



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.

IRELAND SAFETY TRAINING

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Providing the best Online Health and Safety Courses and Training, offering top-quality instruction, certification management, and expert consultative services to ensure every worker's safety. Simplifying workplace safety with trusted online solutions.

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349500 LEARNERS 349500 OFFERED CERTIFICATES 26 QUALIFIED INSTRUCTORS

Account Setup:

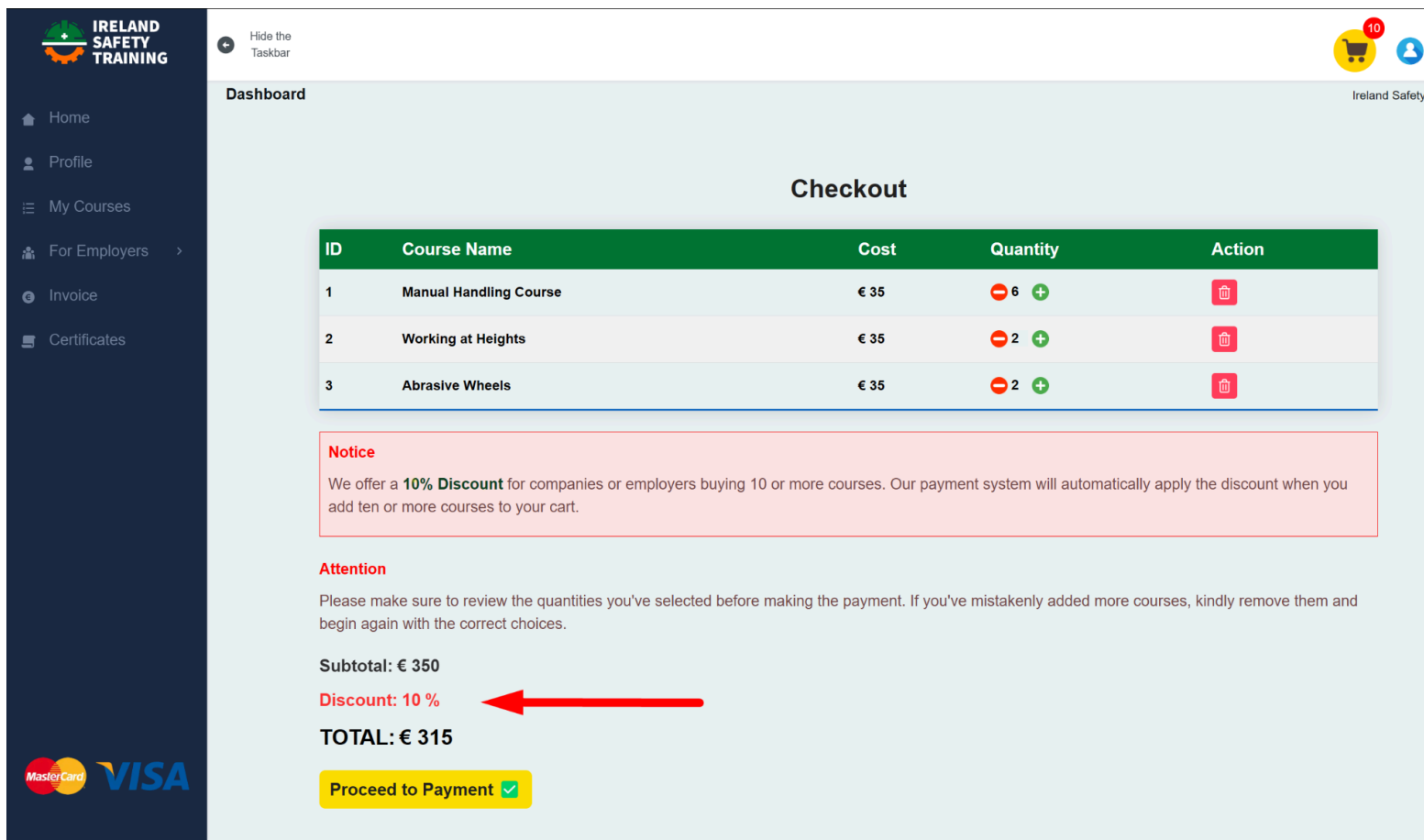
When creating a business account, use your company's address to ensure invoices contain complete company details, simplifying the billing process.

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.



The screenshot shows the checkout page of the Ireland Safety Training website. The page features a dark blue sidebar with navigation links: Home, Profile, My Courses, For Employers, Invoice, and Certificates. The main content area is titled 'Checkout' and displays a table of items in the cart:

ID	Course Name	Cost	Quantity	Action
1	Manual Handling Course	€ 35	6	[Remove]
2	Working at Heights	€ 35	2	[Remove]
3	Abrasive Wheels	€ 35	2	[Remove]

Below the table, a red box contains a **Notice**: "We offer a **10% Discount** for companies or employers buying 10 or more courses. Our payment system will automatically apply the discount when you add ten or more courses to your cart." Below this, an **Attention** message states: "Please make sure to review the quantities you've selected before making the payment. If you've mistakenly added more courses, kindly remove them and begin again with the correct choices." The subtotal is € 350, and the discount is 10%, resulting in a **TOTAL: € 315**. A red arrow points to the 'Discount: 10 %' line. A yellow 'Proceed to Payment' button with a checkmark is at the bottom.

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.

