

Booking & Scheduling User Guide

Single Supplier Framework Contract
for the provision of
Health and Safety Training, Consultancy and Advisory Services

RFT 160649

Version: 1.0



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1) Introduction

Safetech Consulting and Training Ltd. is the single supplier of Lots 1, 2, 3A, 3B, 5, 7 & 8 of the Single Supplier Framework Contract for the provision of Health and Safety Training, Consultancy and Advisory Services – RFT 160649

Under the framework, we offer the following courses:

- Lot 1 Fire Safety Manager for a Building Training
- Lot 2 Fire Warden (including Fire Extinguisher) training
- Lot 3A PHECC First Aid Response Training – Classroom
- Lot 3B PHECC First Aid Response Recertification Training – Classroom
- Lot 5 Occupational Health and Safety Awareness for Managers Training
- Lot 7 Safety Officer/ Coordinator Training
- Lot 8 Safety Representative Training

If you or the employees whose training compliance you manage have a requirement for any of the above training courses, please contact us and we will facilitate.

This user guide was developed to equip framework clients with the ability to:

- Make a training enquiry
- Set up access to your training portal
- Add Participants to our Training Management System
- Enrol participants onto an open enrolment course
- Enrol participants onto an intact course
- Schedule a course

2) Contact Details/ Numbers

Contract Manager:	Suzanne Love
Telephone:	+35374 9127786
Out of hours number:	+35385 1592692

3) Glossary of Terms

Safetech:	Safetech Consulting & Training Ltd.
Participant:	Person completing the training
Framework Client:	Person booking/scheduling/organising training
Open enrolment:	Participants in a given Training Course are from more than one Department / Public Service Body
Intact:	Participants in a given Training Course are from one Department / Public Service Body only
NASF:	Notification to Activate Services Form - A notification by the Framework Client to the Contractor to activate the provision of Services. Services cannot be scheduled/delivered without a signed NASF on the framework clients headed paper
TMS:	Training Management System

4) Where to book

To book/enquire about training, visit our website <http://www.Safetech.ie/>

Select the “Public Sector Training” button on the right hand side of the main page. This link will take you to the “Health & Safety Training for Public Sector Bodies” page.



The screenshot shows the Safetech website homepage. At the top left is the logo. To the right, contact numbers are listed: Donegal: +353 74 91 277, Sligo: +353 71 93 008, Derry: +44 2871 1400, and Out of Hours: +353 86 386 35. A dark blue navigation bar contains links for Home, Training, Services, eLearning, UK Construction Cards, About Us, Room Hire, and Contact Us. Below the navigation bar is a large banner featuring a woman with a laptop. The banner text includes: 'Funding Available for Webinars!', 'To Facilitate Training During Covid 19', 'WE ARE RUNNING LIVE WEBINARS & E-LEARNING', and 'All e-Learning Training - Only €40'. A red arrow points from the text above to a yellow button labeled 'COVID-19' on the right side of the banner. Below the banner, there is text: 'Live webinars are delivered via Zoom and are ideal for Company groups!' and 'All e-Learning Training - Only €40'. On the right side of the page, there are three icons: a clock for 'Office Op Mon - Fri: 8.30: Out of hours: C', a clipboard for 'PUBLIC SECTOR TRAINING', and a graduation cap for 'HEALTH & SAFETY TRAINING'.

5) Intact Training Course Booking

5.1) Complete training enquiry

Scroll to the bottom of this page where you will see an enquiry form. Fill out this form giving as much detail as you can about the training required. If this is your first time making a training enquiry with Safetech, you will automatically receive an email from Safetech with your login details for our TMS.

A member of our team will respond to your enquiry within 2 working days to schedule a suitable course for your needs, this communication will be done via email and a signed NASF form on headed paper will be requested. You can download a blank copy of the NASF by clicking the button next to the enquiry form. A blank copy will also be attached to the email containing your login details.

Please submit your training enquiry via the link below and one of our team will be in touch within 2 working days. If you'd like to speak to your framework key account manager (KAM) directly, call us on +35374 9127786 and ask for Suzanne.

