



An tSeirbhís Oideachais Leanúnaigh agus Scileanna
Further Education and Training Authority

NATIONAL COURSE CALENDAR (NCC)

LEARNER

USER GUIDE

Edition – May 2022

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National Course Calendar – Home Page

Home | Calendar | **Learner** | Attendance | Payments | Notifications | Provider

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
Schedule a Course List Scheduled Courses My Scheduled Courses Search Scheduled Courses	Manage Course Applications Enter Prerequisite Results Manage Applicants Learner Support Data Refer an Applicant	Record Attendance	List Templates Create a Template Manage Email Disclaimer

Guides	Forms	Documents	Support	© 1998-2017 SOLAS
Calendar	Learner Details Form	Learner Details Form - Easy to Read Guide	View My Tickets	
Learner	Learner Details Form (Gaeilge)	PLSS Frequently Asked Questions	Create a Ticket	
PLC October Returns	Expression of Interest Form			
Style	Expression of Interest Form (Gaeilge)			
	Parental Consent Form			

The areas displayed on the NCC 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** and **Notifications** areas displayed above.

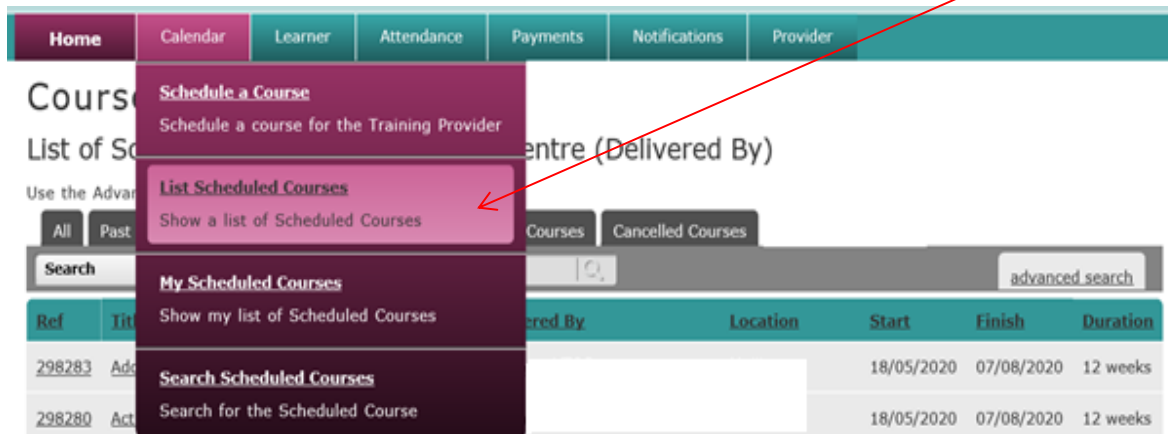
Once successfully logged into PLSS, an NCC User can also access the current version of the **NCC User Guides**, located in the bottom panel of the page.

When processing Learners, an NCC User should be familiar with **four areas: Calendar, Learner, Attendance and Notifications**. These areas can be accessed by selecting the main **area** heading displayed in the NCC **Home** Page menu bar above. Then select the associated **sub-heading** from the area's dropdown menu.

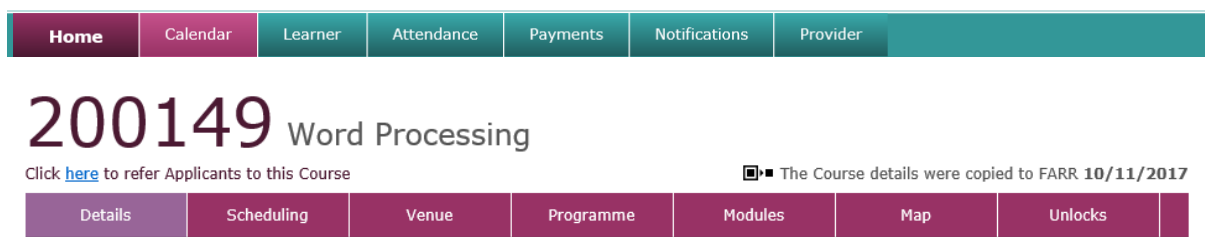
An NCC User can also select any of the **hyperlinked sub-headings** associated with these areas, as displayed in the NCC **Home** Page above.

Calendar - Basics

The NCC Application has a Navigation Menu System through which the NCC User can enquire or update on a saved Course in the System's database. To choose a Course from the main menu, select **Calendar**, **List Scheduled Courses**, and select the **Title** of the Course from the list provided.



On the first level menu there are tabs which, when selected, allow NCC Users to enquire on, or modify, any information for a Course.




The tabs display Course information relating to the:

- **Details** (Title, Course Location, Recruitment Notes, Capacity, Status, etc.)
- **Scheduling** (Intake, Duration, Prerequisites, Delivery etc.)
- **Venue** (Delivery Provider, Contact Person, Tutor, Venue Facilities, etc.)
- **Programme** (Title, Primary/Secondary Awards, Programme Details, etc.)
- **Modules** (Module Name, Awarding Body, Credits, etc.)
- **Map** (Provider/Venue Name, Latitude/Longitude Coordinates, etc.)

If a Course has pending referrals or Learners, 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, Course Status, Publish to Web, Available to DSP, Accept Online Applications (FETCH), Available to CAO, Course Charges, Scheduling and Modules. However, no major changes to the Course will be allowed such as Administration, the Course Venue, or the Course Programme.

Always remember to lock the Course once any changes to the Course have been made.

 **This Scheduled Course is Locked**
There are referrals for this Scheduled Course.
It must be unlocked in order to make changes

[Search Applications](#) [Referrals \(2\)](#) [Learners \(2\)](#)

[Click here to Unlock it](#)

200149 Word Processing

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

 The Course details were copied to FARR 10/11/2017

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

Learner - Manage Course Applications

Home | Calendar | **Learner** | Attendance | Payments | Notifications | Provider

National Course Calendar

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

Calendar

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

Learner

- Manage Course Applications**
- Enter Prerequisite Results
- Manage Applicants
- Learner Support Data
- Refer an Applicant

Attendance

- Record Attendance

Notifications

- List Templates
- Create a Template
- Manage Email Disclaimer

Manage Course Applications allows NCC Users to manage existing Applications for Scheduled Courses.

The Course listing includes all Scheduled Courses, the Course **Referrals**, Applications **In Progress**, Applicants **Called for Course**, Applicants **On Course** and Applicants who have **Finished** the Course.

The advanced search option will allow the NCC User to filter by **Programme Category** or **By Provider Centre**.

Applications for Scheduled Courses

Manage Applications for Scheduled Courses

List of Referral Counts for the Scheduled Courses.


Title	Delivered By	Location	Start	Referral	In Progress	Call for Course	On Course	Finished
A [redacted] -ACA ([redacted])			18/05/2020	4	0	0	1	0
A [redacted] ([redacted])			10/02/2020	5	5	0	1	0
B [redacted] ([redacted])			02/09/2019	0	1	1	2	0
E [redacted] ([redacted])			02/09/2019	0	0	0	2	1
C [redacted] ([redacted])			02/09/2019	1	0	0	2	0

1
2
3
4
5

1. The first column shows the number of Applicants who have **expressed interest** in this Scheduled Course e.g., through DSP referral or online self-referral. Select the number to access a list of all referrals to this Scheduled Course.
2. The second column shows the number of Applicants whose **Applications are in progress** (accepted Application, screening process, or were referred by the Provider). Select the number to access a list of all referrals whose Applications are in progress for this Scheduled Course.
3. The third column shows the number of Applicants who have been **called for the Course**. Select the number to access a list of all referrals who have been called for this Scheduled Course.
4. The fourth column shows the number of Applicants who are **started** on the Scheduled Course. Select the number to access a list of all Applicant/Learners who are currently on this Scheduled Course.
5. The final column shows the number of Applicants who have **finished the Course**. Select the number to access a list of all Applicant/Learners who have finished this Scheduled Course.

Note: Selecting the Course **Title** brings the NCC User into the Course Calendar (i.e., the Details page of this Scheduled Course).

All

Selecting the 'All' icon  displayed to the **left of the Title**, will bring the NCC User to the 'All' tab, listing all Applicant referrals, at various stages of processing, for an Application Course and includes both Cancelled and Switched Applications.

Manage Applicants

ALL Applicants for "Skills to Compete - Palliative Care Healthcare " (Ref: [326720](#)) (Code: 07101)

All Applicants for the Course "Skills to Compete - Palliative Care Healthcare ".

The Course is scheduled to run from **10/01/2024** to **01/05/2024** and the contact is **C-Firstname2855 C-Lastname2855**.
Mobile: **0800002855** EMail: **contact.2855@plss.ie** Venue:

PPSN/Student	Applicant	Status	Applied	Started	Finished	
LC08132410010	Lastname 460266L, Firstname 460266L ADM	In Progress	21/04/2022	n/a	n/a	<input type="checkbox"/>
LC08132410008	Lastname 463891L, Firstname 463891L OL	In Progress	12/12/2021	n/a	n/a	<input type="checkbox"/>
LC08132410009	Lastname 24000L, Firstname 24000L OL	In Progress	06/12/2021	n/a	n/a	<input type="checkbox"/>

- Expressions of interest will be listed under 'Referrals'.
- Accepted Applications currently processed will be listed under 'In Progress'.
- Applicants called for a Course will be listed under 'Call for Course'.
- Learners started and finished will be listed under 'On Course' and 'Finished' respectively.

Additional options are:

- 'Waitlist' listing all Applications for similar Courses scheduled for the same Programme, in the same location, and delivered by the same Provider.

- **'Reports'** providing a printable version of the above listings and generating additional documents, i.e., Scheduled Courses, Class Lists, Training Allowance (F103 form), etc.
- **'Notifications'** listing all Notifications sent to Applicant/Learners for Courses.
- **'Map'** providing a manual mapping of those Applicant/Learners' addresses who are currently on or have finished the Course.

The Status of an Application will change when processed. It is **Received** at the referral stage, **In Progress** when an Applicant is screened, **Called for Course** when the screening process for an Applicant has been completed, and **On Course** at the time of starting a Learner on a Course.

To record an event for an Applicant, an NCC User **selects the check box**, displayed opposite the Applicant's name under any of the tabs. A panel section will open to display all available actions for the selected Applicants at this stage of processing. To update all Applicants at the same time, select the **Select All** option, displayed in the bottom-right corner of the page.

Referrals

After selecting an Applicant or multiple Applicants, an NCC User can select one of the available actions displayed in the panel section, and the event will be recorded against the selected Applicant(s). The names of the selected Applicants will be listed at the top of the panel section.

Manage Applicants
 Referrals by **Reference** for "Skills to Compete - Palliative Care Healthcare " (Ref:) (Code:)

Applicants Referred to "Skills to Compete - Palliative Care Healthcare " only.
 The Course is scheduled to run from **10/01/2024** to **01/05/2024** and the contact: **C-Firstname2855 C-Lastname2855**.
 Mobile: **0800002855** Email: **contact.2855@plss.ie** Venue:

Reports Waitlist CSS Handled **REFERRALS** In Progress Call for Course On Course Finished All Notifications Map

Search [] actions for selected users (4)

Lastname 668860, Firstname 668860 ✕ Lastname 232570L, Firstname 232570L ✕ Lastname 618851, Firstname 618851 ✕
 Lastname 461271L, Firstname 461271L ✕

Send an SMS Send an Email Send a Letter ★ Aptitude Assessment ★ Initial Assessment ★ Interview
 ★ Garda Vetting Discussion Refer to Guidance Switch to Guidance Application Accepted
 Unsuccessful Application Switch Course Export CSV Follow Up Consent

Student No.	Applicant	Support	Status	Applied
LC08132410007	🔴🟡 Lastname 668860, Firstname 668860 📧 📱 🟢 OL		Received	18/10/2021 <input checked="" type="checkbox"/>
LC08132410004	🔴🟡 Lastname 232570L, Firstname 232570L 📧 📱 🟢 OL	🟡	Received	29/09/2021 <input checked="" type="checkbox"/>
LC08132410003	🟡🟢 Lastname 618851, Firstname 618851 📧 📱 🟢 OL		Received	21/07/2021 <input checked="" type="checkbox"/>
LC08132410001	🟢🟢 Lastname 461271L, Firstname 461271L 📧 📱 🟢 OL		Received	23/04/2021 <input checked="" type="checkbox"/>

Page Size: 10 20 30 40 50 De-Select All Select All

Page 1 of 1 1

'Unsuccessful Application' will remove the Applicant referral, while **'Switch Course'** allows moving the Applicant to another Course. If the action selected for the Applicant is **'Application Accepted'**, then the Applicant will move to, and be listed under, the **'In Progress'** tab located within this page.

In Progress

Manage Applicants

Applicants **Accepted** on "Skills to Compete - Palliative Care Healthcare " (Ref: _____)
(Code: _____)

Applicants Accepted on "Skills to Compete - Palliative Care Healthcare ".

The Course is scheduled to run from **10/01/2024** to **01/05/2024** and the contact is **C-Firstname2855 C-Lastname2855**.
Mobile: **0800002855** Email: **contact.2855@plss.ie** Venue:

The screenshot shows the 'Manage Applicants' interface with the 'In Progress' tab selected. The search bar contains 'LC08132410010'. A panel of actions for selected users is displayed, including 'Send an SMS', 'Send an Email', 'Send a Letter', 'Aptitude Assessment', 'Initial Assessment', 'Interview', 'Garda Vetting', 'Discussion', 'Call for Course', 'Refer to Guidance', 'Switch to Guidance', 'Unsuccessful Application', 'Return Learner to the Referrals List', 'Switch Course', 'Start on Course', 'Export CSV', 'Manage Requests for Payment', and 'Follow Up Consent'. Below the actions is a table of applicants:

Student No.	Applicant	Support	Status	Applied
LC08132410010	Lastname 460266L, Firstname 460266L		In Progress	21/04/2022

Page Size: 10 20 30 40 50 De: Select All Select All

Page 1 of 1 1

All Applications in progress for a Course will be listed under the 'In Progress' tab. Please note that, at this stage, 'Accepted' means that the Application has been accepted for further processing. The Application is reviewed, but the Applicant has not yet been accepted on a Course.

To record an event for an Applicant, an NCC User selects the check box, displayed opposite the Applicant's name listed under the tab. A panel section will open to display all available actions for selected Applicants at this stage of processing. To update all Applicants at the same time, select on the **Select All** option, displayed in the bottom-right corner of the page.

