



Booking & Scheduling User Guide

Multi Supplier Framework Contract for the provision
Of Health & Safety Training, Consultancy and
Advisory Services

THR075F

Version: 1.0

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1) Introduction

Safetech Consulting and Training Ltd is the single supplier of the Lots 1, 2, 3, 4, 5 & 6 of the Multi Supplier Framework Contract for the provision of the Health and Safety Training, Consultancy and Advisory Services – THR075F.

Under the framework, we offer the following courses:

- Lot 1A PHECC First Aid Response Training (Classroom & Blended)
- Lot 1B PHECC First Aid Response Recertification Training (Classroom & Blended)
- Lot 2A Manual Handling Training
- Lot 2B Manual Handling Instructor Training
- Lot 3A Fire Safety Manager for a Building Training
- Lot 3B Fire Warden (Including Fire Extinguisher) Training
- Lot 3C Evacuation Chair Training
- Lot 4A Safety Officer/Coordinator Training
- Lot 4B Safety Representative Training
- Lot 5 Display Screen Assessor Training
- Lot 6 Occupational Health & Safety Awareness for Managers Training

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

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

- Make a training enquiry
- Set up access to your training portal
- Add participants to our Booking and Scheduling System
- Enrol participants onto an open enrolment course
- Enrol participants onto an intact course
- Schedule a course

2) Contact Details/Numbers

Contract Manger: Suzanne Love
Telephone: +35374 9127786
Out of hours number: +35385 1592692
Email: training@safetech.ie

3) Glossary of Terms

Safetech: Safetech Consulting & Training Ltd

Participant: Person completing the training

Framework Client: Person booking/scheduling/organising training

Open enrolment: Participants in a given Training Course are from more than one Department/Public Service Body

Intact: Participants in a given Training Course are from the one Department / Public Service Body

NASF: Notification to Activate Services Form – A notification by the Framework Client to the Contractor to activate the provision of Services. Services cannot be scheduled/delivered without a signed NASF for each Lot on the framework clients headed paper.

TMS: Training Management System

4) How to Book

Email

Email Suzanne at training@safetech.ie

Telephone

Call us on 0749127786

Website Contact Us Form

<https://www.safetech.ie/public-sector>

Booking & Scheduling System

5) Booking and Scheduling System Information

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

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

The screenshot displays the Safetech website homepage. At the top, there is a green navigation bar with social media icons (Facebook, Twitter, LinkedIn) on the left and links for 'Learner Portal', 'Call us', 'Locations', and 'more' on the right. Below this is the Safetech logo and a 'Download Brochure' button. A main navigation menu includes 'HOME', 'COURSES', 'SERVICES', 'E-LEARNING', 'UK CONSTRUCTION CARDS', 'ABOUT US', 'SIMULATOR TRAINING', 'PUBLIC SECTOR', and 'CONTACT'. A red arrow points to the 'PUBLIC SECTOR' link, which is circled in red. The main content area features a large image of a man in a yellow hard hat, with the text 'Safety Training & Consultancy Specialists' and a search bar. Below this, a descriptive paragraph states: 'Safetech has an experienced and highly skilled and qualified team with the ability to provide professional safety services to industries such as Retail, Education, Entertainment, Transport, Licencing, Construction, Farming, Forestry, Hotel, Catering among others.' At the bottom, there are four service category tiles: 'Test Centres' (Dublin - Galway - Donegal - Cork), 'First Aid' (PHECC First Aid Response & Refresher, PHECC CFR, Emergency First Aid & Child First Aid), 'Confined Space' (City & Cuilds - Low, Medium & High Risk Training), and 'Health and Safety' (IOSH, Abrasive Wheels, Work at Height).

6) Intact Training Course Booking

6.1) Complete the training enquiry

Scroll to the bottom of this page where you will see an enquiry form. Fill out this form giving as much detail as you can about the training required.

