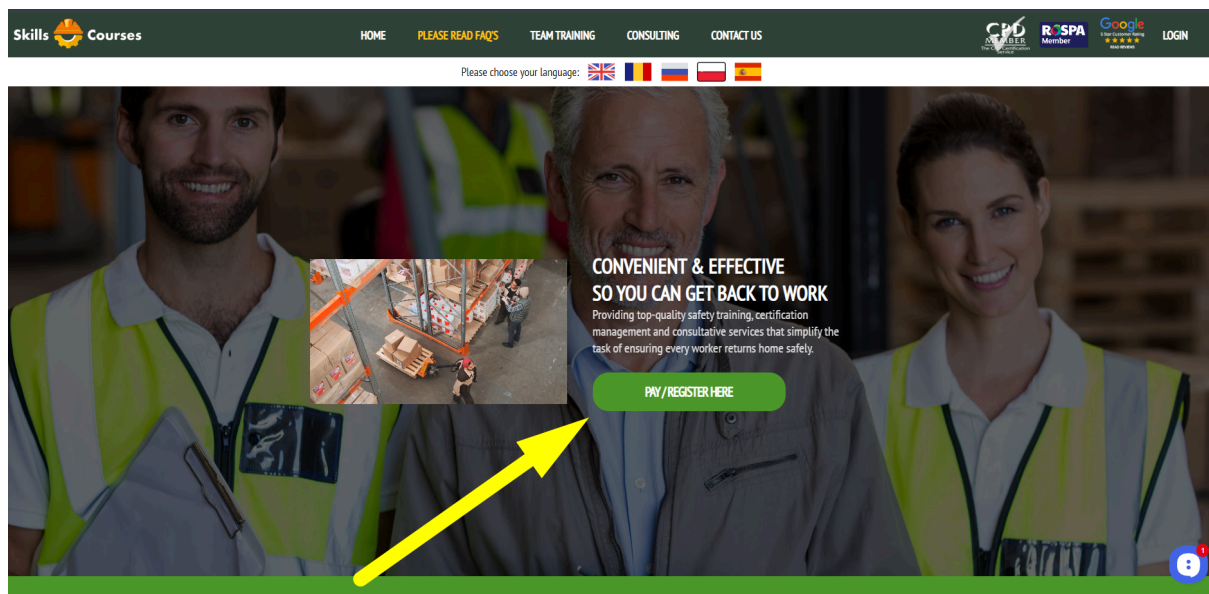




QUICK GUIDE FOR EMPLOYERS

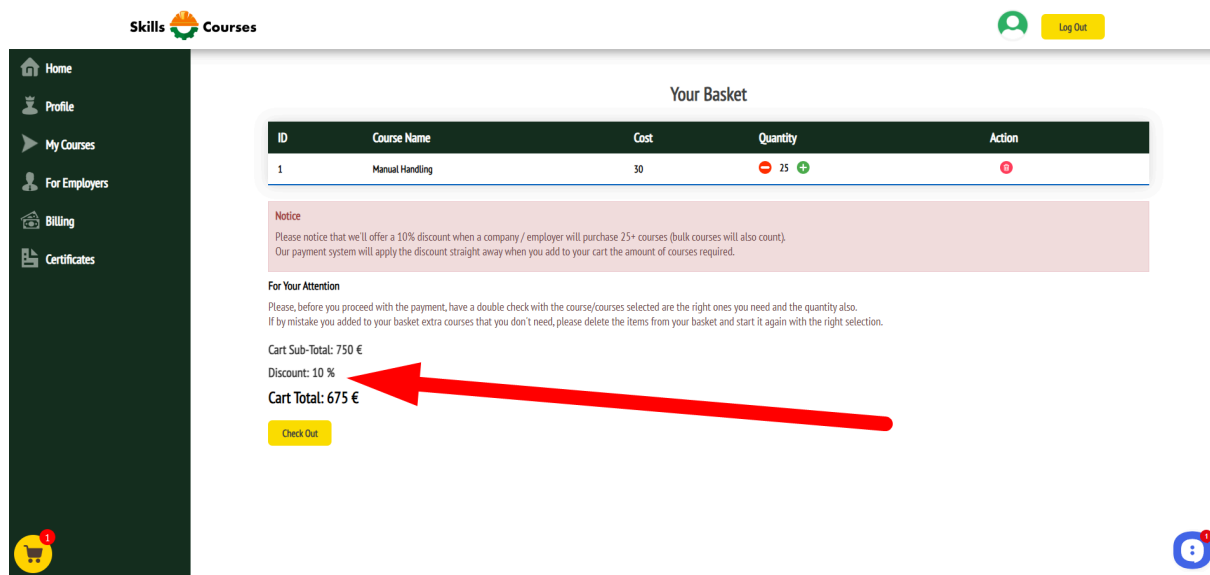
Please follow all the steps required for your employees/candidate's registration as instructed to make sure that it's all done correctly: If you wish to register your employee/employees for our training please make sure you have an account already created in our system first (registration under your name or company's name if you wish so).



