



# IRELAND SAFETY TRAINING

## QUICK GUIDE FOR EMPLOYERS

[www.ireland-safetytraining.com](http://www.ireland-safetytraining.com)

## Creating Your Employer Account

Please complete the employee registration by following the steps shown on the platform. If you need to register several employees, **the best option is to create one business account** using your official company email, which allows you to pay quickly with your **company card, Apple Pay, or Google Pay** and ensures that **all invoices are delivered directly to your company email** with correct billing details. When creating your account, enter your full company information, including your company address, and during payment you will be asked for your **company name, company address**, and any required billing details, which will be added automatically to the invoice. After the payment is completed, the **invoice will appear instantly in your account** and you will also receive a **payment confirmation email**.

IRELAND SAFETY TRAINING

HOME PLEASE READ FAQ'S TRAINING TEAMS CONTACT US

Google My Business Member RSPA Member Login

★ 349,500 Certificates Issued 24/7 Online Course Money Back Guarantee Fully Accredited Course

### Top #1 Provider in Ireland and UK. Award Winning Health and Safety Courses Online

Ireland Safety Training offers accredited health and safety courses that are clear, practical, and easy to follow, using simple **videos, images, and short text**. You can learn at your own pace on any device, enjoy a smooth and intuitive platform trusted by thousands of learners and businesses, and earn certificates recognised across Ireland, the UK, and Europe in a friendly, supportive online environment.

**GET CERTIFIED TODAY**

349,500+ CERTIFIED LEARNERS 4.9★ AVERAGE RATING 98% PASS RATE 24/7 COURSE ACCESS

# Employees emails

Employees can be registered using either their personal email addresses or company email addresses created by you. Both options work perfectly on our platform, so you can choose whichever is more convenient for your organisation.

# Purchasing Courses

We recommend purchasing the courses first, so you can assign them instantly to your employees whenever needed. The courses never expire, so you can use them at any time.

## Bulk Purchase Discount

Save more when you buy more 🎉 **get 10% off** when you add **10 or more courses** to your cart, **and 20% off** when you **add 50 or more**, with the system **automatically** applying the correct discount in your cart based on the number of courses added.

**CHECKOUT**

### Review Your Order

Check your courses and proceed to secure payment

1 Cart — 2 Review — 3 Payment

**Your Courses** 50 Courses

|  |   |   |        |  |
|--|---|---|--------|--|
|  | <b>Manual Handling Course</b><br>Online Certificate | <del>€64</del> <b>€33</b><br>PER PERSON | - 50 + |  |
|--|---|---|--------|--|

**Order Summary**

- Maximum Discount - 20% Off!  
✓ 50+ courses in your cart. Best available rate applied.
- Subtotal **€1650**
- Volume Discount (20% off) Applied! **-€330**
- Total €1320.00**

[Continue to Payment →](#)

Protected checkout with advanced encryption

# 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 and make sure the email is correct. They will receive an email with their **login details** and a password they can change at any time.

To avoid any issues, please make sure you enter your employee's **correct full name** and **email address** and that you assign the right course to the right person. Once a course is sent, it cannot be changed or reassigned.

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 labeled '1'), Employer Dashboard, Register employee (highlighted with a red arrow labeled '2'), Instructions, Invoices, Certificates, and Help us improve. At the top right of the page, there is a shopping cart icon, a user profile icon for 'John O'Brien', and a 'Hide Menu' button. The main content area features a white card titled 'Register your employees' with the instruction: 'Fill in the details below and click "Add Employee". We'll email the login credentials instantly.' The form includes two input fields: 'EMPLOYEE'S FULL NAME' with a sub-field 'First Name Last Name' (indicated by a red arrow labeled '3'), and 'EMPLOYEE'S EMAIL ADDRESS' with the placeholder 'name@example.com' (indicated by a red arrow labeled '4'). A blue 'Add Employee' button is positioned below the email field. Below the form is an 'Information' section with three numbered points: 1. After registering all employees, you can access the Employer Dashboard from the menu bar at any time to review all your submitted registrations. 2. To send courses to employees for study, open the My Courses page from the menu bar and click Send Course. A list of all registered employees will appear. 3. If your employee cannot find the login email, even after checking inbox and spam, there is no need to worry, the account is already active. They just need to visit the Login page, select Reset Password, and enter the registered email address to receive a reset link instantly. We kindly ask you, as the employer, to make sure the email address provided is correct. If an incorrect email was used, a new account can be created with the correct email address, as existing account email addresses cannot be changed or removed. Thank you for always taking a moment to double-check the details you enter.