Please fill out the form below to email us your query

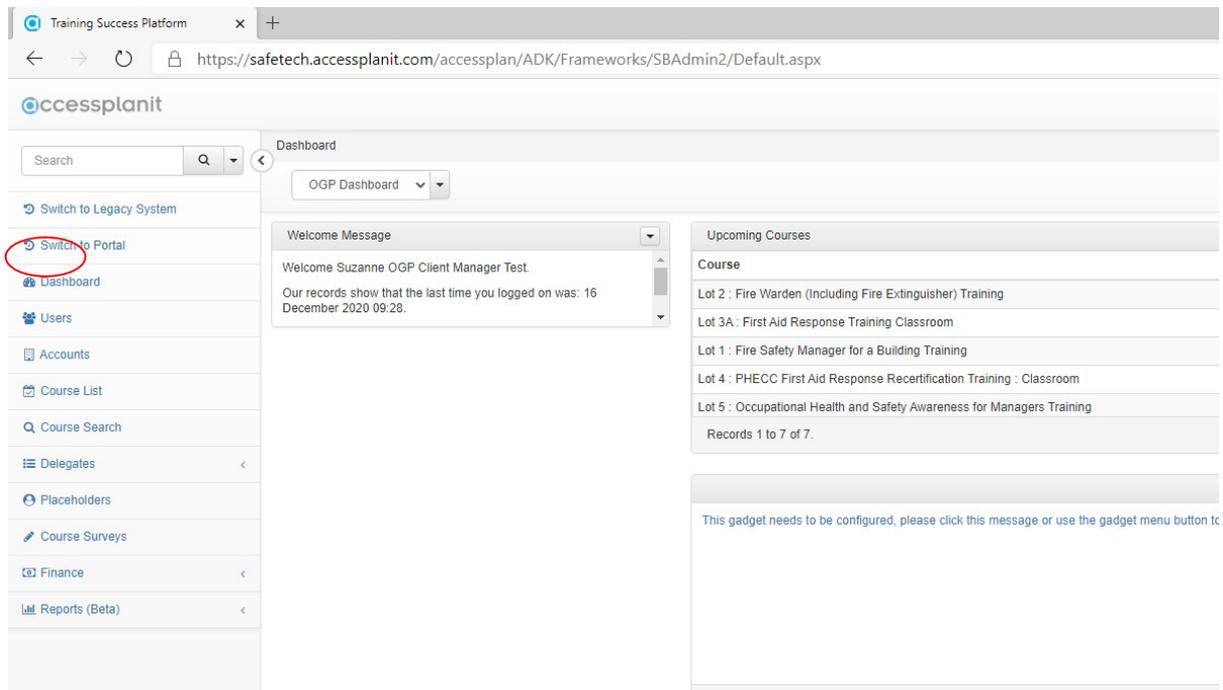
Framework Client Organisation: *	<input type="text"/>	Click here to download the user guide
Framework Client Address: *	<input type="text"/>	
Contact Name: *	<input type="text"/>	Click here to download a blank NASF form
Contact Number: *	<input type="text"/>	
Contact E-mail Address: *	<input type="text"/>	Click here to login to your portal
Training Requirement: *	<input type="text" value="Choose Option"/>	
Number of Participants:	<input type="text"/>	
Preferred Training Month: *	<input type="text"/>	
Training Venue:	<input type="text"/>	
Query: *	<input type="text"/>	

5.2) Log in to TMS

Within 4 hours of the course being scheduled, you will receive an email containing a link to your portal on our TMS. Click the link and log in to the system using the log in details provided in the email.

5.3) Add participants to system

Click on “users”



Training Success Platform x +
 https://safetech.accessplanit.com/accessplan/ADK/Frameworks/SBAdmin2/Default.aspx

accessplanit

Search []

Dashboard

OGP Dashboard

Switch to Legacy System

Switch to Portal

Dashboard

Users

Accounts

Course List

Course Search

Delegates

Placeholders

Course Surveys

Finance

Reports (Beta)

Welcome Message

Welcome Suzanne OGP Client Manager Test.
 Our records show that the last time you logged on was: 16 December 2020 09:28.