Get in touch by filling out the Booking & Scheduling Form Below

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

Please fill out the form below to email us your query

Framework Client	<input type="text"/>
Organisation: *	
Framework Client	<input type="text"/>
Address: *	
Contact Name: *	<input type="text"/>
Contact Number: *	<input type="text"/>
Contact E-mail	<input type="text"/>
Address: *	
Training Requirement:	<input type="text" value="Lot 1a First Aid Response (Classroom & Blended)"/>
*	
Number of	<input type="text"/>
Participants:	
Preferred Training	<input type="text"/>
Month: *	
Training Venue:	<input type="text"/>
Query: *	<input type="text"/>

A member of our team will respond to your enquiry before the end of the next working day to schedule a suitable course for your needs, this communication will be done via email or phonecall depending on your preferred method of contact.

Safetech team member will request a signed NASF form on your headed paper for each Lot you are wishing to draw down from. You can download a blank copy of the NASF form from the OGP Buyer Zone, which can be accessed at the following link; <https://buyerzone.gov.ie/account/login/?next=/>

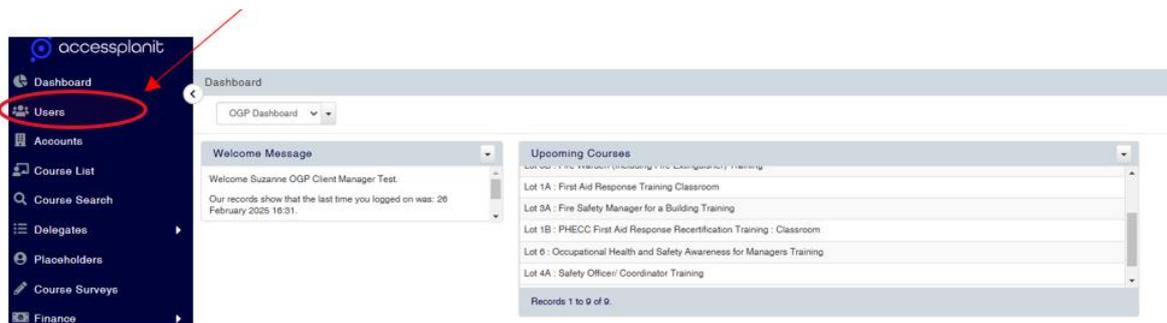
Course is scheduled on dates & at a venue which are suitable for the FW Client & the course is added to the booking and scheduling tool by Safetech team.

6.2) Log in to Booking and Scheduling Tool

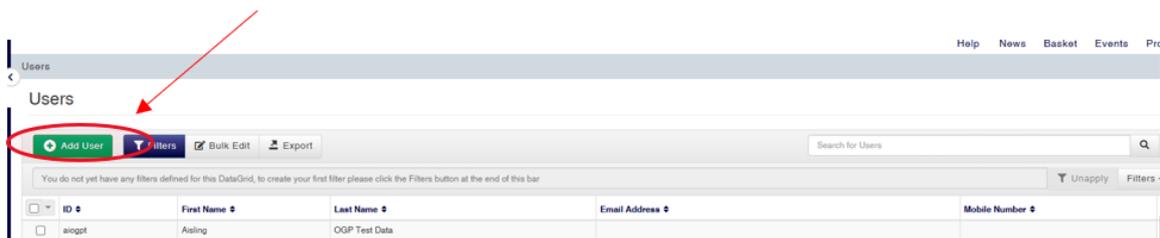
Within 4 hours of the course being scheduled, you will receive an email containing a link to your portal on our TMS. Click the link and log in to the system using the log in details provided in the email. Your home screen will be the below screenshot (in 6.3).

6.3) Add participants to the system

To add participants to the course you have booked, firstly you need to add their details to the portal. **Click on “users”**



Click “Add User”



Add participant details to the system then click “Save”. The three fields highlighted below are mandatory so that training details can be sent out to the participants.

Account Information Save

Personal

* First Name

Middle Name(s)

* Last Name

Date of Birth

Gender

National Insurance Number

Address

Address

Town

County

Country

Postcode

Contact

Email Address

Mobile Number

Phone Number

Fax Number

6.4) Add participants to the course

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

The screenshot shows the Accessplanit dashboard with a sidebar menu. The 'Placeholders' menu item is circled in red. The main content area displays a table of placeholders. The table has columns for 'Course Name', 'Start Date', and 'Reserved'. The first row is selected, and a context menu is open over it, with the 'Assign' option circled in red.

