DESKADEMY

Learn, Practise and Prove You're Office-Ready.

CERTIFICATE OF PRACTICAL COMPETENCE

THIS OFFICIAL CERTIFICATE IS PROUDLY CONFERRED UPON

Jordan Taylor

who has demonstrated verified practical excellence, operational fluency, and hands-on computer mastery in real-world office scenarios, successfully achieving the professional credential of:

ORA — **Level 1: Office Ready Associate Certificate (ORA)**

Passed with Highest Distinction | Overall Score: 100% (Pass Mark: 80%)

VERIFIED HANDS-ON COMPETENCIES TESTED IN LIVE SIMULATION SANDBOX

Excel Spreadsheets Office Petty Cash & Expense Ledger Total (SUM) SCORE 100%	**Excel Spreadsheets** Support Desk SLA Response Time Audit (AVERAGE) SCORE 100%	**Excel Spreadsheets** Procurement Tender Lowest Supplier Bid (MIN) SCORE 100%	**Email & Comms** Executive Phishing Detection & BCC Routing Governance SCORE 100%	**Word Processing** Board Memo Typography & Semantic Heading Hierarchy SCORE 100%	**Workplace AI & Privacy** HR Candidate Interview Debrief & ID Redaction SCORE 100%

R. Morgan
DIRECTOR OF STANDARDS
Testing & Simulation Integrity

OFFICIAL SEAL

J.R. Gaffar
REGISTRAR & CHAIR
Governing Board of Certification

TAMPER-PROOF VERIFICATION
Scan QR code with phone camera or verify online:
`https://deskademy.co/verify.php?code=ORA-2026-MOCK`

CREDENTIAL ID: ORA-2026-MOCK
ISSUED DATE: November 10, 2026
DIGITAL SEAL: 94087e13abde2ecd4e05d1...