IRELAND SAFETY TRAINING

QUICK GUIDE FOR EMPLOYERS

www.ireland-safetytraining.com

Registration Process:

Please ensure accurate completion of the registration process for your employees by following the steps provided. If you intend to register multiple employees, it is advisable to set up an account under your company's name, which facilitates payment via business cards and ensures that invoices are sent to your company's email with all necessary details.

Account Setup:

When creating a business account, use your company's address to ensure invoices contain complete company details, simplifying the billing process.

Purchasing Courses:

It's advisable to purchase the necessary number of courses before registering your employees. This way, you can easily assign courses during their registration process. Remember, our system allows flexibility; there's no time limit on when the courses can be used.

Bulk Purchase Discount:

Benefit from a **-10%** 🏷️ **Discount** on purchases of **10 or more courses**. The discount is automatically applied when you add the required number of courses to your cart.

Registering Employees:

To register an employee, navigate to the 'For Employers' section on bar menu on our website, then click on 'Register your employee'.

Fill in the form with your employee's details, making sure the email is correct. They will get an email with their login details, including a password they can change anytime.

Course Allocation and Access:

Once registration is complete, you can start sending the courses to your employees.

They can log in using the personal details sent to their email and start their training anytime. If they don't see the email in their inbox, please advise them to check their spam or junk folders.

IMPORTANT: Please do not click on any 'Start Course' button unless you intend to take the course yourself. Clicking it will automatically activate the course for you, and it will no longer be possible to assign it to your employee.

IMPORTANT: Keep in mind that once a course has been assigned to an employee, **it cannot be reversed or reassigned to someone else.** The system allows each course to be sent only **once,** after which it is permanently linked and active with the chosen receiver.

To avoid any issues, we kindly recommend taking extra care when entering employee details such as their **Full Name** and **Email** address and ensuring that the correct course is assigned to the intended individual. Adjustments cannot be done once the course has been sent.

Everything is structured and simple. After selecting your course and clicking "Send Course" a list of your registered employees will appear.

Clicking "Send" assigns the course to your employee. They'll receive an email with the course details and a button to begin.

You can click on the Employer Dashboard anytime to view your list of employees. Here, you'll quickly see how many courses are assigned to each employee in their personal profile.

You can click on this blue folder anytime to view more details about the courses you've assigned to your employees.

Here, you'll find useful information about the status of each course. Once courses are completed, a PDF file with the employee's certificate will automatically appear in the "**Certificates**" section. Clicking on it will download the certificate instantly.

If you want to obtain certification for yourself, you can click the "**Start Course**" button anytime to begin studying and receive the necessary certification.
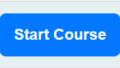
Support and Assistance:

For any discrepancies during the process, please contact us at info@Ireland-SafetyTraining.com or via our **Live Chat**, which is always visible on our website. Our customer service team is available daily from 9 AM to 10 PM.

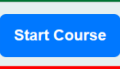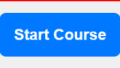**Please note:** Our training complies with Irish legislation and includes both theoretical and practical components, depending on the chosen course. The theoretical part is accessible 24/7 and can be completed on any device.

For all courses, except Manual Handling, participants will receive their **certificate** immediately after completing the theoretical section.

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Only for the **Manual Handling Course**, which includes a practical component with an instructor, participants must first complete the theoretical part. Afterward, our platform will automatically and instantly provide clear instructions for completing the practical session.

After completing the theoretical section, participants will see simple and clear instructional videos demonstrating proper lifting techniques. These videos are well-organized to help them gain valuable skills for their health and well-being.

During the practical session, participants do not need to speak. They simply record a video demonstrating proper lifting techniques and submit it to our instructors for review. This ensures they follow correct lifting practices, which are vital for their health and safety.

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Our platform is easy to use, well-structured, and accessible to everyone.
Keeping everyone healthy and safe is our top priority!😊

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All courses remain visible and accessible for further study free of charge for 3 years.

Our website is accessible 24/7 for managing your dashboard and billing. To update your account details, you can email us at **info@ireland-safetytraining.com** or reach out via **Live Chat** on our website for quick support.

Our team is online every day from 8 AM to 10 PM, ready to provide the best service for your needs! 😊