Upcoming Courses

Course

Lot 2 : Fire Warden (Including Fire Extinguisher) Training

Lot 3A : First Aid Response Training Classroom

Lot 1 : Fire Safety Manager for a Building Training

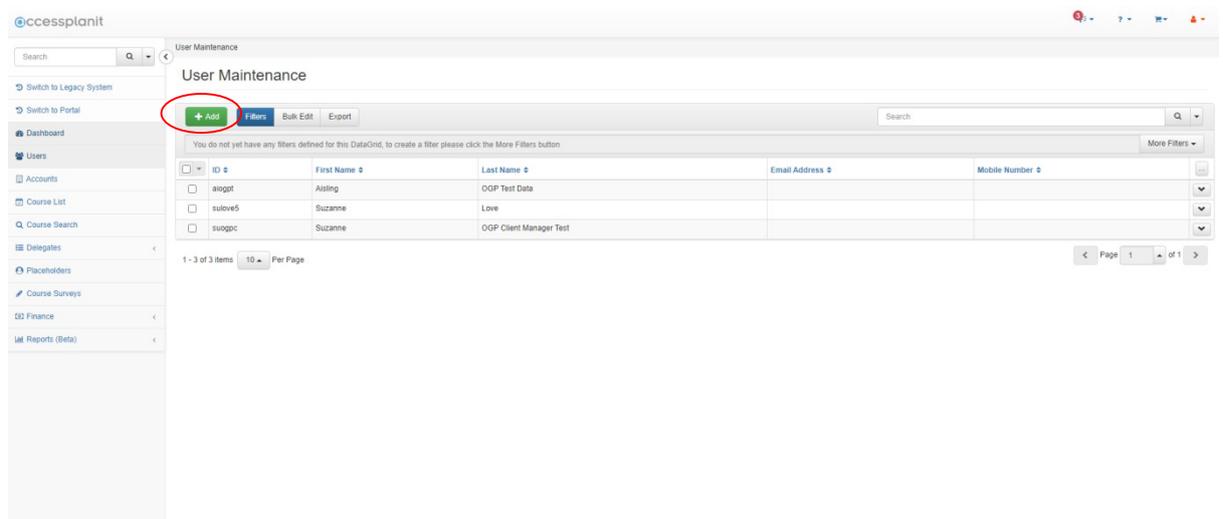
Lot 4 : PHECC First Aid Response Recertification Training : Classroom

Lot 5 : Occupational Health and Safety Awareness for Managers Training

Records 1 to 7 of 7.

This gadget needs to be configured, please click this message or use the gadget menu button to

Click “+Add”



accessplanit

User Maintenance

Search []

Switch to Legacy System

Switch to Portal

Dashboard

Users

Accounts

Course List

Course Search

Delegates

Placeholders

Course Surveys

Finance

Reports (Beta)

+ Add Filters Bulk Edit Export

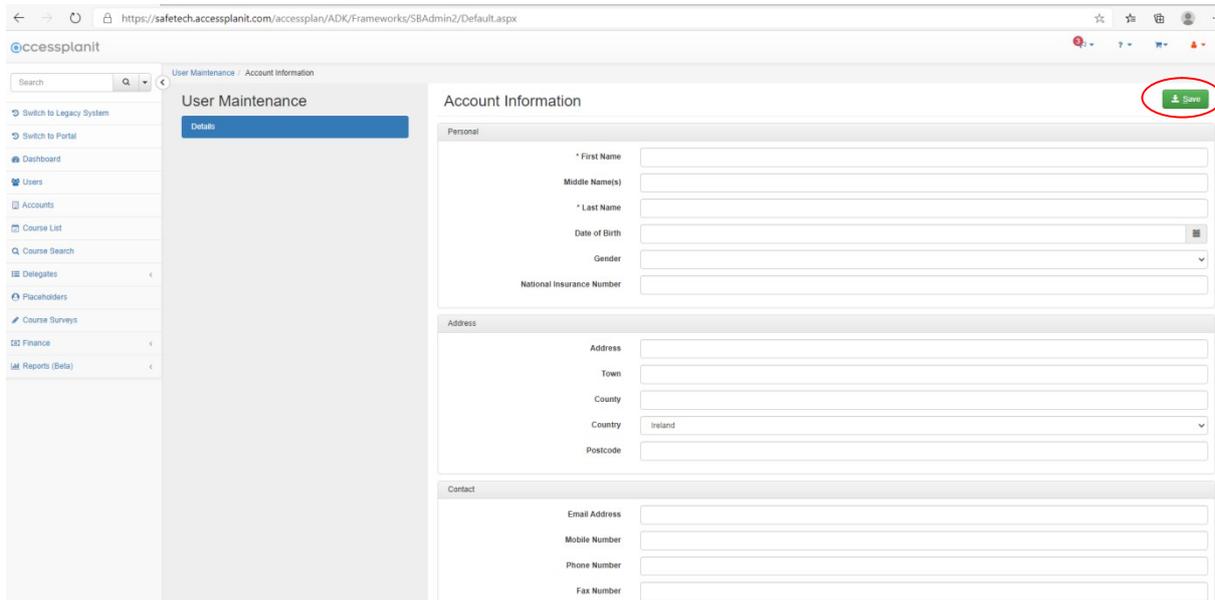
You do not yet have any filters defined for this DataGrid, to create a filter please click the More Filters button

ID	First Name	Last Name	Email Address	Mobile Number
aliopt	Aistling	OGP Test Data		
suiove5	Suzanne	Love		
suogpc	Suzanne	OGP Client Manager Test		

