



General Information Booklet

Contents

1. About GSDC
2. Our Commitment to ISO/IEC 17024
3. Certification Schemes Offered
4. Certification Process Overview
5. Application & Approval
6. The Proctored Examination
7. Integrity and Candidate Undertaking
8. Results and Certification Decision
9. Certificate Validity and Recertification
10. Appeals and Complaints
11. Contact GSDC

1. About GSDC

The Global Skill Development Council (GSDC) is an international certification body that designs and administers professional certification schemes across emerging and in-demand skill domains. GSDC's mission is to build a globally recognised, competency-based benchmark for professionals through rigorous, standards-aligned assessment.

GSDC certification schemes are designed for working professionals, consultants, and organisations seeking an independent, third-party validation of knowledge and applied competency in their chosen domain.

2. Our Commitment to ISO/IEC 17024

GSDC certification schemes are developed and administered under the guidance of ISO/IEC 17024, the international standard that specifies requirements for bodies operating certification of persons. This framework ensures that every GSDC scheme follows a consistent, impartial, and competency-based approach to certification.

What this means for candidates

- Certification decisions are based on objective evidence of competence, not subjective judgement.
- The scheme, examination content, and assessment criteria are developed independently of training delivery.
- Certification, examination, and appeals processes are documented, consistent, and applied fairly to every candidate.
- Candidate information is handled confidentially and used only for certification and audit purposes.

3. Certification Schemes Offered

GSDC currently offers the following certification schemes. Each scheme is governed by its own scheme document, which defines the competency framework, eligibility guidance, and assessment approach. Candidates are encouraged to review the specific scheme document for the certification they intend to pursue.

SCHEME	Certified Generative AI Professional
<i>Focus Area</i>	Practical and conceptual understanding of generative AI technologies, tools, and responsible use in professional and business contexts.

<i>Best Suited For</i>	Professionals, technology practitioners, and business leaders working with or planning to adopt generative AI.
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SCHEME	Certified ISO 27001 Lead Auditor
<i>Focus Area</i>	Information security management systems (ISMS) — audit principles, planning, and leading conformity assessments against ISO/IEC 27001.
<i>Best Suited For</i>	Auditors, information security professionals, and consultants involved in ISMS audits and implementation.

SCHEME	Certified ISO 42001 Lead Auditor
<i>Focus Area</i>	Artificial intelligence management systems (AIMS) — audit principles, planning, and leading conformity assessments against ISO/IEC 42001.
<i>Best Suited For</i>	Auditors, AI governance professionals, and consultants supporting responsible AI management systems.

SCHEME	Certified Learning and Development Professional
<i>Focus Area</i>	Design, delivery, and evaluation of learning and development programmes within organisations, including modern L&D practices and technologies.
<i>Best Suited For</i>	L&D practitioners, HR professionals, training managers, and instructional designers.

SCHEME	Certified Procurement Professional
<i>Focus Area</i>	Strategic and operational procurement practices, sourcing, vendor management, and procurement governance.
<i>Best Suited For</i>	Procurement, sourcing, and supply chain professionals seeking formal recognition of their expertise.

SCHEME	Certified PMO Professional
<i>Focus Area</i>	Project Management Office (PMO) design, governance, and operations, including portfolio oversight and delivery frameworks.



Best Suited For

PMO leads, project and programme managers, and professionals responsible for organisational delivery governance.

4. Certification Process Overview

Every GSDC certification scheme follows the same overall pathway, from selecting a scheme through to the final certification decision. The steps below summarise this journey.

1 Select a Certification Scheme

Review the available certification schemes and choose the one aligned with your role, experience, and career goals.

2 Complete the Payment

Register and complete the payment for your chosen certification scheme through the GSDC portal.

3 Submit the Application Form

Fill in your personal, identity, and professional details on the GSDC portal, and upload the required supporting documents.

4 Application Review & Approval

The GSDC team reviews your application and supporting documents. You will be notified once your application is approved and you are eligible to schedule your examination.