Course Name	Start Date	Reserved
Lot 3B : Fire Warden (Including Fire Extinguishers)	06/01/2021 09:30	10

The below box will pop up, you can start typing the names (you added previously as users) and they will appear or you can hit the ‘Select’ button and all of your names will appear and you can add them this way.

Assign Placeholder [X]

Details

Course Details
 Lot 3B : Fire Warden (Including Fire Extinguisher) Training: 05/01/2021
 09:30 - 16:30

Places Reserved
 10

Users

Delegates

Type to search Select

Cancel Save & Close

Filters Bulk Edit Export suzanne

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

<input type="checkbox"/>	ID	First Name	Middle Name(s)	Last Name
<input type="checkbox"/>	sulove5	Suzanne		Love
<input checked="" type="checkbox"/>	suc0pc	Suzanne		OGP Client Manager Test

1 - 2 of 2 items 10 Per Page Page 1 of 1

OK

Click 'Save' and close out of it once you have added the participants to the course.

6.4) Confirmations/Reminders

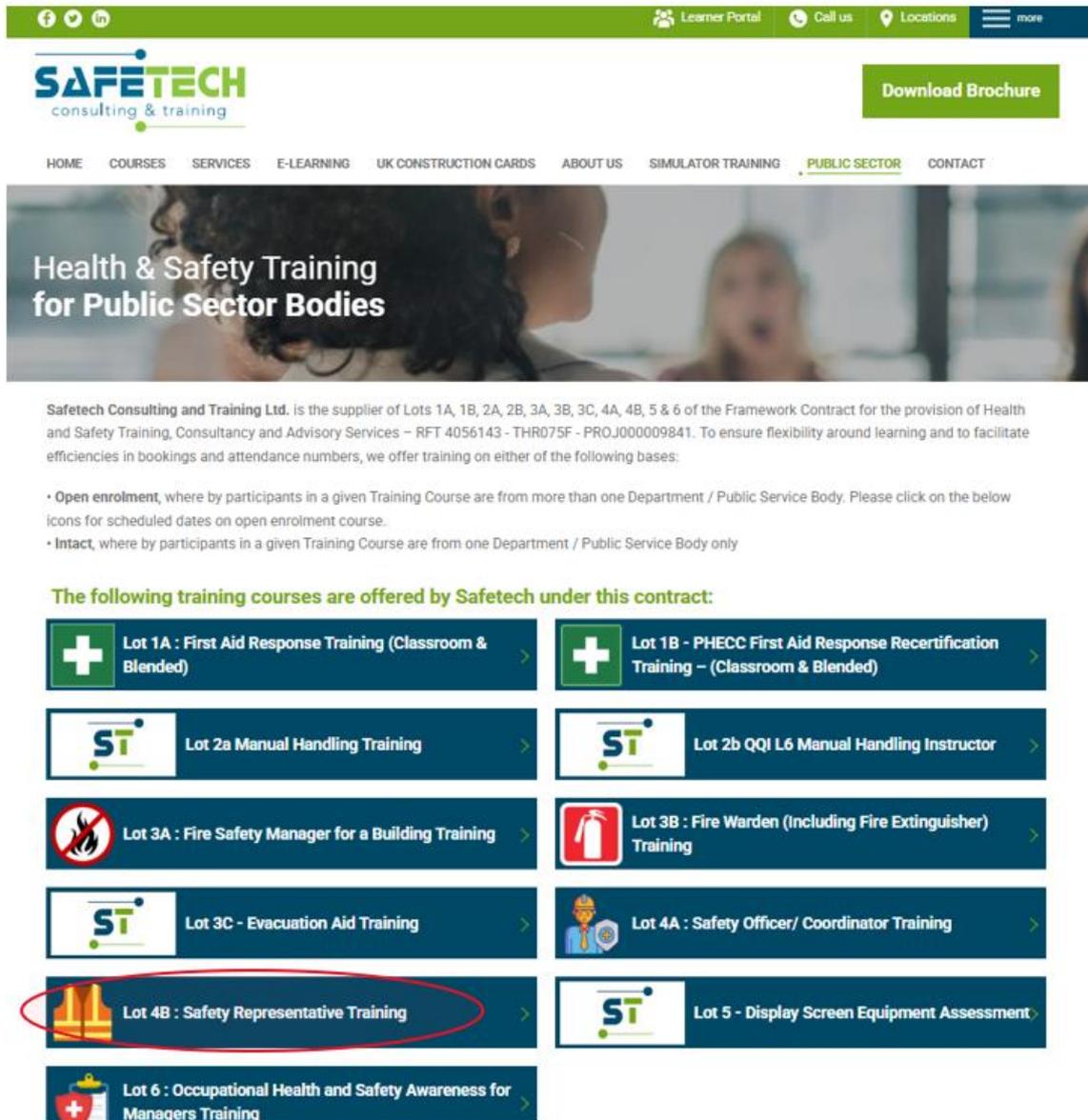
The framework client will receive a confirmation email to inform them that the course and participants have been booked. The participants will also receive an email with any pre-requisite information, training materials or webinar links (if applicable)