1 - 3 of 3 items 10 Per Page

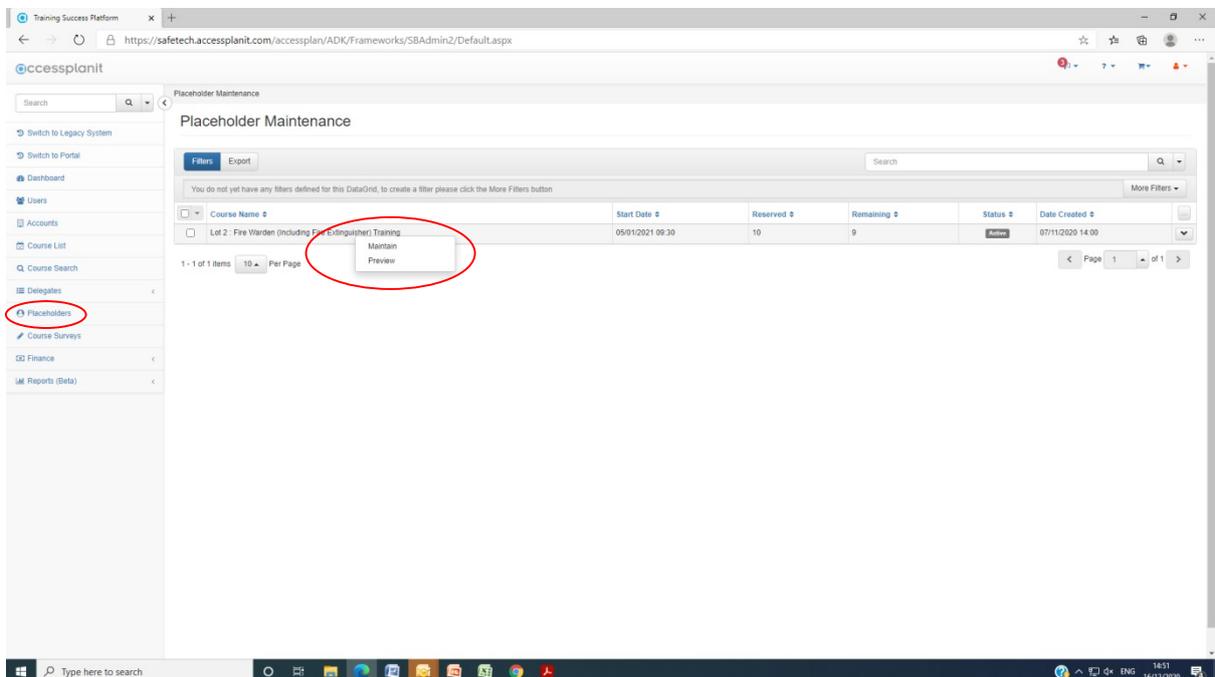
Page 1 of 1

Add participant details to the system then click “Save”

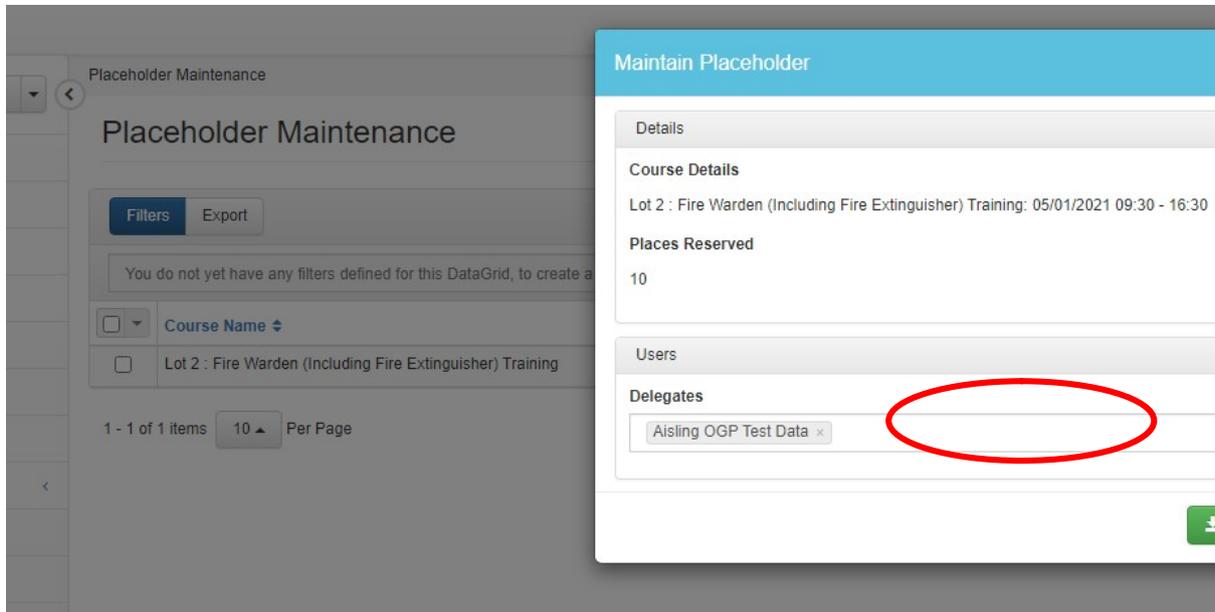


5.4) Add participants to course

Select “placeholders” then right click your course and select “maintain”



This is where you add names previously added to the system to the course, then click “save and close”.