5 Take the Proctored Examination


Complete your certification examination through GSDC's AI-proctored online examination platform, following the identity verification and device check steps.

6 Certification Decision

GSDC reviews the examination outcome and application record, and takes a decision to approve or reject the certification.

Important

Candidates must ensure that all information submitted in the application form is accurate and complete. Incomplete, inaccurate, or misleading information may result in delays, rejection of the application, or cancellation, suspension, or revocation of certification.

 Global Skill Development Council	GSDC R83 General Information Booklet			
	Rev:00	Date: 10 08 2025	Prepared by: MR	Approved by: CEO

5. Application & Approval

Once payment for a certification scheme is complete, candidates are required to submit an application form on the GSDC portal. This form collects the information GSDC needs to verify candidate identity and, where applicable, professional background, in line with ISO/IEC 17024 requirements.

Information typically required

- Personal and contact information.
- Government-issued identity document details, for identity verification purposes.
- Educational and employment background.
- A brief summary of relevant professional experience.
- Declaration confirming the accuracy of the information and documents submitted.

Review and approval

Submitted applications are reviewed by the GSDC team. Candidates may take the certification examination only after their application has been reviewed and approved. Candidates are notified by email once the review is complete, so it is important to ensure the registered email address is accurate and monitored, including the spam folder.

6. The Proctored Examination

All GSDC certification examinations are delivered online through an AI-proctored examination platform. Proctoring ensures that certification decisions reflect the genuine, independent performance of each candidate, in keeping with the integrity expectations of ISO/IEC 17024.

6.1 Before the Exam


Read the exam instructions

Before starting, candidates are presented with the exam instructions governing their attempt, including the exam format and the rules that apply once the exam begins. A visible indicator confirms that the session is AI-proctored.

- Ensure a stable internet connection before starting.
- Do not refresh or close the browser during the exam.
- The exam must be completed in a single sitting.

Closing or refreshing the browser mid-exam may end the attempt.

Identity verification

 Global Skill Development Council	GSDC R83 General Information Booklet		
	Rev:00	Date: 10 08 2025	Prepared by: MR

Candidates are required to hold their government-issued identity document next to their face, in good lighting, so that the system can capture a photo and match the candidate's face against the ID on file.

- Keep the ID flat, steady, and legible beside your face.
- Avoid glare, blur, or poor lighting — this may cause verification to fail.
- Only one face may be visible in frame, with no other devices or materials present.

Device and environment check

The platform performs automated checks — including internet connectivity, browser tab focus, fullscreen mode, and camera stream — before the exam begins. Candidates must also confirm that all unauthorised applications, browser tabs, and windows are closed before proceeding.

6.2 During the Exam

The examination interface presents one question at a time, with a visible timer, a question navigator, and a live proctor camera and microphone feed. Candidates can save answers, move between questions, and review or change responses before final submission.

An AI proctor continuously monitors the candidate's camera, microphone, screen, and browser activity throughout the session. The platform tracks candidate behaviour in real time and displays any recorded alerts on screen.

Camera conduct — Do

- Keep your full face centred and clearly visible on camera at all times.
- Ensure good, even lighting with a plain, uncluttered background.
- Look directly at the screen throughout the examination.

Camera conduct — Don't

- Wear sunglasses, hats, or anything that obscures your face.
- Allow any other person to appear in frame.
- Keep a phone, book, smartwatch, or additional device visible or within reach.
- Look away from the screen for extended periods, or leave the frame.

Audio conduct

The microphone remains active and monitored for the full duration of the examination. Candidates must remain silent throughout, unless otherwise instructed by the platform.

- Do not talk, whisper, or read questions aloud.
- Do not communicate with any other person during the exam, in person or through any device.
- Turn off television, radio, music, and any other background audio before starting.



- Keep the examination environment free of background conversation and noise.


