



# West African Examinations Council

## School Certificate

JUNE, 1985

This is to Certify that: **METTLE LEONARD**

having been in attendance at the following recognised school

**ACCRA ACADEMY**

sat the Joint Examination for the School Certificate and General Certificate of Education and qualified for the award of a School Certificate.

The Candidate obtained the following results

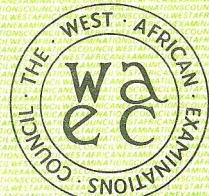
SUBJECT	GRADE	SCHOOL CERTIFICATE RESULT	G.C.E. ORDINARY LEVEL EQUIVALENT
ENGLISH LANGUAGE	B	PASS	PASS
MATHEMATICS	5	CREDIT	CREDIT
ADDITIONAL MATHEMATICS	A	PASS	PASS
STATISTICS	5	CREDIT	CREDIT
PHYSICS	5	CREDIT	CREDIT
ART	B	PASS	PASS
ORAL ENGLISH	7	PASS	PASS
SUBJECTS RECORDED		SIX	SIX

THIRD DIVISION

CD 17

CANDIDATE No. 011102092

*[Signature]*  
Chairman of Council



CERTIFICATE No. **SC 649244**

*[Signature]*  
Registrar to the Council

Any alteration or erasure renders this certificate valueless.

# West African Examinations Council

## General Certificate of Education

ORDINARY LEVEL

JUNE, 1986

**This is to Certify that:** **METTLE NII BOYE LEONARD**

*having been in attendance at the following recognised school*

**ACCRA WORKERS' COLLEGE**

*sat the Joint Examination for the School Certificate and General Certificate of Education and obtained the results shown below.*

SUBJECT	GRADE	G.C.E. ORDINARY LEVEL RESULT	SCHOOL CERTIFICATE EQUIVALENT
ENGLISH LANGUAGE	A	PASS	PASS
ECONOMICS	B	GOOD	GOOD
MATHEMATICS	C	CREDIT	CREDIT
SUBJECTS RECORDED		THREE	THREE

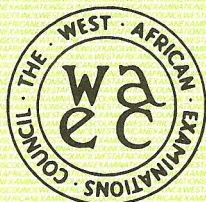
CD 78

CANDIDATE No. 01338342

*[Signature]*  
Chairman of Council

CERTIFICATE No. **SG 709157**

*[Signature]*  
Registrar to the Council



Any alteration or erasure renders this certificate valueless.

# West African Examinations Council General Certificate of Education

ORDINARY LEVEL

DEC. 1987

This is to Certify that: **NETTLE LEONARD NII-BOYE**

sat the General Certificate of Education Examination at the following Centre

**ACCRA, GHANA**

and obtained the results shown below:



SUBJECT

GRADE

ENGLISH LANGUAGE

5

ADDITIONAL MATHEMATICS

8

SUBJECTS RECORDED

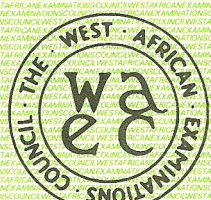
TWO

CANDIDATE No. **01507285**

*K. N. Nwagwu*  
Chairman of Council

CERTIFICATE No. **P0378802**

*S. A. E. Johnson*  
Registrar to the Council



Any alteration or erasure renders this certificate valueless.

# University of London



## General Certificate of Education Examination

June 1992

*This is to certify that*

LEONARD METTLE

SOUTH THAMES COLLEGE

*obtained the grades indicated in the following subject(s):*

ADVANCED LEVEL (ONE SUBJECT)

ECONOMICS

GRADE

E (e)

+++++

Signed on behalf of the University of London

Chair, University of London  
Examinations and Assessment Council

Chief Executive, University of London  
Examinations and Assessment Council

Signed on behalf of  
the Department For Education

Under Secretary

**The Department For Education accepts the examination as reaching the approved standard**

Centre No.  
11061

Candidate No.  
2092

Date of Birth  
11/12/67

Certificate No.  
UH007403

(Explanatory Notes are printed overleaf)



# *Intermediate General National Vocational Qualification*

**WITH DISTINCTION**

**INFORMATION TECHNOLOGY**

*is awarded to*

**LEONARD NI-BOYE METTLE**

*who has completed a BTEC-approved programme at*  
**KENSINGTON AND CHELSEA COLLEGE**