5.5) Confirmations/ reminders

The framework client will receive a confirmation email to inform them that the course and participants have been booked.

The framework client will receive an email 7 days before the training course to remind them about the course.

6) Open enrolment training course booking

6.1) Select required course

On the Health & Safety Training for Public Sector Bodies page, select the required course.

Health & Safety Training for Public Sector Bodies

Safetech Consulting and Training Ltd. is the single supplier of Lots 1, 2, 3A, 3B, 5, 7 & 8 of the Single Supplier Framework Contract provision of Health and Safety Training, Consultancy and Advisory Services – RFT 160649. To ensure flexibility around learning and to improve efficiencies in bookings and attendance numbers, we offer training on either of the following bases:

- **Open enrolment**, where by participants in a given Training Course are from more than one Department / Public Service Body. Please refer to the icons below for scheduled dates on open enrolment course.
- **Intact**, where by participants in a given Training Course are from one Department / Public Service Body only

The following training courses are offered by Safetech under this contract:

-  [Lot 1 - Fire Safety Manager for a Building Training >](#)
-  [Lot 2 : Fire Warden \(Including Fire Extinguisher\) Training >](#)
-  [Lot 3A : PHECC First Aid Response Training : Classroom >](#)
-  [Lot 3B : PHECC First Aid Response Recertification Training : Classroom >](#)
-  [Lot 5 : Occupational Health and Safety Awareness for Managers Training >](#)
- 

NB: If a suitable open enrolment course hasn't already been scheduled, make an enquiry on the enquiry page detailing your requirements. We will then schedule a course and forward the booking link.

Scroll to the bottom of the course page and if there is a suitable open enrolment course scheduled, click “book now”



Training



Upcoming Courses:

[View all upcoming courses](#)

[Contact us for group bookings](#)

Upcoming Courses:

