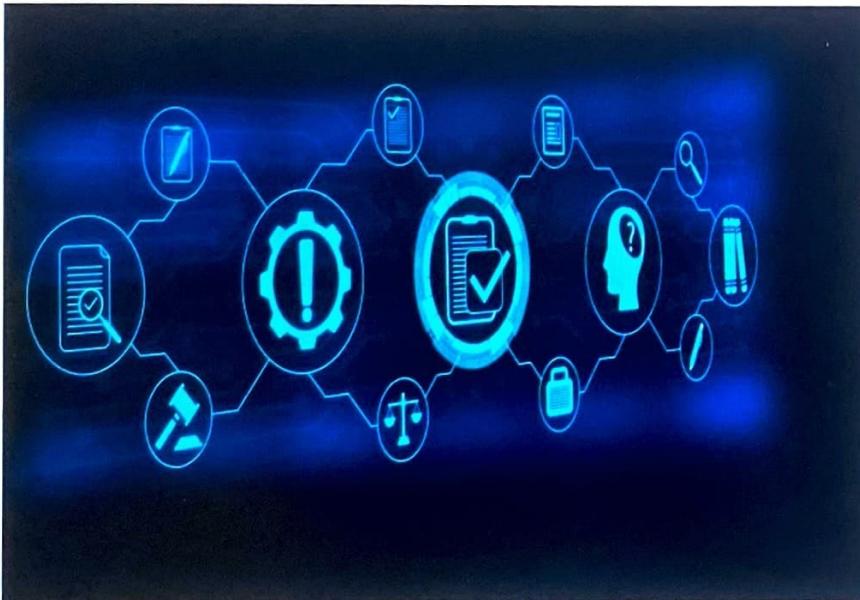# AGENT SWAN (CERTI-GUARD)

Step-by-step guide to achieving project accreditation

VENDOR & CERTIFICATION MANAGEMENT

ENSURING VALID VENDORS AND CERTIFICATIONS

Vendor Eligibility Criteria

Compile a list of vendors authorized to provide relevant certification programs. Ensure vendors meet predefined quality standards.

Vendor Verification Process

Verify if a vendor is registered with the company to maintain compliance and training consistency.

Maintaining Vendor Registry

Keep an updated centralized vendor registry for quick validation during certification approval.

Ensuring Certification Integrity

Use approved vendors to ensure certifications meet internal and external standards, enhancing process integrity.

EMPLOYEE CERTIFICATION UPLOAD PROCESS

VALIDATING BUSINESS JUSTIFICATION FOR CERTIFICATE UPLOAD

Business Justification Validation

Ensures certification aligns with employee's job role and organizational goals before upload.

Approved Vendor Requirement

Uploaded certificates must be from company-approved and recognized vendors for compliance.

Optimization of Training Investments

Prevents unnecessary certifications and supports quality workforce development initiatives.

Audit Readiness and Transparency

Supports audit trails by tracing certifications to validated business needs and trusted vendors.