The actions might vary depending on the Course Details (i.e., prerequisites).

Note: If a **Manage Requests for Payment** action is displayed for the Course, only NCC Users with Payment permissions will be able to select, access and action the Applicant(s) for the Course.

If the action is selected, this will open and display a new panel to either **Request** or **Undo a Payment Request** for the selected Applicant(s). This applies only to Applicants who have not yet had Payments requested or have not yet made any Payments for the Course.

Note: If either **Request Payment** or **Undo Request Payment** is selected from the panel then a Communication Method is required so Applicant(s) can be notified of the action. This Notification Template is created by the Provider in the **Notifications** section of the NCC system. (see Pages 57 - 61 for information on this).

Reports Waitlist CSS Handled Referrals **IN PROGRESS** Call for Course On Course Finished All Notifications Map

Search [] actions for selected users (3)

Lastname 460266L, Firstname 460266L [X] Lastname 463891L, Firstname 463891L [X] Lastname 24000L, Firstname 24000L [X]

Manage Requests for Payment from Learners

Request Payment

Request Payments from the Selected Applicants.
The request will be logged for the selected Applicants and they will be notified via the selected Communication Method (Optional).

Note: Only applies to Applicants who have not yet had Payments requested.

Undo Request Payment

Communication Method (Optional)

+ [] [] [] Select a communication type
+ Add fall back method

[] Request Payment [] Cancel

Student No.	Applicant	Support	Status	Applied
LC08132410010	Lastname 460266L, Firstname 460266L [] [] [] [] ADM		In Progress	21/04/2022 []
LC08132410008	[] Lastname 463891L, Firstname 463891L [] [] [] [] OL		In Progress	12/12/2021 []
LC08132410009	[] [] Lastname 24000L, Firstname 24000L [] [] [] [] OL		In Progress	06/12/2021 []

Page Size 10 20 30 40 50 De-Select All Select All

Page 1 of 1 1

If the action selected for the Learner is **'Return Learner to the Referrals List'** then the Applicant will be returned to, and be listed under, the **'Referrals'** tab located within this page.

An Applicant can also be switched to another Course. An NCC User can select a name from the listing, select the **'Switch Course'** action from the action panel, and record a new Course referral while, at the same time, removing the current one.

Select the Select Course hyperlink displayed on the page.

Search [] actions for selected users (1)

Bloggs, James [X]

Switch Course

[] [No Course Selected - Click to Select a Course] **Select Course** []

[] The Date of Application for the new Course will match the Date of the current Application.

[] Switch to Course [] Cancel


Student No.	Applicant	Support	Status	Applied
LW0874201016	Bloggs, James [] [] [] [] ADM		In Progress	15/04/2020 []

Page Size 10 20 30 40 50 De-Select All Select All

Switch to Course

A Course is required for the selected Applicant(s) in order to complete the **Switch Course** action.

Title	Code	Delivered By	Start	
Δ ()	10069		25/05/2020	Select
Δ ()	10069		18/05/2020	Select
Active IQ Awards in Personal Training ()	10021		18/05/2020	Select

PLEASE NOTE: Only Active Courses will be displayed here. Select the  icon listed against the Course **Title** you want the Applicant(s) to switch to. Information will appear to **confirm the details of the switched Course**. To proceed with the switch, select the **Switch to Course** button displayed in the panel.

Search [Bloggs, James] actions for selected users (1)

Switch Course

Active IQ Awards in Personal Training (Ref:) Select Course ▶

The Date of Application for the new Course will match the Date of the current Application.

Switch to Course Cancel

Student No.	Applicant	Support	Status	Applied
LW0874201016	Bloggs, James ADM		In Progress	15/04/2020

Page Size 10 20 30 40 50 De-Select All Select All

Page 1 of 1 1

A pop-up window will open to prompt the NCC User to continue with the switch.

Switch

Switching the Applicant(s) to **Active IQ Awards in Personal Training (Ref:)**

Are you sure you want to continue?

Yes No

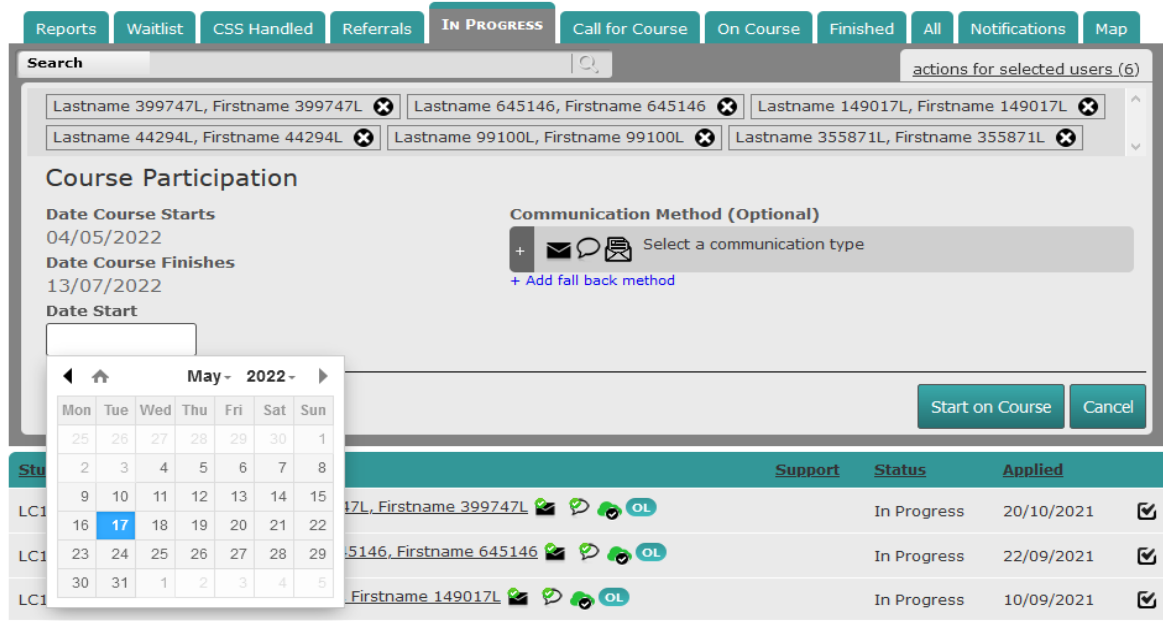
Once completed the NCC User can then continue working in the current Course Application or go to the switched Course Application to view and work on the newly switched Applicant(s).

Switch Complete

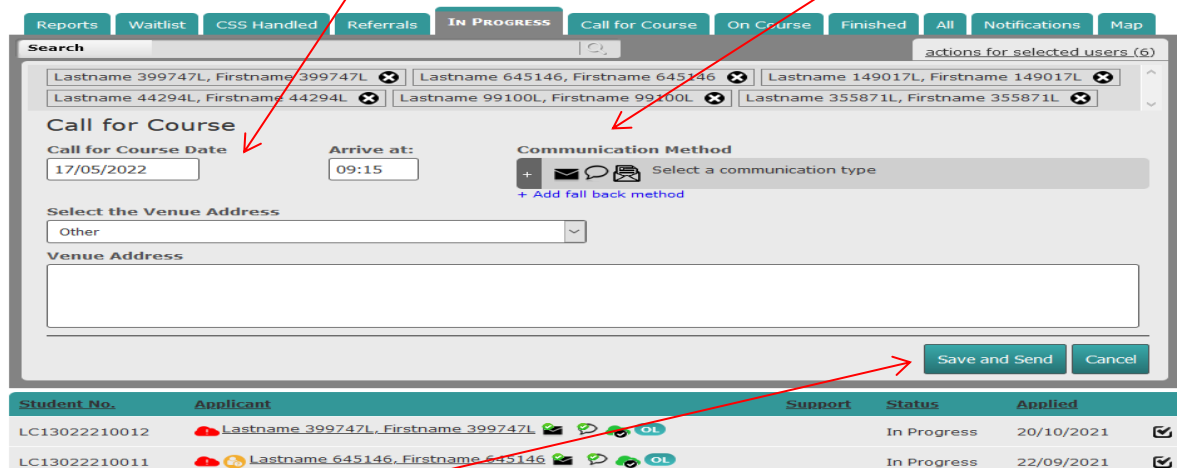
The switching action has been completed.

Stay Here Go to other Course Applications

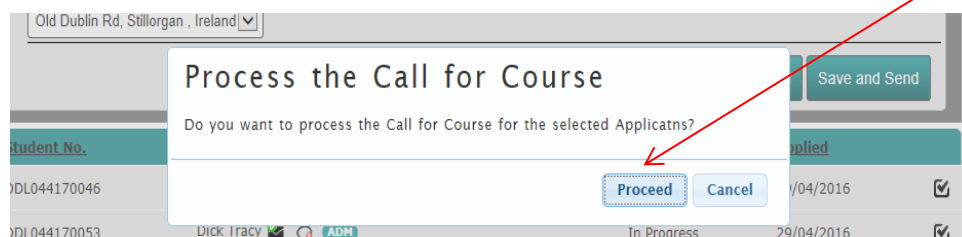
The **Start on Course** action updates the status of an Application from **In Progress** to **On Course** and records the attendance on a Course for the Applicant(s).



Alternatively, an Applicant can be called for a Course. When the **'Call for Course'** action is recorded, the NCC User will specify the **Call for Course Date**, the **Arrive at Time**, and the **Venue Address** of the Course. It is also possible to send notifications to the Applicant(s) based on predefined templates that are populated with the inputted details.



After selecting the **'Save and Send'** button and confirming the action with the **'Proceed'** button, the Applicants will be listed under the **'Call for Course'** tab.



Call for Course

The 'Call for Course' tab lists the Applicant(s) who are called for and are awaiting the start of a Course. The results can be recorded via the 'Enter Call for Course Outcome' action.

Page 1 of 1 1

The **Outcome** is selected from the drop down menu options.

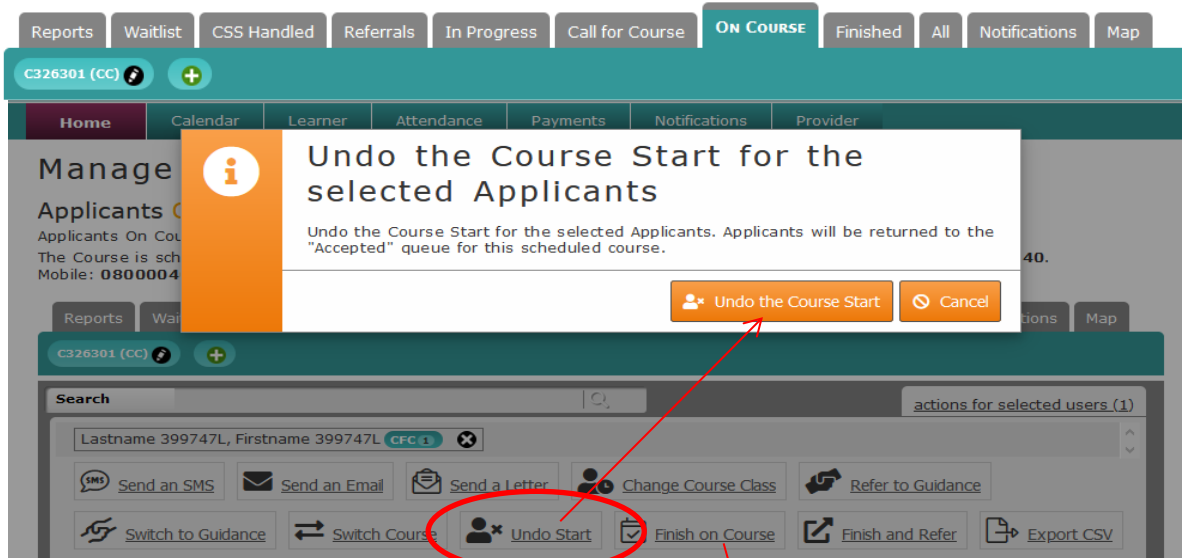
Page 1 of 1 1

Applicants who 'Started Course' will progress to the 'On Course' tab located within this page.

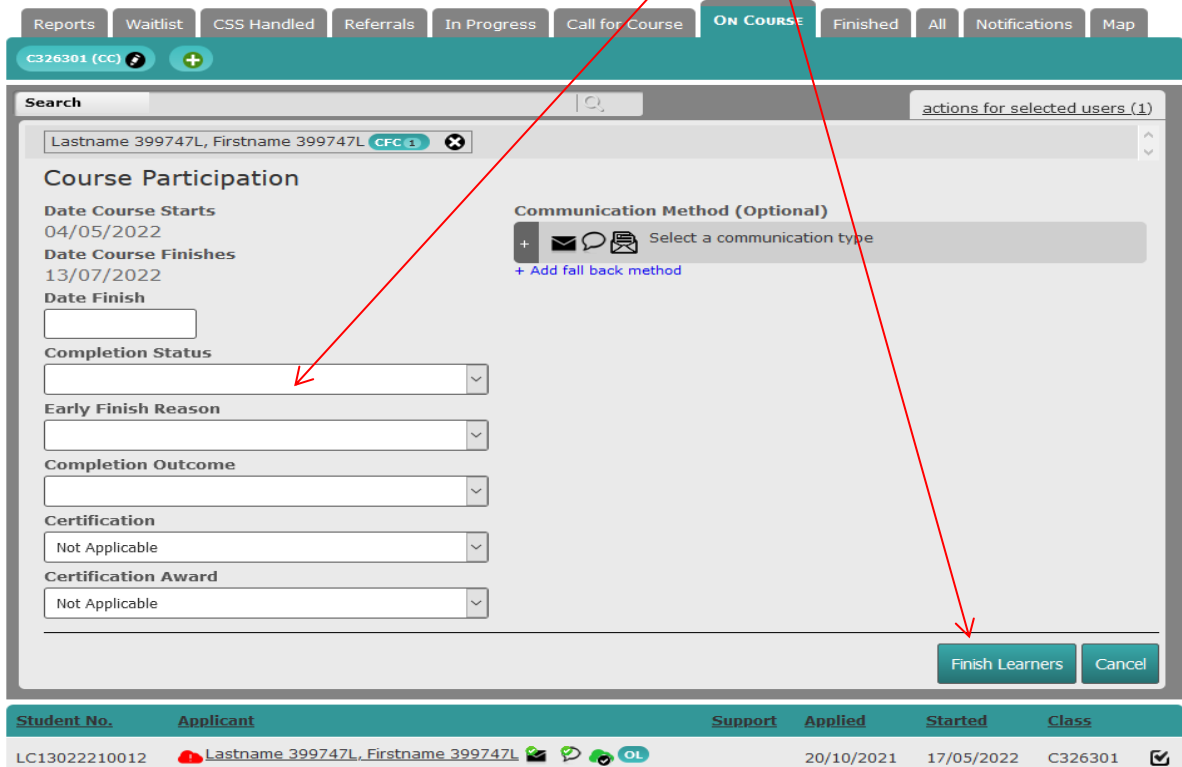
If the action selected for the Learner is 'Undo Call for Course' then the Applicant will be returned to, and be listed under, the 'In Progress' tab located within this page.