Lot 2 : Fire Warden (Including Fire Extinguisher) Training

 **Start date:** 05/01/2021

 **Venue:** Ballincollig Regional Training Centre

 **Cost:** €

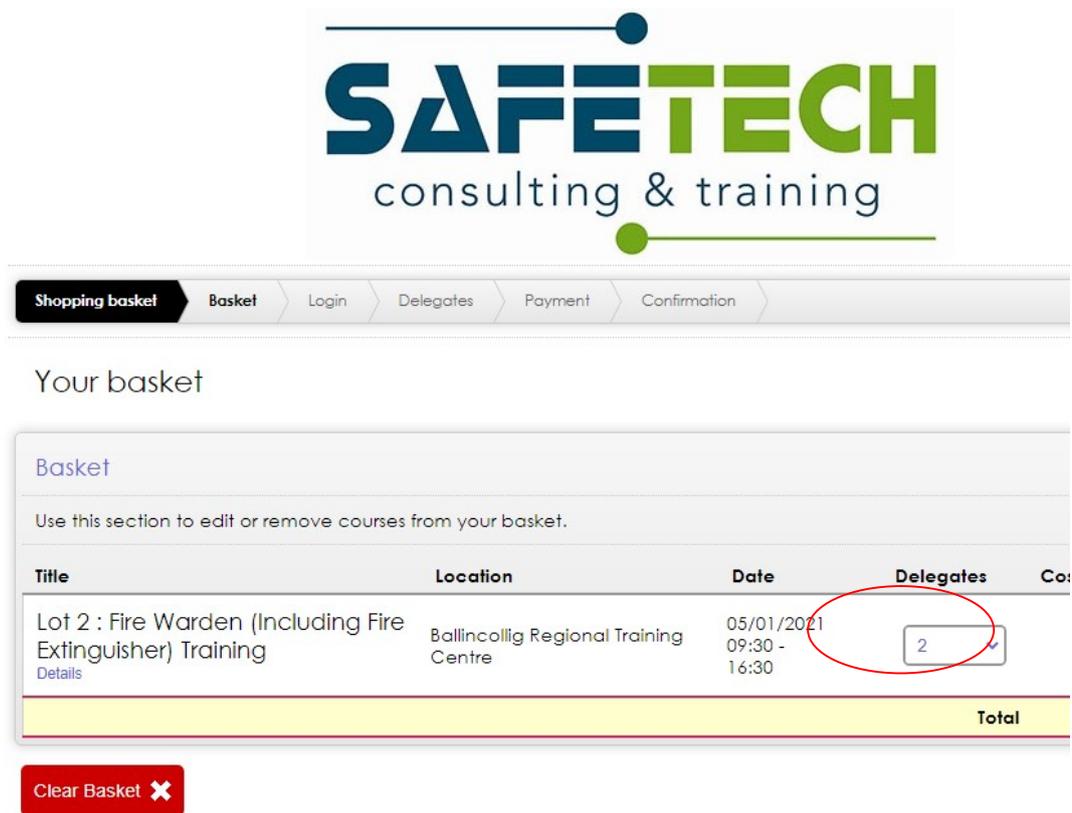
 **Places Currently Available**

[Book Now >](#)

[Enquire](#)

6.2) Start course booking

Input the number of participants required and click “next step”



The screenshot shows the SAFETECH website's shopping basket interface. At the top, the SAFETECH logo is displayed. Below it is a navigation bar with tabs for 'Shopping basket', 'Basket', 'Login', 'Delegates', 'Payment', and 'Confirmation'. The 'Basket' tab is active.

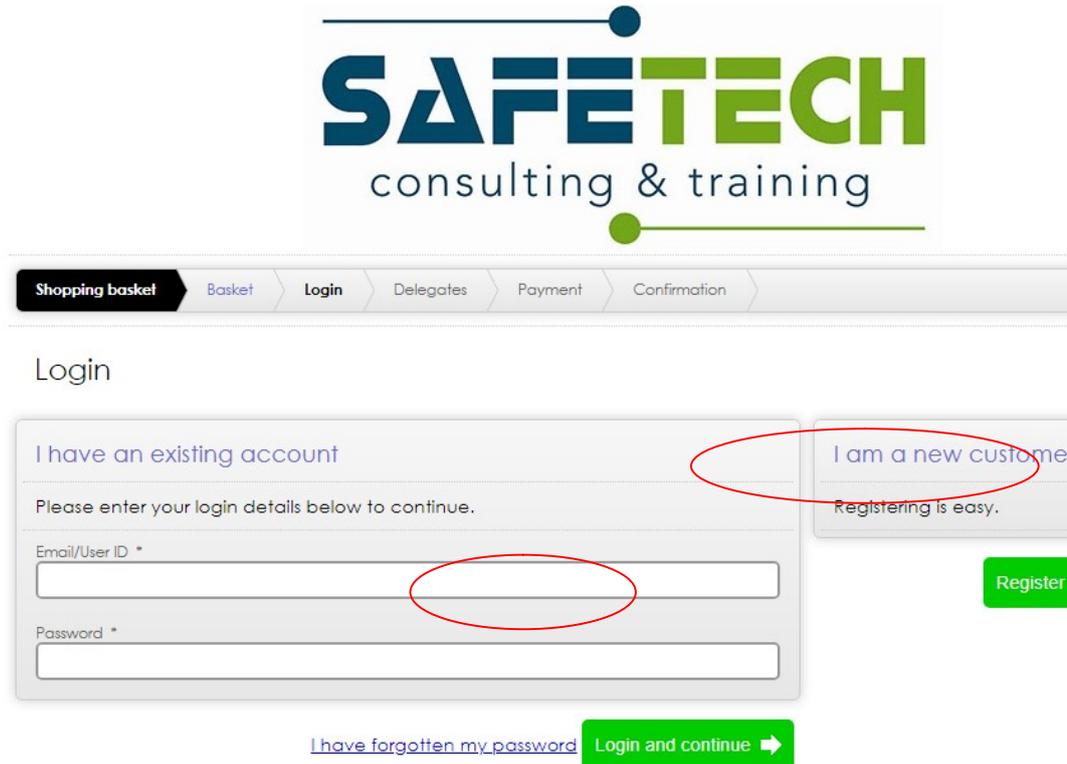
The main heading is 'Your basket'. Below this, there is a section titled 'Basket' with the instruction: 'Use this section to edit or remove courses from your basket.'

Title	Location	Date	Delegates	Cost
Lot 2 : Fire Warden (Including Fire Extinguisher) Training <small>Details</small>	Ballincollig Regional Training Centre	05/01/2021 09:30 - 16:30	<input type="text" value="2"/>	
				Total

At the bottom left, there is a red button labeled 'Clear Basket' with a close icon.

