



An tSeirbhís Oideachais Leanúnaigh agus Scileanna
Further Education and Training Authority

NATIONAL COURSE CALENDAR (NCC)

INTRODUCTION TO SCHEDULING COURSES

CALENDAR

USER GUIDE

Edition – May 2022

Contents

INTRODUCTION TO SCHEDULING COURSES	1
National Course Calendar	4
Introduction	4
Users	4
Course Manager	4
Course Scheduler	4
Learner Manager	4
Security	4
System Overview	4
Creating a shortcut to PLSS Live System	5
Logging into PLSS	5
Logging out of PLSS	6
Logging into PLSS Training	6
NATIONAL COURSE CALENDAR	7
Home Page and Guide	7
Calendar	10
Search for a Course	10
Schedule a Course	12
Step 1: Select a Provider	12
Step 2: Select a Programme	13
Step 3: Enter the Course Details	14
Details	16
Scheduling	18
Delivery	19
Recruitment Notes and Administration	20
Course Status	20
Course Charges	21
Modify Course details	22
Details	22
Scheduling	25
Venue	26
Programme	27

Modules	28
Map	29
Modify Locked Course details	30
Notifications	31
List Templates	31
Modifying a Notification Template	32
Create a Template	34
Manage Email Disclaimer	36
Provider	37
Add/Update 'Contact' or 'Tutor'	38
Add/Update 'Venue'	40
Charges and Payments	41
Add/Update 'Map'	42
List Employers	43
Create an Employer	44
Provider Applicants and Learners	46

National Course Calendar

Introduction

The National Course Calendar (NCC) facilitates the scheduling of Courses by ETBs.

Once a Course is scheduled on the NCC, all Courses with an Active Status will be available for DSP to view through their ACM (BOMI) System, if the *Available to DSP* option is selected when scheduling the Course.

All Course information will be available to DSP Users and available to the public on the **Jobseekers.ie** or on **fetchcourses.ie** if the *Available to Web* option is selected when scheduling the Course.

Users

There are various Users with access to the NCC.

Restricted access to areas of the system will be determined by your User Role on NCC.

Examples of User Roles are: -

Course Manager

Course Manager(s) can manage or view any Course belonging to their Centre.

Course Scheduler

Course Scheduler(s) can schedule, manage, or view any Course belonging to their Centre, and view Providers belonging to their Centre.

Learner Manager

Learner Manager(s) can view, manage, and modify any Learners referred to Courses within their Centre.

Users may have more than one role within NCC.

Security

To use the NCC you must have access to the Internet and have one of the following web browsers installed:

- Internet Explorer (version 9 or later)
- Microsoft Edge
- Google Chrome
- Firefox

System Overview

The system is a web-based application which means that you do not need to have any additional software installed on your computer to use it. If you are an authorized NCC User of the system then, once you have logged on to PLSS, you will have access to areas of the system determined by your generic NCC User Role in PLSS.

Getting Started

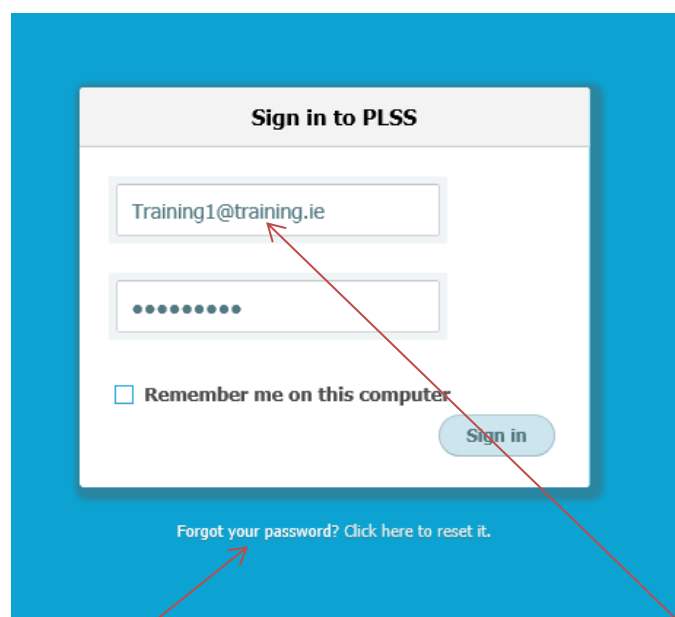
Creating a shortcut to PLSS Live System

To create shortcuts on your desktop, take the following steps: -

1. Right click in an unpopulated area of your desktop.
2. Select New then Shortcut
3. Type the following in the location for the shortcut
<https://www.plss.ie/validate/security/signin.aspx> and click Next.
4. Enter **PLSS** when prompted to enter a name for the shortcut and click Finish.
5. The shortcut will be placed onto your desktop.

Logging into PLSS

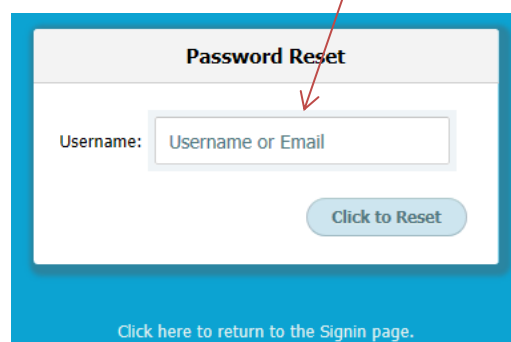
The entry point to the PLSS site is <https://www.plss.ie/validate/security/signin.aspx>



The screenshot shows a 'Sign in to PLSS' form. It has a title bar 'Sign in to PLSS'. Below the title bar, there is a text input field containing 'Training1@training.ie'. Below that is a password input field with seven dots. Underneath the password field is a checkbox labeled 'Remember me on this computer'. To the right of the checkbox is a 'Sign in' button. At the bottom of the form, there is a link that says 'Forgot your password? Click here to reset it.' Two red arrows originate from this screenshot: one points from the 'Forgot your password?' link to the text in the paragraph below, and another points from the 'Sign in' button to the text in the paragraph below.

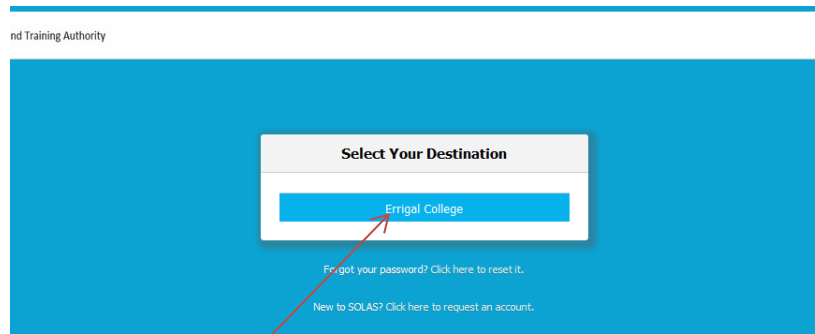
When an NCC User is set up on the PLSS, an activation Email is sent to the NCC User in order for the NCC User to activate their account and set their Password. To log onto the system, enter the Username and Password.

Should the NCC User forget the Password (or the activation link had expired), it can be reset at any time. Click the reset option below the sign in the window and type in the Username. An Email will be sent to the NCC User with a new activation link.

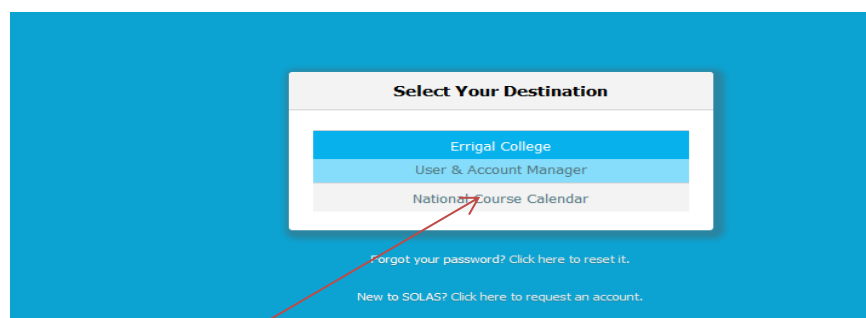


The screenshot shows a 'Password Reset' form. It has a title bar 'Password Reset'. Below the title bar, there is a text input field labeled 'Username:' with the placeholder text 'Username or Email'. Below the input field is a 'Click to Reset' button. At the bottom of the form, there is a link that says 'Click here to return to the Signin page.' A red arrow points from the 'Forgot your password?' link in the screenshot above to the 'Click to Reset' button in this screenshot.

Based on the credentials supplied by the NCC User, the system can identify the type of NCC User, what applications they have access to, and what permissions they have within an application.



Select your Destination.



Select which application you wish to access.

Logging out of PLSS

It is best practice to lock your computer if you have to leave your computer desk for a short period of time. This is done by using the Control-Alt-Delete keyboard command. This command summons the Windows Security of the Microsoft Windows operating system. It is invoked by pressing the Delete key while holding the Control and Alt keys:

Ctrl + **Alt** + **Delete**. Selecting **Lock Computer** will deny access to other people.

Please remember to log out properly, at the end of using the PLSS system, by using the **Sign Out** menu option, displayed in the right corner of the page, to close the browser window.

Logging into PLSS Training

A training version of PLSS is also available. The application, independent of the live system, is used by staff during PLSS training sessions. NCC Users can be granted access by contacting their ETB PLSS Coordinator.

The entry point to the PLSS Training site is <https://www.plss.ie/training.validate/security/signin.aspx>

NATIONAL COURSE CALENDAR

Home Page and Guide



National Course Calendar

Welcome to the User & National Course Calendar Home Page and Guide. From here you can access all the areas.

Calendar	Learner	Attendance	Notifications	Provider
<ul style="list-style-type: none"> Schedule a Course List Scheduled Courses My Scheduled Courses Search Scheduled Courses 	<ul style="list-style-type: none"> Manage Course Applications Enter Prerequisite Results Manage Applicants Learner Support Data Refer an Applicant Import Learners PLSS Declaration For PLC Preview October Returns TACS/PeopleXD 	<ul style="list-style-type: none"> Record Attendance 	<ul style="list-style-type: none"> List Templates Create a Template Manage Email Disclaimer 	<ul style="list-style-type: none"> List my Providers Create a Provider List Employers Create an Employer Provider Applicants and Learners

The areas displayed on the home page will depend on the NCC User Role within the NCC application and what access they have. Most NCC Users will have access to the Calendar, Learner, Attendance, Notifications and Provider areas.

Once successfully logged into PLSS, the NCC User can also access the current versions of the **Guides, Forms** or **Documents** from the bottom panel on the page.

Guides	Forms	Documents
Calendar	Learner Details Form	Learner Details Form - Easy to Read Guide
Learner	Learner Details Form (Gaeilge)	PLSS Frequently Asked Questions
PLC October Returns	Expression of Interest Form	PLSS Learner Form Manual
Style	Expression of Interest Form (Gaeilge)	
	Parental Consent Form	

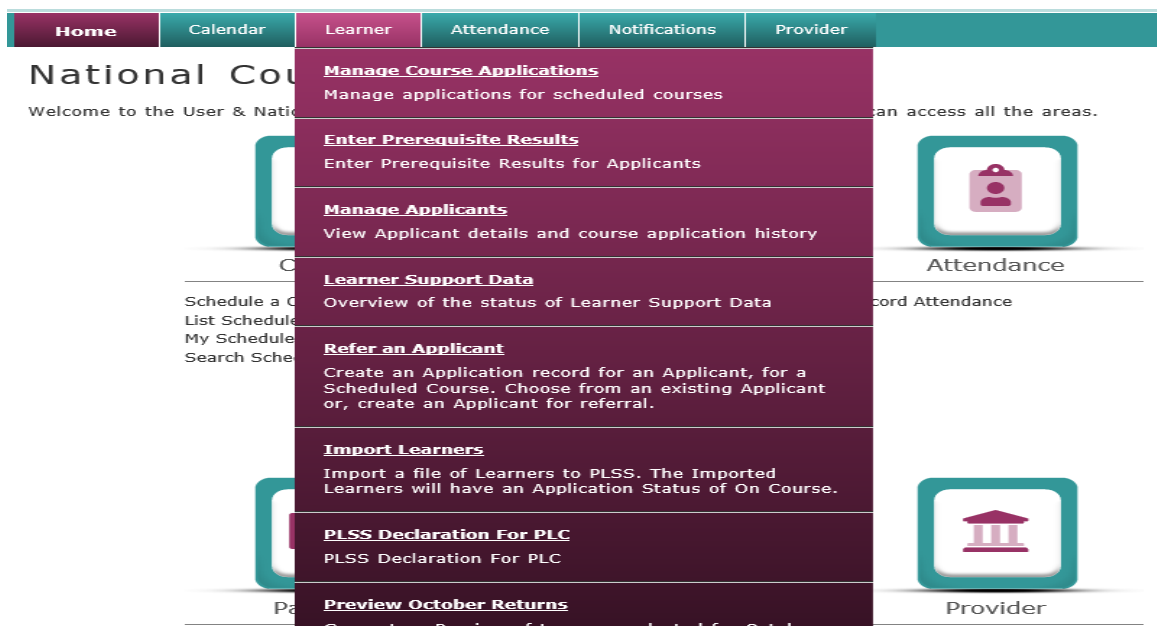
- 1. **Calendar**
 - Schedule a Course
 - List Scheduled Courses
 - My Scheduled Courses
 - Search Scheduled Courses