The screenshot displays the Ireland Safety Training website interface. On the left is a dark blue sidebar menu with the following items: Home, Profile, My Courses, For Employers (highlighted with a red arrow and the number 1), Employer Dashboard, Register your employee (highlighted with a red arrow and the number 2), Instructions, Invoice, and Certificates. At the top of the sidebar is the Ireland Safety Training logo and a 'Hide the Taskbar' button. The main content area is titled 'Dashboard' and features a three-step progress indicator: STEP 1 - Register The Employee (with a circular progress indicator and the number 1), STEP 2 - Check Your Dashboard (with a circular progress indicator and the number 2), and STEP 3 - Go to page "My Courses" from the menu and then "Send the Course" to employees (with a circular progress indicator and the number 3). On the right side of the dashboard is a white box titled 'Register Your Employees'. It contains the following text: 'Fill in the employee details on the form and click the "Add Employee" button. Our system will then instantly send an email to each registered employee containing their login information for our learning platform.' Below this text are two input fields: 'Enter employee's Full Name' (with a red arrow and the number 3 pointing to it) and 'Enter employee's Email Address' (with a red arrow and the number 4 pointing to it). At the bottom of the box is a yellow button labeled 'Add Employee' with a green checkmark icon. The top right corner of the dashboard shows a shopping cart icon with a red notification bubble containing the number 10, a user profile icon for 'Conor', and the text 'Ireland Safety Training'. At the bottom left of the dashboard are the MasterCard and VISA logos.

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.

The screenshot shows the Ireland Safety Training dashboard. The left sidebar contains navigation options: Home, Profile, My Courses (highlighted), For Employers, Invoice, and Certificates. The main content area is titled 'My Courses' and displays a table with three rows of course information. Each row has a yellow 'Send Course' button and a blue 'Start Course' button. A red box highlights the 'Send Course' buttons, and a red arrow labeled '2' points to them. Another red arrow labeled '1' points to the 'My Courses' menu item in the sidebar.

Action	Course Name	Status	Certificate
Send Course Start Course	Manual Handling Course	Purchased	-
Send Course Start Course	Manual Handling Course	Purchased	-
Send Course Start Course	Manual Handling Course	Purchased	-

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.

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

Please select your employee and click "Send" to assign the course.

Search employees by name or email...

No.	Action	Employee Email	Full Name
1	Send ✓	cian.fitzpatrick@gmail.com	Cian Fitzpatrick
2	Send ✓	sean.murphy@gmail.com	Sean Murphy
3	Send ✓	liam.oconnor@gmail.com	Liam O'connor

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.

The screenshot shows the Ireland Safety Training Employer Dashboard. A red arrow points to the 'Employer Dashboard' link in the left sidebar. The main content area displays a table with the following data:

Date of Registration	Full Name	Employee Email	Assigned Courses	Training Records
23-Nov-2024 13:44	Cian Fitzpatrick	cian.fitzpatrick@gmail.com	✓ 2 Courses	
23-Nov-2024 13:43	Sean Murphy	sean.murphy@gmail.com	✓ 4 Courses	
23-Nov-2024 13:43	Liam O'connor	liam.oconnor@gmail.com	-	-


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

The screenshot shows the 'Employer Dashboard' with a table of employee registrations. The table has five columns: Date of Registration, Full Name, Employee Email, Assigned Courses, and Training Records. A red box highlights the 'Training Records' column, and a red arrow points to a blue folder icon in the first row.

Date of Registration	Full Name	Employee Email	Assigned Courses	Training Records
23-Nov-2024 13:44	Cian Fitzpatrick	cian.fitzpatrick@gmail.com	✓ 2 Courses	 ←
23-Nov-2024 13:43	Sean Murphy	sean.murphy@gmail.com	✓ 4 Courses	
23-Nov-2024 13:43	Liam O'connor	liam.oconnor@gmail.com	-	-

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.

The screenshot shows the dashboard for employee 'Cian Fitzpatrick'. It features a table with columns: ID, Course Name, Status, Date, and Certificate. A red arrow points to a PDF icon in the 'Certificate' column for the first row.

ID	Course Name	Status	Date:	Certificate
4936	Working at Heights	Course completed	23-Nov-2024 16:02	 ←
4937	Abrasive Wheels	Purchased	23-Nov-2024 16:03	-
4938	Manual Handling Course	Theory completed	23-Nov-2024 16:03	-

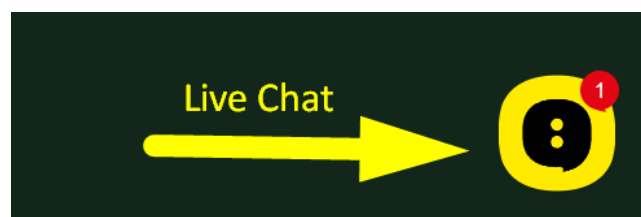
If you want to obtain certification for yourself, you can click the "Start Course" button anytime to begin studying and receive the necessary certification.

The screenshot shows the Ireland Safety Training dashboard. The sidebar on the left contains navigation options: Home, Profile, My Courses (highlighted), For Employers, Invoice, and Certificates. The main content area is titled 'My Courses' and contains a table with three rows of 'Manual Handling Course' entries. Each row has a 'Send Course' button and a 'Start Course' button. A red box highlights the 'Start Course' button in the first row. A red arrow labeled '1' points to the 'My Courses' menu item, and another red arrow labeled '2' points to the 'Start Course' button.

Action	Course Name	Status	Certificate
Send Course Start Course	Manual Handling Course	Purchased	-
Send Course Start Course	Manual Handling Course	Purchased	-
Send Course Start Course	Manual Handling Course	Purchased	-

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.

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.

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

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! 😊