On Course

The action for a Learner started in error can be reversed by using the 'Undo Start' action.



A Learner can also be finished with a specific date and a series of outcomes, selected from the dropdown menus **Completion Status**, **Early Finish Reason**, **Completion Outcome**, **Certification**, and **Certification Award** displayed.



NOTE: In the **Completion Status** dropdown **Early Finishers** are defined as Learners who have **completed less than 25% of the Course**.

Whether a Learner has been started or finished, the Application status will change to **Complete**. This can be seen under the 'All' tab in the Status column (see All, Page 7).

PPSN/Student	Applicant	Status	Applied	Started	Finished
DDL044170046	JOHNNY GILES	Cancelled	29/04/2016	n/a	n/a
DDL044170047	CHRISTIAN DIOR	Cancelled	11/07/2016	n/a	n/a
DDL044170052	TESSA BRUCE	Complete	11/07/2016	13/10/2016	12/10/2016
DDL044170053	Dick Tracy	Complete	29/04/2016	11/10/2016	n/a

One of the actions available from the panel section is the **'Export CSV'**. The **'On Course'** list can be exported and saved as a .zip folder containing a password protected .csv (a comma separated values) file. This universal format allows the transferring of data between various systems (i.e., PLSS and a Local Admin. System) and can be viewed in Excel.

The screenshot shows the 'On Course' panel with the following elements:

- Navigation tabs: Reports, Waitlist, CSS Handled, Referrals, In Progress, Call for Course, **ON COURSE**, Finished, All, Notifications, Map.
- Panel header: All (ALL), C18628 (CC), CC-18628 (CC), Transfer Class to TAPS, Class List Report.
- Search bar: Lastname 399747L, Firstname 399747L (CFC 1).
- Actions for selected users (1):
 - Send an SMS, Send an Email, Send a Letter, Change Course Class, Refer to Guidance
 - Switch to Guidance, Switch Course, Undo Start, Finish on Course, Finish and Refer, **Export CSV**
 - QQI Awards XML, TACS/PeopleXD, Audit for TACS/PeopleXD, Follow Up Consent, Learner Resources
- Table:

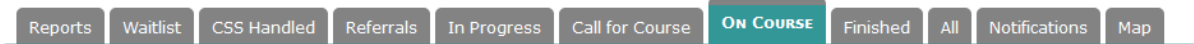
Student No.	Applicant	Support	Applied	Started	Class
LC13022210012	Lastname 399747L, Firstname 399747L		20/10/2021	17/05/2022	C326301
- Page Size: 10 20 30 40 50, De-Select All, Select All.
- Page 1 of 1, 1.

Note that Learners can be viewed and processed by **Classes**. The buttons below the tabs allow switching between viewing 'All' Applicants and Applicants started on a Class.

The action **'QQI Awards XML'** creates an XML file with the Learner's details and Course Modules. This file can be saved on the NCC User's local machine. This file can then be uploaded to the QQI Business System and modified if necessary.

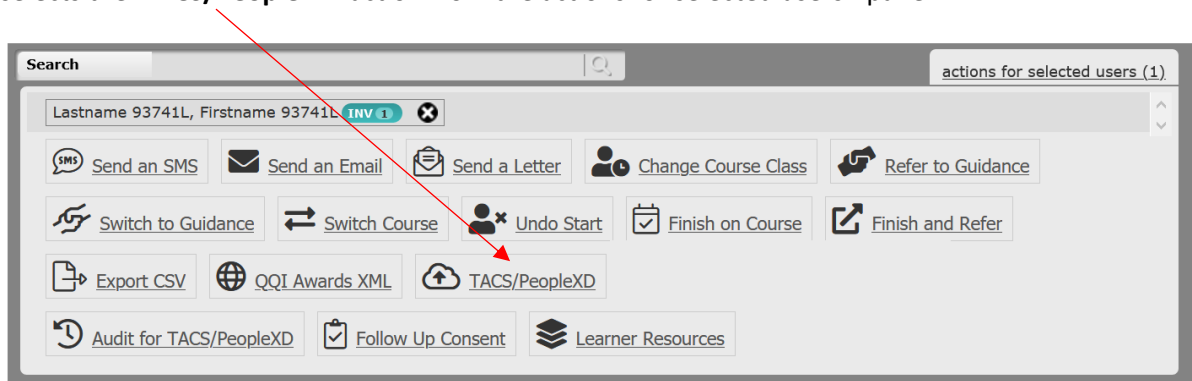
Learner transfer to TACS/PeopleXD

The option to transfer Learners to **TACS/PeopleXD** is available from the **On Course** tab for a selected Course. (Home>Learner>Manage Course Applications). Select the **On Course** numbered hyperlink associated with the Course **Title**).



Learners, who are On Course, can be transferred to TACS/PeopleXD from the actions for selected users - panel of the **On Course** tab. The action is available if the Provider is set up with a Cost centre, (Training Centres are set up with Cost centres), and the NCC User has Learner Transfer permissions. The **TACS** option (either automatic or manual) must be selected on the **Course Details** page.

To transfer TACS/PeopleXD details an NCC User **selects one Learner at a time** from the list and selects the **'TACS/PeopleXD'** action from the actions for selected users - panel.



A pop-up window will open to display the Learner's TACS and/or PeopleXD data to be transferred.

The Learner's personal and contact details, and their Course Reference will be displayed.

For both **VTOS Core** and **Youthreach - WAVE 2** Learners, the Programme **Category** and **Code** will be displayed instead.

If the TACS option selected for the Course is TACS (with Clock Cards) – the provider prefix is displayed under the **Clock No./Badge** input box, and **MUST** be input by the NCC User as the prefix to the Clock Card number.

The **TACS/PeopleXD Start Date** will default to the Learner start date. The **Expected Finish Date** will default to the Course finish date. Both dates can be updated if required.

Both **Sponsored** and **Transfer to TACS Only** options default to No, but both options can be updated if required. If either **Sponsored** or **Transfer to TACS Only** options are updated to **Yes** – the Learner will **only** be transferred to TACS. All other Learners will be transferred to both the TACS and PeopleXD Payment systems.

Note: The **Location is not a mandatory field** and can be left blank if the Learner is either a **VTOS Core** or **Youthreach - WAVE 2** Learner.

Note: For those Learners being transferred to **PeopleXD**, the **Expected Finish Date** for the Learners can be updated.

Once completed select the **Save and Add to Queue** button displayed. This will transfer and queue the recorded data to either TACS only or TACS/PeopleXD for action.

The **TACS/PeopleXD** column on the course - On Course listing will display a pencil icon



when the Learner is **keyed in**, and, once the

Learner is processed and transferred to **TACS/PeopleXD**, an lock icon  will be displayed.

A clock icon  will be displayed if the Learner is processed and transferred to **TACS only**.

Student No.	Applicant	Support	Applied	Started	Class	TACS
LW01462113377	Lastname 482574L, Firstname 482574L		11/09/2021	15/11/2021	C319291	Keyed In <input type="checkbox"/>
LW01462113523	Lastname 55023L, Firstname 55023L		28/09/2021	15/11/2021	C319291	TACS <input type="checkbox"/>
LW01462113528	Lastname 415301L, Firstname 415301L		29/09/2021	15/11/2021	C319291	TACS/PeopleXD <input type="checkbox"/>

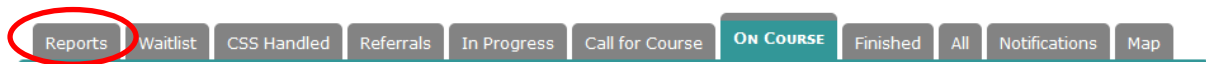
Page Size 10 20 30 40 50 [De-Select All](#) [Select All](#)

If a Learner is starting a new Course, which requires the Learner to be transferred to TACS/PeopleXD, the Learner must be terminated first from their existing Course, and these Termination details must be transferred to TACS/PeopleXD **before** the Learner’s Payment details on the new Course can be input for transfer to TACS/PeopleXD.

Note: (All Learner’s transfer details are transferred **from PLSS to TACS/PeopleXD overnight**).








PLSS - TACS/PeopleXD Reports

The following PLSS Reports are available from the **Reports tab** for the selected Course for any NCC User who has permissions for the PLSS Learner Payment System – TACS/PeopleXD functionality. (Home>Learner>Manage Course Applications> Applications for Scheduled Courses> Select Course).



Learner Payment System - TACS/PeopleXD reports will be available under the **Course Reports** tabbed heading.

Learner Payment System - TACS/PeopleXD

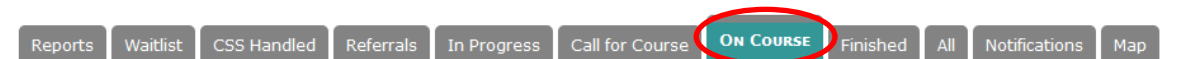
 PeopleXD Additions Show the TACS/PeopleXD Admin info sheet for all "On Course" Applicants.	
 Learner Age Report (Course) Learners Approaching Age 16 Learners Approaching Age 18 Show Learners transferred to PeopleXD that will be 16 or 18 in less than 3 weeks time for This Course .	 Learner Age Report (Provider) Learners Approaching Age 16 Learners Approaching Age 18 Show Learners transferred to PeopleXD that will be 16 or 18 in less than 3 weeks time for ALL Courses for the Signed in Provider.
 Learner Expected Finish Report (Course) Show Learners transferred to PeopleXD that are expected to finish in less than 3 weeks time for This Course .	 Learner Expected Finish Report (Provider) Show Learners transferred to PeopleXD that are expected to finish in less than 3 weeks time for ALL Courses for the Signed in Provider.
 Selected Course Audit Details for transfers to TACS/PeopleXD Show Transfer Audit details for the Selected Course.	 TAM Generate the Training Allowance Memorandum (TAM) form for This course where the Applicants are "On Course" and have NOT been "Keyed Up".

1. **PeopleXD Additions** – Lists the details of all transferred **On Course** Learners to TACS and/or PeopleXD in a .pdf file.
2. **Learner Age Report (Course) and Learner Age Report (Provider)** – Learners transferred to PeopleXD who will be 16 or 18 in less than 3 weeks when generating the report. If selected, this generates a password protected .CSV file. – An email will be sent to the NCC User's Email account with the password. Once the password is known to the NCC User and inserted to the filename, the downloaded report file can then be viewed in Excel.

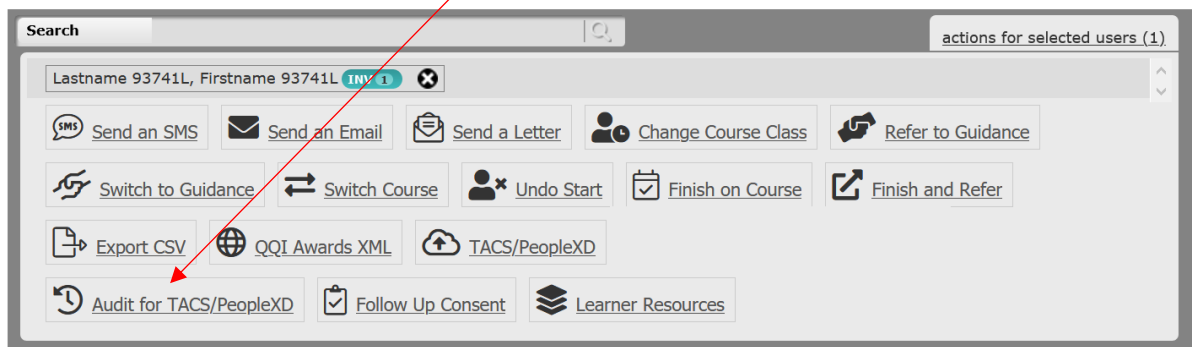
3. **Learner Expected Finish Report (Course) and Learner Expected Finish Report (Provider)** – Learners transferred to PeopleXD whose expected finish date is less than 3 weeks when generating the report. If selected, this generates a password protected .CSV file. – An email will be sent to the NCC User’s Email account with the password. Once the password is known to the NCC User and inserted to the filename, the downloaded report file can then be viewed in Excel.
4. **Selected Course Audit Details for transfers to TACS/PeopleXD** – Displays the Transfer of Audit Details to TACS/PeopleXD for the select Course for downloading.

PLSS TACS/PeopleXD - Learner Transfer Audit Reports

An Audit report for Learners, **Audit for TACS/PeopleXD** is available from the **On Course** tab for a selected Course. (Home>Learner>Manage Course Applications>Select the **On Course** numbered hyperlink associated with the Course **Title**). The action is available if the User has permissions for PLSS Learner Payment System functionality.



To generate and audit a report for any changes made to Learners who have been transferred to TACS and/or PeopleXD, the NCC User **selects one TACS or TACS/PeopleXD Learner at a time** from the **On Course** list, and, then selects the **'Audit for TACS/PeopleXD'** action from the actions for selected users - panel.



A pop-up window will open to display changes to the Learners Details that have been transferred to TACS or PeopleXD – e.g., Name, Email address, Date of Birth, SAP Code, Programme Category etc. – for downloading to a report. **Please note that changes to the Learner must be transferred to TACS and/or PeopleXD before they will included in the report.**

Learner Transfer Audit Details
 Learner Audit Details for transfers to TACS/PeopleXD
 Changes must be transferred to CoreHR and/or TACS before they will be included in the report below.

Date	Learner	Field	Old Value	New Value	Changed By
16/03/2021	427149L	First Name	Firstname498435	Firstname498435X	
16/03/2021	427149L	Last Name	Lastname498435	Lastname498435X	
16/03/2021	427149L	Gender	M	F	

Page 1 of 1 1

[Download Report](#) [Cancel](#)

Select the **Download Report** button.

The **Learner Transfer Audit Details** will be downloaded. This generates a password protected .CSV (a comma separated values) file to be downloaded. – An email will be sent to the NCC User’s Email account with the password.