NCC Users can also access these links by selecting the headings in the menu bar as shown below:



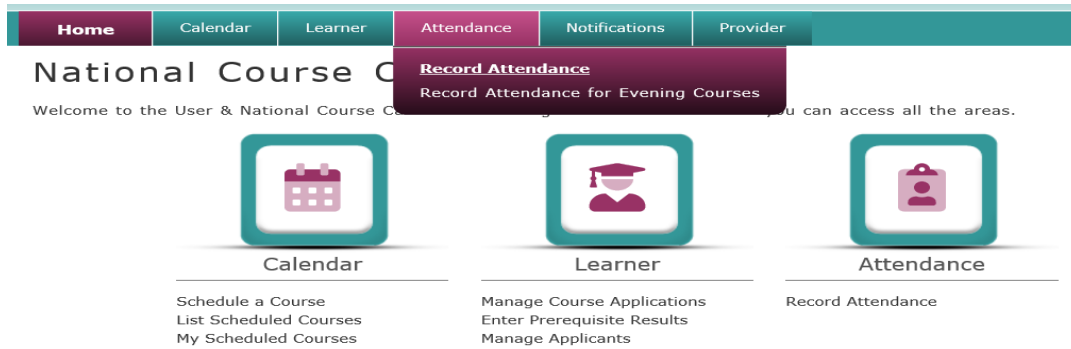
- 2. **Learner**
 - Manage Course Applications
 - Enter Prerequisite Results
 - Manage Applicants
 - Learner Support Data ...

NCC Users can also access these links by selecting the headings in the menu bar as shown below:



3. Attendance

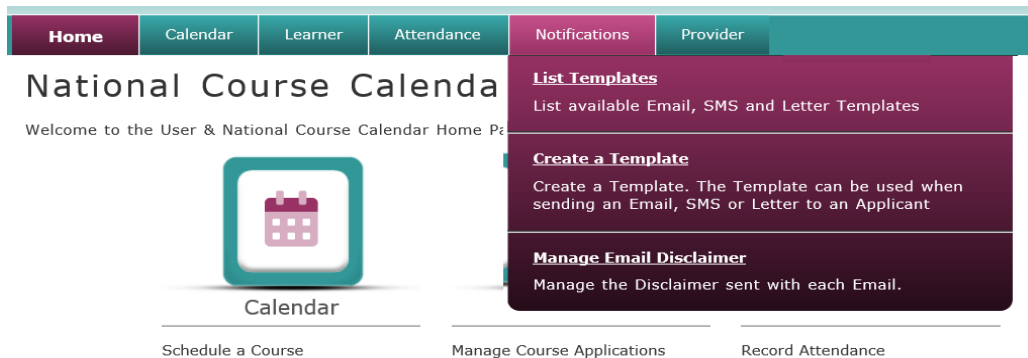
Record Attendance



4. Notifications

- List Templates
- Create a Template
- Manage Email Disclaimer

NCC Users can also access these links by selecting the headings in the menu bar as shown below:



5. Provider

- List my Providers
- Create a Provider
- List Employers
- Create an Employer
- Provider Applicants and Learners – (provided only at ETB Level)

NCC Users can also access these links by selecting the headings in the menu bar as shown below:



Calendar

Search for a Course



Calendar

Schedule a Course
List Scheduled Courses
My Scheduled Courses
Search Scheduled Courses

Search for Scheduled Course

NCC Users can search for a Scheduled Course from the following menu options

- **List Scheduled Courses** (lists Scheduled Courses either to be created or to be delivered by a Centre)
- **My Scheduled Courses** (lists Scheduled Courses created or last updated by the NCC User)
- **Search Scheduled Courses** (allows NCC Users to search for a Course)

By selecting the **advanced search** facility displayed within each list, the NCC User can conduct a search for a Course using several criteria - **Status, Programme Categories, Intake and Delivery, Date Start** and **Date Finish** dates, **Course Locations** and **Delivered By Centre**).

A list of Scheduled Course References and Titles will be displayed with the Provider, Location, Course Start and Finish dates, and Duration. This list can be filtered further by selecting the **All (default), Past, Current, Future, Active Courses, Planned Courses** and **Cancelled Courses** tabs, displayed at the top of each list of Courses.

Course Calendar

List of Scheduled Courses by Training Centre (Delivered By)

Use the Advanced Search to filter the list.

Ref	Title	Delivered By	Location	Start	Finish	Duration
200956	Nursing Studies - Level 5 (PLC)			05/11/2018	02/07/2019	172 days
200978	Creative Design & IT Skills - Level 5 (VTOS)			05/11/2018	23/08/2019	42 weeks
200979	Business Through Computing - Level 5 (VTOS)			05/11/2018	23/08/2019	42 weeks
200983	IT Skills for The Workplace - Level 5 (VTOS)			05/11/2018	23/08/2019	42 weeks
201308	Creative Design & IT Skills - Level 5 (VTOS)			16/01/2019	09/07/2019	25 weeks
201336	Nursing Studies - Level 5 (PLC)			30/01/2019	05/11/2019	40 weeks
201364	Advanced Roofing Skills -Short Course			14/01/2019	12/07/2019	26 weeks
201367	Advanced Roofing Skills -Short Course			14/01/2019	05/07/2019	25 weeks
201375	Diploma in Hairdressing for Women			18/02/2019	22/11/2019	40 weeks
201376	Diploma in Hairdressing for Women <input type="text" value="Title"/>			18/02/2019	22/11/2019	40 weeks

Click here to schedule a new Course Page Size 10 20 30 40 50

Page 1 of 4 1 2 3 4 > Last

To select a Course **[click]** on the link. The NCC User can move through the pages to find the Scheduled Course required and increase or decrease the page size in helping to select a Course.

The NCC User also has the option to select the icon displayed for a Course, which will **copy** these Course details, and create a new instance of the Course. The new instance of the Course can be modified for any Course title changes, date changes etc., useful if several Courses are very similar or are starting at the same time. This **copy** option is available for all Courses created within the scope of a Provider who scheduled the original Course. To view what Provider/Centre scheduled the Course scroll down to the bottom of the Course Details page.

Course Status

Status:

QA Approved: QA Approved By Stephen McBride 13/05/2022

Approved: Approved By Stephen McBride 13/05/2022

Publish to Web: Available to DSP: Accept Online Applications (FETCH): Available to CAO: Made Available By Stephen McBride 09/11/2021

Course Charges

General

Registration € 250.00 <small>Priority 1</small>	Student Services € 250.00 <small>Priority 2 GL: 3580 T2: N0001</small>	Course Materials € 0.00 <small>Priority 5 GL: 3580 T2: N0001</small>	PLC Gov. Levy € 0.00 <small>Priority 6</small>
---	--	--	--

Exams

Exam Charge € 0.00 <small>Priority 3 GL: 3580 T2: N0001</small>	QQI Exam Charge € 0.00 <small>Priority 4 GL: T2:</small>	City & Guilds Exam Charge € 0.00 <small>Priority 7 GL: T2:</small>
---	--	--


Note: Changes made to the Charges will not affect Applicants where Payment has already been Requested

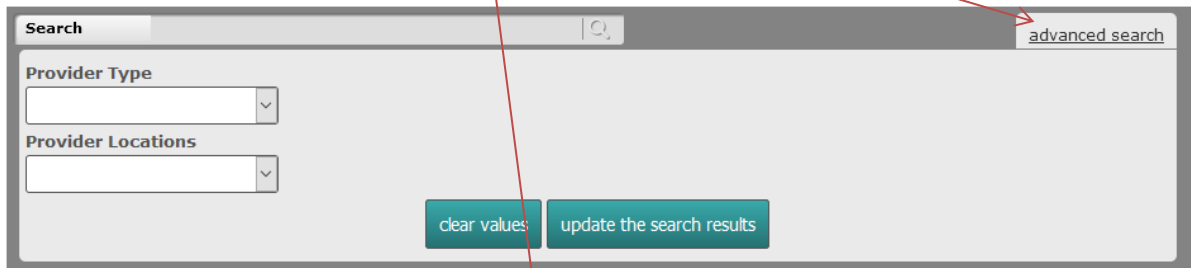
[Back to the Course List](#) [Copy Course](#) [Save Changes](#)

Scheduled by College of FET, Shannon Campus on 28/04/2022 15:03 (Stephen McBride) and Last Modified 13/05/2022 14:46 (Stephen McBride).

Schedule a Course

Step 1: Select a Provider

The first step to scheduling a Course is to select a Provider – this is the Provider/Centre who will be responsible for running the Course. The NCC User can search for an individual Provider by entering the name (e.g., 'Community School') or part of the name (e.g., 'Comm') into the **Search** field and then select the **magnifying glass icon** (). There is also an **advanced search** option.



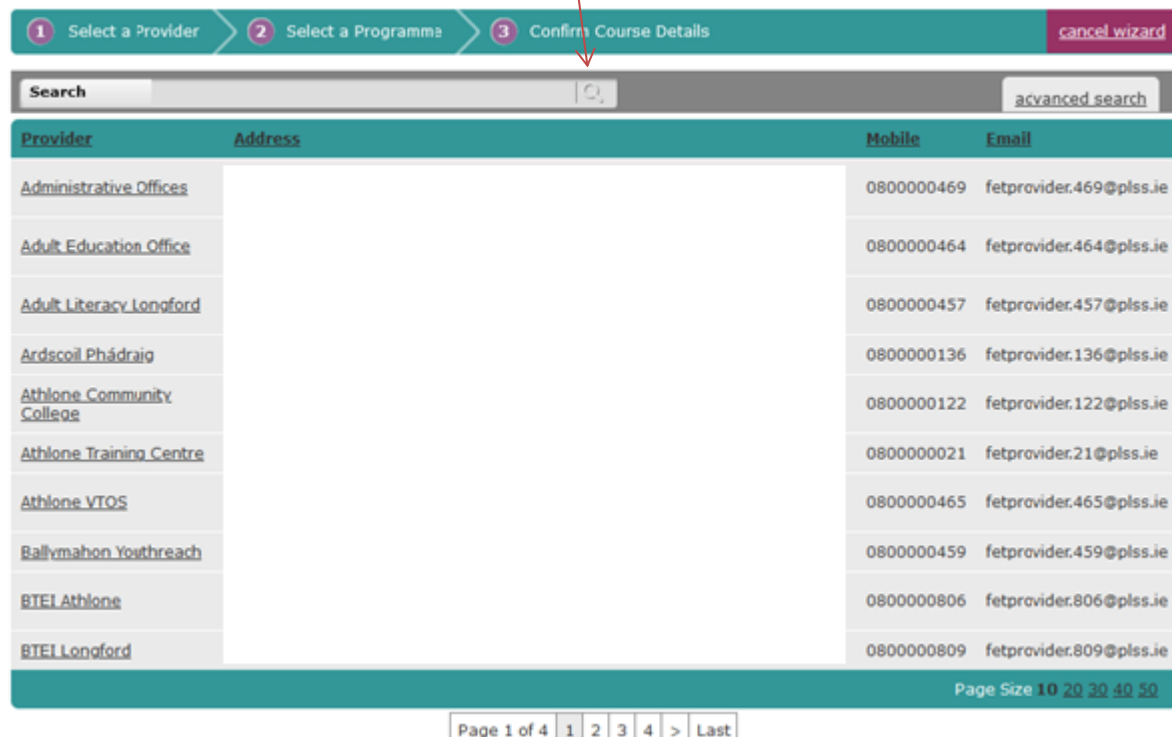
The screenshot shows a search interface with a search bar at the top right containing a magnifying glass icon and the text 'advanced search'. Below the search bar are two dropdown menus: 'Provider Type' and 'Provider Locations'. At the bottom of the search area are two buttons: 'clear values' and 'update the search results'.

An NCC User assigned to a local Centre may have only one Provider (e.g., Errigal College). An NCC User assigned to an ETB may have multiple Providers through the Provider tab in the main menu (e.g., Galway Community College, etc.). Select a Provider. Once selected, the wizard will move on to **Step 2: Select a Programme**. The User has the option to **Cancel** the wizard if required.

Wizard: Schedule a Course

Step 1 of 3 - Select a Provider

Select the Provider from the list below.