Platform and browser conduct

- Do not switch away from the examination browser tab or window.
- Remain in fullscreen mode for the duration of the exam.
- Screenshots, screen recording, and printing are not permitted and are treated as violations.

Repeated or serious violations may end the examination

The AI proctoring system records an alert whenever a rule is broken. Candidates are shown their alert status on screen in real time. Accumulating violations, or committing a serious breach of the examination rules, may result in the examination being terminated and the attempt ending before completion.

Candidates are strongly advised to review and correct their setup — camera position, lighting, background, and environment — the moment any warning appears.

 Global Skill Development Council	GSDC R83 General Information Booklet			
	Rev:00	Date: 10 08 2025	Prepared by: MR	Approved by: CEO

7. Integrity and Candidate Undertaking

By registering for and starting a GSDC certification examination, every candidate agrees to uphold the integrity of the assessment. This undertaking protects the fairness of the certification process and the value of the GSDC credential for all certified professionals.

Candidates agree to:

- Complete the examination personally, without assistance from any other person.
- Not permit another person to take the examination on their behalf, and not assist another candidate.
- Not access unauthorised materials, devices, applications, websites, notes, or other resources during the exam.
- Not attempt to obtain examination questions or answers in advance, or share examination content afterwards.
- Complete all identity verification steps before accessing the examination.
- Consent to AI-based proctoring, monitoring, and recording during the examination session.
- Maintain a suitable examination environment, free from unauthorised persons and materials.
- Ensure their computer, camera, microphone, and internet connection remain operational throughout the exam.
- Follow all instructions issued by the examination platform and proctoring system.


The following activities are strictly prohibited:

1. Impersonating another applicant, or allowing another individual to take the examination.
2. Receiving or providing unauthorised assistance during the examination.
3. Using unauthorised materials or devices during the examination.
4. Recording examination content, or sharing examination questions or answers.
5. Circumventing examination security controls, or tampering with examination or proctoring software.
6. Submitting false qualification, experience, or project records.
7. Any other activity intended to compromise the security or fairness of the examination.

Breach of this undertaking may result in disqualification, cancellation of the examination attempt, or suspension or revocation of certification, at GSDC's discretion.

8. Results and Certification Decision

Following completion of the examination, GSDC reviews the outcome of the examination together with the candidate's application record. Based on this review, GSDC takes a decision to approve or reject the certification.

 Global Skill Development Council	GSDC R83 General Information Booklet		
	Rev:00	Date: 10 08 2025	Prepared by: MR

Candidates are notified of their result by email to their registered address. Candidates should ensure their registered email is correct and monitor their inbox, including the spam or junk folder, following their examination.

Where a certification is approved, the candidate receives their GSDC certification credential. Where a certification decision results in rejection, candidates may be offered the opportunity to reapply or reattempt in line with the applicable scheme's policy.

9. Certificate Validity and Recertification

In keeping with ISO/IEC 17024 principles, GSDC certifications remain valid for a defined certification cycle, after which certified professionals are required to undergo recertification to maintain their credential. This ensures that GSDC-certified professionals continue to demonstrate current, relevant competence.

GSDC may also carry out periodic surveillance or verification activities during the certification cycle. Certified professionals are expected to notify GSDC of any material change in circumstances that may affect their certification status.

10. Appeals and Complaints

Candidates who wish to appeal a certification decision, or raise a complaint about any part of the application, examination, or certification process, may do so through GSDC's formal appeals and complaints process.

- Appeals and complaints are reviewed impartially and independently of the original decision-making process.
- Candidates are kept informed of the status and outcome of their appeal or complaint.
- GSDC uses the outcome of appeals and complaints to review and, where appropriate, improve its certification processes.

11. Contact GSDC

For queries regarding certification schemes, applications, examinations, results, or the appeals and complaints process, candidates can reach out to the GSDC support team through the official GSDC portal or registered contact channels.

This booklet is a general information guide. For scheme-specific eligibility, examination format, fees, and detailed requirements, please refer to the individual scheme document for the certification you are applying for.