**JULY 1996**

*Christian Townsend*

*Chief Executive  
Business & Technology Education Council*

**10119 : G1021383: L235155: 00045777:11:12:67**



# Certificate of Unit Credit

*Student registration number*      *Student name*

L235155    LEONARD NII-BOYE METTLE

GENERAL NATIONAL VOCATIONAL QUALIFICATION  
INFORMATION TECHNOLOGY  
INTERMEDIATE

NCVQ UNIT	UNIT ACHIEVED	LEVEL
U1021337	APPLICATION OF NUMBER	2
U1021338	COMMUNICATION	2
U1021339	INFORMATION TECHNOLOGY	2
U1021391	INTRODUCTION TO INFORMATION TECHNOLOGY	INT
U1021392	USING INFORMATION TECHNOLOGY	INT
U1021393	ORGANISATIONS & INFORMATION TECHNOLOGY	INT
U1021394	COMMUNICATIONS & INFORMATION TECHNOLOGY	INT
U1021680	TECHNICAL SUPPORT	INT
U1021682	PRESENTING INFORMATION USING APPLICATION SOFTWARE PACKAGES	INT

\*\*\*\*\*

THIS STUDENT HAS QUALIFIED FOR THE ABOVE AWARD WITH DISTINCTION

10119 :G1021383:L235155:11:12:67

JULY 1996

*Chief Executive, BTEC*

*Christian Townsend*



The National Council for Vocational Qualifications (NCVQ) has published the following guide to give a broad indication of the levels within its framework of qualifications.

## National Vocational Qualifications (NVQs)

Levels apply to the overall qualification only.

**Level 1** – Competence in the performance of a range of varied work activities, most of which may be routine and predictable.

**Level 2** – Competence in a significant range of varied work activities, performed in a variety of contexts. Some of the activities are complex or non-routine, and there is some individual responsibility or autonomy. Collaboration with others, perhaps through membership of a work-group or team, may often be a requirement.

**Level 3** – Competence in a broad range of varied work activities performed in a wide variety of contexts and most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.

**Level 4** – Competence in a broad range of complex, technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present.

**Level 5** – Competence which involves the application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of significant resources feature strongly, as do personal accountabilities for analysis and diagnosis, design, planning, execution and evaluation.

*There is no grading of achievement in NVQs, either for units or for the overall qualification.*

## General National Vocational Qualifications (GNVQs)

Levels apply to the individual units as well as to the overall qualification.

**Foundation** – GNVQs at Foundation level are designed to be of comparable standard in their demand and coverage to four GCSEs at grades D–G.

**Intermediate** – GNVQs at Intermediate level are designed to be of comparable standard in their demand and coverage to four GCSEs at grades A–C.

**Advanced** – GNVQs at Advanced level are designed to be of comparable standard in their demand and coverage to two GCE A levels or four A/S levels. Each GNVQ unit at Advanced level is equivalent in demand and coverage to one-sixth of an A level qualification or one-third of an A/S level qualification.

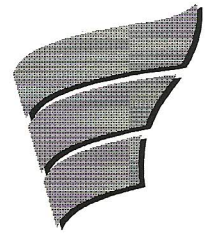
*A GNVQ may be graded overall at Merit or Distinction level, but the units themselves are not graded.*

*More information on the NCVQ framework of qualifications and the requirements of particular NVQs and GNVQs is available from BTEC on request. In addition, information on all units may be found in the NCVQ National Database of Vocational Qualifications. The reference code in that database for these units is shown on this Certificate of Unit Credit against the title of the unit.*



# Faculty of Business

## Computing Section



South Thames College


### HNC in COMPUTING COURSE REPORT

Wandsworth High Street,   
Wandsworth High Street,  
London SW18 2PP  
Tel: 0181-918-7017