Once the password is known and inserted to the filename, the downloaded report file can then be viewed in Excel.

If no changes have been made to the Learner, the following pop-up window will be displayed.

Learner Transfer Audit Details
 Learner Audit Details for transfers to TACS/PeopleXD
 Changes not yet transferred to PeopleXD and/or TACS are highlighted using the icon.

No changes to the original transfer record!

[Download Report](#) [Cancel](#)

Finished

Once no longer on a Course, a Learner will appear under the **'Finished'** tab. This action can be reversed using the **'Undo Finish'** action.

The action **'QQI Awards XML'** creates an XML file with the Learner's details and Course Modules. This file can be saved on the NCC User's local machine. This file can then be uploaded to the QQI Business System and modified if necessary.

Student No.	Applicant	Status	Applied	Started	Finished	Class	TAPS
LC02652010263	Lastname 363593L, Firstname 363593L	Fully Certified	05/11/2020	09/11/2020	05/11/2021	C280297	-

Undo the Course Finish for the selected Applicants

Undo the Course Finish for the selected Applicants. Applicants will be returned to the "On Course" queue for this scheduled course.

[Undo the Course Finish](#) [Cancel](#)

Waitlist

The **Waitlist** tab lists all Applications received or in progress, that relate to **the same Course** scheduled for the same Programme, running in the same Location, and delivered by the same Provider. The listing excludes Applicants for the currently viewed Course. These can be found under one of the remaining tabs, depending on the status of an Application. The **Ref** listed is the reference number of the Course the Learner was referred to. If a icon is displayed against a Applicant/Learner, this indicates that the Applicant/Learner requires additional supports.

Student No.	Applicant	Ref	Support	Status	Applied
LC02652210351	Lastname 329004L, Firstname 329004L	340106	OL	Received	31/08/2021
LC02652110599	Lastname 12793L, Firstname 12793L	313059		Received	26/08/2020
LC02652110600	Lastname 109803L, Firstname 109803L	313059	OL	Received	10/01/2020

Page Size 10 20 30 40 50 De-Select All Select All

Reports

The 'Reports' tab enables the NCC User to select and print listings of Applicants/Learners at various stages of the Application/Learning process. It also allows generating additional forms populated with the Applicant/Learner's data such as the **F103 Training Allowance** form. Moreover, a prerequisite schedule can be produced (i.e., an Interview Schedule) as well as a Courses schedule based on selected criteria (Scheduled Courses). (See **PLSS - TACS/PeopleXD Reports, Page 18**).

All documents are generated and can be saved in the .pdf format.

Course Reports

General

 **Class List**
Show details of all Applicants who are now "On Course" grouped by the Class they have been assigned to. The Report includes Course summary details and Applicant details.

 **Class Finished**
Show details of all Applicants who have now Finished the Course. The Report includes Course summary details and Applicant details.

 **Scheduled Courses**
Show details of Courses scheduled based on Advanced Search criteria. **Access this Report from the Calendar List section.**

 **Call for Course List**
Show details of all Applicants who have been "Called for Course". The Report includes Course summary details and Applicant details.

 **F103**
Generate the F103 Training Allowance form for Applicants "Called for Course". **Access this Form from the "Call for Course" Tab.**

Scheduled

 **Interview Schedule**
Show details of all Applicants scheduled for an Interview including the Schedule details.

 **Aptitude Schedule**
Show details of all Applicants scheduled for an Aptitude Assessment including the Schedule details.

 **Discussion Schedule**
Show details of all Applicants scheduled for a Discussion including the Schedule details.

Learner Payment System - TACS/PeopleXD

 **PeopleXD Additions**
Show the TACS/PeopleXD Admin info sheet for all "On Course" Applicants.

 **Learner Age Report (Course)**
[Learners Approaching Age 16](#) [Learners Approaching Age 18](#)
Show Learners transferred to PeopleXD that will be 16 or 18 in less than 3 weeks time for **This Course**.

 **Learner Age Report (Provider)**
[Learners Approaching Age 16](#) [Learners Approaching Age 18](#)
Show Learners transferred to PeopleXD that will be 16 or 18 in less than 3 weeks time for **ALL Courses** for the Signed in Provider.

 **Learner Expected Finish Report (Course)**
Show Learners transferred to PeopleXD that are expected to finish in less than 3 weeks time for **This Course**.

 **Learner Expected Finish Report (Provider)**
Show Learners transferred to PeopleXD that are expected to finish in less than 3 weeks time for **ALL Courses** for the Signed in Provider.

 **Selected Course Audit Details for transfers to TACS/PeopleXD**
Show Transfer Audit details for the Selected Course.

 **TAM**
Generate the Training Allowance Memorandum (TAM) form for **This course** where the Applicants are "On Course" and have NOT been "Keyed Up".

Attendance

 **Evening Course Attendance Sheet**
View the Attendance Sheet for the Evening Course (On Course Learners).

 **Evening Course Recorded Attendance**
View the recorded Attendance for **This course** (On Course and Complete Learners).

Notifications

The '**Notifications**' tab enables the NCC User to select, view and print listings of notifications for Applicants/Learners at various stages of their Application/Learning process. These notifications have been created as templates in the **Notifications** section of the NCC System and can be either viewed or sent by selecting the hyperlinks displayed beneath each Notification **Title**.

Ref	Sent To	Type	Sent	Title
311679	Firstname578454 Lastname578454 SMS: 0876542991 Created By: <input type="text"/>		16/12/2020 10:17	View SMS
311679	Firstname554898 Lastname554898 SMS: 0872347818 Created By: <input type="text"/>		16/12/2020 10:17	View SMS
311679	Firstname377171 167674L Lastname377171 167674L SMS: 0876792573 Created By: <input type="text"/>		16/12/2020 10:17	View SMS

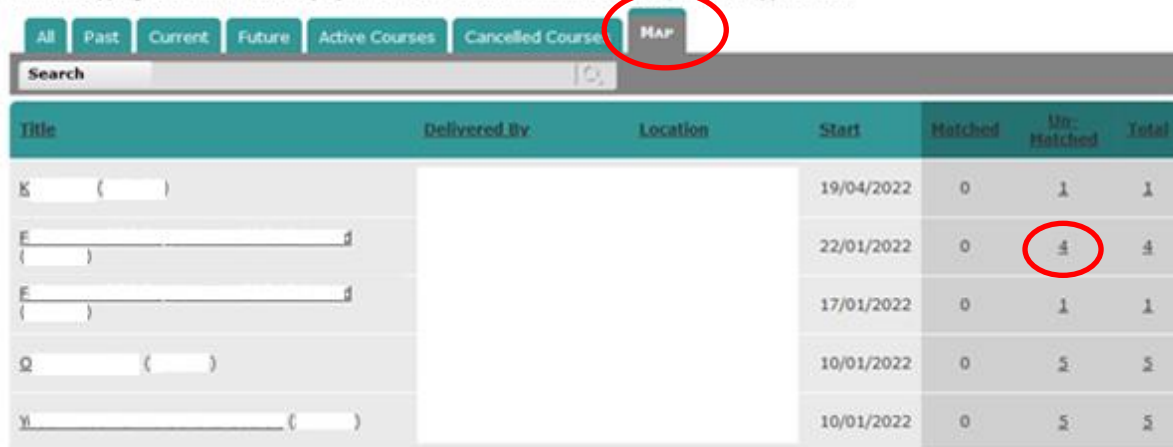
Map

The 'Map' tab enables the NCC User to view, select and update the Permanent and Term addresses of Learners who, are either on Course or who have finished their Course, and have no GEO Code. Select the **Map** tab from the Course Applications page. A list of Matched and Un-Matched Learner addresses (which include both Permanent and Term addresses) will be displayed. By selecting the numbered **Un-Matched** hyperlink, this will display those Learners' (Permanent and Term) addresses that require Geocoding for that Course.

Applications for Scheduled Courses

Manual Mapping of the Learner Address.

Manual Mapping of Learner Address(es) for Scheduled Courses with OnCourse Finished Applications.



Title	Delivered By	Location	Start	Matched	Un-Matched	Total
K ()			19/04/2022	0	1	1
E ()			22/01/2022	0	4	4
E ()			17/01/2022	0	1	1
Q ()			10/01/2022	0	5	5
Y ()			10/01/2022	0	5	5

This displays a **Manual Mapping of the Learner Addresses** page for the Learner(s). At the top of the page the User will see a set of instructions on how to move and re-locate the location marker(s) on the map. Note that the default starting point for Un-Matched addresses is the Course Venue Location.

The Learners' address details are displayed to the left of the map, along with the Latitude and Longitude coordinates of each location, and, the GEO Accuracy of the mapped location(s), [each represented in a heat graph].

[Back to the GEO Code Course List](#)

Notes


1. **To move the Marker:** Drag the Marker to the new location, or, Right-Click the new location for the Marker on the map.
2. **Default location for the Marker:** The Starting point for un-matched addresses is the Course Venue location.

Address	Latitude	Longitude
Address 472836 [53.288410559870], [-6.369597508972]	53.288410559870	-6.369597508972
GEO No Match for the Address		
Address 474786 Dublin 10 [53.288410559870], [-6.369597508972]		
GEO No Match for the Address		
Address 474798 Dublin 16 [53.288410559870], [-6.369597508972]		
GEO No Match for the Address		
Address 451774 Dublin 24 [53.288410559870], [-6.369597508972]		
GEO No Match for the Address		
Address 451784 Dublin 24 [53.288410559870], [-6.369597508972]		
GEO No Match for the Address		

[Back to the GEO Code Course List](#)

Once a **Map Location icon** is selected from the map, a pop-up window will open to display:

- the **Learner's Address Details**,
- a coloured set of radio buttons to **Select the GEO Accuracy** of a location **before Saving**,
- and a set of buttons to Save, Centre or Cancel the moving of the Map location icon on the map.

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

- **NOTE:** The NCC User must select a **GEO Accuracy** value before selecting **Save**, to remove the address from the **Un-Matched** list.

Once the location has been either modified, saved, or cancelled, either select a new address to update, or select the **Back to the GEO Code Course List** link displayed in the page.

Learner - Manage Applicants

Clicking on the name of a Learner will bring the NCC User to the **Applicant Details** page.

Alternatively, information about an Applicant can be accessed from the Manage Applicants link.

Home Calendar **Learner** Attendance Payments Notifications Provider

National Course Calendar

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

Calendar

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

Learner

- Manage Course Applications
- Enter Prerequisite Results
- Manage Applicants**
- Learner Support Data
- Refer an Applicant

Attendance

- Record Attendance

Notifications

- List Templates
- Create a Template
- Manage Email Disclaimer

Manage Applicants allows the viewing of **Applicant Details** and their **Course Application** History.

The Manage Applicants page lists all Applicants for currently or previously Scheduled Courses.

Manage Applicants

List of Applicants for Scheduled Courses and previously Scheduled Courses.

PPSN	Applicant	Email	Mobile	Last App
1906210FA	Bloggs, Sarah	sarah.bloggs0803322112@plss.ie	0803322112	14/05/2020
4076836EA	Bloggs, James	james.bloggs0800112213@plss.ie	0800112213	30/04/2020

By selecting the name of a Learner, this will bring the NCC User to the **Applicant Details** page and will display tabs that allow the NCC User to review Learner information about past and current Applications and related events. When selected, the tabs include the following data:

- **Details** – General information about an Applicant (Personal Details, Contact Details, etc.).

Personal Details

PPSN (required)

Learner Number

First Name (required)

Nationality

Last Name (required)

Country of Birth


- **Applications** – Lists each Application and further details.

Student No	Title	Delivered By	Location	Status	Start	Finish
LW0874201016	B M (M) ADM			Call for Course		


+ Create an Application

Page Size 10 20 30 40 50

Page 1 of 1 1

The dotted icon  allows the accessing and updating of additional supporting data related to **Eligibility, Education/Literacy, Principal Economic Status, Social Inclusion, Applicant Resources,** and the **History** of an Application, all of which are listed under this **Applications** tab.

The pen icon  switches the NCC User to the **Manage Applicants** page, to manage the Applicant for the selected Course Application.

A payments icon  will sometimes be displayed to allow the NCC User (with permissions) to review or record payments for Applicants and Learners for a Course Application.

Eligibility Details. This page allows the accessing and updating of data relating to an Applicant or Learner’s eligibility for a given Course.

The screenshot shows a web interface with a top navigation bar containing tabs: Details, Applications, Notifications, History, and Map. Below this is a sub-navigation bar with tabs: Eligibility, Education, Economic, Inclusion, Resources, and History. The main content area is titled 'Eligibility' and includes a 'Not Entered' status indicator in the top right corner. The form contains the following fields:

- Programme Category:** Traineeship Training
- Is Eligible for Course? (required):** A dropdown menu currently showing '---'.
- Eligibility Criteria (required):** A dropdown menu showing 'Traineeship Training'.
- If not eligible then specify why (required):** A large rectangular area with diagonal hatching, indicating that no reason has been provided.
- Skills to Compete Initiative? (required):** A dropdown menu currently showing '---'.

Prerequisite Outcomes

[View Details](#)

Medical Card Holder?

Yes

No

Medical Card Number (required): [Input field with diagonal hatching]

Expiry Date (MM/YYYY) (required): [Input field with diagonal hatching]

[Check Medical Card](#)

Applicant Welfare Details

In receipt of welfare payment

Duration (Weeks) (required) or, if more than a year: [Input field with diagonal hatching] -- [Dropdown menu with diagonal hatching]

Welfare Payment (required): [Input field with diagonal hatching]

Signing for Credits

Duration (Weeks) (required) or, if more than a year: [Input field with diagonal hatching] -- [Dropdown menu with diagonal hatching]

Dependent of Welfare Recipient?

Relationship (required):

Spouse/Partner

Other

None of the Above

Non EEA Applicant

GNIB stamp 4? GNIB Expiry Date Labour Market Permission Letter?

FETCH Support Data **Application Form Support Data** (required)

Includes data entered via FETCH
 Includes data entered via a Form

Does not include data entered via FETCH
 Does not include data entered via a Form

This Applicant has acknowledged the Data Impact Statement

NOTE: When NCC Users are completing **Application Support Data** tabs, please ensure that the **Application Form Support Data** radio button is selected each time and completed for the Learner, and also, (where applicable), the Learner's **Data Impact Statement** tick box, before saving the changes.

