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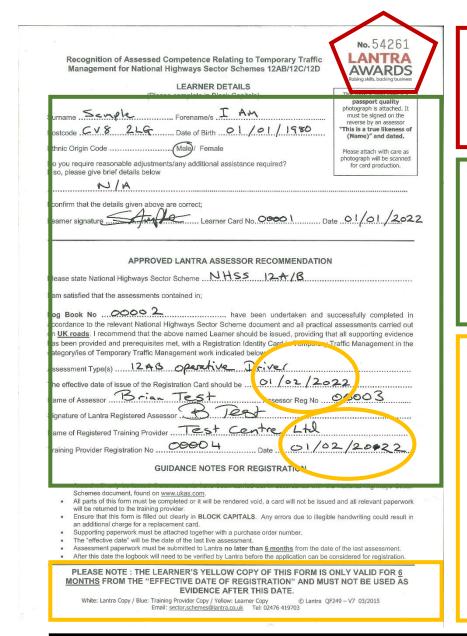
Lantra Awards



How can you tell if a Lantra sign off sheet is real?

When you receive a Lantra NHSS 10B / 12ABCD "Sign off sheet" what should you check to verify its valid? Lantra advises you complete a quick 3 step check to ensure what you are looking at is legitimate.

- 1. Is there a Unique Code?
- 2. Are all the Learner, Trainer/Assessor and Provider details completed?
- 3. Is the sheet valid within the time granted?



Every sheet has a unique identifier located in the top right.

If this is missing or doesn't look right contact Lantra and verify it is a legitimate sign off sheet.

The sign off sheet must be <u>fully</u> completed and signed off by the Learner, Instructor or Assessor (depending on the activity) and have the Training Provider details. If this is missing or something doesn't look right, contact Lantra and verify it is a legitimate sign off sheet

Sign off Sheets are only valid for specific amount of time depending on whether its training or assessment, always check the sheet to verify.

In this example this sign off sheet is valid for 6 months from the date the activity was signed off.

You will need to check the sign off sheet is within the time granted by checking these dates.

If the dates look tampered with, contact Lantra to verify it is a legitimate sign off sheet

Always check the details, if something doesn't look right, don't take them on face value contact Lantra, its quick and easy to verify.

02476 696996

Sector.Schemes@Lantra.co.uk