

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.

Learner record sheet

One sheet per person. It is the source of the certificate, and it is what an auditor reads.

Learner	SAMPLE LEARNER NAME	Employer	Northstar Facilities Pte Ltd
Course	AI Confidence — Get Your Company AI-Ready (KYLY-ST1-16H)	Total hours	16
Assessor	Daniel Goh, ACTA-certified	Record opened	6 January 2027

Session, attendance and hours

Session	Date	Hours	Attendance	Work produced that day	Assessment, part by part
1	6 Jan 2027	4	Attended	Policy draft v1	Part A: can name three tasks worth automating — passed
2	8 Jan 2027	4	Attended	Task list with minutes per week	Part B: built first working assistant — passed
3	13 Jan 2027	4	Attended	Assistant running on own work	Part C: corrected two wrong answers — passed
4	15 Jan 2027	4	Attended	Signed policy + demo	Part D: demonstrated on fresh input — passed
Total		16	4 of 4 sessions attended		

Measured on the learner's own work, before and after

Measure	Before (6 Jan)	After (15 Jan)	How it was measured
Minutes a week spent on the three named tasks	310	95	The learner's own time log for one week
Hours given back each month	—	14	Difference x 4.3 weeks
How often the assistant's answer was right	—	17 of 20	20 real questions, checked by the learner and the assessor

Nothing on this sheet is estimated. A figure that could not be measured on the learner's own work is left blank rather than filled in, and the blank is named on the completion call.

Re-assessment

If a part is not passed, the part is named, re-taught at no charge, and re-assessed on a stated date. The date and the second outcome are added to this sheet. The certificate prints on the pass.

Assessor signature and date

Learner signature and date