The screenshot shows the 'Wizard: Schedule a Course' interface. At the top, there is a progress bar with three steps: '1 Select a Provider', '2 Select a Programme', and '3 Confirm Course Details'. A 'cancel wizard' button is located on the right side of the progress bar. Below the progress bar is a search bar with a magnifying glass icon and the text 'advanced search'. Below the search bar is a table with the following columns: 'Provider', 'Address', 'Mobile', and 'Email'. The table contains the following data:

Provider	Address	Mobile	Email
Administrative Offices		0800000469	fetprovider.469@plss.ie
Adult Education Office		0800000464	fetprovider.464@plss.ie
Adult Literacy Longford		0800000457	fetprovider.457@plss.ie
Ardcoil Phádraig		0800000136	fetprovider.136@plss.ie
Athlone Community College		0800000122	fetprovider.122@plss.ie
Athlone Training Centre		0800000021	fetprovider.21@plss.ie
Athlone VTOS		0800000465	fetprovider.465@plss.ie
Ballymahon Youthreach		0800000459	fetprovider.459@plss.ie
BTEL Athlone		0800000806	fetprovider.806@plss.ie
BTELLongford		0800000809	fetprovider.809@plss.ie

At the bottom of the screen, there is a page size selector showing 'Page Size 10 20 30 40 50' and a pagination control showing 'Page 1 of 4 | 1 | 2 | 3 | 4 | > | Last'.

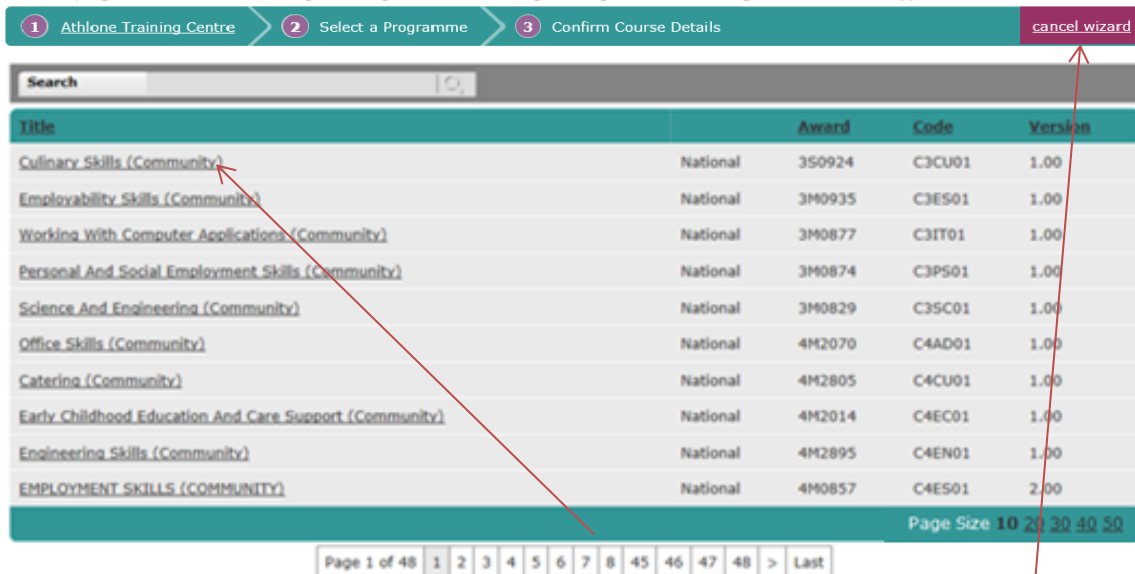
Step 2: Select a Programme

Select a Programme – The NCC User can search for an individual Programme by entering the title (e.g., 'Community'), part of the title (e.g., 'Comm'), the award, or the code into the **Search** field and then select **the magnifying glass icon** (). All Programmes listed will have the search criteria as part of their title.

Wizard: Schedule a Course

Step 2 of 3 - Select a Programme

Select a programme from the following list. Programmes are managed using the National Programme Database application.



Title	Award	Code	Version
Culinary Skills (Community)	National	3S0924	C3CU01 1.00
Employability Skills (Community)	National	3M0935	C3ES01 1.00
Working With Computer Applications (Community)	National	3M0877	C3IT01 1.00
Personal And Social Employment Skills (Community)	National	3M0874	C3PS01 1.00
Science And Engineering (Community)	National	3M0829	C3SC01 1.00
Office Skills (Community)	National	4M2070	C4AD01 1.00
Catering (Community)	National	4M2805	C4CU01 1.00
Early Childhood Education And Care Support (Community)	National	4M2014	C4EC01 1.00
Engineering Skills (Community)	National	4M2895	C4EN01 1.00
EMPLOYMENT SKILLS (COMMUNITY)	National	4M0857	C4ES01 2.00

Page Size 10 20 30 40 50

Page 1 of 48 1 2 3 4 5 6 7 8 45 46 47 48 > Last

If the Programme title is not displayed on the page the NCC User can also move through the pages to find the Programme title required. Select a Programme title and **[click]** on the link. Once selected, the wizard will move on to **Step 3: Enter the Course Details**. The NCC User has the option to **Cancel** the wizard (if required).

Step 3: Enter the Course Details

Wizard: Schedule a Course

Step 3 of 3 - Enter the Course Details

Enter the details for the Course to be scheduled below. When done click the **Save Changes** button.

1 Athlone Training Centre > 2 Culinary Skills > 3 Confirm Course Details [cancel wizard](#)

Details

Programme Title (Code) Culinary Skills (NL07255)	Course Reference *new*
Local Title Culinary Skills	Local Code 07255

Published Description
Programme Aim
The aim of this programme is to equip the learner with the knowledge, skill, and competence to

Learning Outcomes
Learning Outcomes
On completion of this programme learners will have the skills, knowledge and competencies to

Course Delivery **Course Location**
Select a Sub-Area

Is this course part of 'Core Skills Pilot Initiative'?
No

Programme Category
Select a Programme Category

Course Year **Is it a 2 Year Course?** **Did this Course run in the Previous Academic Year?**
Year 1 -- --

FARR

Does this course offer QQI modules?
Not Currently Specified

This Course does not have a QQI Target Award.

Scheduling

InTake
Scheduled (Single)

Duration

Date Start	Duration	Date Finish	Learner Participation (per Week)
	0 Week(s)		00 Hrs 00 Mins

Automatically calculate the "Duration" and "Date Finish"

Application Closing Date

Work Placement

Working Day(s)	Duration (Per Day)
0	00 Hrs 00 Mins

Delivery

Mode	Time	Type	Tuition
Blended	Daytime	Fulltime	Group

The Programme can be scheduled for **[Blended]**.

Recruitment Notes

Notes

Only visible to **DSP**

Further Details

For any further information that would be useful for applicants to Courses published on the web

Administration

Capacity <input type="text" value="15"/>	Local Admin System <input type="text" value="Sales Pulse"/>	Primary Target Group <input type="text"/>
Use Moodle <input checked="" type="checkbox"/>	TACS <input type="text"/>	
Course Application URL <input type="text" value="https://test.ie/cfe2018/"/>		

Course Status

Status

QA Approved Approved

Publish to Web Available to DSP Accept Online Applications (FETCH) Available to CAO

Course Charges

General

Registration € 0.00 Priority 1 GL: ? T2: ?	Student Services € 0.00 Priority 2 GL: ? T2: ?	Course Materials € 0.00 Priority 5 GL: ? T2: ?	PLC Gov. Levy € 0.00 Priority 6 GL: ? T2: ?
--	--	--	---

Exams

Exam Charge € 0.00 Priority 3 GL: ? T2: ?	QQI Exam Charge € 0.00 Priority 4 GL: ? T2: ?	City & Guilds Exam Charge € 0.00 Priority 7 GL: ? T2: ?
---	---	---

Note: Changes made to the Charges will not affect Applicants where Payment has already been Requested

[Back to the Course List](#) [Save Changes](#)

This page displays all the Mandatory Fields that must be populated, in order to schedule a Course.

Details

Wizard: Schedule a Course

Step 3 of 3 - Enter the Course Details

Enter the details for the Course to be scheduled below. When done click the **Save Changes** button.

1 Athlone Training Centre > 2 Culinary Skills > 3 Confirm Course Details cancel wizard

Details

Details

Programme Title (Code) Culinary Skills (NL07255)	Course Reference *new*
Local Title Culinary Skills	Local Code 07255
Published Description Programme Aim The aim of this programme is to equip the learner with the knowledge, skill, and competence to	
Learning Outcomes Learning Outcomes On completion of this programme learners will have the skills, knowledge and competencies to	

Local Title- This will default to the Programme Title but can be modified to insert a Local Course Title.

Local Code – This will default to the Course Code but can be modified to insert a Local Code.

Published Description – This will default to the Programme aims but can be modified to reflect specific aims of the Course.

Learning Outcomes – This will default to the Programme aims but can be modified to reflect specific Learning Outcomes of the Course.

Course Delivery **Course Location**

Is this course part of 'Core Skills Pilot Initiative'?

Programme Category

Course Delivery – Select how the Course will be delivered from the dropdown menu - this will default to “In-house” for most Providers.

Course Location – Select County and Sub-Area from the dropdown menu.

Is this course part of 'Core Skills Pilot Initiative'? – If Yes is selected from the dropdown menu, this will display [once selected] the Programme Categories which are associated with this initiative.

Programme Category – Select the Programme Category from the dropdown menu – e.g., Adult Literacy Groups, PLC, BTEI Groups. For certain Programme categories [e.g., PLC, Skills to Advance or Online eCollege], a second dropdown menu will be displayed from where **PLC Orientation, Skills to Advance - Route** or **Online eCollege** sub-categories can be selected from the dropdown menu.

Programme Category
 PLC

Course Year
 Year 1

PLC Orientation

- PLC - Employment Oriented
- PLC - Progression Oriented
- PLC - Pathways to Apprenticeship
- PLC - Not determined

Where the Programme Category is **Skills to Advance** and is either a **Route 2** or **Route 3** category, a hyperlink will be displayed prompting the NCC User to Select Employers to be Associated with the Course.

Programme Category
 Skills to Advance

Course Year
 Year 1

Route

- Skills to Advance - Direct Employee Access Route 1
- Skills to Advance - Enterprise Engagement Route 2
- Skills to Advance - Regional Initiatives Route 3
- Skills to Advance - Open Call Access

Employers Associated with this Course

[Select Employers Associated with this Course](#)

Click on the hyperlink to display a pop-up window from where the NCC User can select an Associated Employer from a predefined Employer list. Refer to **(Page 44 – for notes on Creating an Employer)**. Once selected, the Employer Details will be displayed in the Details section of the Course.

Details

Programme Title (Code): CSCS - B...
 Local Title: CSCS - B...
 Published: The aim that app...
 Course De: Inhouse
 Programme: Skills to Ad...
 Course Year: Year 1
 Employ: Select. Empl...
 FARR
 Does this: Not Curren...

Manage Associated Employers
 CSCS - Built Up Roofing - Single Ply for Experienced Workers
 Select Employers associated with this course.

Search

Employer	Address	
WDNS Nursing Supplies		select
Stephen's Business	1 Nowhere Lane, Nowhere Road, Nowhere, Westmeath	select
Samuels Hardware Shop		select
Johnny's Roofing Company		select
Jimmy's Groceries		select
Bank Of Ireland		select

Page 1 of 1 1

Cancel

Employers Associated with this Course

Johnny's Roofing Company
 23 Johnny's Road, Hullingar,
 Co. Westmeath, Westmeath
 e:johnnysroofingcompany@gmail.com
 p:

[remove](#)

[Select Employers Associated with this Course](#)

Where the Programme Category is **Online eCollege** a second dropdown menu will be displayed from where the type of **Online eCollege** Course can be selected.

Programme Category Online eCollege ▼	Online eCollege ▼ eCollege Only All FET Providers - eCollege All FET Providers - Holding
Course Year Year 1 ▼	

Course Year– Select whether the Year of the Course is Year 1 or Year 2 from the dropdown menu - this will default to “Year 1”.

FARR

Does this course provide the option to complete the Target Major / Special Purpose / Supplemental Award?

Not Currently Specified ▼

Recruitment Notes

FARR – For Courses where the Target Major/Special Purpose/Supplemental Award is QQI, select from the dropdown menu to indicate if the Course provides an option to complete Target Major/Special Purpose/Supplemental Award.

FARR

Does this course offer QQI modules?

YES ▼

Does this course provide the option to complete the Target Major / Special Purpose / Supplemental Award?

--select answer-- ▼

Select QQI Target Award

--select the QQI Award-- ▼

For Courses where the Course Target Award is not QQI indicate if QQI modules will be offered as part of the Course. If YES, complete the subsequent details - QQI Target Award drop down is auto complete. **PLEASE NOTE:** The FARR question must be answered by the NCC User.

Scheduling

Scheduling

InTake

Continuous ▼

InTake – Select from the dropdown menu. Scheduled (Single) – one instance of the Course or Continuous – a Course which continually runs every week. (Defaults to Scheduled (Single)).

Duration - Date Start – The NCC User can enter dates only in the format of **dd/mm/yyyy** or use the date picker to choose the date. Select Week(s) or Working Day(s) from the dropdown menu and enter a value. The **Duration** will be defaulted if there is a value in **Date Finish**.