Once saved, the Application Support Data tab flag heading will change from being **Not Entered** to either:

- | | |
|-----------------------|---|
| Copied | In instances where the Application Support Data has been exported from a Learner's FETCH account to PLSS . |
| Awaiting Data | Where the Application Support Data has not been completed by an NCC User or where there are blank data fields in the tab which have not been fully completed. |
| Non-Disclosure | Where the Application Support Data is incomplete due to Non-Disclosure. |
| Completed | Where all the Application Support Data for that tab has been completed in full. |

Education/Literacy Details. This page allows the accessing and updating of data relating to an Applicant or Learner's Education.

Details Applications Notifications History Map

Application >

Eligibility Education Economic Inclusion Resources History

Not Entered

Highest Formal Education

Highest Formal Education (Level) (required)

Other

Can prior learning be recognised?

Has Applicant participated in non-formal learning (e.g. distance learning courses, private lessons, organised sessions for on-the-job training, workshops, seminars etc..) in the previous 4 weeks ? (required)

Learning Supports

Is support required in relation to the English language?

Is support required in relation to literacy?

Is support required in relation to numeracy?

Is support required in relation to Digital literacy?

None of the Above

Additional Supports Required? (required)

Describe Learning Support Required (required)

FETCH Support Data

Includes data entered via FETCH

Does not include data entered via FETCH

Application Form Support Data (required)

Includes data entered via a Form

Does not include data entered via a Form

Save Changes

Economic Status Details. This page allows the accessing and updating of data relating to an Applicant or Learner’s Principal Economic Status.

Details Applications Notifications History Map

Application »

Eligibility Education Economic Inclusion Resources History

Not Entered

Principal Economic Status

Principal Economic Status (required)

Changing the value here will clear all data entered below

Start Date of current Economic Status (required)

or, if more than a year

FETCH Support Data

Application Form Support Data (required)

Includes data entered via FETCH

Does not include data entered via FETCH

Includes data entered via a Form

Does not include data entered via a Form

Save Changes

If **Employed** is selected from the **Principal Economic Status** dropdown, this action will open dropdowns and fieldnames to relate to the Applicant or Learner’s Job and Employment Type details.

Not Entered

Principal Economic Status

Principal Economic Status (required)

Employed

Changing the value here will clear all data entered below

Start Date of current Economic Status (required)

or, if more than a year

Current Job Title

Duration With Employer

Years (required) Months (required)

Employment Status (required)

Employment Type (required)

Employment Tenure (required)

NACE Category (if known)

NACE Category - Statistical Classification of Economic Sectors

FETCH Support Data

Application Form Support Data (required)

Includes data entered via FETCH

Does not include data entered via FETCH

Includes data entered via a Form

Does not include data entered via a Form

Save Changes

NOTE: All Learners on **Skills to Advance** must have a Principal Economic Status of ‘Employed’. The NACE Category (if known) should also be completed based on the current job title. (Refer to Appendix – List of simplified NACE Classification Codes – Page 63).

Social Inclusion Details. This page allows the accessing and updating of data relating to an Applicant or Learner's Social Inclusion and other personal details.

Details Applications Notifications History Map

Application >

Eligibility Education Economic Inclusion Resources History

Not Entered

Ethnic and Cultural Applicant opted to not answer this section

Ethnic and Cultural

If Other, Please specify

How best describes the Applicant Applicant opted to not answer this section

One or more of the following

A parent in a one parent household? A Dependent in a jobless household?

A Dependent in a one parent household? Part of a jobless household with No Dependent?

A parent in a jobless household with dependants?

None of the Above

Do any of the following apply to the Applicant? Applicant opted to not answer this section

Ex-offender / a substance misuser / homeless (required)

Long Lasting Conditions? Applicant opted to not answer this section

One or more of the following Long Lasting Conditions

Other Illness or condition Mobility impairment

Intellectual disability Vision disability

Learning or remembering difficulty Hearing disability

Psychological disability

None of the Above

Unpaid Personal Care

Do you provide regular unpaid personal care for a friend or family member with a long-term illness, health problem or disability?

Yes

No

How many hours a week do you provide this help

Applicant opted to not answer this section

Residency status for those outside the EEA

Residency Status (Non EEA Only)

If Other, Please specify

Length Of Residency

Years
 Months

Applicant opted to not answer this section

FETCH Support Data

Includes data entered via FETCH

Does not include data entered via FETCH

Application Form Support Data (required)

Includes data entered via a Form

Does not include data entered via a Form

Save Changes

Application Resources. This page allows the updating of data relating to a Learner’s Application Resources in either availing of NALA Write-On Courses or accessing FET Cooperation Hours.

Details
Applications
Notifications
History
Map

Application »
Eligibility
Education
Economic
Inclusion
Resources
History

Application Resources

Availing of NALA Write-On

Yes

No

Accessing FET Cooperation Hours

Yes

No

This Section is completed by the Course administrator for **"On Course"** Applications.
 This can also be updated from the Manage Course Applications/Manage Applicants Section

Save Changes

History Details. This page displays an inventory of events recorded for an Applicant or Learner for the Application.

Title	Status	Event	Date	Scheduled
Application - In Progress	In Progress	Application - In Progress	02/12/2020 10:48	

Page Size 10 20 30 40 50

Page 1 of 1 1

- **Notifications** – Lists all sent notifications recorded for an Applicant or Learner.

Ref	Sent To	Type	Sent	Title
235499	Firstname373242 Lastname373242 SMS: 0876656681 Created By:		11/03/2019 16:30	View SMS
235499	Firstname373242 Lastname373242 Letter: Created By:	Call For Course	Generated	Eve Course - Call for Course Download Letter Download Letter.Group
235499	Firstname373242 Lastname373242 SMS: 0876656681 Created By:		20/02/2019 15:07	View SMS

- **Map** - The 'Map' tab at Applicant level enables the NCC User to view, select and update the Permanent and Term addresses of the Learner/Applicant if they have no GEO Code. This will be indicated by the **GEO Accuracy indicator** (GEO Matched 0%) displayed in the bottom right-hand corner of both the **Permanent** and the **Term Address** sections of the Learner/Applicant's **Details** page.

Personal Details

PPSN (required)

Permanent Address

Address (required)

1 Main Street
Main Townland
Dublin 17

GEO Matched 0%

Edit the address

Term Address Term Address same as Permanent Address

Address

College Address
City Address
Dublin 4

GEO Matched 0%

Edit the address

Select the **Map** tab under the Applicant Details heading. This displays a **mapping of the addresses** for the Applicant/Learner.

At the top of the page the NCC User will see a set of instructions on how to move and re-locate the location marker(s) on the map. Note that the default starting point for Un-Matched Applicant/Learner addresses is the **Provider Location**.

The Learner address details are displayed to the left of the map, along with the Latitude and Longitude coordinates of each location, and, the GEO Accuracy of the mapped location(s), [each represented in a heat graph].

Note: The starting point for un-matched addresses is the default location of the current Signed in Provider.

Details Applications Notifications History **Map**


Notes

- To move the Marker:** Drag the Marker to the new location, or, Right-Click the new location for the Marker on the map.
- Default location for the Marker:** The Starting point for un-matched addresses is the default location of the current Signed in Provider.

Address	Latitude	Longitude
1 main Street Main townland Dublin 17 [53.288410559870], [-6.369597508972]	53.288410559870	-6.369597508972
GEO No Match for the Address		
College Address City new Dublin 4 [53.288410559870], [-6.369597508972]		
GEO No Match for the Address		

Once a **Map Location icon** is selected from the map, a pop-up window will open to display:

- the **Learner's Address Details**, - both **Permanent** and **Term** Address if applicable. (If the Term address is the same as the Permanent Address only the Permanent Address will appear. Updating the Permanent Address will update the Term Address.),
- a coloured set of radio buttons to **Select the GEO Accuracy** of a location **before Saving**,
- and a set of buttons to **Save, Centre** or **Cancel** the moving of the Map location icon on the map.

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

- **NOTE:** The NCC User must select a **GEO Accuracy** value **before** selecting **Save**, to update the **GEO Accuracy** indicators displayed in the bottom right-hand corner of either the **Permanent** or **Term Address** sections of the Learner/Applicant's **Details** page.

Learner – Managing Online Applications for Applicants

Displayed below is an example of the NCC (National Course Calendar) Home Page on **PLSS** (Programme & Learner Support System), where an Applicant has been referred for a Course through **FETCH** (Further Education and Training Course Hub), which is an Online Application Service. These Online Applications, once received by **PLSS**, require validation by an **NCC User**. This is explained in the information window displayed below within the NCC Home Page.

The screenshot shows a navigation bar with the following tabs: Home, Calendar, **Learner** (circled in red), Attendance, Payments, Notifications, and Provider. Below the navigation bar is a yellow warning box with a blue exclamation mark icon. The text in the box reads: "There are Online Application (FETCH) Changes awaiting Validation". Below this text are three numbered points: 1. Changes have been made to Personal Details by existing Applicants and need to be reviewed; 2. Changes have been made to the Application Status and need to be reviewed; 3. Changes have been made to the Application Support Data and need to be reviewed. At the bottom of the box, it says: "To review the changes please select 'Manage Applicants' and follow the highlighted records". A red arrow points from the 'Learner' tab to the warning box.

National Course Calendar

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










The screenshot shows four main sections, each with an icon and a list of options:

- Calendar**: Schedule a Course, List Scheduled Courses, My Scheduled Courses, Search Scheduled Courses
- Learner**: Manage Course Applications, Enter Prerequisite Results, **Manage Applicants** (circled in red), Learner Support Data, Refer an Applicant
- Attendance**: Record Attendance
- Notifications**: List Templates, Create a Template, Manage Email Disclaimer

Select the **Manage Applicants** menu option from the **Learner** section of the Home Page.

Manage Applicants

List of Applicants for Scheduled Courses and previously Scheduled Courses.

PPSN	Applicant	Email	Mobile	Last App
2306797GA	   Mollie Higginbotham		087-7456890	08/05/2017
6447986W	 Stephen McBride	stephen.mcbride@solas.ie	08712345678	28/04/2017
0929084WA	 Rory Llenemann		086-8523203	28/04/2017
1613826OA	 Gala Valerino		0874569852	02/05/2017

The resulting page is opened, and a series of icons are displayed **to the left** of the Applicant's Name.

A close-up of the first row of the table, showing the applicant name "Mollie Higginbotham" with three icons to its left: a red triangle with an exclamation mark, a red circle with an exclamation mark, and a yellow circle with a person icon. A red arrow points from the 'Manage Applicants' option in the previous screenshot to this row.

mouse cursor:

These icons are explained if you hover over each icon with your



This Applicant has made changes to their Profile Online. Please **Review the Changes**.



This Applicant has made changes to their Application or Application Support Data Online.



This Applicant has registered Online, and their details have not been verified.



This Applicant has made changes to their Application Online.

Once the Applicant's name has been selected from the list, this will open the Applicant's **Applicant Details** page. This will display the Applicant's Name, and an icon against their name, stating that the Applicant has made an Online Application through the **FETCH** Online Application Service.

Applicant Details

Mollie Higginbotham



View Applicant Details, Application History and Notifications sent to the Applicant.

! This Applicant has made the following changes using Fetch

- 1. Registered and has not been Verified**

Select the Verification Method and then Click the Verify Applicant button.

Verification Method

▼
- 2. Applications**

Click through to the Applications to Review these changes.
- 3. Application Supporting Data**

Click through to the Applications to Review these changes.

Details
Applications
Notifications
History
Map

Personal Details

PPSN (required)

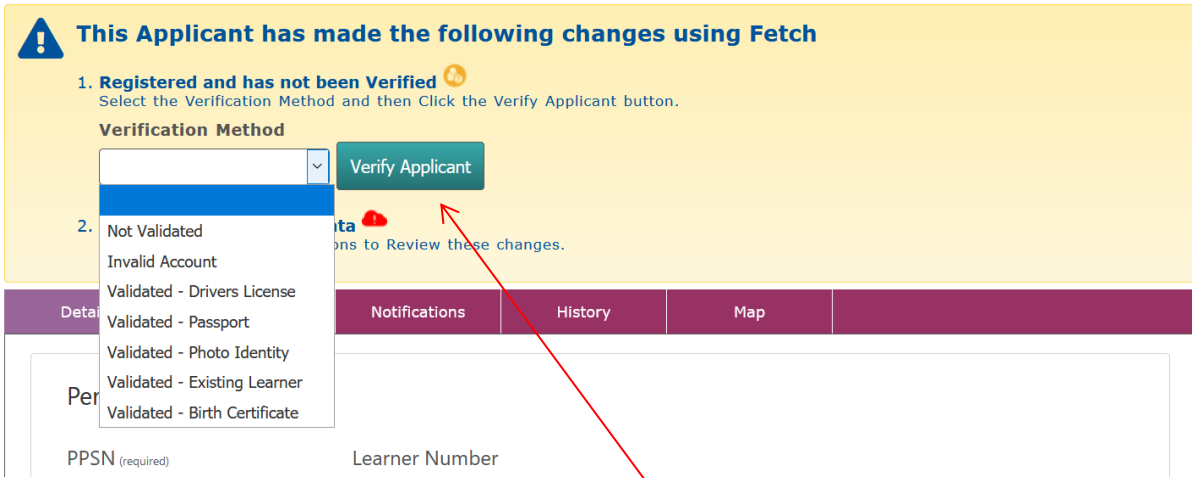
Beneath the Applicant's name there is an information window, explaining that the Applicant has made the following changes to their Application using **FETCH**, and **these changes will need to be verified and reviewed by the NCC User**.

Click on the **down** button of the dropdown box, to display the different forms of the **Verification Method** made available for selection.


Applicant Details

Mollie Higginbotham 

View Applicant Details, Application History and Notifications sent to the Applicant.




! This Applicant has made the following changes using Fetch

- 1. Registered and has not been Verified** 
Select the Verification Method and then Click the Verify Applicant button.

Verification Method

- Not Validated
- Invalid Account
- Validated - Drivers License
- Validated - Passport
- Validated - Photo Identity
- Validated - Existing Learner
- Validated - Birth Certificate

Verify Applicant

2. **Personal Details** 
Click through to the Applications to Review these changes.

Notifications History Map

PPSN (required) Learner Number

Select from the dropdown, and then click on the **Verify Applicant** button displayed next to the **Verification Method** section of this window.

Once selected [to either validated or not validated], this will close the section of the window, to allow the NCC User to then **Review the Changes** for the **Personal Details** of the Applicant.


Applicant Details

Mollie Higginbotham 

View Applicant Details, Application History and Notifications sent to the Applicant.