6.3) Log in to TMS

If you have login details, enter and click “log in and continue”, if not, click “register and continue”



The screenshot shows the SAFETECH website's login interface. At the top, the SAFETECH logo is displayed. Below it is a navigation bar with tabs for Shopping basket, Basket, Login, Delegates, Payment, and Confirmation. The main content area is titled "Login" and contains two tabs: "I have an existing account" and "I am a new customer". The "I have an existing account" tab is active and contains a form with two input fields: "Email/User ID *" and "Password *". A red circle highlights the "Email/User ID" field. Below the form is a link for "I have forgotten my password" and a green "Login and continue" button with a right-pointing arrow. The "I am a new customer" tab is also visible, with a red circle around the text "I am a new customer" and the text "Registering is easy." below it. A green "Register" button is located to the right of the registration tab.

6.4 Register as a new customer

Input your details & click “next step”



Registration wizard | Access details | Personal details | Company / organisation details | Marketing | Completed

Registration

About you

Please enter your personal details below.

First name *

Last name *

Contact address

Please enter your personal address.

Address *

Town/City *

County/State *

Contact numbers

Please enter your contact numbers.

Telephone number

Mobile number *

Please tick this box if you would like to receive a Remin certificate is due to expire

Input your details & click “next step”

Job details

Please enter your job title.

Job title

Your company / organisation

Please enter the name of the company or organisation you work for.

Company / organisation *

Contact address

Please enter the postal address for your employer.

Address *

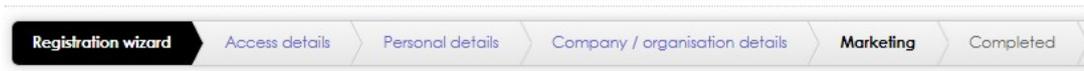
Town/City *

County/State *

Postcode/Zip Code



Select OGP & click "Next Step"



Registration

Marketing

How you heard about us

Please tick this box if you would like to receive information about our other products and services

Newspaper

Internet Search

Friend/Family

Radio

Facebook

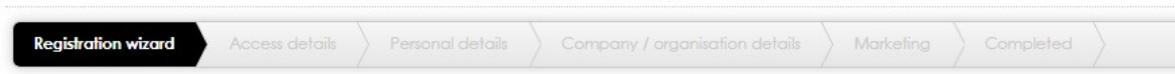
Returning Client

Other





Select "Return to Basket"



Registration

Congratulations, you have completed the registration process and your account is active. To proceed please click the "Return to basket" button.

[Return to basket](#)

Are you experiencing difficulty booking our course? If so, please give us a call on 0749127786 and we will be happy to help.

Look forward to hearing from you.

Select "Next Step"