Date Finish can be input or will be calculated if there is a value in the **Duration** field. Tick box to turn off Automatic calculations for Duration or Date Finish [if required].

Learner Participation (per Week) – Select Hours(s) and/or Minute(s) from the dropdown menus and enter a value. This represents the time spent by the Learner on the Course (per Week).

The screenshot shows a form with the following fields:

- Date Start:** A date picker showing December 2019 with the 10th selected.
- Duration:** A text input field containing '0' and a dropdown menu set to 'Week(s)'.
- Date Finish:** An empty text input field.
- Learner Participation (per Week):** Two dropdown menus for 'Hrs' (set to '00') and 'Mins' (set to '00').

Application Closing Date – Last date the Course will accept applications/referrals to the Course.

Work Placement – Is there any work experience included in the Course? Enter the Work Placement in **Working Day(s)** and **Duration (Per Day)** in Hour(s) and Minute(s) [if required].

Delivery

Mode – How the Course can be delivered e.g., Classroom, Online and Blended – options will be populated from the Programme details

The screenshot shows four dropdown menus:

- Mode:** Blended
- Time:** Daytime
- Type:** Fulltime
- Tuition:** Group

The Programme can be scheduled for **[Blended]**.

Time – Dropdown menu for when Course is delivered e.g., Daytime, Evening, Weekend/Evening.

Type – Dropdown menu for what type of Course it is e.g., Fulltime, Parttime.

Tuition – Dropdown menu for what method of tutoring used to deliver the Course e.g., Group, One to One.

Recruitment Notes and Administration

The screenshot shows a form titled "Recruitment Notes" with the following sections:

- Notes:** A text area containing "Only visible to DSP".
- Further Details:** A text area containing "For any further information that would be useful for applicants to Courses published on the web".
- Administration:**
 - Capacity:** A text input field with "15".
 - Local Admin System:** A dropdown menu with "Sales Pulse" selected.
 - Primary Target Group:** A dropdown menu.
 - Use Moodle:** A checkbox that is checked.
 - TACS:** A dropdown menu.
 - Course Application URL:** A text input field with "https://test.ie/cfe2018/".

Recruitment Notes – Add any specific information that is relevant for this instance of the Course. **These notes will only be visible to the DSP Users.**

Further Details - Input any extra information that would be beneficial for Learners viewing the Course on the Web.

Capacity – The maximum number of Learners allowed on the Course (must be in 0 – 999 range).

Local Admin System – Select from the dropdown menu if the Provider is using a Local Admin System to administer this Course. To allow the NCC User to be able to flag on the DSP BOMi Course Details screen that a **Training Allowance** will be paid on the Course – a new item '**PeopleXD**' has been added to the Local Admin System dropdown menu.

Primary Target Group - Select from the dropdown menu if there is a Primary Target Group for this scheduled Course.

Use Moodle – Select the tick box if Moodle is in use, [if applicable]. The **Use Moodle** tick box will be greyed out if the **Provider is not a Moodle Provider**.

TACS – Select from the dropdown menu to indicate what type of TACS is in use, [if applicable].

Course Application URL – The Course Application website address. It will default to the Provider's URL address if it exists.

Course Status

The screenshot shows a form titled "Course Status" with the following fields:

- Status:** A dropdown menu with "Planned" selected.
- QA Approved:** A checkbox that is unchecked.
- Approved:** A checkbox that is unchecked.
- Publish to Web:** A checkbox that is checked.
- Available to DSP:** A checkbox that is checked.
- Accept Online Applications (FETCH):** A checkbox that is checked.
- Available to CAO:** A checkbox that is unchecked.

Status - When scheduling a Course, the NCC will default to **Planned**. The Course Status must be changed to **Active** before it becomes available to the DSP or on the Web. The Course must be approved before the Course Status can be changed to **Active** or **Closed**.

QA Approved - Select the tick box to update the **QA Approval**. A Course can be **QA Approved** when the following conditions are met:

- The NCC User has Course **QA Approval** permissions
- The **QA Process** tick box is selected, and is in use for this Course Provider (see Provider Details page)
- The Course is Accredited (**non-Accredited Courses do not need QA Approval** prior to Course Approval)

Approved – Select the tick box to update **Course Approval**. The NCC User must have Course Approval permissions before they can update this tick box. Also, the **Course Approval** can only occur when the accredited Course is **QA Approved**. The **Approved** tick box must be selected **before** the Course Status can be changed to either **Active** or **Closed**.

Publish to Web – Select the tick box to allow the Course to be advertised on websites.

Available to DSP – Select the tick box to allow DSP to view the course details and make referrals to the Course (the default is ticked). (Only **Active** courses are available to be viewed by DSP through their ACM (BOMI) System.)

Accept Online Applications (FETCH) – Select the tick box to allow the acceptance of online applications to a Course through FETCH - (Further Education and Training Course Hub).

Available to CAO – Select the tick box to allow the Course to be visible under the CAO (Central Applications Office) Courses link on FETCH.

Course Charges

General

Registration € <input type="text" value="0.00"/>	Student Services € <input type="text" value="0.00"/>	Course Materials € <input type="text" value="0.00"/>	PLC Gov. Levy € <input type="text" value="0.00"/>
--	--	--	---

Exams

Exam Charge € <input type="text" value="0.00"/>	QQI Exam Charge € <input type="text" value="0.00"/>	City & Guilds Exam Charge € <input type="text" value="0.00"/>
---	---	---

Note: Changes made to the Charges will not affect Applicants where Payment has already been Requested

Registration – Enter Registration Charge if applicable.

Student Services – Enter Student Services Charge if applicable.

Course Materials – Enter Course Materials Charge if applicable.

PLC Gov. Levy – Enter PLC Gov. Levy Charge if applicable.

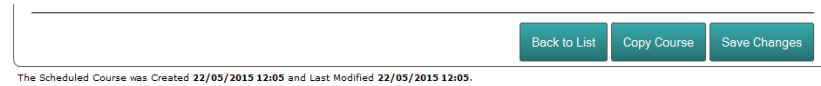
Exam Charge – Enter Exam Charge if applicable.

QQI Exam Charge – Enter QQI Exam Charge if applicable.

City & Guilds Exam Charge – Enter City & Guilds Exam Charge if applicable.



Select **[Save Changes]** once all details are entered. If any details are missing, a pop-up message will be displayed and will alert you. The Course is now saved to the NCC.



The NCC User now has the option to select **[Copy Course]** which will copy these Course details and create a new instance of the Course. The new instance of the Course can be modified for any Course title changes, date changes etc. This option is useful if a number of Courses are starting at the same time or are similar in details.

Modify Course details

The NCC has a navigation menu system through which the NCC User can enquire or update on a saved Course in the system’s database. Choose a Course from the main Menu: Calendar/List Scheduled Courses and select a Course Title from the list.



On the first level menu are tabs that allow the NCC User to carry out enquiries/updates on the following areas:

- Details
- Scheduling
- Venue
- Programme
- Modules
- Map
- Unlocks

Details - allows NCC Users to enquire on, or modify, any of the Course Details, Recruitment Notes, Administration, Course Status or Course Charges information displayed on this page.

322340 Catering & Life Skills Programme - LTI

Click [here](#) to refer Applicants to this Course

■ The Course details were copied to FARR 20/01/2021

Details	Scheduling	Venue	Programme	Modules	Map	Unlocks
---------	------------	-------	-----------	---------	-----	---------

Details

Programme Title (Code)

Catering Support (NL07254)

Course Reference

322340

Local Title

Catering & Life Skills Programme - LTI

Local Code

B8G

SAP Code

LW1AT B8G

[validate](#)

Published Description

Programme Aim

The aim of this programme is to equip the learner with the knowledge, skills and competence to contribute and assist in preparing and serving food in a catering operation.

Learning Outcomes

Learning Outcomes

On completion of this programme learners will have the skills, knowledge and competencies to contribute and assist in preparing and serving food in a catering operation.

Course Delivery

Inhouse

Course Location

Longford

Longford Town

Is this course part of 'Core Skills Pilot Initiative'?

No

Programme Category

Skills to Advance

Route

Skills to Advance - Enterprise Engagement Route 2

Course

Year

Year 1

Employers Associated with this Course

Johnny's Roofing Company
23 Johnny's Road, Mullingar,
Co. Westmeath, Westmeath
e:johnnysroofingcompany@gmail.com
p:086-4574123
[remove](#)

[Select Employers Associated with this Course](#)

FARR

Does this course provide the option to complete the Target Major / Special Purpose / Supplemental Award?

YES

This Course has a QQI Target Award.

Recruitment Notes

Notes

Must have 25 wpm Typing or have completed a Basic Computer skills course.

Further Details

Administration

Capacity

18

Local Admin System

TAPS

Primary Target Group

No Specific Target Group

Use Moodle

TACS

TACS (With Clock Cards)

Course Application URL

Course Status

Status
Active

QA Approved
 QA Approved By Stephen McBride 13/05/2022

Approved
 Approved By Stephen McBride 13/05/2022

Publish to Web

Available to DSP

Accept Online Applications (FETCH)

Available to CAO
 Made Available By Stephen McBride 09/11/2021

Course Charges

General

Registration € 250.00 Priority 1	Student Services € 250.00 Priority 2 GL: 3580 T2: N0001	Course Materials € 0.00 Priority 5 GL: 3580 T2: N0001	PLC Gov. Levy € 0.00 Priority 6
--	---	---	---------------------------------------

Exams

Exam Charge € 0.00 Priority 3 GL: 3580 T2: N0001	QOI Exam Charge € 0.00 Priority 4 GL: T2:	City & Guilds Exam Charge € 0.00 Priority 7 GL: T2:
--	---	---

Note: Changes made to the Charges will not affect Applicants where Payment has already been Requested

[Back to the Course List](#)
[Copy Course](#)
[Save Changes](#)

Scheduled by College of FET, Shannon Campus on 28/04/2022 15:03 (Stephen McBride) and Last Modified 13/05/2022 16:04 (Stephen McBride).

Select **[Save Changes]** once any modifications to the details are entered. If any details are missing a pop-up message will alert you.

Any changes to the Course are now saved to the NCC.

The NCC User now has the option to select **[Copy Course]** which will copy these Course details and create a new instance of the Course. The new instance of the Course can be modified for any Course title changes, date changes, location etc. This option is useful if a number of Courses are starting at the same time or are similar in details.

Scheduling – allows the NCC User to enquire on or modify any of the Scheduling details – e.g., Date Start/Date Finish Dates, Duration, Learner Participation (per Week), Application Closing Date.

Work Placement – the NCC User can select the tick box to indicate if the Course includes a Work Placement component and, if so, input (Working Day(s) and Duration (per Day)) of Work Placement.

Prerequisites – the NCC User can indicate if there are prerequisites for this Course other than those included in the Programme description.

Delivery – the NCC User can change the Delivery details – e.g. Mode, Time (e.g., Daytime, Evening, Weekend/Evening), Type (e.g., Fulltime, Parttime), Tuition (e.g., Group, One to One). The dropdown menus will indicate what delivery options are available to any Course.

Timetable – the NCC User can input specifics regarding the actual Timetable for the Course.