We would advise you to register under your business name if you are looking to pay for their courses by your business card so you can have all the invoices sent to you by email with the company's credentials on it. When you create an account for your company you will be asked to enter an address, please use the business address as well so you can have that printed out on each invoice with the full company details that you might need.

If you are looking to pay for your employees' training please pay for the amount of courses you need first before you start their registration so you can have it placed into your billing >packages section and use it for each candidate easily once you fill in the registration form for them and send the course straight away after that in just one way(please notice: there is no time limit on using the courses you have purchased and the same for your employees).

Please notice that we offer a 10% discount when 25+ courses are purchased and it's applied automatically to your order from our system when the amount of courses it's added to your cart.



Skills Courses Log Out

Home Profile My Courses For Employers Billing Certificates

Your Basket

ID	Course Name	Cost	Quantity	Action
1	Manual Handling	30	25	

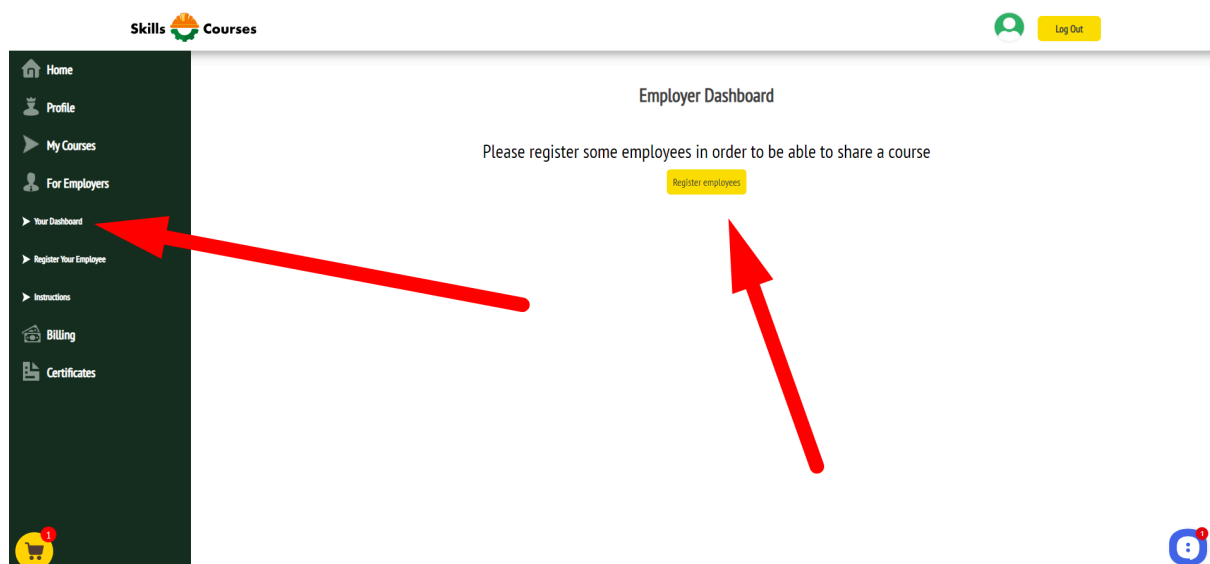
Notice
Please notice that we'll offer a 10% discount when a company / employer will purchase 25+ courses (bulk courses will also count). Our payment system will apply the discount straight away when you add to your cart the amount of courses required.

For Your Attention
Please, before you proceed with the payment, have a double check with the course/courses selected are the right ones you need and the quantity also. If by mistake you added to your basket extra courses that you don't need, please delete the items from your basket and start it again with the right selection.

Cart Sub-Total: 750 €
Discount: 10 %
Cart Total: 675 €

[Check Out](#)

To register your candidate/new employee into our system, please go to the green bar menu from the left of the page and press on the 'For Employers' section >



Skills Courses Log Out

Home Profile My Courses For Employers Your Dashboard Register Your Employee Instructions Billing Certificates

Employer Dashboard

Please register some employees in order to be able to share a course

[Register employees](#)

Then press on the 'Register your employee' line and please fill in the registration form with your employee's details as instructed on our website (full name /email address that's mandatory to be correctly registered and the phone number if you have it otherwise you can use any random one like 0800000000). Please notice that your employee will receive an email from our system with its personal login details instantly (advise your employees to check their spam and junk mail just in case). Those login details can be used anytime to access our website and take the training without any limit time.

