DESKADEMY

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

# CERTIFICATE OF PRACTICAL COMPETENCE

THIS OFFICIAL CERTIFICATE IS PROUDLY CONFERRED UPON

## *Lerato Ndlovu*

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

**ORCP** — **Level 2: Office Ready Certified Practitioner (ORCP)**

**Passed with Highest Distinction | Overall Score: 94% (Pass Mark: 80%)**

VERIFIED HANDS-ON COMPETENCIES TESTED IN LIVE SIMULATION SANDBOX

| Spreadsheets (Excel) | Email & Comms (Outlook) | Word Processing (Word) | OS, Files & Shortcuts | Workplace AI & Security |
|---|---|---|---|---|
| XLOOKUP, SUMIFS & Dynamic Cell Referencing | Invoice Scam Detection & Executive Briefings | Document Structure & Board Memo Formatting | Directory Architecture & Shortcut Fluency | Zero-Leakage PII Redaction in AI Workflows |
| SCORE 100% | SCORE 92% | SCORE 90% | SCORE 100% | SCORE 88% |

*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=ORCP-2026-8842

CREDENTIAL ID: ORCP-2026-8842
ISSUED DATE: November 1, 2026
DIGITAL SEAL: 3bd212deebf9088ea9a1c7...