Details	Scheduling	Venue	Programme	Modules	Map	Unlocks																												
<h3>Advanced Scheduling</h3> <h4>Scheduling</h4> <p>InTake <input type="text" value="Scheduled (Single)"/></p> <p>Duration</p> <table border="1"> <tr> <td>Date Start <input type="text" value="06/12/2021"/></td> <td>Duration <input type="text" value="52"/> <input type="text" value="Week(s)"/></td> <td>Date Finish <input type="text" value="02/12/2022"/></td> <td>Learner Participation (per Week) <input type="text" value="39"/> Hrs <input type="text" value="00"/> Mins</td> </tr> </table> <p><input checked="" type="checkbox"/> Automatically calculate the "Duration" and "Date Finish"</p> <p>Application Closing Date <input type="text"/></p> <p>Work Placement</p> <table border="1"> <tr> <td>Working Day(s) <input type="text" value="0"/></td> <td>Duration (Per Day) <input type="text" value="00"/> Hrs <input type="text" value="00"/> Mins</td> </tr> </table> <p>Prerequisites</p> <p> <input type="checkbox"/> Aptitude Assessment <input type="checkbox"/> Initial Assessment <input type="checkbox"/> Medical <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Garda Vetting <input type="checkbox"/> Audition </p>							Date Start <input type="text" value="06/12/2021"/>	Duration <input type="text" value="52"/> <input type="text" value="Week(s)"/>	Date Finish <input type="text" value="02/12/2022"/>	Learner Participation (per Week) <input type="text" value="39"/> Hrs <input type="text" value="00"/> Mins	Working Day(s) <input type="text" value="0"/>	Duration (Per Day) <input type="text" value="00"/> Hrs <input type="text" value="00"/> Mins																						
Date Start <input type="text" value="06/12/2021"/>	Duration <input type="text" value="52"/> <input type="text" value="Week(s)"/>	Date Finish <input type="text" value="02/12/2022"/>	Learner Participation (per Week) <input type="text" value="39"/> Hrs <input type="text" value="00"/> Mins																															
Working Day(s) <input type="text" value="0"/>	Duration (Per Day) <input type="text" value="00"/> Hrs <input type="text" value="00"/> Mins																																	
<h4>Delivery</h4> <table border="1"> <tr> <td>Mode <input type="text" value="Classroom"/></td> <td>Time <input type="text" value="Daytime"/></td> <td>Type <input type="text" value="Fulltime"/></td> <td>Tuition <input type="text" value="Group"/></td> </tr> </table> <p>The Programme can be scheduled for [Classroom].</p>							Mode <input type="text" value="Classroom"/>	Time <input type="text" value="Daytime"/>	Type <input type="text" value="Fulltime"/>	Tuition <input type="text" value="Group"/>																								
Mode <input type="text" value="Classroom"/>	Time <input type="text" value="Daytime"/>	Type <input type="text" value="Fulltime"/>	Tuition <input type="text" value="Group"/>																															
<h4>Timetable</h4> <table border="1"> <thead> <tr> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> <th>Sunday</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Morning</td> <td><input type="checkbox"/> Morning</td> <td><input checked="" type="checkbox"/> Morning</td> <td><input type="checkbox"/> Morning</td> <td><input checked="" type="checkbox"/> Morning</td> <td><input type="checkbox"/> Morning</td> <td><input type="checkbox"/> Morning</td> </tr> <tr> <td><input checked="" type="checkbox"/> Afternoon</td> <td><input type="checkbox"/> Afternoon</td> <td><input checked="" type="checkbox"/> Afternoon</td> <td><input type="checkbox"/> Afternoon</td> <td><input checked="" type="checkbox"/> Afternoon</td> <td><input type="checkbox"/> Afternoon</td> <td><input type="checkbox"/> Afternoon</td> </tr> <tr> <td><input type="checkbox"/> Evening</td> <td><input type="checkbox"/> Evening</td> <td><input type="checkbox"/> Evening</td> <td><input type="checkbox"/> Evening</td> <td><input type="checkbox"/> Evening</td> <td><input type="checkbox"/> Evening</td> <td><input type="checkbox"/> Evening</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Back to the Course List"/> <input type="button" value="Save Changes"/> </p>							Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	<input checked="" type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input checked="" type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input checked="" type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input checked="" type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input checked="" type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input checked="" type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday																												
<input checked="" type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input checked="" type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input checked="" type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning																												
<input checked="" type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input checked="" type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input checked="" type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon																												
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening																												

Scheduled by Longford and Westmeath ETB on 03/04/2019 15:16 (Stephen (super) McBride) and Last Modified 03/04/2019 15:25 (Stephen (super) McBride).

Select **[Save Changes]** once all details are entered. If any details are missing a pop-up message will alert you. Any changes to the Course are now saved to the NCC.

Venue – allows the NCC User to enquire on, or change the Provider, Venue and Contact Details for a Course.

Details	Scheduling	Venue	Programme	Modules	Map
Venue Details					
Delivery Provider					
Name	change provider	Type	Further Education & Training		
Contact					
Name	change contact	Phone	Mobile		
E-Mail	01wetb.ie	044			
Tutor					
Name	change tutor	Phone	Mobile		
E-Mail	stephen.mcbride@solas.ie	01-111222			
Venue					
Venue	change venue	Venue Capacity	50		
Venue Facilities					
Free Parking Full Canteen					

If an NCC User has **ETB access**, they can select [change provider](#) to change the Provider associated with this Course.

When the Course is set up, NCC will attach the default Contact for that Provider, but this can be changed if there is more than one Contact set up for a Provider. The NCC User can select [change contact](#) to select different Contact details.






When the Course is set up, the NCC User can add a Tutor for the Course from the contacts list for this provider who have a contact type of Tutor. The NCC User selects [change tutor](#) to add or select a different Tutor.

When the Course is set up, NCC will attach the default Venue for that Provider, but this can be changed if there is more than one Venue set up for a Provider. The NCC User can select [change venue](#) to change Venue location. This tab provides Venue information such as address, facilities, and capacity. Any changes to the Course are saved to the NCC.

Note: Adding new Venues and Contact names must be done through the Provider section or menu option in the National Course Calendar. While scheduling a Course the NCC User can only select from the list of available Venues and Contacts.

National Course Calendar

Welcome to the User & National Course Calendar Home Page and Guide. From here you can access all the areas.

				
Calendar	Learner	Attendance	Notifications	Provider
<ul style="list-style-type: none"> Schedule a Course List Scheduled Courses My Scheduled Courses Search Scheduled Courses 	<ul style="list-style-type: none"> Manage Course Applications Enter Prerequisite Results Manage Applicants Learner Support Data Refer an Applicant Import Learners PLSS Declaration For PLC Preview October Returns TACS/PeopleXD 	<ul style="list-style-type: none"> Record Attendance 	<ul style="list-style-type: none"> List Templates Create a Template Manage Email Disclaimer 	<ul style="list-style-type: none"> List my Providers Create a Provider List Employers Create an Employer Provider Applicants and Learners

Programme – Displays the Programme details and allows the NCC User to change the Programme associated with this Course if necessary. ‘Change Local Code’ is optional (can be left blank). If a new Programme is selected, make sure that the Primary Award and Secondary Award(s) are relevant to this instance of a Course, (some Programmes have multiple Primary Award options).

Details	Scheduling	Venue	Programme	Modules	Map	Unlocks
---------	------------	-------	------------------	---------	-----	---------

Programme

Title: Catering Support

Code: NL07254

Version: 4.00

Classroom Delivery: Yes No

Blended Delivery: Yes No

Online Delivery: Yes No

Primary Award: 4M2805 - Catering Support

Secondary Award(s):

[Change Secondary Awards](#)

Award Level: Catering Support

Cluster: Food and Beverage

Programme Credits: 90

Change Programme

Changing the Programme will:

- Overwrite the Course Title and Code
- Clear all assigned Modules.



Also Change Local Code?

Are you sure you want to change the Programme?

Any changes to the Course are saved to the NCC.

Modules – displays all the Modules belonging to this Programme - both mandatory and optional. The NCC User can assign any optional Modules to the Scheduled Course.






Details	Scheduling	Venue	Programme	Modules	Map	Unlocks
Assign Modules to the Course						
Search <input type="text"/> advanced search						
Module	Body	Credits	Assessed	Version		
★ Communications	QQI-FE (3N0880)	10	Yes	1.20	<input checked="" type="checkbox"/>	
Computer Literacy	QQI-FE (3N0881)	10	Yes	1.20	<input checked="" type="checkbox"/>	
Application Of Number	QQI-FE (3N0928)	5	Yes	1.20	<input checked="" type="checkbox"/>	
Mathematics	QQI-FE (3N0929)	10	Yes	1.00	<input type="checkbox"/>	


A  star indicates a mandatory Module.  Check/un-check the box to select or de-select a Module.

All other Modules are optional and must be included (or excluded) as part of the Scheduled Course. **Each Course needs at least one Module.**

To associate more Modules or Hybrid Modules with the Course, select advanced search, select an Awarding Body, and select **update the search results**.

Note: The NCC User can use the **Search** facility along with Awarding Body to narrow down the choice. Simply type a keyword that matches the name of a required Module.

Details	Scheduling	Venue	Programme	Modules	Map	Unlocks
Assign Modules to the Course						
Search <input type="text"/> advanced search						
Awarding Body <input type="checkbox"/> Hide Modules currently assigned to the Course <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> QQI-FE QQI-HE ACCA ADOBE APMG-International Approved EN Certifying Body <small>Selection is limited to a Max of 5</small> </div> <div style="margin-top: 10px;"> <input type="button" value="clear values"/> <input type="button" value="update the search results"/> </div>						
Module	Body	Credits	Assessed	Version		
 DREAMWEAVER	ADOBE (ACA-DWCS6)	0	Yes	1.00	<input type="checkbox"/>	
 DREAMWEAVER CS3 - ONLINE	ADOBE (ACA-DW)	0	Yes	1.00	<input type="checkbox"/>	
 PHOTOSHOP CS4 - ONLINE	ADOBE (ACE-CS4)	10	Yes	1.00	<input type="checkbox"/>	
 DREAMWEAVER CS4 - ONLINE	ADOBE (ACA-DW)	0	Yes	1.00	<input type="checkbox"/>	
 FILES IN BROWSER - EVENING	ADOBE (ACA-P)	0	Yes	1.00	<input type="checkbox"/>	
Mathematics	QQI-FE (3N0929)	10	Yes	1.00	<input type="checkbox"/>	

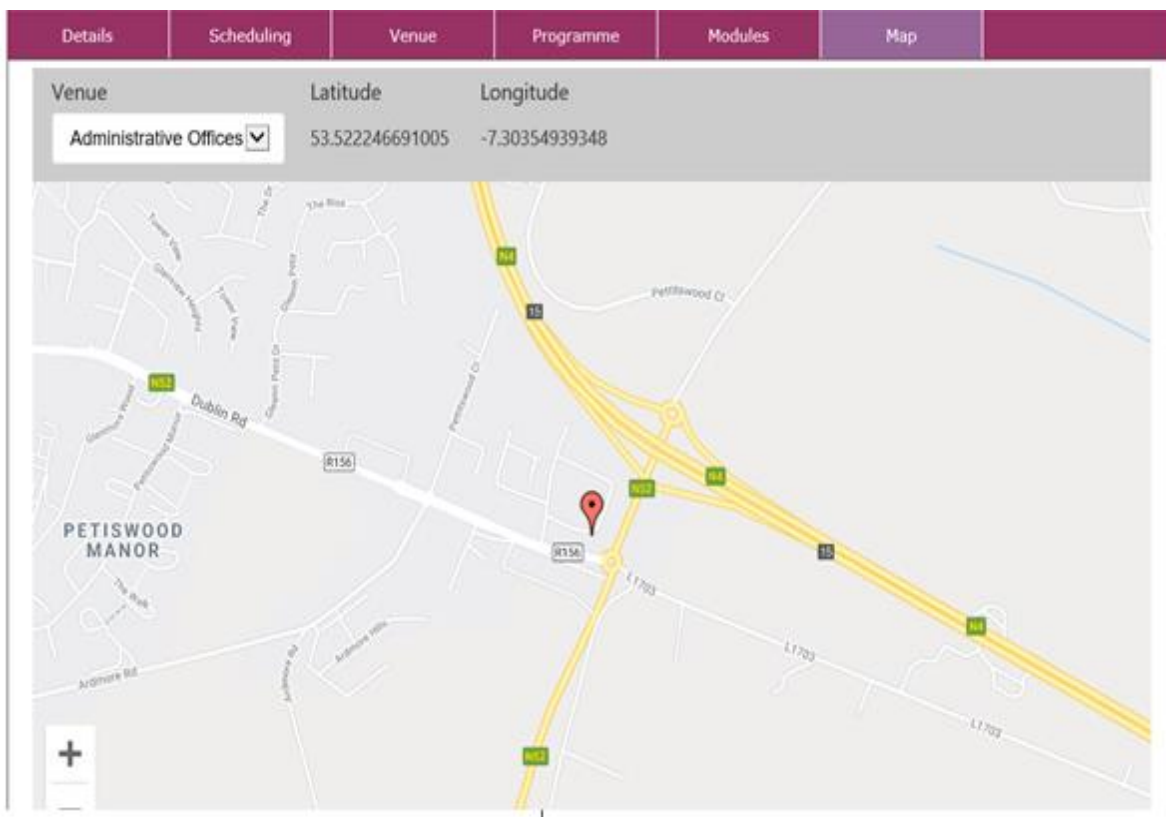
Available Modules from this Awarding body will be listed. These Hybrid Modules  can be added to the Course.

An instance of a Course can include one, two, or three different types of Modules.

The example below includes all of them: mandatory (★), optional (no icon), and hybrid (Ⓜ)

Module	Body	Credits	Assessed	Version	
★ Communications	QQI-FE (3N0880)	10	Yes	1.20	☑
Computer Literacy	QQI-FE (3N0881)	10	Yes	1.20	☑
Application Of Number	QQI-FE (3N0928)	5	Yes	1.20	☑
Ⓜ DREAMWEAVER	ADOBE (ACA-DWCS6)	0	Yes	1.00	☑
Ⓜ FILES IN BROWSER - EVENING	ADOBE (ACA-P)	0		1.00	☑

Map — Provides a map location of the Venue for the Scheduled Course.



Modify Locked Course details

If there are any Applicants or Learners attached to the Course, it will be locked, and relevant information will be displayed above the menu. The Course can be unlocked to modify some of its features i.e., Recruitment Notes, Scheduling, Modules, Publish to Web, Available to DSP, Accept Online Applications (FETCH), Available to CAO, Course Charges etc. However, no major changes will be allowed such as changing the Programme or the title of the Course.

