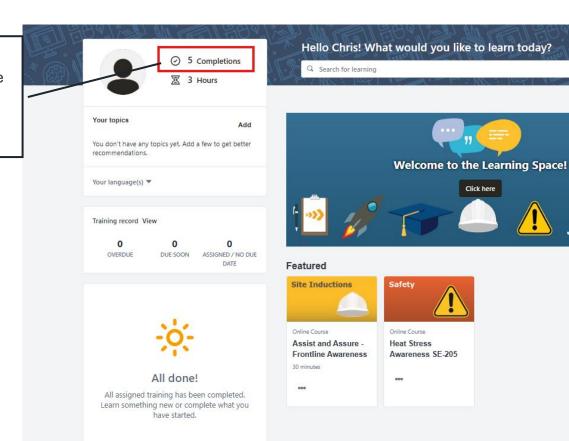
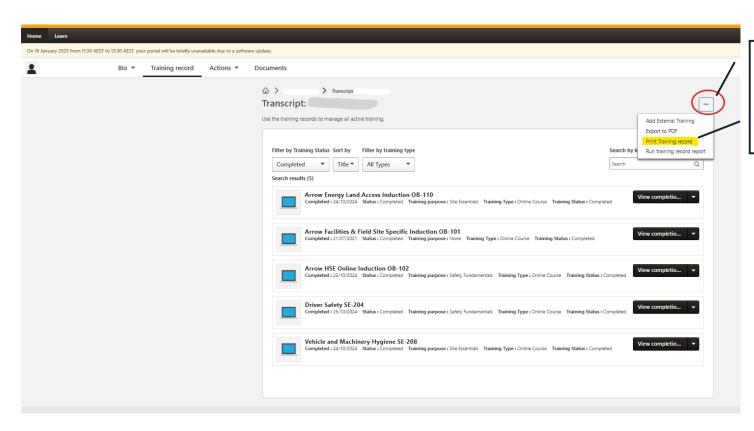
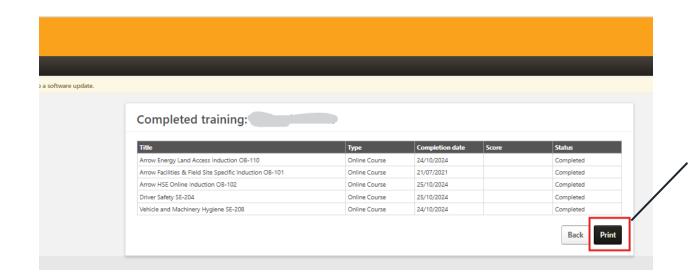
Go into your Learning Space account and select your 'Completions'



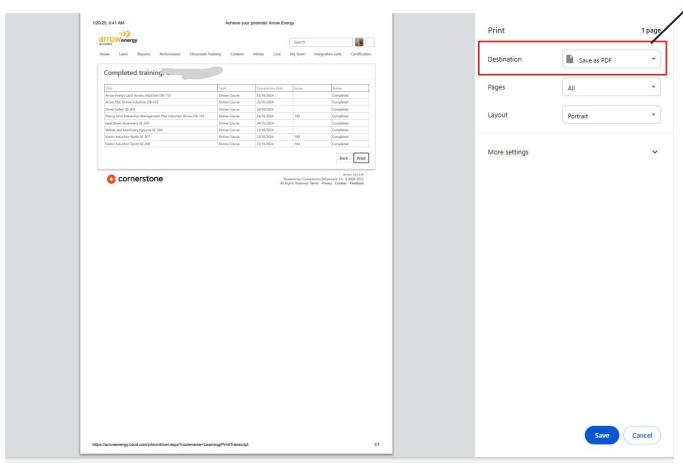
Click here



When completions opens, select 3 dots in box on top right and select Print Training Record



Print training record to your local printer or to PDF.



If saving document to device, change printer destination to Save as PDF. Send to new provider.

## **Example: Printed Training Record**



rther			Search	
me Learn Reports Performance Classro	om Training Content	Admin Care	My Team	Integration suite Certificat
Completed training:				
Title	Туре	Completion date	Score	Status
Arrow Energy Land Access Induction OB-110	Online Course	22/10/2024		Completed
Arrow HSE Online Induction OB-102	Online Course	22/10/2024		Completed
Driver Safety SE-204	Online Course	24/10/2024		Completed
Fitzroy Joint Interaction Management Plan Induction Arrow-OB-1	16 Online Course	24/10/2024	100	Completed
Heat Stress Awareness SE-205	Online Course	24/10/2024		Completed
Vehicle and Machinery Hygiene SE-208	Online Course	23/10/2024		Completed
Visitor Induction North SE-207	Online Course	23/10/2024	100	Completed
Visitor Induction South SE-206	Online Course	23/10/2024	100	Completed
	0	25/10/2021		

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## **Example: Printed Certificate**







This certifies that

has completed the:
Arrow Energy Land Access Induction OB-110
on 22 October 2024

## ACKNOWLEDGEMENT:

I acknowledge I have personally read and understood the induction, successfully answered the questions, and agree to abide by all requirements outlined in the induction.

Signed:	 	 	 
Date:			

Cut here. Keep this induction card with you at all times and produce the card when requested.



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