Tooting Broadway Centre,   
London, SW17 0TQ.  
Tel: 0181-918-7000

Mayfield Centre,   
92 West Hill, London  
SW15 2UH.  
Tel: 0181-918-7000

**Student:** Leonard Mettle  
**Address:** 51 Eswyn Road  
Tooting Broadway  
London  
  
SW17 8TR  
**Course:** HNC Computing Course  
**Tutor:** Mr Barry Avery

**Course Code:** M9006 62B  
**Year:** 1996/97  
**Session:** Summer term  
  
  
**Signature of Course-Coordinator**

	Assessment	
	Exams	Unit
Software Developmnt. 1		D
Systems Architecture	M	M
Systems Analysis 1	D	D
Information Analysis		M
Project Management		P

	Assessment	
	Exams	Unit
Software Developmnt. 2	M	M
Business Awareness		D
Systems Analysis 2	M	M
Programming		M
Comms and Networks		P
Advanced Databases		D

#### Tutors Comment

Congratulations on passing your HNC.



# BTEC Higher National Certificate

## COMPUTING

is awarded to

## LEONARD NLL-BOYE METTLE

who has completed a BTEC approved programme at

## SOUTH THAMES COLLEGE

JULY 1997

11058A : H4294 : M378308 : 000192633 : 11:12:67

*Christian Joward*

Chief Executive  
Edexcel Foundation

## Explanatory notes

The BTEC qualifications are:

- BTEC First Certificates and Diplomas
- BTEC National Certificates and Diplomas
- BTEC Higher National Certificates and Diplomas
- BTEC Continuing Education Certificates and Diplomas
- BTEC Professional Development Awards, Certificates, Diplomas
- BTEC Awards, Certificates, Diplomas
- BTEC Diplomas in Foundation Studies in Art and Design

Details of units taken and the grades achieved are contained in separate supporting documentation, except in the case of some Continuing Education/Professional Development qualifications.

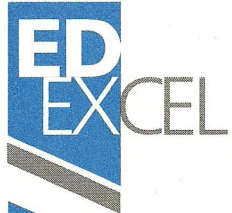
BTEC Certificates of Unit Achievement are issued for successful completion of Short Studies programmes or units taken individually.

All programmes for qualifications include practical applications, usually on an inter-disciplinary basis.

More information about the National Framework of Qualifications and the requirements of particular Edexcel qualifications are available from Edexcel on request.

Edexcel Foundation incorporates BTEC and London Examinations (Registered no 1686164)

London Examinations is a trademark of the University of London.



# BTEC Notification of Performance

Student registration number

Student name

M378308

LEONARD NLL-BOYE METTLE

## HIGHER NATIONAL CERTIFICATE COMPUTING

### MODULE

### VALUE LEVEL GRADE

#### SOUTH THAMES COLLEGE

#### COMMON SKILLS PROFILE

Managing & developing self

H MERIT

Working with & relating to others

H MERIT

Communicating

H DISTINCTION

Managing tasks & solving problems

H MERIT

Applying numeracy

H DISTINCTION

Applying technology

H MERIT

Applying design & creativity

H MERIT

SOFTWARE DEVELOPMENT A

1.0 H DISTINCTION

SYSTEMS ARCHITECTURE

1.0 H MERIT

INFO ANALYSIS & PRESENTATION

1.5 H MERIT

SYSTEMS ANALYSIS & DESIGN A

1.5 H DISTINCTION

SOFTWARE DEVELOPMENT B

1.0 H MERIT

SYSTEMS ANALYSIS & DESIGN B

1.0 H MERIT

PROGRAMMING

0.5 H MERIT

BUSINESS AWARENESS

1.0 H DISTINCTION

PROJECT MANAGEMENT SUPPORT

0.5 H PASS

DATABASE SYSTEMS

0.5 H DISTINCTION

COMMUNICATIONS & NETWORK

0.5 H PASS

\*\*\*\*\*

#### THIS STUDENT HAS QUALIFIED FOR THE ABOVE AWARD

11058A : H4294 : 11:12:67

JULY 1997

*Christian Townsend*  
Chief Executive  
Edexcel Foundation

## Notification of Performance - Explanatory Notes

The BTEC qualifications are:

- BTEC First Certificates and Diplomas
- BTEC National Certificates and Diplomas
- BTEC Higher National Certificates and Diplomas
- BTEC Professional Development Awards, Certificates and Diplomas
- BTEC Awards, Certificates and Diplomas
- BTEC Diploma in Foundation Studies in Art & Design