This Scheduled Course is Locked
There are referrals for this Scheduled Course.
It must be unlocked in order to make changes
[Search Applications](#) [Learners Started On Course \(5\)](#) [Learners \(5\)](#)

[Click here to Unlock it](#)

200978 Creative Design & IT Skills - Level 5 (VTOS)

Click [here](#) to refer Applicants to this Course The Course details were copied to FARR 08/11/2018

Details	Scheduling	Venue	Programme	Modules	Map	Unlocks
---------	------------	-------	-----------	---------	-----	---------

When the Course is unlocked – all greyed out fields indicate no changes can be made to these fields.

This Scheduled Course is UnLocked
The scheduled course was Locked because it has active referrals.
It has now been Unlocked to allow edits
[Search Applications](#) [Learners Started On Course \(5\)](#) [Learners \(5\)](#)

[Click here to Lock it](#)

200978 Creative Design & IT Skills - Level 5 (VTOS)

Click [here](#) to refer Applicants to this Course The Course details were copied to FARR 08/11/2018

Details	Scheduling	Venue	Programme	Modules	Map	Unlocks
---------	------------	-------	-----------	---------	-----	---------

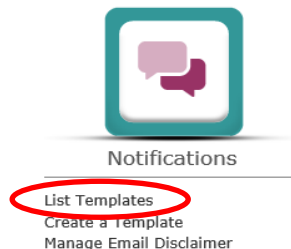
Details

Programme Title (Code) DESIGN 5M2208 (LW07216)	Course Reference 200978
Local Title Creative Design & IT Skills - Level 5 (VTOS)	Local Code 07216
Published Description This varied and stimulating course equips learners with the art, design and computer skills necessary to study Art and Design at 3rd Level and/or progress directly onto employment.	
Course Delivery Inhouse	Course Location Westmeath Mullingar
Programme Category Community Education	
Course Year Year 1	

Note: Lock the Course after making any required updates.

Notifications

All changes in the listing, creating, and updating of Notification Templates and Email Disclaimers are made through accessing the **Notifications** menu options displayed in the National Course Calendar Home page.



List Templates

To list the available Notification Templates for a Provider, select the **List Templates** sub menu option from the **Notifications** menu displayed in the National Course Calendar **Home** page. **List Templates** allows the viewing of Notification Templates created to communicate with both Applicants and Learners.

The **Notification Templates** page is displayed, listing Templates under a series of notification **Area** tabs [defaulted to the **All** tab]. By selecting each tab, the NCC User can search for and view each notification **Area**, **Type**, and **Title** for Templates used by the ETB or ETB Provider.

Notification Templates

List available Email, SMS and Letter Templates.

The Provider section is used with the "Provider Applicants and Learners" messaging.

The screenshot shows the "Notification Templates" page. At the top, there are tabs for "All", "Application", "Learner", "Prerequisites", "Payments", and "Provider". Below the tabs is a search bar with the word "Search" and a magnifying glass icon. A red arrow points from the search bar down to the "Type" column of the table below. The table has columns for "Modified", "Area", "Type", and "Title". The "Type" column contains values like "SMS", "Email", and "Letter". At the bottom of the table, there is a link that says "+ Click here to create a Notification Template" and a "Page Size" dropdown menu set to "10". Below the table is a pagination control showing "Page 1 of 3" and buttons for "1", "2", "3", ">", and "Last".

Modified	Area	Type	Title
25/02/2021	Learner	SMS	Modified Test Template
17/02/2021	Learner	SMS	wegeew
17/02/2021	Learner	SMS	Modified Template from Manage Applicants page
17/02/2021	Learner	SMS	Modified Template/Manage Applicants
17/02/2021	Learner	SMS	Modified Template from Manage Applicants page
17/02/2021	Learner	SMS	Electronic & Programmable Automation
17/02/2021	Learner	Email	Message from Athlone TC
10/02/2021	Provider	SMS	Test SMS for Provider
04/11/2020	Prerequisite	Letter	Call for a course - Evening course
03/11/2020	Prerequisite	Letter	Call for Course Sept 20

There are 3 **Types** of notifications: **Email**, **SMS** (mobile text message), and **Letter**.

The notifications are sorted based on a group assigned at the time of creating a Template.

Modifying a Notification Template

Selecting and clicking on a **Title** brings the NCC User to the edit mode that allows modifying, copying, previewing, and deactivating a Notification Template as shown. **Please Note: A deactivated Template will no longer appear in the Notification Templates list.**

Modify a Notification Template


Make changes to the Notification Template here. The Type determines where the Template can be used and what placeholders are available. It can not be changed.

List available Email, SMS and Letter Templates.

The Provider section is used with the "Provider Applicants and Learners" messaging.

All Application Learner Prerequisites Payments Provider

Details

 **Notifications have been sent using this Template**
There were Notifications sent to Applicants using this Template. Any changes made will not affect Notifications that have already been sent.

Title <input type="text" value="Modified Test Template"/>	Area <input type="text" value="Learner"/>	Type <input type="text" value="SMS"/>
---	---	---

Single-Use Notification

Message

Hello {{firstname}}

You have been successful in your application for {{code}}{{course}}.

Please attend {{coursevenue}} on the {{start}} at 9.30am.

This SMS Template has used 235 of 800 characters.

Applicant

Salutation (Mr/Ms) {{sal}}

Learner's Fullname {{fullname}}

Learner's Firstname {{firstname}}

Learner's Lastname {{lastname}}

Learner's Date of Birth {{dob}}

Learner's Address (Single Line) {{address}}

Learner's Email {{email}}

Learner's Mobile {{mobile}}

Student No. {{studentno}}

PPS Number (or NINO) {{ppsn}}

Date the Learner started the Course {{learnerstart}}

Contact & Venue

Course Contact {{coursecontact}}

Contact Mobile {{contactmobile}}

Contact Phone {{contactphone}}

Contact Email {{contactemail}}

Course Venue Name {{coursevenue}}

Course Venue (Single Line) {{coursevenue}}

Course

Provider {{provider}}

Reference {{ref}}

Course Code {{code}}

Course Title {{course}}

Course Start Date {{start}}

Course Finish Date {{finish}}

Today's Date {{today}}

Active Template

← Back to the Template List

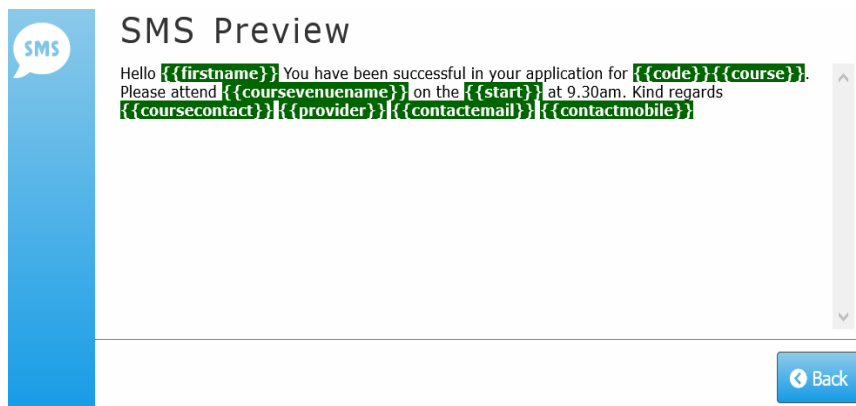
📄 Preview Template

📄 Copy Template

💾 Save Template Changes

The content of a Template can be changed, and, any data can be included or excluded, by adding and removing **placeholders**. An NCC User locates the cursor anywhere in the text and selects and clicks on a placeholder to add relevant information that will be derived from PLSS.

Previewing a template is supported.



The image shows a 'Notification Template' configuration form. At the top is a header with variables: '{{coursecontact}} {{provider}} {{contactemail}} {{contactmobile}}'. Below are sections for 'Applicant', 'Contact & Venue', and 'Course', each with several input fields. At the bottom left, there is a checkbox labeled 'Active Template' which is checked. A red arrow points to this checkbox. At the bottom right are four buttons: 'Preview Template', 'Cancel', 'Copy Template', and 'Save Template Changes'.

If an Active Template is no longer required by either the Provider or the Office NCC User(s), this can be **deactivated** by selecting the **Active Template** tick box displayed in the Notification Template page shown above. This results in the Template being **deactivated** (as shown).

Active Template

Please Note:

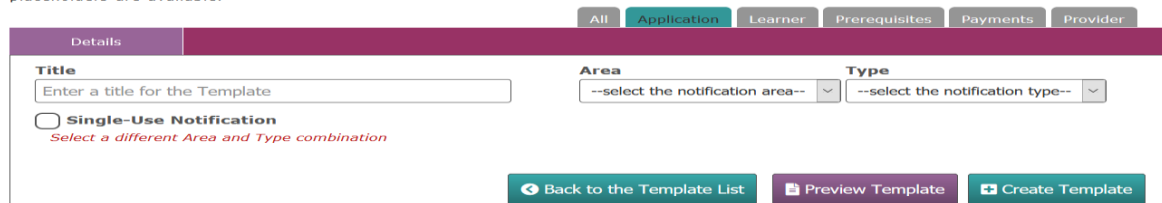
A **deactivated** Template will no longer appear in the Notification Templates list once this tick box has been de-selected, and the Template change has been saved by the NCC User.

Create a Template

To create a Notification Template, select the **Create a Template** sub menu option from the **Notifications** menu displayed in the National Course Calendar **Home** page. Alternatively, the NCC User can create a Template from the **Notifications Templates** page by selecting the hyperlink **Click here to create a Notification Template** displayed towards the bottom of the page.

Create a Notification Template

Notification Templates can be reused for communication with Applicants. The Type determines where the Template can be used and what placeholders are available.



Select the **Title** field and type in the title for the Template.

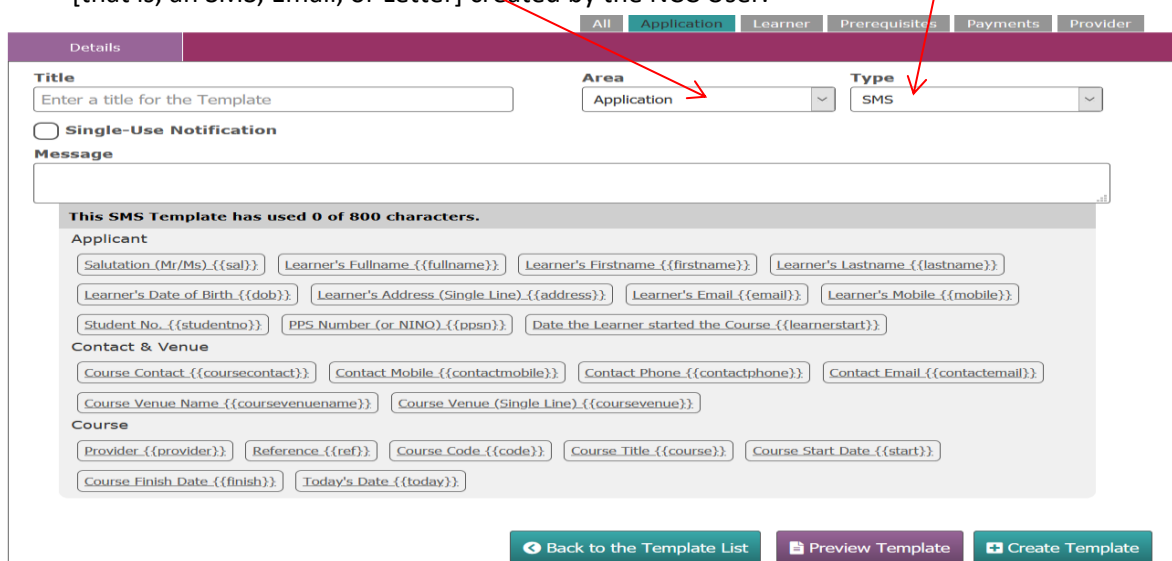
Select the **tick box** if the Notification Template is for a **Single-Use Notification only** [that is, if the template is to be a one-off notification to Applicants or Learners]. **The Template will automatically be de-activated after its first use.**

Select the notification area from the **Area** dropdown list.

Select the notification type from the **Type** dropdown list.

Select the **Subject** or **Message** field, [of either a SMS, Email, or Letter]. The content is organized by combining free **text** and **placeholders** that are later populated with PLSS Learner and Course data when a Template is used to generate Notifications to Learners.

NOTE: The **Subject**, **Message**, and associated **Placeholder** details of a notification template will be dependant on the both the **Area** [that is Application, Learner, etc.] and **Type** of notification [that is, an SMS, Email, or Letter] created by the NCC User.



An additional styling menu is available to the NCC User in creating a **Letter** Template.

Title
Enter a title for the Template

Area
Application

Type
Letter

Single-Use Notification

Message

Source | Cut | Copy | Paste | Undo | Redo | Bold | Italic | Underline | Strikethrough | Text Color | Background Color | Bulleted List | Numbered List | Indent | Outdent | Quote | Link | Unlink | Image | Table | Horizontal Line | Font Size | Font Color | ?