# Course Allocation and Access

Once you finish the registration and purchase the required courses, you can start **assigning them to your employees**. They can **log in with the details sent to their email** and begin training anytime. If they cannot find the email, they should **check their spam folder** or use **Forgot Password** to reset their login. Every time you assign a course, **our system sends your employee an email** informing them that a new course was added to their account and is **ready to study**.

The screenshot displays the 'My Courses' page in the Ireland Safety Training system. The page features a dark blue sidebar with navigation options: Home, Profile, My Courses (highlighted with a red arrow), For Employers, Invoices, Certificates, and Help us improve. The main content area is titled 'My Courses' and shows a table of 6 purchased courses. Each course row includes a 'Send' button (highlighted with a red arrow) and a 'Start' button. The table columns are 'NO.', 'COURSE', 'STATUS & CERTIFICATE', and 'ACTIONS'. The status for all courses is 'Purchased'. The user's name 'John O'Brien' is visible in the top right corner.

| NO. | COURSE                 | STATUS & CERTIFICATE | ACTIONS    |
|-----|------------------------|----------------------|------------|
| 1   | Abrasive Wheels        | Purchased            | Send Start |
| 2   | Abrasive Wheels        | Purchased            | Send Start |
| 3   | Working at Heights     | Purchased            | Send Start |
| 4   | Working at Heights     | Purchased            | Send Start |
| 5   | Manual Handling Course | Purchased            | Send Start |
| 6   | Manual Handling Course | Purchased            | Send Start |

**IMPORTANT:** Please do not click any Start Course button unless you plan to take the course yourself. Once you open it, the course activates on your account and cannot be assigned to an employee. After a course is assigned to an employee, it cannot be reversed or moved. Each course can be sent only once and becomes permanently linked to the chosen student.

# Our platform is easy to use, well organised, and accessible to all 😊

After selecting your course and clicking **"Send Course"** a list of your registered employees will appear.

The screenshot shows the Ireland Safety Training platform interface. On the left is a dark blue sidebar with navigation options: Home, Profile, My Courses, For Employers, Invoices, and Certificates. The main content area has a header with the Ireland Safety Training logo and a user profile for John O'Brien. Below the header is a search bar and a table of employees. A red arrow points to the 'Send Course' button for the first employee, Eoin Gallagher. A tooltip for the third employee, Patrick O'Brien, shows he has 2 assigned courses: 1x Manual Handling Course and 1x Working at Heights.

| NO. | ACTION                      | EMPLOYEE EMAIL           | FULL NAME       | ASSIGNED COURSES |
|-----|-----------------------------|--------------------------|-----------------|------------------|
| 1   | <a href="#">Send Course</a> | eoin.gallagher@gmail.com | Eoin Gallagher  | 0                |
| 2   | <a href="#">Send Course</a> | conor.walsh@gmail.com    | Conor Walsh     | 0                |
| 3   | <a href="#">Send Course</a> | patrick.obrien@gmail.com | Patrick O'Brien | 2                |

ASSIGNED COURSES

- 1x Manual Handling Course
- 1x Working at Heights

Total assigned: 2

Clicking **Send Course** assigns the course to your employee. They will receive an email with the course details and a button to begin. You can also check their assigned courses anytime by **hovering** your **cursor** over the number. The system will automatically show how many courses they have and which ones are assigned to that student.

If your employee can't find the login email after checking **inbox** and **spam**, or accidentally deleted it, no worries! The account is already active. They can simply visit the **Login page**, click **Reset Password**, and enter their registered email to get a reset link right away. Please double-check the email address is correct. If it's wrong, just delete it and create a new account with the right one, as we can't change existing emails for security reasons. Thanks for taking a moment to verify the details.

