Verification* section.

Verification Decision

From the *Approve / Reject* dropdown, the institute must select one of the following options:

- *Approve* – if the information provided, claimed amounts, and uploaded documents are accurate and consistent with what the student paid for and achieved
- *Reject* – if discrepancies, inaccuracies, or missing information are identified

Application Documents

Current list uploaded documents

A-68526-Acceptance letter.pdf	Acceptance Letter
A-68526-Certificate.pdf	Certificate

Institute Verification

Approve/Reject

Choose one

Comments (if any)

I, hereby declare that the information being submitted with regards to this information is correct.

I have read and agreed to the Terms and Conditions

[Submit your Verification](#)

Comments (Optional)

The *Comments* field may be used to:

- Provide clarification on the decision taken
- Explain reasons for rejection or highlight issues identified during verification

Any comments entered will be visible to the *Get Qualified Administration* and will be considered during application processing.

Declaration and Terms

Before submitting the verification, the institute must:

- Declare that the information being submitted is *correct and accurate*
- Confirm acceptance of the applicable *Terms and Conditions* by selecting the corresponding checkbox

Submitting the Verification

To complete the process, click "*Submit your Verification.*"

Once submitted:

- The verification decision is recorded against the application and institute
- The application proceeds to the next stage of processing by the *Get Qualified Administration*

12. Adding Additional Institute Users

Institutes may request to grant **access rights to additional users** to act on their behalf within the Get Qualified portal.

Requesting Additional Access

To add a new authorised user, the institute must **formally notify the Get Qualified Administration team**. The request must include the following details for each proposed user:

- Name and surname
- ID number
- E-ID username
- A declaration confirming that the individual is authorised to act on behalf of the institute

Requests must be submitted through official communication channels as directed by the Get Qualified Administration.

Access Assignment

Once the request is reviewed and approved:

- The new user will be granted **access rights to the institute profile** within the Get Qualified portal.
- Access is linked to the user's **personal E-ID account**.

Multiple Approvers

As a result of this process, an institute may have **more than one authorised user** with access to institute functionalities.

This means that:

- Where previously an institute may have operated with a single approver or representative,
- The institute may now have **two or more authorised users** able to access, manage, and approve institute-related actions within the portal.

Important Notes

- All authorised users are individually accountable for actions performed using their E-ID credentials.
- Institutes are responsible for ensuring that access is granted only to appropriately authorised individuals.
- If access needs to be modified or revoked, the Get Qualified Administration must be notified accordingly.