An Email Template can include a Disclaimer. The Disclaimer can be accessed from the **Manage Email Disclaimer** link under the **Notifications** section.

Active Template

Use Disclaimer

The information and any attached files transmitted in this email is intended for the addressee indicated in the message only and may contain confidential and/or privileged material. Any review, re-transmission, dissemination, reliance upon or other use of this information by persons or entities other than the addressee are prohibited. Opinions expressed in this email may be personal to the author and are not necessarily the opinions of Education and Training Boards Ireland or SOLAS. If you are not the intended recipient and have received this message in error, you must not disclose, copy, distribute or use the information but please contact the sender and delete this email as soon as possible.

Preview Template Cancel Copy Template Save Template Changes

If the Disclaimer is no longer required by either the Provider or the NCC User(s), this can be **deactivated** by selecting the **Use Disclaimer** tick box displayed in the Notification Template page shown above.

Use Disclaimer

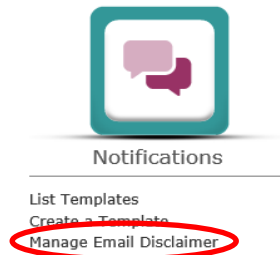
This results in the Disclaimer being **deactivated** (as shown) and the information, currently being used for the disclaimer, removed from the page.

Please Note:

A **deactivated** Disclaimer will no longer appear in the Notification Template once this tick box has been de-selected, and the Template change has been saved by the NCC User.

Once the **Subject** and **Message** details for the Notification Template have been completed the NCC User will be able to either **Preview**, **Cancel**, **Copy** or **Save the Template Changes** to a notification **Area** located within the **Notification Templates** page.

Manage Email Disclaimer



Manage Email Disclaimer allows the updating of the Email Notification Disclaimer. Select this sub menu option from the **Notifications** menu displayed in the National Course Calendar Home page.

Email Notification Disclaimer

Notification Disclaimers can be included with Email communication with Applicants.

Disclaimer

The information and any attached files transmitted in this email is intended for the addressee indicated in the message only and may contain confidential and/or privileged material. Any review, re-transmission, dissemination, reliance upon or other use of this information by persons or entities other than the addressee are prohibited. Opinions expressed in this email may be personal to the author and are not necessarily the opinions of Education and Training Boards Ireland or SOLAS. If you are not the intended recipient and have received this message in error, you must not disclose, copy, distribute or use the information but please contact the sender and delete this email as soon as possible.

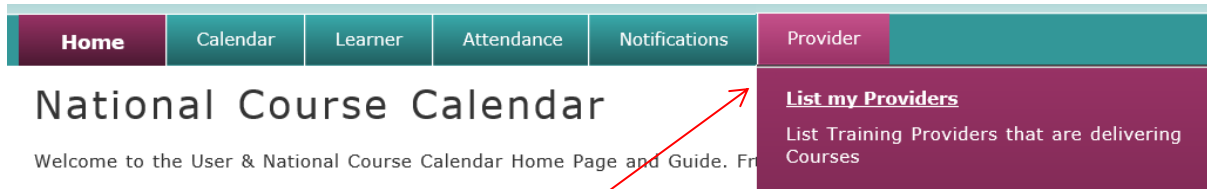
[Back to Templates](#)

[Save Disclaimer Changes](#)

The disclaimer when selected can be edited, then, once completed, select the **Save Disclaimer Changes** button displayed. Select the **Back to Templates** button displayed to go back to the **Notification Templates** page.

Provider

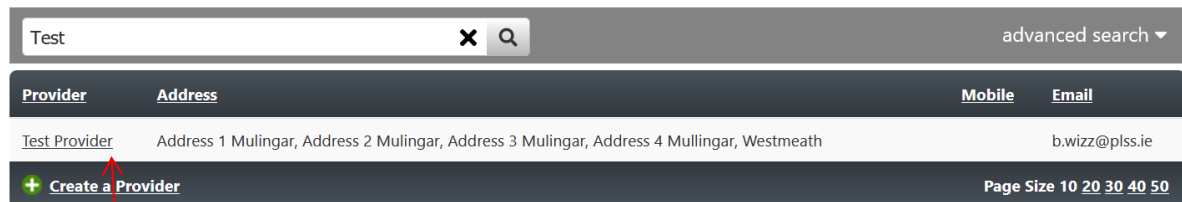
All changes to Contacts, Venues, and Maps are made through accessing the **Provider** menu options displayed in the National Course Calendar Home page.



Select **List my Providers** sub menu from the **Provider** menu option.

Training Providers

List of the Training Providers



Page 1 of 1 1

Select a **Provider** from the list to view Details, Contacts, Venues, Charges & Payments and Map.

Test Provider

Provider Contact Information

Address 1 (required)

Phone (required)

Address 2

Mobile

Address 3

Fax

Address 4/Postcode

Email (required)

County (required)

Eircode

← Back to the Provider List
Save Changes

If required, Contacts and Venues can be added, updated, or set as the default for a given Provider.

Add/Update 'Contact' or 'Tutor'

An NCC User can change Contact details for a Provider through the '**Contacts**' tab. All Contacts are listed with the default Contact marked with a (D). Select a name to view/update a Contact or select the '**Create a Contact**' hyperlink, (displayed towards the bottom of the panel) to create a new Contact.

Test Provider

Details
Contacts
Venues
Charges & Payments
Map

Registered Contacts

Contact	Address	Mobile	Email
Wizz, Billy (D)	Address 1 Mullingar, Address 2 Mullingar, Address 3 Mullingar, Address 4 Mullingar, Westmeath	0801122111	b.wizz@plss.ie

+ [Create a Contact](#)
Page Size 10 20 30 40 50

Page 1 of 1
1

Fill in the details for a new Contact person.

The **Contact Type** Details for the registered contact can be updated. These types are listed in the Contact Type dropdown box displayed below.

Registered Contacts

Contact Type

Personnel
Trainer
Finance
Recruitment
FET Manager
FET Coordinator
FET Administration
ETB Manager
ETB Coordinator
ETB Administration
Tutor
Guidance

Phone
044-987654321

Email (required)
test@plss.ie

Default Contact (Only one permitted)

Address 1 (required)
Street 1

Address 2
Address 2

Address 3
Address 3

Address 4
Address 4

EirCode/PostCode
LA1

County
Longford

Back to the Contact List Set Inactive Save Changes

Any Registered Contact (**only one at a time**) can be set as a default for a given Provider. A Registered Contact can be also 'Set Inactive' if they are no longer a Contact for the Provider. To input **Tutor details** input Contact details as above, select **Contact Type** as **Tutor** and **Save Changes**.

Add/Update 'Venue'

An NCC User can change the Training Venue details for a Provider through the 'Venues' tab. All Venues are listed, with the default Training Venue marked with a (D). Select a name from the list to view/update a Training Venue or click the 'Create Training Venue' hyperlink (displayed in the bottom of the panel) to create a new Venue.

Test Provider

Venue	Capacity	Address	Facilities	Phone	Email
Test Provider (D)	100	Address 1 Mullingar, Address 2 Mullingar, Address 3 Mullingar, Address 4 Mullingar, Westmeath		0801122111	b.wizz@plss.ie

[+ Create Training Venue](#) Page Size 10 20 30 40 50

Page 1 of 1 1

Fill in the details and save a new Venue. Make sure to specify the services available to Learners on the premises such as Free/Pay Parking, Wheelchair Access, Full Canteen facilities, etc.

Test Provider

Title (required)
Test Provider

Capacity (required)
100

Phone
0801122111

Mobile

Fax

Email (required)
b.wizz@plss.ie

Default Venue (Only one permitted)

Facilities

Free Parking Pay Parking Wheel Chair Access Full Canteen

Address 1 (required)
Address 1 Mullingar

Address 2
Address 2 Mullingar

Address 3
Address 3 Mullingar

Address 4
Address 4 Mullingar

EirCode/PostCode

County (required)
Westmeath

Any Venue (only one at a time) can be set as a default for a given Provider.

Charges and Payments

An NCC User can view the Course Charges and Payment Gateways for a Provider through the 'Charges & Payments' tab. The Billing System for the Provider is defaulted either to the SUN, MANSER or SAP Billing Systems.

The Course Charges and Priority Payment Order is defaulted to **All** Programme Categories.

Select any of the tabs listed below this **All** tab to view the Course Charge, Exam (Status), GL, T2, and T3 Codes and the Pay(ment) Order for any of the Programme Categories listed. Payment Gateways for the Provider are displayed and explained on this page.

Test Provider

Details	Contacts	Venues	Charges & Payments	Map
Course Charges and Payment Gateways				
Billing System <input type="radio"/> SUN <input type="radio"/> MANSER <input type="radio"/> SAP			Refund Approval <input checked="" type="radio"/> ETB <input type="radio"/> Provider	

Course Charges & Priority Payment Order

All	Charge Types & Codes for <u>All</u> Programme Categories					
	Course Charge	Exam	GL	T2	T3	Pay Order
Specific Skills Training	Registration	--	--, --, --, --, --, --	--, --, --, --, --, --	--, --, --, --	--
Traineeship Training	Student Services	--	3580, 3580, 3580, 3580, 3580, 3580	F1110, F1150, F1131, N0001, N0002, N0003	501, 501, 501, 501, 501, 501	--
Evening Training	Exam Charge	Yes	3580, 3580, 3580, 3580, 3580, 3580	F1110, F1150, F1131, N0001, N0002, N0003	501, 501, 501, 501, 501, 501	--
Skills to Advance - Direct Employee Access Route 1	QQI Exam Charge	Yes	--, --, --, --, --, --	--, --, --, --, --, --	--, --, --, --, --, --	--
Skills to Advance - Enterprise Engagement Route 2	Course Materials	--	3580, 3580, 3580, 3580, 3580, 3580	F1110, F1150, F1131, N0001, N0002, N0003	501, 501, 501, 501, 501, 501	--
Skills to Advance - Regional Initiatives Route 3	PLC Gov. Levy	--	--, --, --, --, --, --	--, --, --, --, --, --	--, --, --, --, --, --	--
	City & Guilds Exam Charge	Yes	--, --, --, --, --, --	--, --, --, --, --, --	--, --, --, --, --, --	--

Payment Gateways

PLSS only asks for a Merchant Id and a Shared Secret. Anyone in possession of this information can only instigate an online payment. They cannot access or query any information nor interfere with the payment process.

The Realex Portal, on the other hand, has full access to payments and settings. Access requires different credentials: client Id, username and password. PLSS does not ask for any of these details.

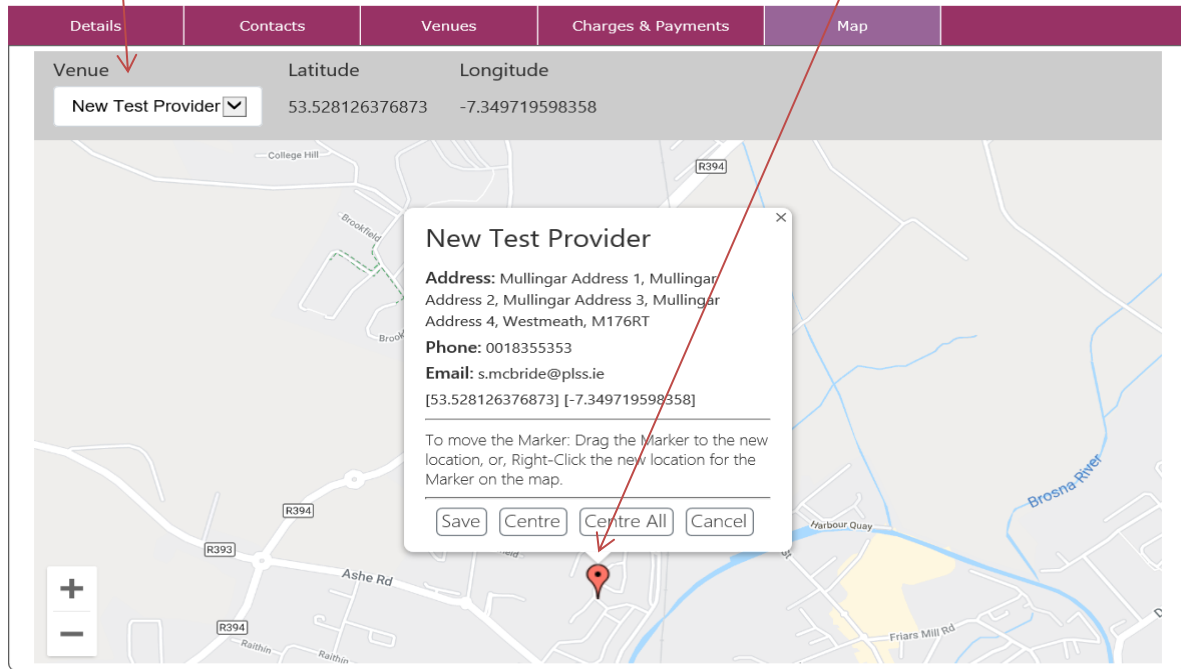
Payment Gateway	Key 1	Key 2	Accept Payments	Enabled
PayPal	Client Id	Client Secret	-	-
Realex	Merchant ID	Shared Secret	-	-
Stripe	Public Key	Private Key	-	-
WorldPay		Installation Id	-	-

Add/Update 'Map'

An NCC User can select, view, and update the geographic location of a Provider Venue through the 'Map' tab.