You can open the **Employer Panel** anytime to see your **employee list** and instantly view how many courses each person has. Hover over the course count to preview the full list, and click **View** in the Action column to check an employee's exact progress or **download** their certificate if they have completed the course. When managing many employees, use the top filters to quickly find what you need and stay organized.

1

2

| # | EMPLOYEE           | EMAIL ADDRESS            | TRAINING    | COURSES   | CERTIFICATES | ACTION |
|---|--------------------|--------------------------|-------------|-----------|--------------|--------|
| 1 | PA Patrick O'Brien | patrick.obrien@gmail.com | In Progress | 3 Courses | 1 ✓          | View   |
| 2 | CO Conor Walsh     | conor.walsh@gmail.com    | Not Started | 1 Course  | 0            | View   |
| 3 | EO Eoin Gallagher  | eoin.gallagher@gmail.com | No Courses  | 0         | 0            | View   |

Assigned Courses  
1 unique course  
1 Manual Handling Course 1x  
Total assignments: 1

By clicking on the **View**, you can view the status of each course whether it is only **Assigned**, **In Progress**, or **Completed**.

**IRELAND SAFETY TRAINING**

TEAM MANAGEMENT PORTAL

## Employer Dashboard

Manage your team, track certifications, and ensure workplace compliance. All your training data in one place.

+ Add Employee

3 Team Members | 1 Certificates | 1 In Training | 1 Not Started | 0 All Done

Search employees... All Certificates All Statuses Newest First Reset 3 of 3 employees

FILTER: All Employees No Courses Assigned (1) Courses Not Started (1) Training in Progress (1) Valid Certificates Only

| # | EMPLOYEE           | EMAIL ADDRESS            | TRAINING    | COURSES    | CERTIFICATES | ACTION |
|---|--------------------|--------------------------|-------------|------------|--------------|--------|
| 1 | PA Patrick O'Brien | patrick.obrien@gmail.com | In Progress | 3 Courses  | 1 ✓          | View   |
| 2 | CO Conor Walsh     | conor.walsh@gmail.com    | Not Started | 1 Course   | 0            | View   |
| 3 | EO Eoin Gallagher  | eoin.gallagher@gmail.com | No Courses  | No courses | 0            | View   |

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.

**IRELAND SAFETY TRAINING**

Hide Menu

Back to Dashboard

TRAINING RECORDS

## Employee Courses

Patrick O'Brien patrick.obrien@gmail.com

| COURSE NAME            | STATUS      | ASSIGNED DATE | EXPIRATION  | CERTIFICATE |
|------------------------|-------------|---------------|-------------|-------------|
| Abrasive Wheels        | Completed   | 29 Jan 2026   | 29 Jan 2029 | PDF         |
| Working at Heights     | Assigned    | 29 Jan 2026   | —           | —           |
| Manual Handling Course | In Progress | 29 Jan 2026   | —           | —           |

For employers with a large number of employees, we have added **extra features** to the **employer dashboard** to simplify the process and speed up certificate downloads. In the top bar, you will find a separate filter that allows you to **instantly download all certificates** for employees who have successfully completed their courses. Simply click on **Certificates** to open the page where you can download all certificates with a single click. Each certificate title will include the correct employee name, making it easy for you to find them.

The screenshot displays the 'Employer Dashboard' for Ireland Safety Training. The dashboard includes a sidebar with navigation options like Home, Profile, My Courses, For Employers, and Certificates. The main content area features a 'TEAM MANAGEMENT PORTAL' header, an 'Employer Dashboard' title, and a '+ Add Employee' button. Below this are four summary cards: '3 Team Members', '10 Certificates' (highlighted with a red box and arrow), '0 In Training', and '3 All Done'. A search bar and filter options are present, including 'All Certificates', 'All Statuses', and 'Newest First'. A table below lists three employees with their training status, number of courses, and certificates. The table is also highlighted with a red box.

| # | EMPLOYEE           | EMAIL ADDRESS            | TRAINING  | COURSES   | CERTIFICATES | ACTION |
|---|--------------------|--------------------------|-----------|-----------|--------------|--------|
| 1 | PA Patrick O'Brien | patrick.obrien@gmail.com | Completed | 3 Courses | 3            | View   |
| 2 | CO Conor Walsh     | conor.walsh@gmail.com    | Completed | 3 Courses | 3            | View   |
| 3 | EO Eoin Gallagher  | eoin.gallagher@gmail.com | Completed | 4 Courses | 4            | View   |

**Valid Certificates**  
View and download all active employee certificates. Only valid, non-expired certificates are shown here for your compliance records.

