

SAMPLE. This is a specimen document built to show a company what it receives. It is not issued to anyone, the learner and the company named here are fictional, and it carries no value as a record.

SAMPLE LEARNER NAME

NRIC/FIN shown only on the issued copy, never in this specimen

AI Confidence — Get Your Company AI-Ready

Course name (as invoiced)	AI Confidence — Get Your Company AI-Ready
Course code	KYLY-ST1-16H
Training dates	6, 8, 13 and 15 January 2027 (4 sessions)
Hours	16 hours (4 sessions x 4 hours)
Learner's company	Northstar Facilities Pte Ltd (fictional specimen)
Assessment	Passed, assessed part by part — see the record sheet behind this certificate
Trainer	Daniel Goh, ACTA-certified trainer (ACTA no. on file)
Printed from	The learner's own record, dated 15 January 2027

What this learner produced in the 16 hours

- A one-page AI-use policy for their own company, written by them, signed by the person who can sign it.
- A working AI assistant built during the sessions and demonstrated on their own work, not on a demo file.
- A dated before-and-after sheet: minutes per task per week, the time given back, and how often the answer was right.

A certificate is printed only from a completed record. If the record is not complete, no certificate prints, and the learner is shown exactly which part is outstanding.

Record reference	KYLY-ST1-16H / NSFP / 2027-0114 (this reference is quoted on the learner's own record sheet)
Verification	The holder's employer may ask us to confirm any certificate against the record it was printed from. One email, same working day.

Trainer — Daniel Goh, ACTA-certified, signature and date

For Kyly CST Pte Ltd — signature and date