Select a Venue from the dropdown menu and then click on the Venue's Map Location Marker to view and update the Venue location on the map.

New Test Provider (1)



A pop-up window for the Venue will open to display:

- the **Venue Title**,
- the **Address**, **Phone** number and **Email** address details of the Venue,
- the **Latitude** and **Longitude** coordinates for the location of the Venue on the map,
- a set of instructions how to move the Map Location Marker to a new location,
- and a set of buttons to save, centre or cancel the moving of the Map Location Marker on the map.

The NCC User can either move the Map Location Marker,  by dragging it to a new location on the map and save the details, or the NCC User can **[Right-Click]** the new location for the Map Location Marker on the map, and then save the details.

The Latitude and Longitude coordinates will reflect the new positioning for the location on the map.

To close the pop-up window, select the **X** displayed in the top right-hand corner of the window.

List Employers

An NCC User can view/update Employer details for a Provider through the 'Provider' menu option by selecting the **List Employers** menu option from the **Provider** dropdown menu option.

The screenshot shows the 'National Course Calendar' home page. The top navigation bar includes 'Home', 'Calendar', 'Learner', 'Attendance', 'Notifications', and 'Provider'. The 'Provider' menu is expanded, showing three options: 'List my Providers' (with a sub-description: 'List Training Providers that are delivering Courses'), 'Create a Provider' (with a sub-description: 'Create a Training Provider. This is a Training Provider that has been assigned to deliver a course'), and 'List Employers' (with a sub-description: 'List Employers within the ETB that can be assigned to Scheduled Courses'). The 'List Employers' option is highlighted in a darker shade.

Once selected this will display an Employer List along with their Address, Mobile and Email details. By selecting the displayed Employer hyperlink, the NCC User can view and edit details for that Employer.

PLEASE NOTE: An NCC User will need Management permissions to edit or update Employer details.

Employer List

List of the Employers

Employer	Address	Mobile	Email
Stephen's Business	1 Nowhere Lane, Nowhere Road, Nowhere, Westmeath	086-0000000	test.test@test.com

Page 1 of 1 1

The screenshot shows the 'Details' page for an employer. The form contains the following fields and values:

- Employer Business Name (required): Stephen's Business
- Registration Number (required): 0000000
- Employees (required): 1 - 9
- Mobile: 0860000000
- Phone: 0460000000
- Email (required): test.test@test.com
- Employer Type (required): Sole Trader/ Limited Partnership
- NACE - Statistical Classification of Economic Sectors (required): Agriculture
- Address 1 (required): 1 Nowhere Lane
- Address 2 (required): Nowhere Road
- Address 3: Nowhere
- Address 4: (empty)
- EirCode/PostCode: NW011WM
- County (required): Westmeath

At the bottom of the form, there are two buttons: 'Employer List' and 'Save Changes', both of which are circled in red.

Once viewed and completed, select either the **Save Changes** or **Employer List** buttons displayed at the bottom of the page to return to the Employer List.


Create an Employer

An NCC User can create the Employer details by either selecting the **Create an Employer** sub menu option from the **Provider** dropdown menu, or, by selecting the **Create an Employer** hyperlink (displayed in the bottom panel of the **Employer List** page).

PLEASE NOTE: An NCC User will need Management permissions to either create, edit, or update Employer details.



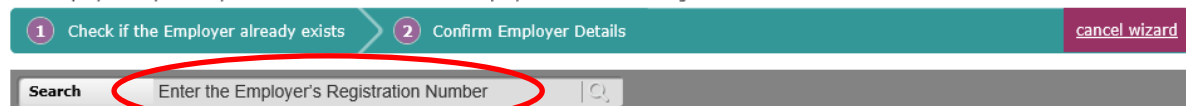
The screenshot shows the 'National Course Calendar' interface. The top navigation bar includes 'Home', 'Calendar', 'Learner', 'Attendance', 'Notifications', and 'Provider'. The 'Provider' menu is open, showing options: 'List my Providers', 'Create a Provider', 'List Employers', and 'Create an Employer'. The 'Create an Employer' option is highlighted in a pink box. Below the navigation bar, there are two main sections: 'Calendar' and 'Learner'. The 'Calendar' section includes 'Schedule a Course', 'List Scheduled Courses', 'My Scheduled Courses', and 'Search Scheduled Courses'. The 'Learner' section includes 'Manage Course Application', 'Enter Prerequisite Results', 'Manage Applicants', 'Learner Support Data', 'Refer an Applicant', 'Import Learners', and 'PLSS Declaration For PLC'.

A Wizard to Create an Employer will be displayed. Enter the **Employer's Registration Number**, (if known), in the Search field displayed on the page, and then select the **magnifying glass icon** ().

Wizard: Create an Employer

Step 1 of 2 - Check if the Employer Exists

The Employer may already exist. Please search for the Employer before continuing.



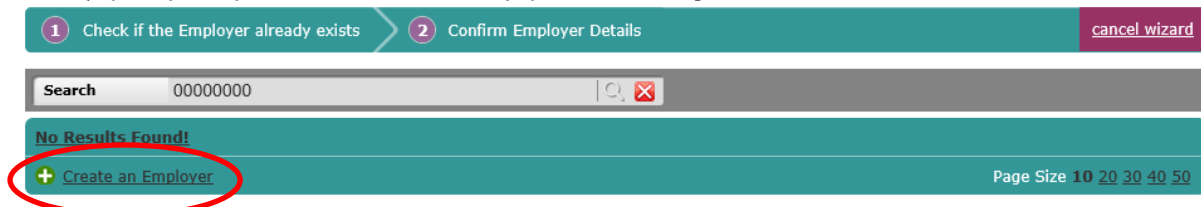
The screenshot shows the 'Check if the Employer Exists' step of the wizard. It features a progress bar with two steps: '1 Check if the Employer already exists' (active) and '2 Confirm Employer Details'. A 'cancel wizard' button is visible. Below the progress bar is a search field with the placeholder text 'Enter the Employer's Registration Number' circled in red. The search field also contains a magnifying glass icon and a clear button.

If the **Employer's Registration Number** does not exist and **no results are found**, then the NCC User can create the Employer by selecting the hyperlink (displayed in the bottom panel of the page).

Wizard: Create an Employer

Step 1 of 2 - Check if the Employer Exists

The Employer may already exist. Please search for the Employer before continuing.



The screenshot shows the 'Check if the Employer Exists' step of the wizard. The search field contains the number '00000000' and a magnifying glass icon. Below the search field, a message reads 'No Results Found!'. At the bottom of the page, a button labeled '+ Create an Employer' is circled in red. The page footer indicates 'Page Size 10 20 30 40 50'.

Details

Employer Business Name (required)
Stephen's Business

Registration Number (required)
0000000

Employer Type (required)
Sole Trader/ Limited Partnership

Employees (required)
1 - 9

NACE - Statistical Classification of Economic Sectors (required)
Agriculture

Mobile
0860000000

Address 1 (required)
1 Nowhere Lane

Phone
0460000000

Address 2 (required)
Nowhere Road

Email (required)
test.test@test.com

Address 3
Nowhere

Address 4

EirCode/PostCode
NW011WM

County (required)
Westmeath

Employer List Save Changes

Complete the Details page for the Employer, and, once completed, select the **Save Changes** button displayed to the bottom right corner of the page.

A **save was successful** information window will be displayed and the new Employer Details will be added to the **Employer List** which can then be associated to a Course Programme, (if required). (See **Programme Category - Skills to Advance** section on Page 17).

Employer List

List of the Employers

Employer	Address	Mobile	Email
WDNS Nursing Supplies			
Stephen's Business	1 Nowhere Lane, Nowhere Road, Nowhere, Westmeath		test.test@test.com
Samuels Hardware Shop			
Johnny's Roofing Company			
Jimmy's Groceries			
Bank Of Ireland			


+ Create an Employer Page Size 10 20 30 40 50

Provider Applicants and Learners

An NCC User can send bulk SMS text messages to all Applicants and Learners who are currently engaged in Courses and download a .CSV file of Applicants and Learners from all Courses, by selecting the **Provider Applicants and Learners** menu option from the **Provider** dropdown menu option.

The screenshot shows the 'National Course Calendar' interface. The top navigation bar includes 'Home', 'Calendar', 'Learner', 'Attendance', 'Notifications', and 'Provider'. The 'Provider' dropdown menu is open, showing options: 'List my Providers', 'Create a Provider', 'List Employers', 'Create an Employer', and 'Provider Applicants and Learners'. The 'Provider Applicants and Learners' option is highlighted in pink. Below the navigation bar, there are two main sections: 'Calendar' and 'Learner'. The 'Calendar' section includes options like 'Schedule a Course', 'List Scheduled Courses', 'My Scheduled Courses', and 'Search Scheduled Courses'. The 'Learner' section includes options like 'Manage Course Application', 'Enter Prerequisite Results', 'Manage Applicants', 'Learner Support Data', 'Refer an Applicant', 'Import Learners', 'PLSS Declaration For PLC', 'Preview October Returns', and 'TAPS Additions Not Transf'. The 'Provider Applicants and Learners' option in the dropdown menu is described as: 'List the Provider(s) and Course(s) with Applicants and Learners for Export (By Status)'.

This opens a **Provider Applicants and Learners** page which displays the number of Applicants and Learners who are currently Referred, In Progress, Call for Course, On Course, or have Finished, for all Courses assigned to a Provider.

Select and click the  icon listed against a Provider.

Provider Applicants and Learners

Click the download icon to download a CSV of the Applicants and Learners from **all** Courses.

Click the SMS icon to send a message to the Applicants and Learners from **all** Courses.

Click the Select icon to view all Applicants and Learners by Course.

The screenshot shows a table with columns: 'Provider', 'Referral', 'In Progress', 'Call for Course', 'On Course', and 'Finished'. Each column has a count, an SMS icon, and a download icon. The 'Referral' column has a count of 9, 'In Progress' has 3, 'Call for Course' has 1, 'On Course' has 26, and 'Finished' has 19. The 'Select' icon (a right-pointing arrow) is circled in red in the 'Finished' column. Below the table, there is a 'Page Size' dropdown menu with options: 10, 20, 30, 40, 50.











Page 1 of 1 1

This opens a **Provider Applicants by Course** page, (defaulted to the **BY COURSE** tab). This displays a breakdown of all Provider Applicants and Learners, who are currently Referred, In Progress, Call for Course, On Course, or have Finished, courses that have been assigned to the Provider. Details can also be viewed by selecting the **By Programme Category** tab.

Provider Applicants by Course

Click the download icon to download a CSV of the Applicants and Learners.







Click the SMS icon to send a message to the Applicants and Learners for a Course Title.

By COURSE		By Programme Category					
Search for Records <input type="text"/>							
Title	Start	Referral	In Progress	Call for Course	On Course	Finished	
Animal Care ()	12/09/2022	2  	0	0	0	0	
Healthcare Support ()	12/09/2022	1  	0	0	0	0	
Pre-Nursing (Nursing Studies) ()	12/09/2022	1  	0	0	0	0	
Skills to Compete- Healthcare Support ()	13/09/2021	0	0	0	5  	1  	


Provider Applicants by Course


Click the download icon to download a CSV of the Applicants and Learners.

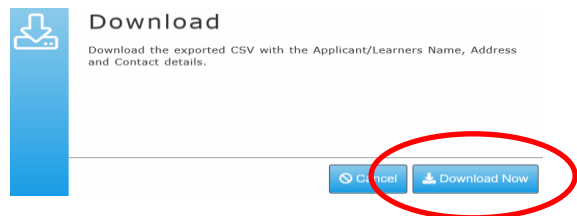
Click the SMS icon to send a message to the Applicants and Learners for a Course Title.

By Course		By PROGRAMME CATEGORY				
Search for Records <input type="text"/>						
Category	Referral	In Progress	Call for Course	On Course	Finished	
P	4  	0	0	68  	4  	

Page Size 10 20 30 40 50

If the NCC User selects the SMS ballooned icon  against each course **Title** or Programme **Category**, an SMS Text message will be sent to the number of Applicants and Learners who are currently associated with that Course progression.

If the NCC User selects the download icon  against each course **Title** or Programme **Category**, a pop-up **Download** window will be displayed, prompting the NCC User to download the file containing the number of Applicant/Learner name(s), address(es) and contact details associated with that Course progression.



Select the **Download Now** button from the pop-up window.

This displays an information pop-up window prompting the NCC User to either **Open**, **Save** or **Cancel** the downloaded file. If opened, the file will be displayed as password protected.

Once the password is known and inserted to the file, the download file will open to display the names, addresses, and contact details of all Applicants and Learners for the downloaded Course.