The codes used overleaf to indicate the levels of units are:

F	...unit designed for First Certificate/Diploma programmes
F/N	...First-level unit in context of National-level programmes
N	...unit designed for National Certificate/Diploma programmes
N/H	...National-level unit in context of Higher National programmes
H	...unit designed for Higher National Certificate/Diploma programmes
CE/PDA/C/D	...unit designed for Professional Development/Continuing Education programmes
D	...unit designed for BTEC Diploma in Foundation Studies in Art & Design

Unit values indicate the proportion of formal learning support required for each unit. The total value of units satisfactorily completed must meet the minimum unit value requirement for the programme.

Successful completion of units is graded

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Distinction</li><li>• Merit</li><li>• Pass</li></ul> | } these grades indicate the level of achievement in the underpinning knowledge, skills and understanding |
|--|--|

Gradings of Merit and Distinction are not normally awarded in respect of CE or PD units.

More information about the National Framework of Qualifications and the requirements of particular Edexcel qualifications are available from Edexcel on request.

Edexcel Foundation incorporates BTEC and London Examinations (Registered no. 1686164)

London Examinations is a trademark of the University of London.

10 July 2001

**STUDENT TRANSCRIPT**

Course : **BSc (Hons) Software Engineering**

Telephone 020 8547 2000  
Direct line 020 8547 7690  
Facsimile 020 8547 7887

ID Number: **971973** Name of Student: **METTLE, LEONARD NII-BOYE**

Academic Year: **2000/01**

Status: **Confirmed**

Decision: **2nd Class (Upper)**

**CATS Level : 3**

Module Code	Module Title	Module Grade	CATS Credits	Decision	Date
CS3560A	Artificial Intelligence	B	15		Feb 2001
CS3600A	Formal Methods	D	15		Feb 2001
CS3630B	Project	B+	30		Jun 2001
CS3640B	The Professional Environment	B	15		Jun 2001
CS3700A	Software Quality	B	15		Feb 2001
CS3710B	Group Project	B+	15		Jun 2001
CS3711A	Network Software	B	15		Feb 2001

**Total Credits for this level: 120**

**CATS Level : 2**

Module Code	Module Title	Module Grade	CATS Credits	Decision	Date
CS2500A	Fundamental Formalisms II	A-	15		Feb 1999
CS2510A	Object Oriented Development	B	15		Feb 1999
CS2520A	Project Management	C+	15		Feb 1999
CS2540B	Systems Analysis and Design II	B-	15		Jun 1999
CS2550B	Database Systems	A-	15		Jun 1999
CS2560B	Data Communications and Networking	A	15		Jun 1999
CS2620A	Quantative Aspects of Software Engineering	A-	15		Feb 1999
CS2630B	Java Programming Environments	C+	15		Jun 1999

**Total Credits for this level: 120**

**CATS Level : 1**

Module Code	Module Title	Module Grade	CATS Credits	Decision	Date
CS1500A	Fundamental Formalisms 1	A+	15		Feb 1998
CS1510A	Computing Systems I	B+	15		Feb 1998
CS1520A	Software Development I	A+	15		Feb 1998
CS1530B	Systems Analysis and Design I	B-	15		Jun 1998
CS1540B	Business Information Systems	B-	15		Jun 1998
CS1550B	Software Development II	C-	15		Jun 1998
CS1560B	Software Workshop	A+	15		Jun 1998
KLS1A	Kingston Language Scheme 1	D-	15		Feb 1998

**Total Credits for this level: 120**

**Total Credits for all levels : 360**

**Key:** A: 1st; B: 2.1; C: 2.2; D: 3rd; E: Pass; F: Fail; F\*C: Compensated Fail; F\*D: Condoned Fail

PENRHYN ROAD  
Kingston upon Thames  
Surrey KT1 2EE

10 July 2001

**STUDENT TRANSCRIPT**

Course : **BSc (Hons) Software Engineering**

ID Number: **971973** Name of Student: **METTLE, LEONARD NII-BOYE**

Academic Year: **2000/01**

Status: **Confirmed**

Decision: **2nd Class (Upper)**

Telephone 020 8547 2000

Direct line 020 8547 7690

Facsimile 020 8547 7887

**Decision Key:**

Kingston University  
FACULTY OF TECHNOLOGY  
Penthyn Road  
Kingston upon Thames  
KT1 2EE  
020 8547 2000