! This Applicant has made the following changes using Fetch

- 1. Personal Details** 
Click to Review these changes. You will be able to Approve or Reject the changes.

Review the Changes

- 2. Applications** 
Click through to the Applications to Review these changes.
- 3. Application Supporting Data** 
Click through to the Applications to Review these changes.

Details Applications Notifications History Map

Personal Details

PPSN (required)

Click on the **Review the Changes** button.

Once the button is selected a window will open, displaying and listing the changes which have been made online by the Applicant to their **Personal Details**, and an option for the NCC User to either **Accept** or **Reject** the changes made by the Applicant, through their **FETCH** account.

PLEASE NOTE: Personal Details changes will only be visible for validated FETCH accounts.

Accept or Reject FETCH Changes

	PLSS Value	FETCH Value		
LastName	Lastname 107655	Higginbotham		Accept Reject
Address1	Address1 107655	Apartment 12A		Accept Reject
Address2	Address2 107655	The Commons		Accept Reject
Address3	XX	Xx		Accept Reject
				Accept

[Toggle Mismatches](#) [Accept All](#) [RejectAll](#)

Once Accepted/Rejected, any changes made to the **Personal Details** of the Applicant will be displayed in the Applicant's **Applicant Details** page under their **Details** tab. Once Accepted/Rejected, and saved, this will close the section of the window, to allow the NCC User to then **Review the Online Changes** to the **Application Supporting Data** for the Applicant.

To **Review the Online Changes** made for the Applicant select the **Applications** tab listed below the information window.

Applicant Details
 Mollie Higginbotham

View Applicant Details, Application History and Notifications sent to the Applicant.

This Applicant has made the following changes using Fetch

- Applications**
Click through to the Applications to Review these changes.
- Application Supporting Data**
Click through to the Applications to Review these changes.

Details	Applications	Notifications	History	Map
---------	--------------	---------------	---------	-----

Personal Details



PPSN (required)
















Applicant Details


Mollie Higginbotham 

View Applicant Details, Application History and Notifications sent to the Applicant.

This Applicant has made the following changes using Fetch

- Applications** 
Click through to the Applications to Review these changes.
- Application Supporting Data** 
Click through to the Applications to Review these changes.

Details	Applications	Notifications	History	Map			
Course Applications							
Student No	Title	Delivered By	Location	Status	Start	Finish	
LW0146272517	 			In Progress			  
LW0146272542				In Progress			  
LW0868239547				Received			 
LW08813402975				Received			 
+ Create an Application					Page Size 10 20 30 40 50		
Page 1 of 2					1	2	> Last

Select the  icon to open the **Applications** tab for the Applicant within the **Applicant Details** page.

This Applicant has made the following changes using Fetch

- Applications** 
Click through to the Applications to Review these changes.
- Application Supporting Data** 
Click through to the Applications to Review these changes.

Details	Applications	Notifications	History	Map	
Application >					
Eligibility	Education	Economic	Inclusion	Resources	History
 The Applicant made changes to their Support Data on Fetch. Click to Review					
 The Applicant has changed the Application Status on Fetch. Click to Review					
Not Entered					
Eligibility					

With the opening of the Applications tab, the NCC User will see red and green cloud icons, to allow them to either **Review the Changes made** to the Learner's **Support Data** or the Learner's **Application Status on FETCH**. Once the hyperlinks are selected, they will open pop-up windows, giving options for the NCC User to either **Accept** or **Reject** the list of changes made by the Applicant to their support details in their **FETCH** account.

Once Accepted/Rejected, any resulting **Application Supporting Data** imported from **FETCH** will be displayed for the Applicant on each of the **Application** tabs, [that is, under the **Eligibility, Education** and **Economic** tabs] within their **Applicant Details** page.

NOTE: Any updates by the Applicant to their Inclusion Data on their **FETCH** account will automatically update the Application Supporting Data for any active Applications for the Learner on **PLSS**.

NOTE: If any Application Supporting Data is accepted by the **PLSS** User, then the **FETCH** Support Data radio button will be automatically updated on the Learner's **FETCH** account to reflect this.

Learner – Learner Support Data

Learner Support Data allows the NCC User to review and update Support Data on those Learners who are currently on, or, have completed the Course, but have not yet had their Support Data fully completed.

Home | Calendar | **Learner** | Attendance | Payments | Notifications | Provider

National Course Calendar

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

- Calendar**
 - Schedule a Course
 - List Scheduled Courses
 - My Scheduled Courses
 - Search Scheduled Courses
- Learner**
 - Manage Course Applications
 - Enter Prerequisite Results
 - Manage Applicants
 - Learner Support Data**
 - Refer an Applicant
- Attendance**
 - Record Attendance
- Notifications**
 - List Templates
 - Create a Template
 - Manage Email Disclaimer

Select the Learner Support Data hyperlink from the **NCC Home** page.

Learner Support Data Status

List By Course

List of Courses where Learners are **On Course** or **Completed** and their Support Data has not been completed.

Past | **CURRENT** | Future | Active Courses

Search [] [] advanced search

Title	Total Learners	Eligibility	Education	Economic	
A ()	13	13	13	13	⋮
A ()	13	13	13	13	⋮
C ()	5	1	2	2	⋮
E ()	14	7	7	7	⋮
E ()	2	1	2	2	⋮

This will display a list of Courses and tabs (**tabs defaulted to Current**) where the Learners are either **On Course** or have **Completed** the Course and their Support Data has not yet been fully completed.

If the NCC User selects each of the tabs (i.e., **Past**, **Current**, **Future**, and **Active Courses**) to preview

the list of Courses under these tabs, and then, selects the icon against any of the Course **Titles**

listed, the NCC User will see displayed a list of Learners for that Course whose **Eligibility, Education** and **Economic** Support Data has not yet been fully completed.

The advanced search option, when selected, will allow the NCC User to filter by **Programme Category** or **By Provider Centre**.

Learners Support Data Status


List By Applicants for


List of Learners that are **On Course** or **Completed** and the Support Data status.

[Back to Course List](#)

Search

Learner	Eligibility	Education	Economic
Firstname 10363L Lastname 10363L	⋮ Not Entered	⋮ Not Entered	⋮ Not Entered
Firstname 108655L Lastname 108655L	⋮ Awaiting Data	⋮ Awaiting Data	⋮ Awaiting Data
Firstname 149958L Lastname 149958L	⋮ Awaiting Data	⋮ Awaiting Data	⋮ Awaiting Data
Firstname 186322L Lastname 186322L	⋮ Awaiting Data	⋮ Awaiting Data	⋮ Awaiting Data
Firstname 22525L Lastname 22525L	⋮ Not Entered	⋮ Not Entered	⋮ Not Entered

If the NCC User selects the  icon against any of the **Learners** listed they can **update** the Support Data for that Learner under either the **Eligibility, Education** or **Economic** headings.

If, (for example), the NCC User selects the  icon against a Learner whose Support Data is **Not Entered** for their **Eligibility**, this will open the **Applicant Details** page for that Applicant and display the **Eligibility** Support Data section of their Applicant Details record.

The NCC User will see that the page is flagged as **Not Entered**.

Details Applications Notifications History Map

Application >

Eligibility Education Economic Inclusion Resources History

Not Entered

Eligibility

Programme Category
Community Training Centres

Is Eligible for Course? (required)


Eligibility Criteria (required)
Community Training Centres

If not eligible then specify why (required)

Skills to Compete Initiative? (required)

If the NCC User fully completes the page and saves the changes,

the flag on this page will change to **Completed**. If the NCC User then goes back to the **Learner**

Support Data option and selects the  icon from the list of Courses, they will see the updated information for the Learner for that Course. In this example, the **Eligibility** Support Data for the Learner has been **Completed**.















Learners Support Data Status

List By Applicants for

List of Learners that are **On Course** or **Completed** and the Support Data status.

[Back to Course List](#)

Search

Learner	Eligibility	Education	Economic
Firstname 10363L Lastname 10363L	Completed	 Not Entered	 Not Entered
Firstname 108655L Lastname 108655L	 Awaiting Data	 Awaiting Data	 Awaiting Data
Firstname 149958L Lastname 149958L	 Awaiting Data	 Awaiting Data	 Awaiting Data
Firstname 186322L Lastname 186322L	 Awaiting Data	 Awaiting Data	 Awaiting Data
Firstname 22525L Lastname 22525L	 Not Entered	 Not Entered	 Not Entered

Select the **Back to Course List** tab displayed. The action therefore can be repeated, as Support Data criteria can be selected for each Course **Title** and **Learner**, and this Support Data can be entered and saved as being either **Completed**, not completed due to **Non-Disclosure** or **Awaiting Data**. This information will be displayed on the **List By Applicants for** page for each Learner, once entered.

Learner – Refer an Applicant

Home Calendar **Learner** Attendance Payments Notifications Provider

National Course Calendar

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

Calendar

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

Learner

- Manage Course Applications
- Enter Prerequisite Results
- Manage Applicants
- Learner Support Data
- Refer an Applicant**

Attendance

- Record Attendance

Notifications

- List Templates
- Create a Template
- Manage Email Disclaimer

Refer an Applicant allows the NCC User to add new referrals to Scheduled Courses.

If an Applicant had been previously referred on a Course, a new Application can be created from the existing data. Otherwise, details need to be inputted manually.

Select **Refer an Applicant** and then select the **Refer** hyperlink and icon from the list of Courses titles provided.

Wizard: Refer an Applicant

Step 1 of 4 - Select a Course

Select a Course.

1 Select Course 2 Select the Notification 3 Applicant already exist? 4 Add the Applicant cancel wizard

Search advanced search

Title	Code	Delivered By	Start	Refer
A ()	00002		08/02/2021	Refer >
G ()	506		01/03/2021	Refer >
A ()	70013		15/02/2021	Refer >

The NCC User can select a communication type to inform an Applicant about the created referral by selecting one of the icons, choosing an existing notification template from the dropdown list, and then select the **Next** button displayed.

Wizard: Refer an Applicant

Step 2 of 4 - Select the Notification

Select the Notification.

The screenshot shows a progress bar with four steps: 1. Select Course, 2. Select the Notification, 3. Applicant already exist?, and 4. Add the Applicant. A 'cancel_wizard' button is on the right. Below the progress bar is a dropdown menu with a plus icon on the left and a search icon on the right. The dropdown is open, showing three options: 'SMS Follow Up', 'SMS Follow Up', and 'Successful Application SMS'. A 'Next >>' button is on the right side of the dropdown area.

Select the Notification

No notifications have been selected for this Applicant.

Click OK to skip this step?

Ok Cancel

This step can be skipped using the 'OK' button, located in the pop-up window, if no notification templates have been selected from the dropdown list.

Type an Applicant's **PPS Number**, in the **Search** facility displayed, conduct the search, and the system will check whether the Applicant exists on the PLSS.

Wizard: Refer an Applicant

Step 3 of 4 - Check if the Applicant Exists

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

The screenshot shows a progress bar with four steps: 1. Select Course, 2. Select the Notification, 3. Applicant already exist?, and 4. Add the Applicant. A 'cancel_wizard' button is on the right. Below the progress bar is a search bar with the label 'Search' and the placeholder text 'Enter a PPSN to find an Applicant'. A magnifying glass icon is on the right side of the search bar.

If the Applicant exists on the PLSS, it will be listed on the page. Select the **Applicant's name** or select the **Refer** icon displayed. Some of the Applicant's information [greyed out] will appear on the **Add the Applicant** page. Scroll to the bottom of the page to complete the **Data Impact Statement** and/or the **Referral by Guidance** checkboxes.

Wizard: Refer an Applicant

Step 4 of 4 - Add the Applicant

Enter the Applicant Details.

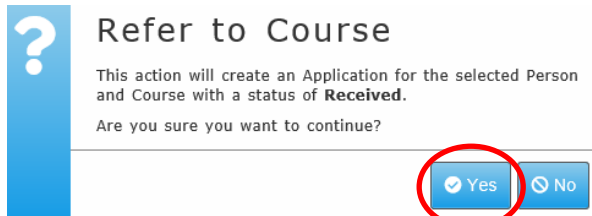
The screenshot shows a progress bar with four steps: 1. Select Course, 2. Select the Notification, 3. Applicant already exist?, and 4. Add the Applicant. A 'cancel_wizard' button is on the right. Below the progress bar is a 'Details' section with a 'Personal Details' sub-section. The form contains several fields: 'PPSN (required)' (empty), 'First Name (required)' (filled with 'Fintan William'), 'Last Name (required)' (filled with 'Lastname 23548'), 'Nationality' (empty), and 'Country of Birth' (empty). A red arrow points from the 'Refer' icon in the previous step to the 'First Name' field.

If the Applicant is to be referred for the Course, select the

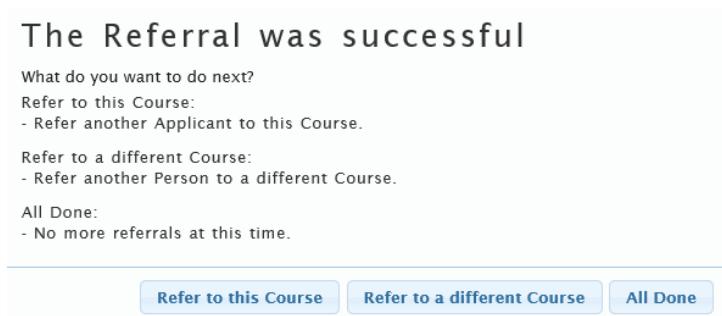


button displayed at the bottom of the page.

A pop-up window will be displayed for the NCC User, to confirm that the action will create an Application for the selected Applicant. Once confirmed, select the **Yes** button displayed within the pop-up window.



A successful referral will be confirmed, and the process can be repeated to either refer another Applicant to the same Course or refer an Applicant to a different Course.

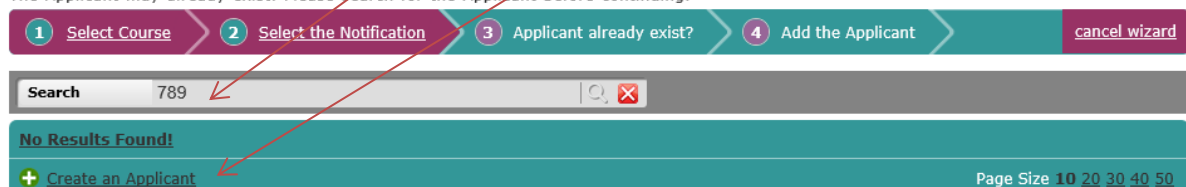


If an Applicant does not exist on the PLSS, they can be created and saved manually.