10 Valid Certificates | 3 Certified Employees | 6 Different Courses | 0 Expiring in 30 Days

Search by name, email or course... [Download All \(ZIP\)](#) 10 certificates

| # | EMPLOYEE                                      | COURSE                 | STATUS | ISSUED DATE | EXPIRATION  | TIME LEFT | CERTIFICATE              |
|---|---|------------------------|--------|-------------|-------------|-----------|--------------------------|
| 1 | CO Conor Walsh<br>conor.walsh@gmail.com       | Manual Handling Course | VALID  | 29 Jan 2026 | 29 Jan 2029 | 1096 days | <a href="#">Download</a> |
| 2 | CO Conor Walsh<br>conor.walsh@gmail.com       | Working at Heights     | VALID  | 29 Jan 2026 | 29 Jan 2029 | 1096 days | <a href="#">Download</a> |
| 3 | CO Conor Walsh<br>conor.walsh@gmail.com       | Asbestos Awareness     | VALID  | 29 Jan 2026 | 29 Jan 2029 | 1096 days | <a href="#">Download</a> |
| 4 | EO Eoin Gallagher<br>eoin.gallagher@gmail.com | Manual Handling Course | VALID  | 29 Jan 2026 | 29 Jan 2029 | 1096 days | <a href="#">Download</a> |
| 5 | EO Eoin Gallagher<br>eoin.gallagher@gmail.com | Fire Extinguisher      | VALID  | 29 Jan 2026 | 29 Jan 2029 | 1096 days | <a href="#">Download</a> |
| 6 | EO Eoin Gallagher<br>eoin.gallagher@gmail.com | Asbestos Awareness     | VALID  | 29 Jan 2026 | 29 Jan 2029 | 1096 days | <a href="#">Download</a> |

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

**My Courses** Total courses: 1

| NO. | COURSE                 | STATUS & CERTIFICATE      | ACTIONS                                    |
|-----|------------------------|---------------------------|--|
| 1   | Manual Handling Course | <a href="#">Purchased</a> | <a href="#">Send</a> <a href="#">Start</a> |

# Course Information and Certification

All courses follow Irish safety requirements and include a clear theory section you can complete anytime, on any device. For all courses except Manual Handling, the certificate is available immediately after the theory is completed.

## Manual Handling Course

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

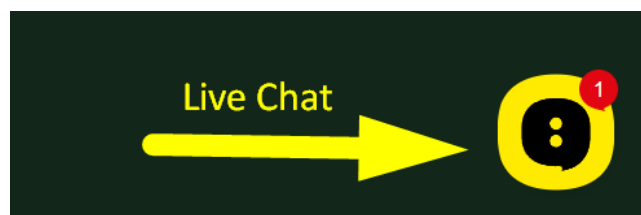
For the **Manual Handling Course**, which includes a practical component, participants must first complete the theory. After finishing the theoretical part, the platform instantly provides **clear instructions** for the practical session.

They will then see **short instructional videos** showing correct lifting techniques, helping them understand and practice safely.

For the practical part, participants **do not need to speak**. They only need to **record a video** showing the lifting techniques and submit it to our instructors for review. This ensures they follow safe and correct practices for their health and safety.

## Support and Assistance:

We are happy to help with anything you need. You can reach us at [info@ireland-safetytraining.com](mailto:info@ireland-safetytraining.com) or through our **Live Chat** on the website. Our support team is available every day from 8am to 9pm.



## Long Term Access

All courses remain available in your account for **3 years**, completely **free**, so your employees can review the material anytime they need.

Our website is accessible **24 hours a day, 7 days a week**, for managing your dashboard, billing, and employee records.

Our platform is designed to be **easy to use, well organised**, and accessible to everyone. Keeping your team healthy and safe is always our top priority.