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

7) Open enrolment training course booking

7.1) Select required course

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



The screenshot shows the Safetech website interface. At the top, there is a navigation bar with social media icons, a 'Learner Portal' button, 'Call us', 'Locations', and a 'more' menu. The main header features the Safetech logo and a 'Download Brochure' button. Below the header is a navigation menu with options: HOME, COURSES, SERVICES, E-LEARNING, UK CONSTRUCTION CARDS, ABOUT US, SIMULATOR TRAINING, PUBLIC SECTOR (highlighted), and CONTACT. The main content area has a banner for 'Health & Safety Training for Public Sector Bodies'. Below the banner, there is a paragraph of text explaining the supplier's role and a list of two types of training: 'Open enrolment' and 'Intact'. A section titled 'The following training courses are offered by Safetech under this contract:' lists ten courses in a grid. The course 'Lot 4B : Safety Representative Training' is circled in red. The courses listed are:

- Lot 1A : First Aid Response Training (Classroom & Blended)
- Lot 1B - PHECC First Aid Response Recertification Training – (Classroom & Blended)
- Lot 2a Manual Handling Training
- Lot 2b QQI L6 Manual Handling Instructor
- Lot 3A : Fire Safety Manager for a Building Training
- Lot 3B : Fire Warden (Including Fire Extinguisher) Training
- Lot 3C - Evacuation Aid Training
- Lot 4A : Safety Officer/ Coordinator Training
- Lot 4B : Safety Representative Training
- Lot 5 - Display Screen Equipment Assessment
- Lot 6 : Occupational Health and Safety Awareness for Managers Training

Clicking the course icon will bring you to the course information page, you can toggle through the tabs to find out more information about the course. You can 'Book Now' or you can 'Enquire about the course' by submitting a contact us form.

OGP 



Lot 4B : Safety Representative Training

 Start date: 10/03/2025
 Venue: Microsoft Teams ✔ Places Currently Available [Book Now >](#)  Enquire

Description	Content	Delivery Method	Certification	Duration	Maximum Participants	Funding Available
<p>This comprehensive three day course was developed to provide appointed safety representatives with knowledge of safety representation to employees.</p> <p>It encompasses the requirements outlined in Annex 2 of the HSA Safety Representatives and Safety Consultation Guidelines.</p>						

[Book Now >](#) [Enquire about this course](#) [Get a Quote](#)

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

7.2) Start course booking

After you click on the 'Book Now' Input the number of participants required and click "continue to payment"



The screenshot shows the 'Order Summary' and 'Delegates' sections of the booking interface. The 'Order Summary' section displays the course details: 'Lot 4b Safety Representative Training', dates '10/03/2025 09:30 - 12/03/2025 16:30', and venue 'Microsoft Teams'. It lists three sessions with a 'Select all' option checked. The 'Delegates' section shows the 'Booker' as 'Suzanne OGP Client Manager Test' and the 'Lot 4b Safety Representative Training' with a 'Select Delegates' button. The total price is € 0.00.

