



# **Learner Enrolment and Online Platform Information**

**Email: [info@hcts.ie](mailto:info@hcts.ie)**

**Website: [www.healthcaretrainingsolutions.ie](http://www.healthcaretrainingsolutions.ie)**

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## **WELCOME NOTE**

Healthcare Training Solutions College of Further Education (HCTS) would like to welcome you as a Learner to our online platform

This handbook is designed as an informational document to assist you in your steps to successful enrolment for our courses

HCTS is one of Ireland's leading private training providers and we are accredited by QQI, Quality and Qualifications Ireland. HCTS was originally established in 2011 as a FETAC Provider.

HCTS is dedicated to delivering the highest standard of training and education through providing quality, affordable and adaptable programmes to individuals and companies with careful consideration of each of our clients' requirements.

We would like to wish you every success on your programme and hope you enjoy this Learning experience.

Mary Mc Loughlin

**Managing Director**

Healthcare Training Solutions - College of Further Education (HCTS)

## **Our Healthcare Support Major Award QQI Level 5M4339**

Our Healthcare Support Major Award requires you to complete 8 awards/modules in total. You can complete this at your own ease with no time limit on years to complete.

*To work Healthcare settings e.g. nursing homes, hospitals etc., you must complete 8 awards. You can commence employment before you have all completed once you show evidence, which we can provide, that you have enrolled to complete all 8*

1. Care Skills (5N2770)
2. Care Of The Older Person (5N2706)
3. Care Support (5N0758)
4. Safety & Health at Work (5N1794)
5. Work Experience (5N1356)
6. Palliative Care (5N3769)
7. Communications (5N0690)
8. Infection Prevention & Control (5N3734)

To work in Home Care you must complete at least the following two awards

- Care Skills (5N2770)
- Care Of The Older Person (5N2706)

We also deliver the following QQI Level 5 Healthcare Awards

- Recovery In Mental Health (5N37373)
- Intellectual Disability Studies (5N1652)
- Anatomy & Physiology (5N0749)

## How to Enrol

Healthcare Training Solutions operate an online platform. You will need to sign up to our online.

Once you have completed the following two steps you can visit our website and enrol for any of our scheduled classes.

### STEP ONE

- To sign in please visit our website [www.healthcaretrainingsolutions.ie](http://www.healthcaretrainingsolutions.ie) and click on log in on top right hand side
- Click 'Sign Up'
- Click 'I am an Individual'
- Enter your First Name and Last Name
- Enter your email
- Enter a password of your choice
- Click sign up
- You will receive an email – click verify

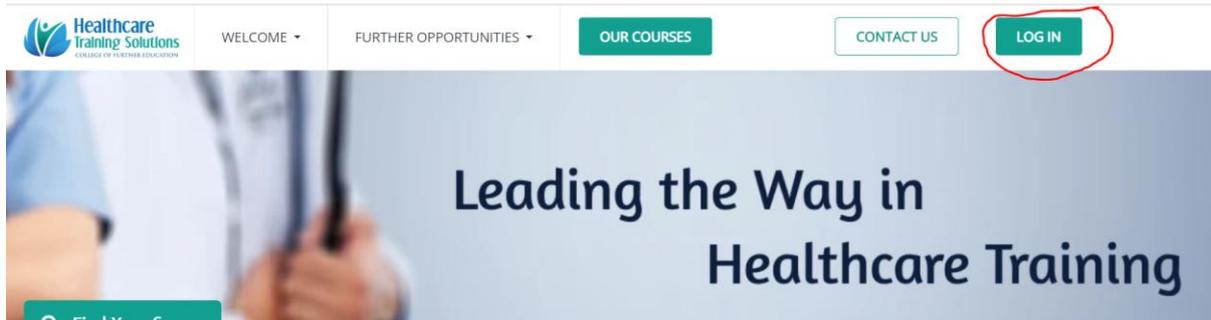
### STEP TWO

- Log into your account
- On the left hand side click on your profile
- Please enter your
  - Address
  - Date Of Birth
  - PPSN
  - Medical Card Number – Yes or No
  - Once all your details are entered please click Save & Exit
- ***If Step Two not completed we cannot process your work for QQI certification***

Once you have successfully signed up you can log in to your account at any time to view your timetable for upcoming courses and download and or print your course materials

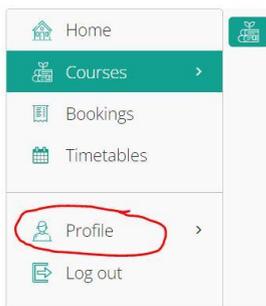
## How to Log In

Visit our website [www.healthcaretrainingsolutions.ie](http://www.healthcaretrainingsolutions.ie) and click on the LOG IN Button and enter you email and password you signed up with