Shopping basket | Basket | Login | **Delegates** | Payment | Confirmation

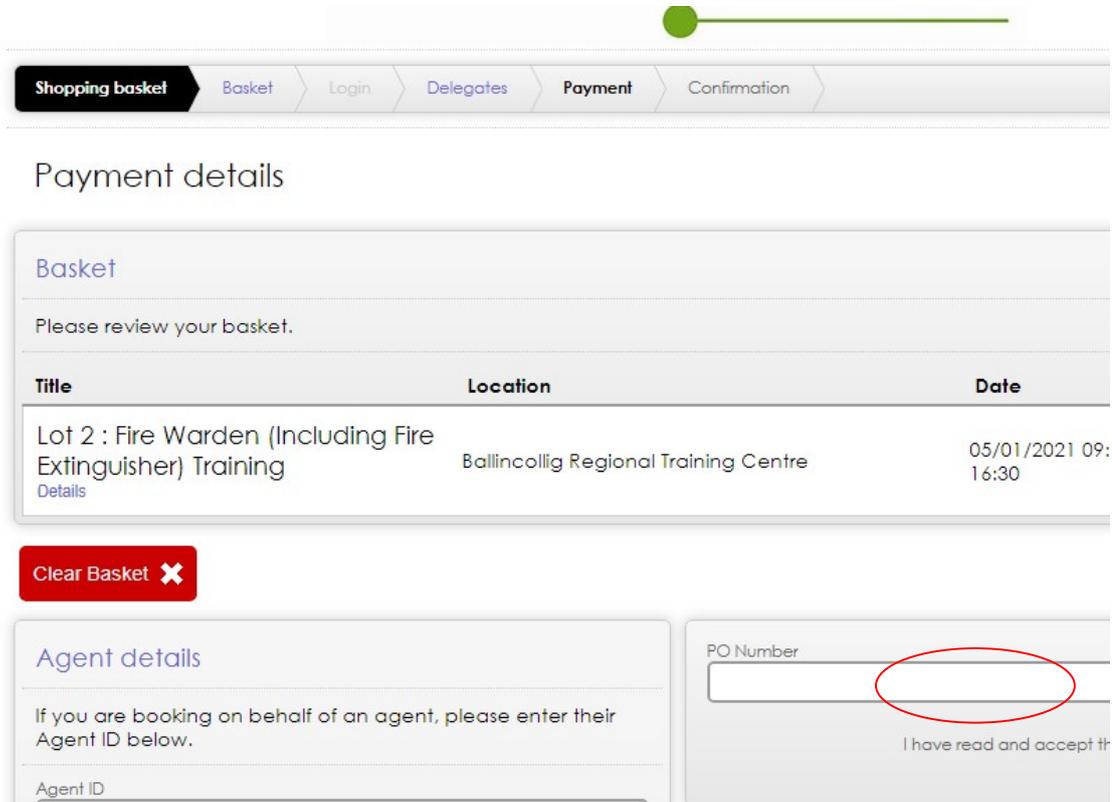
Delegates

Delegates

Title	Location	Date
Lot 2 : Fire Warden (Including Fire Extinguisher) Training Details Assign delegates to your booking Delegate 1: Delegate 2:	Ballincollig Regional Training Centre	05/01/2021 09:30 - 16:30
<input type="button" value="Assign Delegate +"/> <input type="button" value="Assign Myself +"/>		

Please note: you have not yet assigned all delegates to your booking, please continue to b

Select invoice as payment method & click “Complete”



Shopping basket Basket Login Delegates Payment Confirmation

Payment details

Basket

Please review your basket.

Title	Location	Date
Lot 2 : Fire Warden (Including Fire Extinguisher) Training Details	Ballincollig Regional Training Centre	05/01/2021 09:16:30

Clear Basket ✕

Agent details

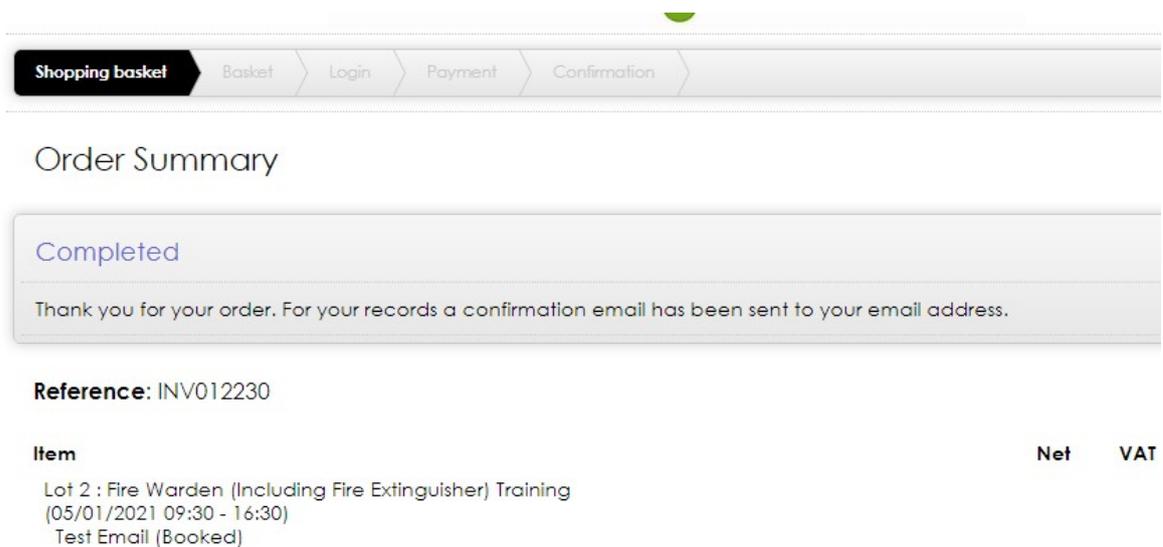
If you are booking on behalf of an agent, please enter their Agent ID below.

Agent ID

PO Number

I have read and accept th

And you're booked!



Shopping basket Basket Login Payment Confirmation

Order Summary

Completed

Thank you for your order. For your records a confirmation email has been sent to your email address.

Reference: INV012230

Item	Net	VAT
Lot 2 : Fire Warden (Including Fire Extinguisher) Training (05/01/2021 09:30 - 16:30) Test Email (Booked)		

Are you experiencing difficulty booking our course? If so, please give us a call on 0749127786 and we will be happy to help.



6.5) Confirmations/ Reminders

Booker will receive a confirmation email to inform that course and participants have been booked.

Booker will receive an email 7 days before the training course to remind them about the course.