



## Printing SLE certificates – Guidance

In order to print SLE certificates you will need to have access to Adobe Reader software. You can check this by opening the certificate template.

### **Requirements**

The certificates are to be printed out by the SLEs designated teaching school following successful designation. Certificates should only be issued following the completion of any training to be provided before their first deployment.

Should you have any questions regarding the printing of certificates please contact SLE team at [SLE.enquiries@education.gsi.gov.uk](mailto:SLE.enquiries@education.gsi.gov.uk)

### **Input fields**

You will be provided with an electronic template for the SLE certificate which opens in Adobe Reader. The fields highlighted in the certificate template allow you to type the relevant information and will automatically default to the correct font style and size. You do not need to alter the font style or size. Please note that there may be a requirement to reduce the length of the Teaching School Alliance name, depending on the character length.

There are four input fields on the certificate. This information should have been captured during your teaching school's recruitment period. The required fields are as follows:

Forename & Surname – **Susan Smith** (maximum of 30 characters)

SLEs home school name – **St Michael's Primary School** (maximum of 30 characters)

Teaching School Alliance name\* - **North West Teaching School Alliance** (maximum of 90 characters)

Designated Month/Year – **September 2013** (maximum of 30 characters)

*\* input the teaching school alliance name that the SLE has been designated by*

*Appendix 1 provides an example of the certificate with the input fields completed.*



National College for  
Teaching & Leadership

This is to certify that

**Susan Smith**

**St Michael's primary school**

has been designated as a specialist  
leader of education by

**North West Teaching School Alliance**

Designated September 2013

A handwritten signature in cursive script that reads "Charlie Taylor".

Charlie Taylor

Chief Executive  
National College for Teaching and Leadership