Skills Courses

Home | Profile | My Courses | For Employers | Billing | Certificates

Log Out

STEP 1- Register The Employee

1

STEP 2- Check Your Dashboard

2

STEP 3- Send Him The Course Link

3

Register Your Employees

Register Your Employees by adding their details in the form

Employee Full Name

Employee Email

Employee Phone Number

Add

When your employee/employees will access our website will have the instructions on the home page regarding their training. If you pay and send them the courses they will have a notice regarding that.

Skills Courses

Home | Profile | My Courses | For Employers | Billing | Certificates

Log Out

You have successfully registered your employee.

Please inform your employee that the login details were emailed to him/her and can be used anytime later to access our website and take the course.

It's important to check the spam and junk mail just in case. If you wish to send the course to your employee please press the link below(<https://www.skillcourses.ie/packages>).

You must have the course/courses purchased to be able to take this step, otherwise go to the home page and pay for the course / amount of courses you need and after that send it to your employees.

UNDERSTOOD

STEP 3- Send Him The Course Link

3

After you fill in the registration form for each person our system will offer you the option to send the course/courses to your employees straight away (it's important to have the courses purchased already to be able to follow this option), otherwise you can send the courses to your people after their registration process It's over from the green bar menu from the section "My Courses".

When you wish to send a course to your employee you must enter the email address for that candidate that's identical to his/hers registration). Important: your employee/employees won't receive an email when the course is being allocated under their account. They can just log in by using their personal login details that were emailed to them on the day of their registration and from our website they can follow the instructions on how to start their courses.

Notice:

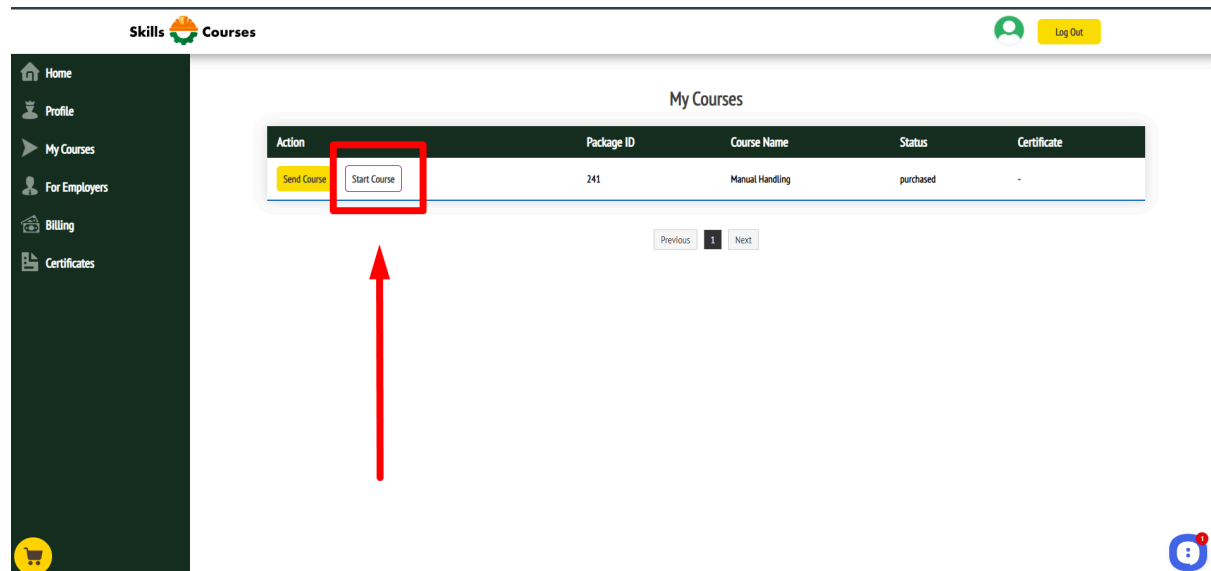
Please Notice : You have received the course / courses, either after your own purchase or from your employer.

To be able to start training, you need to activate it first by pressing the following link and after that press on the Study button to get started.

Follow the link below

[Link](#)

IMPORTANT: Don't press on any "Start Course" button if you don't wish to take the course for yourself otherwise that course won't be valid to be sent to your employee after that.