Wizard: Refer an Applicant

Step 3 of 4 - Check if the Applicant Exists

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



Wizard: Refer an Applicant

Step 4 of 4 - Add the Applicant

Enter the Applicant Details.

1 Select Course 2 Select the Notification 3 Applicant already exist? 4 Add the Applicant cancel wizard

Details

Personal Details

PPSN (required)
789

First Name (required)
First Name is Required

Last Name (required)
Last Name is Required

Nationality
Country of Birth

Save and Refer the Applicant Cancel

Previously and newly created referrals can be viewed by selecting [Manage Course Applications](#) from the Learner menu option and selecting the **numbered hyperlink** displayed under the **Referral** heading for the referred Course title.

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

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

Manage Course Applications
Enter Prerequisite Results
Manage Applicants
Learner Support Data
Refer an Applicant

Record Attendance

List Templates
Create a Template
Manage Email Disclaimer

Reports Waitlist CSS Handled REFERRALS In Progress Call for Course On Course Finished All Notifications Map

Search

Student No.	Applicant	Support	Status	Applied
LC02652210430	Lastname 438737L, Firstname 438737L	OL	Received	12/12/2021
LC02652210426	Lastname 459358L, Firstname 459358L	OL	Received	10/12/2021
LC02652210421	Lastname 681158, Firstname 681158	OL	Received	09/12/2021
LC02652210292	Lastname 676106, Firstname 676106	OL	Received	12/11/2021

Page Size 10 20 30 40 50 De-Select All Select All

Learner – Enter Prerequisite Results

Some of the scheduled Courses include a screening process, to select the most suitable Learners. Prerequisites, if any, can be viewed in the Calendar under the **'Scheduling'** tab for a scheduled Course.

3 Safety and Health at Work / On Line Delivery

Click [here](#) to refer Applicants to this Course The Course details were copied to FARR 09/12/2021

Details | **Scheduling** | Venue | Programme | Modules | Map | Unlocks

Advanced Scheduling

Scheduling

InTake
Scheduled (Single)

Duration

Date Start: 09/05/2022 | Duration: 5 Week(s) | Date Finish: 10/06/2022

Automatically calculate the "Duration" and "Date Finish"

Learner Participation (per Week)
12 Hrs 00 Mins

Application Closing Date
09/05/2022

Work Placement

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

Prerequisites

Aptitude Assessment | Initial Assessment | Medical | Interview | Garda Vetting | Audition

Scheduling Prerequisites

A screening process can involve several steps. Whenever a prerequisite is added to the Calendar, an action is added to the panel section of a particular Course under the **'Referrals'** and **'In Progress'** tabs. This action allows the scheduling of a prerequisite (e.g., an interview).

Manage Applicants

Referrals by Reference for "Safety and Health at Work / On Line Delivery" (Ref: 3)
(Code:)

Applicants Referred to "Safety and Health at Work / On Line Delivery" only.
The Course is scheduled to run from 09/05/2022 to 10/06/2022 and the contact is C-Firstname25 C-Lastname25.
Mobile: 0800000025 Email: contact.25@plss.ie Venue:

Reports | Waitlist | CSS Handled | **REFERRALS** | In Progress | Call for Course | On Course | Finished | All | Notifications | Map

Search: [Lastname 201413L, Firstname 201413L] [Lastname 459824L, Firstname 459824L] [Lastname 488682L, Firstname 488682L] actions for selected users (3)

Send an SMS | Send an Email | Send a Letter | **★ Interview** | Discussion | Refer to Guidance

Switch to Guidance | Application Accepted | Unsuccessful Application | Switch Course | Export CSV

Follow Up Consent

Student No.	Applicant	Support	Status	Applied
LC02652210429	Lastname 201413L, Firstname 201413L		Received	12/12/2021
LC02652210428	Lastname 459824L, Firstname 459824L		Received	11/12/2021
LC02652210420	Lastname 488682L, Firstname 488682L		Received	09/12/2021

Manage Applicants

Referrals by **Reference** for "Safety and Health at Work / On Line Delivery" (Ref: 3)
 (Code: :)

Applicants Referred to "Safety and Health at Work / On Line Delivery" only.

The Course is scheduled to run from 09/05/2022 to 10/06/2022 and the contact is C-Firstname25 C-Lastname25.
 Mobile: 0800000025 Email: contact.25@piss.ie Venue:





The Schedule Details page allows **generating interview listings** as well as specifying dates and calculating time slots and breaks. It also allows creating notifications, for selected Applicants, using a preferred Communication Method and a predefined template.

All Courses with scheduled events are listed under Enter Prerequisite Results.

Entering Prerequisite Results

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
<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 	<ul style="list-style-type: none"> Record Attendance 	<ul style="list-style-type: none"> List Templates Create a Template Manage Email Disclaimer

Call Events (Prerequisites)

View and Manage Call Event (Prerequisite) Results for Scheduled Courses

View and Manage the Call Event (Prerequisite) Results for Applicants to Scheduled Courses.

Title	Delivered By	Location	Start	Call Events	Applicants	Waiting	
G ()			07/12/2015	3	2	0 / 2	⚙
C ()			08/09/2016	4	14	0 / 28	⚙
B ()			08/09/2016	4	8	0 / 16	⚙
A ()			08/09/2016	4	16	0 / 32	⚙

The list of Courses **titles** includes totals of the number of **Call Events** (Prerequisites), **Applicants**, total number of inputted results, and the number of Applicants **waiting** results. The  icon, displayed at the end of each row, allows the NCC User to access Applicant **Call Events (Prerequisites)** details from each Course.

Call Events (Prerequisites)

ALL Applicants for " (Ref:) (Code:)

All Prerequisites for Applicants on/completed Course "Office Skills (Community) - fresh copy".
The contact for this Scheduled Course is **Contact Person**.
Mobile: 0871234567 Email: test@test.ie Venue:

[Back to the All Scheduled Courses](#) [Manage Applicants for the Scheduled Course](#)

Student No.	Applicant	Call Events
CD044669745	Robert Cole	Aptitude Assessment (15/11/16 16:00) Medical Interview (15/12/16 09:45) Interview (22/02/16 09:30)
CD044669743	Emma Richardson	Aptitude Assessment Medical Interview (22/02/16 10:00)

Multiple events scheduled for an Applicant can be listed here. The results can be entered by moving across the **tabs** created for each of the prerequisites.

Call Events (Prerequisites)

ALL Applicants for " (Ref:) (Code:)

All Prerequisites for Applicants on/completed Course "CATERING".
The contact for this Scheduled Course is
Mobile: 6546846454 Email: Venue:

[Back to the All Scheduled Courses](#) [Manage Applicants for the Scheduled Course](#)

Student No.	Applicant	Call Events
DDL0441151032	Mona Lisa	Medical Interview Garda Vetting

The NCC User selects a **tab**, then the **Applicant(s)**, and selects the **event** to enter a result. The results can be processed in batches depending on the **Outcome**.

Student No.	Applicant	Mobile	Email	Applied	Appointment	
CD044669745	Robert Cole	0872222222		08/02/2016	22/02/2016 09:30	<input type="checkbox"/>
CD044669745	Robert Cole	0872222222		08/02/2016	15/12/2016 09:45	<input checked="" type="checkbox"/>
CD044669743	Emma Richardson			08/02/2016	22/02/2016 10:00	<input checked="" type="checkbox"/>

Outcome (Interview)

Select an Outcome

- Attended - Successful
- Attended - Not Successful
- Did Not Attend - Re-schedule
- Did Not Attend - No show
- Did Not Attend - Refer to Guidance
- Did Not Attend - Working
- Did Not Attend-Not Interested/Cancelled

Communication Method

Select a communication type

Buttons: Cancel, Save and Send/Generate

Once saved, the Outcome results are recorded for each Applicant under the associated tab.

[Back to the All Scheduled Courses Manage Applicants for the Scheduled Course](#)

Student No.	Applicant	Mobile	Email	Applied	Appointment	
CD044669745	Robert Cole	0872222222		08/02/2016	12/05/2020 09:00 Attended - Successful	<input type="checkbox"/>
CD044669743	Emma Richardson			08/02/2016	12/05/2020 09:00 Attended - Successful	<input type="checkbox"/>

Page 1 of 1 1

Viewing Prerequisite Results

Each **Outcome** is recorded and can also be viewed in an Applicant's History by selecting the Manage Applicants menu option, selecting on the **Applicant's name** from the Manage Applicants page and then selecting on the **'History'** tab displayed in the Applicant Details page.

The screenshot shows a navigation bar with tabs: Home, Calendar, Learner, Attendance, Payments, Notifications, and Provider. Below the navigation bar, there is a 'Call Events' section with a dropdown menu. The dropdown menu contains the following items:

- Manage Course Applications**: Manage applications for scheduled courses
- Enter Prerequisite Results**: Enter Prerequisite Results for Applicants
- Manage Applicants**: View Applicant details and course application history (highlighted with a red arrow)
- Learner Support Data**: Overview of the status of Learner Support Data

Below the dropdown menu, there are buttons for 'All', 'Interview', 'Garda Vetting', and 'Discussion'. A search bar is visible at the bottom left.

Manage Applicants

List of Applicants for scheduled courses and previously scheduled courses.

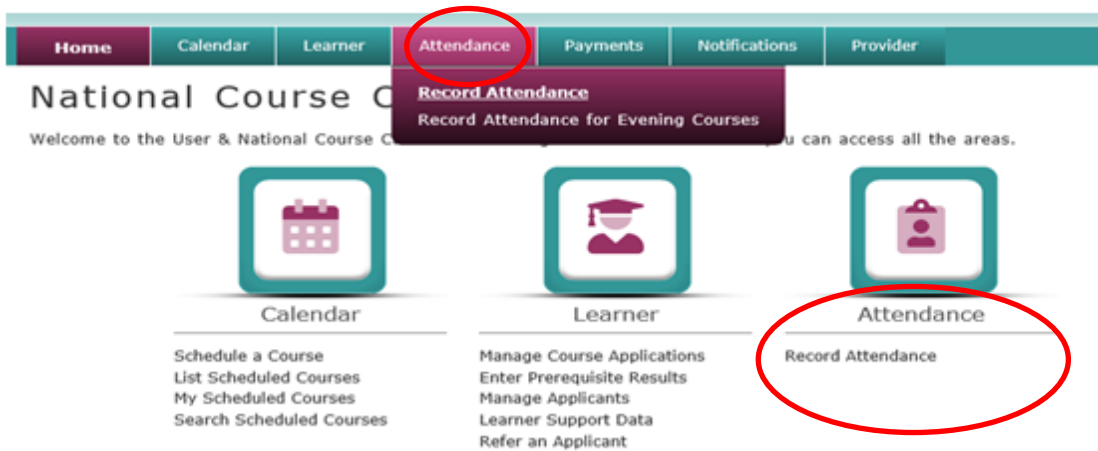
PPSN	Applicant	Email	Mobile	Last App
	MATSON FIONBARR PATRICK			14/10/2016
	STAN CONOR MICHAEL			14/10/2016

The screenshot shows the 'History' tab selected in the Applicant Details page. The 'History' section contains a table with the following data:

Title	Status	Event	Date	Scheduled
C. [redacted]	In Progress	Discussion - Did Not Attend – No show Stephen McBride (stephen.mcbride@solas.ie)	03/02/2021 15:59	03/02/2021
C. [redacted]	In Progress	Discussion Stephen McBride (stephen.mcbride@solas.ie)	03/02/2021 15:58	04/02/2021

At the bottom of the page, there is a pagination control showing 'Page 1 of 3' and buttons for '1', '2', '3', '>', and 'Last'. A 'Page Size' dropdown is set to '10 20 30 40 50'.

Attendance - Record Attendance



NCC Users can record Learners' attendances for selected Evening Courses.

PLEASE NOTE: This option is only available to those Users with Attendance permissions.

Select either **Record Attendance** from the main headings listed above, or, from the sub heading displayed in the **NCC Home Page**. This displays a Wizard to select a Course for recording Attendance.

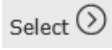
Select the Course **Title** hyperlink to view **all** the Learners for the Course or select the **Select** icon to display all the **Week Ending** dates for those Learners who have attended the Course.



Wizard: Record Attendance

Step 2 of 3 - Select a Week

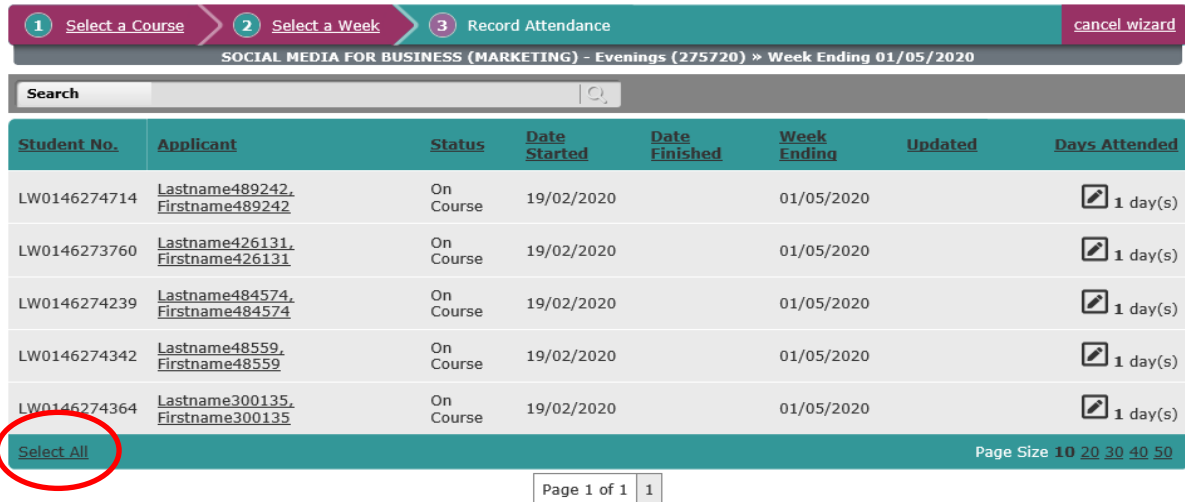


Again, select the  icon against the **Week Ending** date, to display the number of Learners who are attending the Course for that week.

Wizard: Record Attendance

Step 3 of 3 - Select an Applicant

Record Attendance for Applicants for Evening Courses.