**Head of School**



**LEONARD NIL-BOYE METTLE**

*has been awarded the degree of*

**BACHELOR OF SCIENCE**

*with*

**SECOND CLASS HONOURS (UPPER DIVISION)**

*having followed an approved Honours programme in*

**SOFTWARE ENGINEERING**

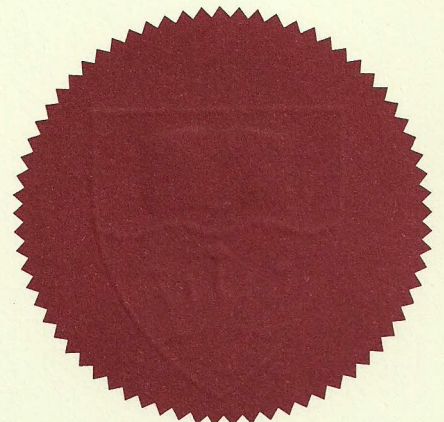
**27 JUNE 2001**



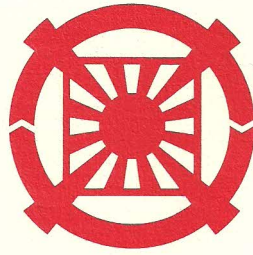
*P. R. Hall*  
Chancellor

*Andrew Sun*  
Chairman of Board of Governors

*Neil Scott*  
Vice-Chancellor







# Graduation Certificate

*Leonard Mettle*

has victoriously completed the 7 day  
DIVINE PRINCIPLE SEMINAR  
*7th April 94*

*To restore the world, let us go  
forth with the heart of the  
Father, in the shoes of a servant,  
shedding sweat for earth, tears  
for man, and blood for Heaven.*

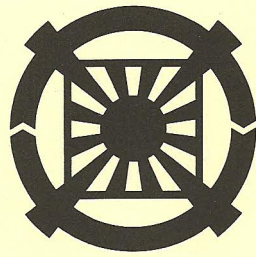
*Rev. S.M. Moon*

*Mark Bram*

*President of Unification Church  
of Great Britain*

*Jim Miller*

*Director of Education*



# Graduation Certificate

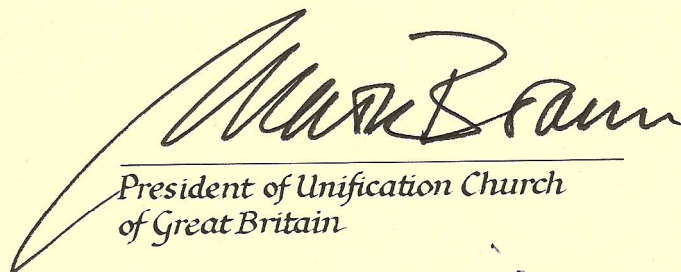
Lenny Mettle

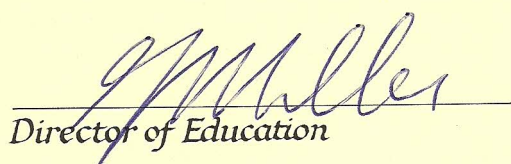
has victoriously completed the 21 day  
DIVINE PRINCIPLE SEMINAR

21st May, 1994

*To restore the world, let us go  
forth with the heart of the  
Father, in the shoes of a servant,  
shedding sweat for earth, tears  
for man, and blood for Heaven.*

Rev. S. M. Moon

  
President of Unification Church  
of Great Britain

  
Director of Education

# BTEC AWARD

Delivering A Bus Service In London

INTERMEDIATE LEVEL

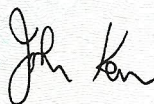
is awarded to

**LEONARD METTLE**

who has completed an approved programme at

**ARRIVA LONDON**

SEPTEMBER 2003



**John Kerr**  
Chief Executive  
Edexcel

**Edexcel**  
Success through qualifications



**Edexcel Qualifications:**

- BTEC Short Course Framework; Diploma, Certificate and Award (levels 1-5)
- BTEC Professional Development; Diploma, Certificate and Award
- BTEC Higher National Diploma and Certificate
- BTEC National Diploma, Certificate and Award Level 3
- BTEC Diploma in Foundation Studies in Art and Design Level 3
- BTEC First Diploma Level 2
- National Vocational Qualifications (Levels 1-5)
- Entry Level Certificate
- Vocational General Certificates of Education (A, AS Level)
- General National Vocational Qualification, Foundation and Intermediate
- General Certificate of Education (A, AS Level)
- General Certificate of Secondary Education
- Key Skills Levels 1-5
- Basic Skills