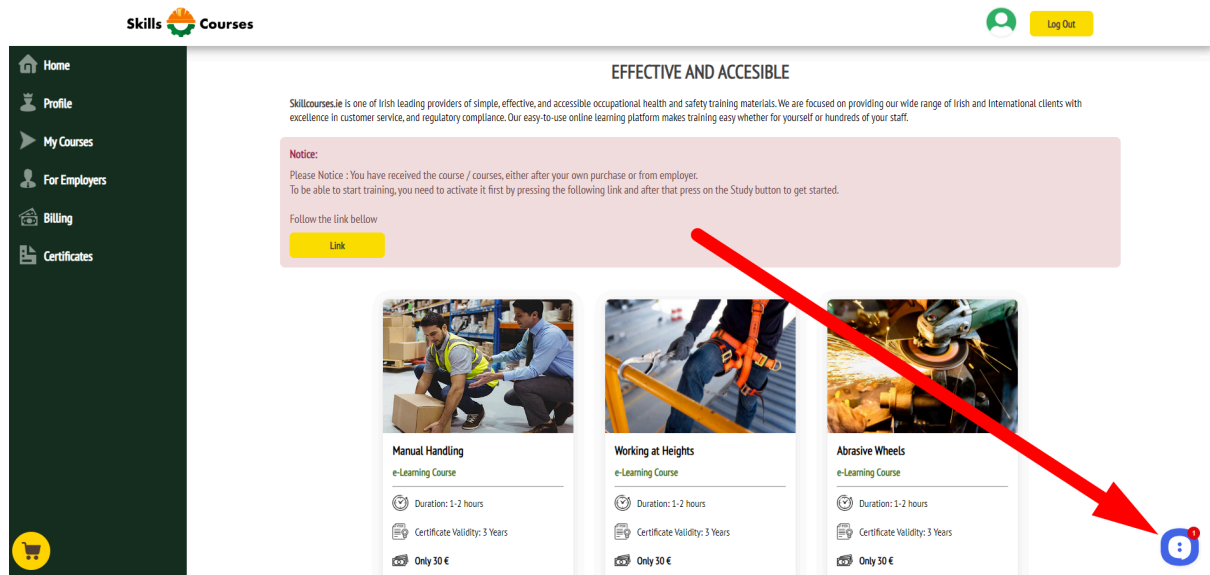


If you committed any mistake during this process please send us an email:

info@skillcourses.ie and our team will assist you regarding this matter. Please notice: Your employee/employees will receive an email with their login details only from our system that can be used for as long as they wish so, there will be no email sent to them after the course was purchased and sent to them (you must inform your people regarding that) so they can access our website and take their training without any delay.

Please notice: Our training covers full Theory and Practical Part as required for this course by the Irish Legislation. The theory part it's 24/7 available and each person can use any device for completing it. After that on our website will be the information instructing them on how to book the Practical Session with our team on their convenient time.

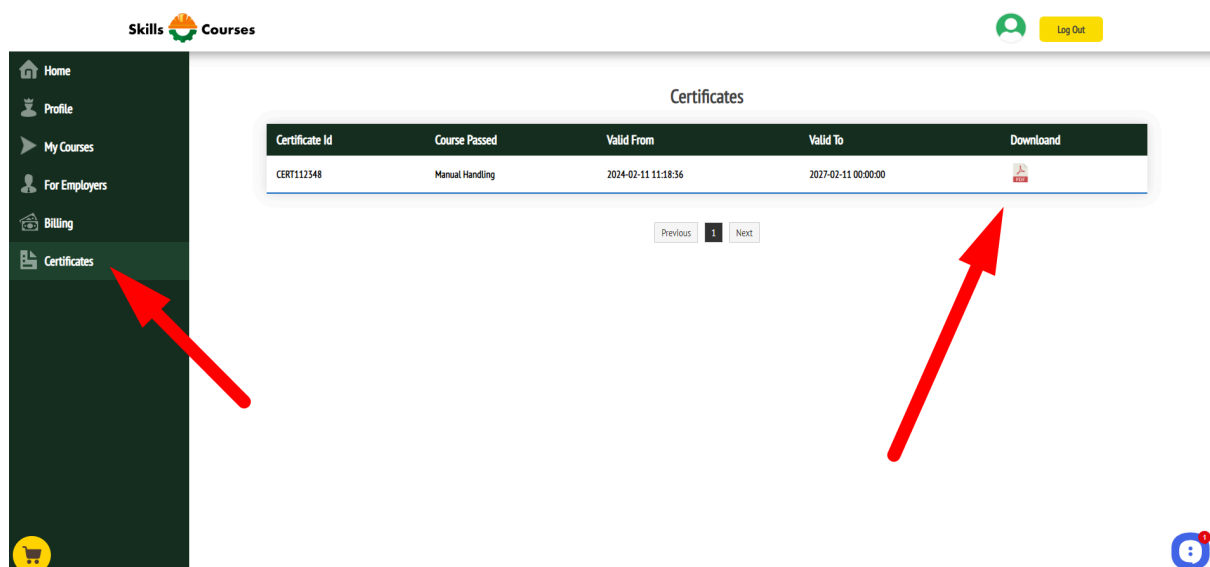
Our team it's offering customer service assistance from 9am till 9-10pm from Monday - Friday and from 10am till 9pm over the weekend. Most of the days we might be assisting our customers outside of our working hours but during our active program all our customers will be assisted without any delay through the chat on our website with a prompt response from one of our team members.