1 Select a Course **2** Select a Week **3** Record Attendance [cancel wizard](#)


SOCIAL MEDIA FOR BUSINESS (MARKETING) - Evenings (275720) » Week Ending 01/05/2020

Search

Student No.	Applicant	Status	Date Started	Date Finished	Week Ending	Updated	Days Attended
LW0146274714	Lastname489242 , Firstname489242	On Course	19/02/2020		01/05/2020		1 day(s)
LW0146273760	Lastname426131 , Firstname426131	On Course	19/02/2020		01/05/2020		1 day(s)
LW0146274239	Lastname484574 , Firstname484574	On Course	19/02/2020		01/05/2020		1 day(s)
LW0146274342	Lastname48559 , Firstname48559	On Course	19/02/2020		01/05/2020		1 day(s)
LW0146274364	Lastname300135 , Firstname300135	On Course	19/02/2020		01/05/2020		1 day(s)

[Select All](#) Page Size [10](#) [20](#) [30](#) [40](#) [50](#)

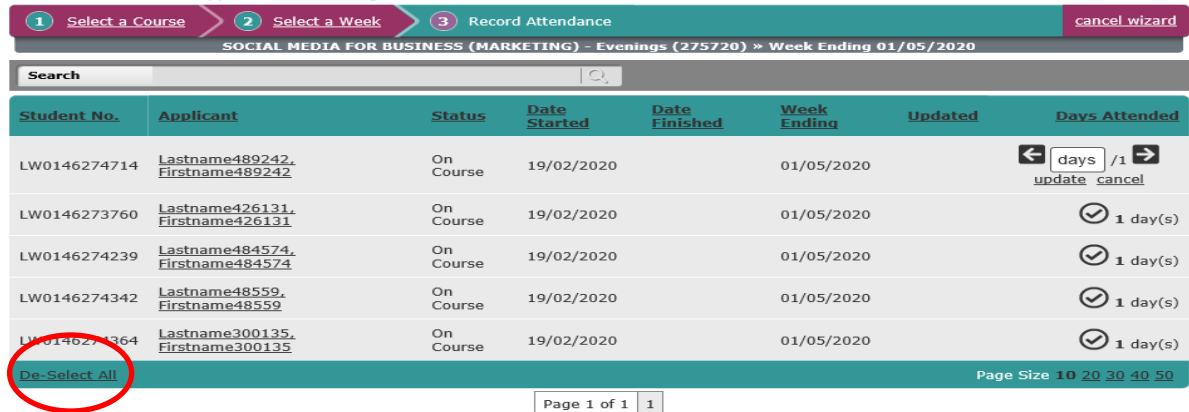
Page 1 of 1 1

By selecting the pencil  icon displayed against each Learner, the Learner's attendance can be recorded, updated, or cancelled accordingly. **Group attendances** can also be completed by selecting the [Select All](#) hyperlink displayed, to highlight all the Learners, and then record, update, or cancel the selected Learners accordingly. To de-select Learners from the attendance list select the [De-Select All](#) hyperlink displayed.

Wizard: Record Attendance

Step 3 of 3 - Select an Applicant

Record Attendance for Applicants for Evening Courses.



1 Select a Course **2** Select a Week **3** Record Attendance [cancel wizard](#)

SOCIAL MEDIA FOR BUSINESS (MARKETING) - Evenings (275720) » Week Ending 01/05/2020

Search

Student No.	Applicant	Status	Date Started	Date Finished	Week Ending	Updated	Days Attended
LW0146274714	Lastname489242 , Firstname489242	On Course	19/02/2020		01/05/2020	days / 1	update cancel
LW0146273760	Lastname426131 , Firstname426131	On Course	19/02/2020		01/05/2020		1 day(s)
LW0146274239	Lastname484574 , Firstname484574	On Course	19/02/2020		01/05/2020		1 day(s)
LW0146274342	Lastname48559 , Firstname48559	On Course	19/02/2020		01/05/2020		1 day(s)
LW0146274364	Lastname300135 , Firstname300135	On Course	19/02/2020		01/05/2020		1 day(s)

[De-Select All](#) Page Size [10](#) [20](#) [30](#) [40](#) [50](#)

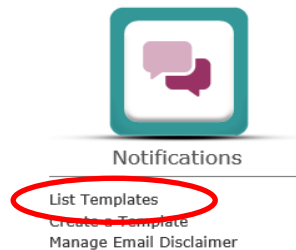
Page 1 of 1 1

The Evening Training Course Attendance files are uploaded to SAP on the last Friday of each month.

All updates for Course Attendance must be completed by the NCC User by **Close of Business on the last Friday of each month.**

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 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 a web interface for "Notification Templates". 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. The main content is a table with columns: "Modified", "Area", "Type", and "Title". The table contains 10 rows of data. At the bottom of the table, there is a link: "+ Click here to create a Notification Template". Below the table is a pagination control showing "Page 1 of 3" and buttons for "1", "2", "3", ">", and "Last". A red arrow points from the "All" tab to the search bar, and another red arrow points from the search bar to the "All" tab.

Modified	Area	Type	Title
25/02/2021	Learner	SMS	Modified Test Template
17/02/2021	Learner	SMS	weqeew
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}}

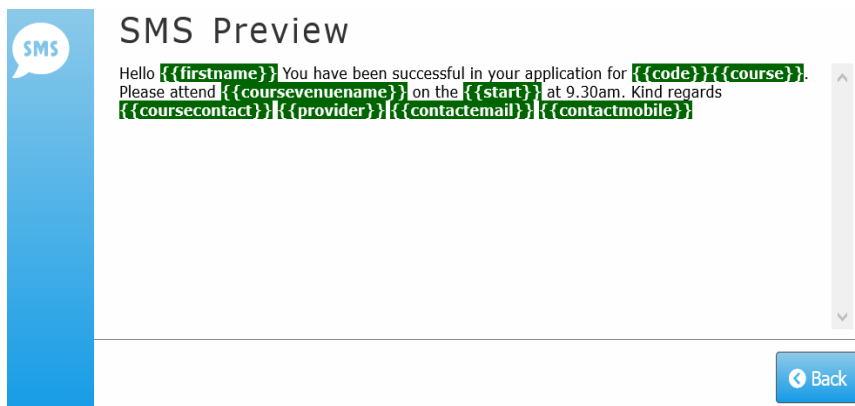
Today's Date {{today}}

Active Template

← Back to the Template ListPreview TemplateCopy TemplateSave 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 form for editing a template. At the top is a dropdown menu with the text '{{coursecontact}} {{provider}} {{contactemail}} {{contactmobile}}'. Below are sections for 'Applicant', 'Contact & Venue', and 'Course', each containing several input fields with placeholder text like 'Learner's Fullname {{fullname}}'. At the bottom left 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 on 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:

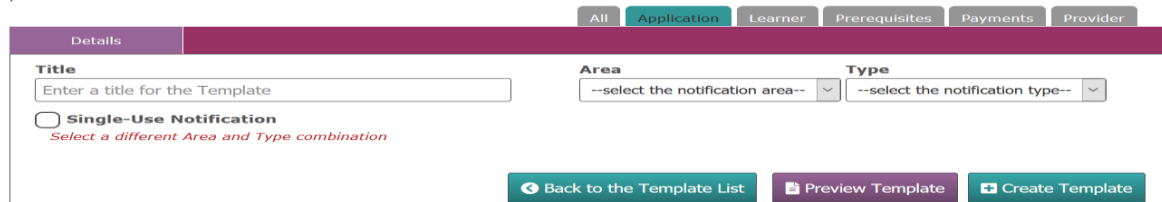
A **deactivated** Template will no longer appear in the Notification Templates list once this tick box has been de-selected, and the Template change has been saved by the NCC User.

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.



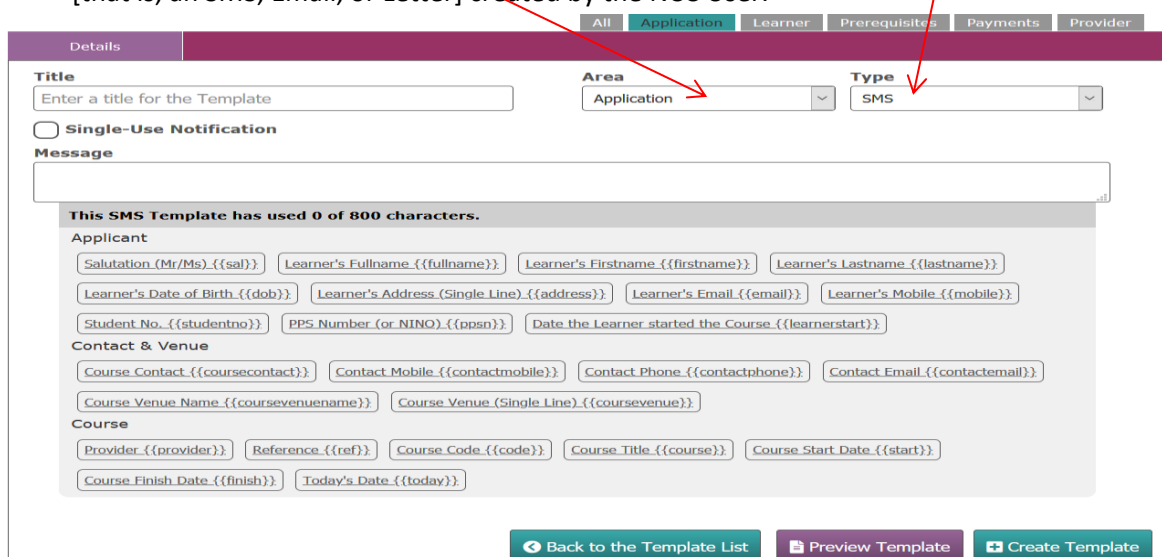
Select the **Title** field and type in the title for the Template. Select the **tick box** if the Notification Template is for a **Single-Use Notification only** [that is, if the template is to be a one-off notification to Applicants or Learners]. **The Template will automatically be de-activated after 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 | [Rich Text Editor Icons]

Styles | Normal | Font | Size | [Color Pickers] | ?

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 on the **Use Disclaimer** tick box displayed in the Notification Template page shown above.

This results in the Disclaimer being **deactivated** (as shown) **Use Disclaimer**

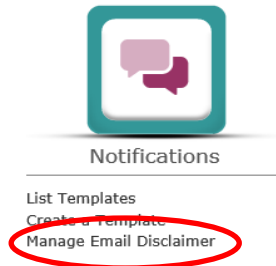
and the information, currently being used for the disclaimer, removed from the page.

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.

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.

Appendix – List of simplified NACE classification codes

<i>Simplified NACE Classification Code</i>	<i>Employment sector description</i>
Accommodation & food services	Accommodation Food and beverage service activities
Admin & support services (e.g. security guarding, facilities & cleaning, call centre)	Employment activities Travel agency, tour operator and other reservation service and related activities Security and investigation activities Services to buildings and landscape activities Office administrative, office support and other business support activities
Agriculture	Crop and animal production, hunting and related service activities Forestry and logging Fishing and aquaculture
Arts, leisure & other services (e.g. hairdressing)	Social work activities without accommodation Creative, arts and entertainment activities Libraries, archives, museums and other cultural activities Gambling and betting activities Sports activities and amusement and recreation activities Activities of membership organisations Repair of computers and personal and household goods Other personal service activities Activities of households as employers of domestic personnel
Construction	Construction of buildings Civil engineering Specialised construction activities
Education	Education
Finance, insurance & real estate	Financial service activities, except insurance and pension funding Insurance, reinsurance and pension funding, except compulsory social security Activities auxiliary to financial services and insurance activities Real estate activities
Health & welfare	Human health activities Residential care activities
ICT (including broadcasting)	Publishing activities Motion picture, video and television programme production, sound recording and music publishing activities Programming and broadcasting activities Telecommunications Computer programming, consultancy and related activities Information service activities
Industry /manufacturing (pharma, medical devices, electronics)	Manufacture of basic pharmaceutical products and pharmaceutical preparations Manufacture of computer, electronic and optical products
Industry/manufacturing (other)	Mining of coal and lignite Extraction of crude petroleum and natural gas Mining of metal ores Other mining and quarrying Mining support service activities Manufacture of food products Manufacture of beverages

<i>Simplified NACE Classification Code</i>	<i>Employment sector description</i>
Industry/manufacturing (other)	<p>Manufacture of tobacco products</p> <p>Manufacture of textiles</p> <p>Manufacture of wearing apparel</p> <p>Manufacture of leather and related products</p> <p>Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials</p> <p>Manufacture of paper and paper products</p> <p>Printing and reproduction of recorded media</p> <p>Manufacture of coke and refined petroleum products</p> <p>Manufacture of chemicals and chemical products</p> <p>Manufacture of rubber and plastic products</p> <p>Manufacture of other non-metallic mineral products</p> <p>Manufacture of basic metals</p> <p>Manufacture of fabricated metal products, except machinery and equipment</p> <p>Manufacture of electrical equipment</p> <p>Manufacture of machinery and equipment D.E.C.</p> <p>Manufacture of motor vehicles, trailers and semi-trailers</p> <p>Manufacture of other transport equipment</p> <p>Manufacture of furniture</p> <p>Other manufacturing</p> <p>Repair and installation of machinery and equipment</p> <p>Electricity, gas, steam and air conditioning supply</p> <p>Water collection, treatment and supply</p> <p>Sewerage</p> <p>Waste collection, treatment and disposal activities; materials recovery</p> <p>Remediation activities and other waste management services</p>
Other	<p>Undifferentiated goods- and services-producing activities of private households for own use</p> <p>Activities of extraterritorial organisations and bodies</p>
Professional services (e.g. legal, accounting & consultancy)	<p>Legal and accounting activities</p> <p>Activities of head offices; management consultancy activities</p> <p>Architectural and engineering activities; technical testing and analysis</p> <p>Scientific research and development</p> <p>Advertising and market research</p> <p>Other professional, scientific and technical activities</p> <p>Veterinary activities</p> <p>Renting and leasing activities</p>
Public admin & defence (e.g. army)	Public administration and defence; compulsory social security
Transport (including courier services)	<p>Land transport and transport via pipelines</p> <p>Water transport</p> <p>Air transport</p> <p>Warehousing and support activities for transportation</p> <p>Postal and courier activities</p>
Wholesale and retail	<p>Wholesale and retail trade and repair of motor vehicles and motorcycles</p> <p>Wholesale trade, except of motor vehicles and motorcycles</p> <p>Retail trade, except of motor vehicles and motorcycles</p>