More information about the National Qualifications Framework (NQF) and the requirements of particular Edexcel qualifications are available from Intellect on request.

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London Qualifications Limited. Registered in England and Wales No. 4496750  
Registered Office: Stewart House, 32 Russell Square, London WC1B 5DN

# BTEC Notification of Performance

Student  
Registration Number

Student Name

**2806**

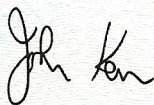
**LEONARD METTLE**

**BTEC INTERMEDIATE AWARD  
Delivering A Bus Service In London**

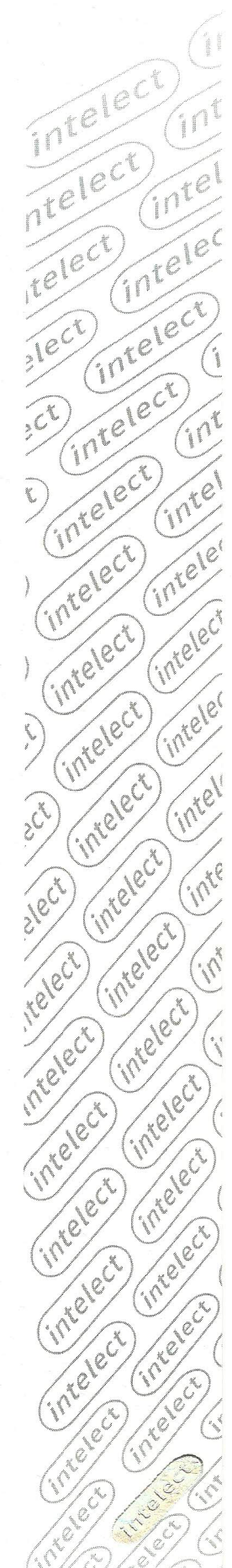
UNIT ACHIEVED	VALUE	LEVEL
INTRODUCTION TO THE BUS INDUSTRY	1.0	2
OPERATING THE BUS SERVICE	1.0	2
HEALTH, SAFETY & SECURITY	1.0	2
DRIVING SKILLS	1.0	2
WORKING WITH OTHERS	1.0	2

\*\*\*\*\*

THIS CERTIFICATE HAS BEEN ISSUED TO MARK THE ATTAINMENT OF INDIVIDUAL  
UNITS WHICH FORM PART OF AN ACCREDITED QUALIFICATION

**John Kerr**  
Chief Executive  
Edexcel



**Edexcel Qualifications:**

- BTEC Short Course Framework; Diploma, Certificate and Award (levels 1-5)
- BTEC Professional Development; Diploma, Certificate and Award
- BTEC Higher National Diploma and Certificate
- BTEC National Diploma, Certificate and Award Level 3
- BTEC Diploma in Foundation Studies in Art and Design Level 3
- BTEC First Diploma Level 2
- National Vocational Qualifications (Levels 1-5)
- Entry Level Certificate
- Vocational General Certificates of Education (A, AS Level)
- General National Vocational Qualification, Foundation and Intermediate
- General Certificate of Education (A, AS Level)
- General Certificate of Secondary Education
- Key Skills Levels 1-5
- Basic Skills

More information about the National Qualifications Framework (NQF) and the requirements of particular Edexcel qualifications are available from Intellect on request.