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

Continue to Payment

Enter FW Client, booker and delegate details & hit complete

The 'Payment' form contains the following fields and options:

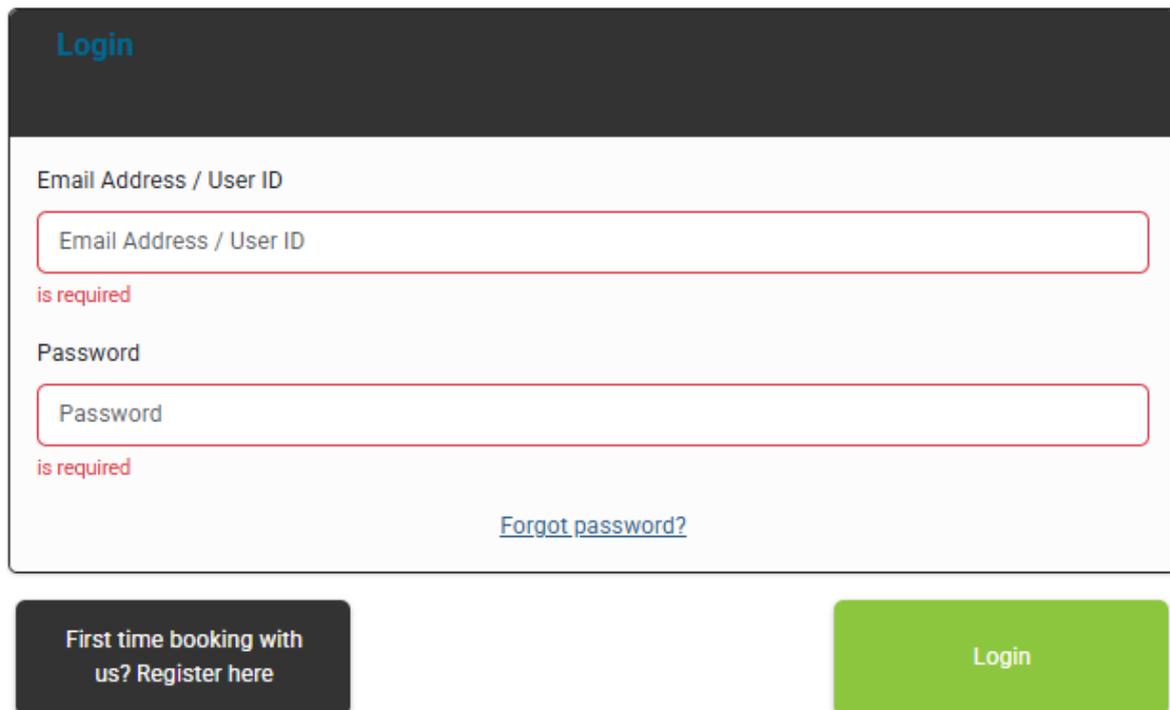
- Bill To*: Suzanne OGP Client Manager Test
- Billing Address*: Create new...
- Address*: Test
- Town/City*: Test
- County/State*: Test
- Post/Zip Code*: Test
- Email Address*: test@test.com
- Country*: Ireland
- Save billing address for future use
- Payment Type: Please select payment type
- I have read and accept the [terms and conditions*](#)

Buttons: Previous Step, Complete

You have now made your booking. The booker and participants will receive a booking confirmation within minutes of the booking with joining instructions.

7.3) Log in to Booking & Scheduling Tool

If you have never booked training with us before you can register;



The screenshot shows a login interface with a dark header containing the word "Login" in blue. Below the header is a white form area. The first field is labeled "Email Address / User ID" and contains a red border with the placeholder text "Email Address / User ID" and a red "is required" message below it. The second field is labeled "Password" and contains a red border with the placeholder text "Password" and a red "is required" message below it. A blue link labeled "Forgot password?" is positioned below the password field. At the bottom of the form area, there are two buttons: a dark grey button on the left with the text "First time booking with us? Register here" and a green button on the right with the text "Login".

If you have booked training with us before you can email training@safetech.ie and we will issue you with a password reset so that you can view historical information relating to your booking account.

7.5) Confirmations/Reminders

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

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

Participants will receive email confirmation regarding booking which will contain any pre-requisites or information they may need to know prior to the course.