Inform your employee/employees that you (as an Employer/Company) had the course/courses purchased for them so they won't get confused by paying for that training once again.

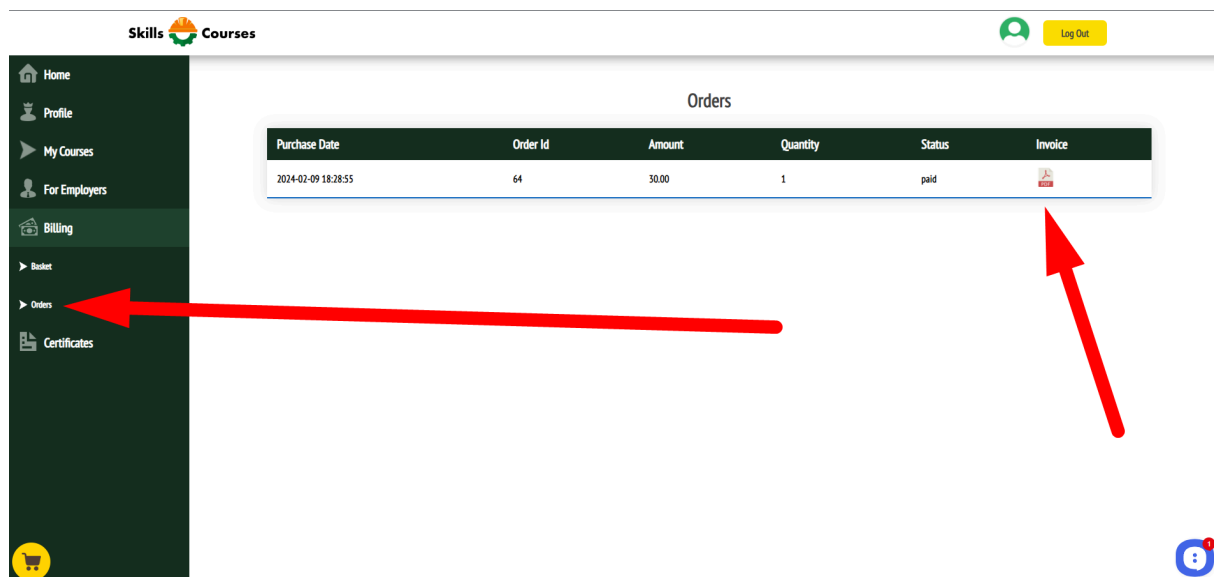
After your employee/employees registration it's over you can track their progress on to your dashboard including their training,
Go to the green bar menu from the left of your page and press on the "For Employer" section > Dashboard.

Also you can see when the course it's completed and can download their certificates anytime after that.



Each person gets the certificate via email from our system instantly after the course it's fully completed and only then you get access to their certs too. You have 3 years free access to their certificates anytime you need it just in case you have lost from your file.

The course will be on hold under their accounts/registrations till they log in to our website and start their training,so in case you need to swap that course for another employee we can do that for you. It's important for your employee to not have the course entirely completed, otherwise we can't swap that training for another person because those records will be automatically saved in our database and can't be deleted. Please send us an email with that request to info@irish-safetytraining.com with the full name and email address for the candidate you wish to have removed from your dashboard or swapped with someone else. After each purchase you can download your invoice from our system by following the next steps: open the Blue Bar Menu from the left of your page >press on the Billing section >Orders>press on the pdf file for the purchase you wish to receive the invoice.



If you wish to have any details changed /updated on your current invoice please send us an email to info@skillcourses.ie with your detailed request and our team will assist you regarding that matter without any delay. You have access to our website 24/7 and you can check any information regarding your Dashboard/Billing etc. Our team worked hard to build a system with multi language training for the Manual Handling Course that reaches all needs for Employers & Employees altogether. If you need any additional information or further assistance regarding our service and our Training please feel free to get in touch with us via email info@skillcourses.ie or via phone call to **0830800800**. Our team will do the best to assist you with any help you need.