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London Qualifications Limited. Registered in England and Wales No. 4496750  
Registered Office: Stewart House, 32 Russell Square, London WC1B 5DN



Golden Jubilee

ROAD OPERATORS'  
SAFETY COUNCIL

*- a driving force for road safety since 1955*

# Safe Driving Diploma

awarded by the Council to

L METTLE

employed by

ARRIVA London South

for having been

## Free from Accidents

for which the driver was in any way responsible whilst driving  
a mechanically propelled vehicle during the year 2004

Chairman

Secretary



Golden Jubilee

ROAD OPERATORS'  
SAFETY COUNCIL

*- a driving force for road safety since 1955*

# Safe Driving Diploma

awarded by the Council to

L METTLE

employed by

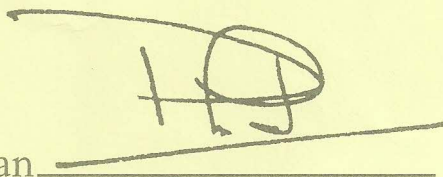
ARRIVA LONDON SOUTH

for having been

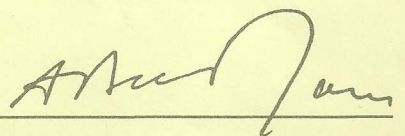
## Free from Accidents

for which the driver was in any way responsible whilst driving  
a mechanically propelled vehicle during the year 2005

Chairman



Secretary







ROAD OPERATORS'  
SAFETY COUNCIL

*- a driving force for road safety since 1955*

# Safe Driving Diploma

awarded by the Council to

**L METTLE**

employed by

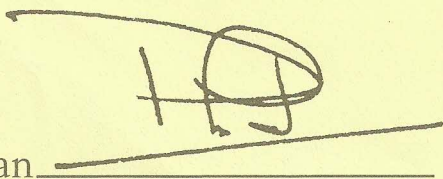
**ARRIVA LONDON SOUTH**

for having been

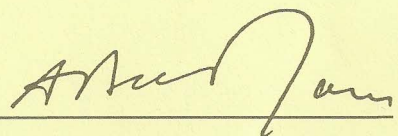
## Free from Accidents

for which the driver was in any way responsible whilst driving  
a mechanically propelled vehicle during the year 2006

Chairman



Secretary



# Certificate of Attendance

iBus<sup>®</sup> training

This certifies that

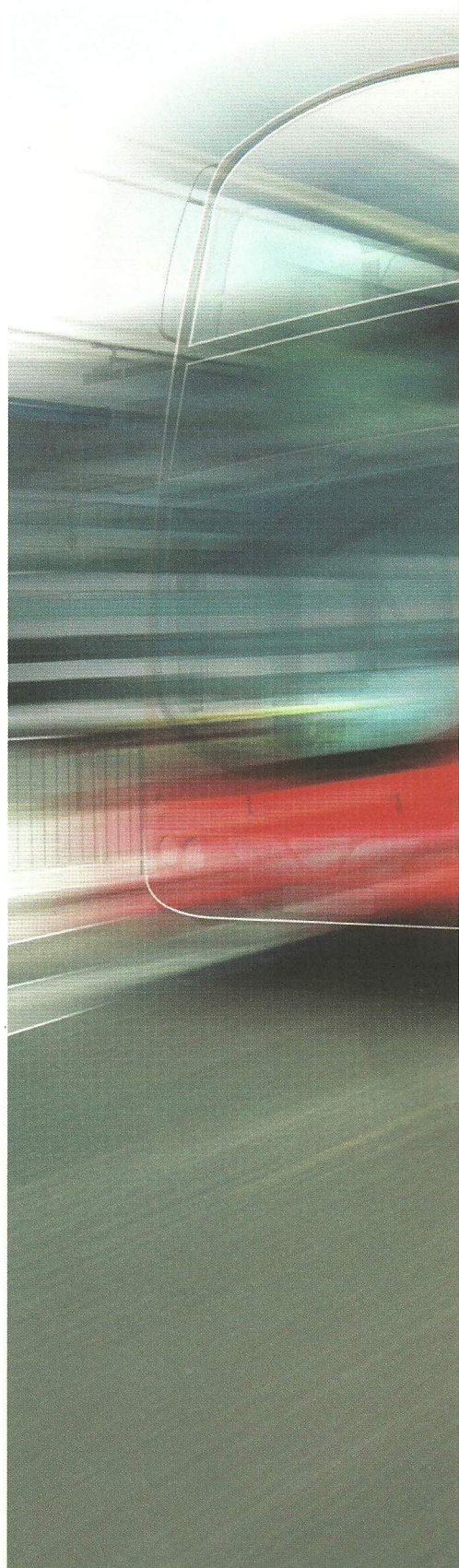
**L. Mettle**

successfully completed the

**E Learning iBus Course**

on 25 February 2008

Trainer P. Bates



## Driver CPC Periodic Training

### Record of Course Attendance

I confirm that

**LEONARD METTLE**

*Driver Number: METTL612117L99LL*

Has attended the following course

**Defensive Driving**

**CRS 0037/28**

*Length: 7 Hours*

Completed on the

*24<sup>TH</sup> FEBRUARY 2009*

at

*East London Bus Group*

*AC0028*

On behalf of East London Bus Group



*Selkent*



# Keep this safe Counterpart Driving Licence

C 5116562

D740

Important Document - The photocard and paper counterpart should be kept together. Both must be produced when required.

X

LEONARD METTLE  
7 TRIDENT HOUSE  
MERBURY ROAD  
WEST THAMESMEAD  
LONDON  
SE28 0NB 70433



7471030300

Driver number

METTL 612117 L99LL

043361975512

Issue number

09A

*[Handwritten signature]*

### Provisional Entitlement (see booklet INS57P for category details)

Category	From	Until	Codes
A	01 09 92	10 12 37	
D	26 07 02	10 12 12	
DE	17 04 03	10 12 12	
D1E	17 04 03	10 12 12	
GH	01 09 92	10 12 37	

### Entitlement History (see Section 3 overleaf)

Category	From	Until	Codes

Category	From	Codes

NOTE: < means "earlier than"

You may only drive the above if you hold current entitlement for a higher category.

### Endorsements (as supplied by convicting Court) See booklet INS 57P for offence codes

Convicting Court code	Date of conviction			Offence code	Date of offence			Fine £	Disqual. period	Other	Penalty points
	Day	Month	Year		Day	Month	Year				

Changes to your permanent address, please write clearly in the boxes using CAPITAL LETTERS IN BLACK INK. (See Section 5 overleaf)

New house No. \_\_\_\_\_ New Post Code \_\_\_\_\_

New address \_\_\_\_\_

### DRIVING LICENCE



- METTLE
- LEONARD
- 11-12-67 ENGLAND
- 02-12-04a. 28-06-11 4c. DVLA
- METTL612117L99LL 09
- [Handwritten signature]*



8. 7 TRIDENT HOUSE, MERBURY ROAD, WEST THAMESMEAD, LONDON, SE28 0NB

9. B, BE, C1, C1E, D, D1, D1E, f, k, l, n, p

, Swansea, SA99 1DN

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Send the completed form with your photo

Sign in the white box to confirm changes

*[Handwritten signature]*

Date \_\_\_\_\_

7/04

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*The*  
**Journey**<sup>TM</sup>

# Certificate of Achievement

This certificate was awarded to Leonard METTLE

for great achievement on The Journey

- Writing CVs and filling in application forms
- Effective job search
- Confidence building and motivation
- Communication skills
- Planning and organisation skills
- Budgeting
- Addressing personal challenges
- Meeting employers' needs
- Preparing for long-term employment

Sign 

Date 17/7/09

Sign 

Date 17/07/2009

# Certificate of Registration



This Certificate issued under the seal of the Copyright Office in accordance with title 17, *United States Code*, attests that registration has been made for the work identified below. The information on this certificate has been made a part of the Copyright Office records.

*Marybeth Peters*

Register of Copyrights, United States of America

**Registration Number**  
**TX 7-154-086**

**Effective date of registration:**

December 8, 2009

## Title

**Title of Work:** Elttem Dranoel

## Completion/ Publication

**Year of Completion:** 2009

**Date of 1st Publication:** November 10, 2009

**Nation of 1st Publication:** United States

## Author

▪ **Author:** Leonard Mettle, dba Elttem Dranoel

**Author Created:** text

**Citizen of:** England

**Domiciled in:** England

## Copyright claimant

**Copyright Claimant:** Leonard Mettle, dba Elttem Dranoel

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**Name:** Teresa Hale

**Date:** December 8, 2009