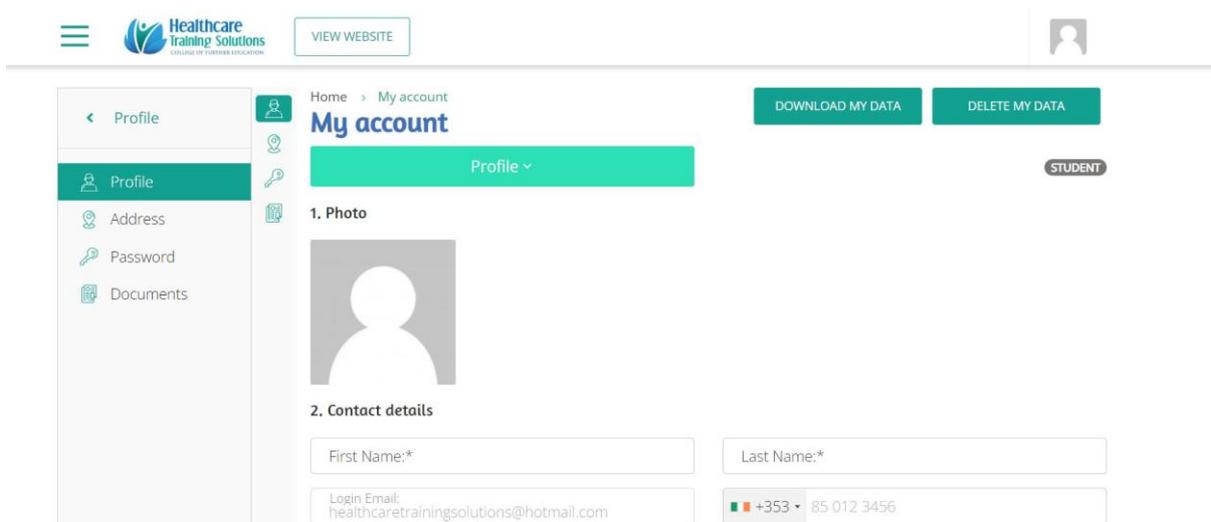


## Your Profile Page

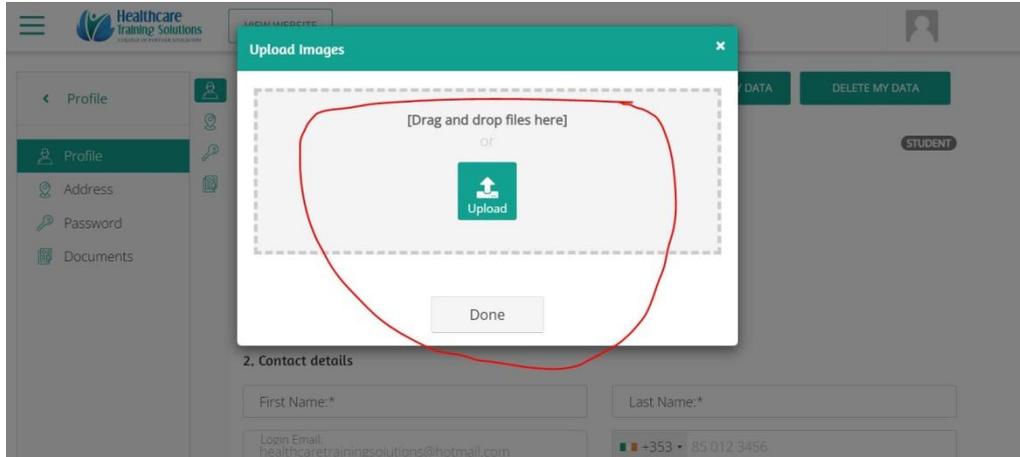
Click on Profile



Click on Address to enter or update if you move address. You can also upload any requested documents



You can also add an Image to your Profile



## 1st Page (sample) you will view when you log in

- [Home](#)
- [Courses](#)
- [Bookings](#)
- [Timetables](#)
- [Profile](#)
- [Log out](#)

### Home Dashboard

<p><b>TOTAL BOOKED COURSES</b></p> <p style="font-size: 24px; font-weight: bold;">1</p> <p><a href="#">Go to Bookings</a></p>	<p><b>TOTAL MYTIME ENTRY</b></p> <p style="font-size: 24px; font-weight: bold;">0</p> <p><a href="#">Go to myTime</a></p>	<p><b>TOTAL ATTENDED COURSES</b></p> <p style="font-size: 24px; font-weight: bold;">0</p> <p><a href="#">Go to Attendance</a></p>
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**MY NEXT ONLINE MEETING**

Mary Dec 23rd

Tester CSk - 23,

Dec 10:00

[Join my meeting](#)

## How to Join your Class

To join your classes please click on Join my meeting

- Home
- Courses >
- Bookings
- Timetables
- Profile >
- Log out

### Home Dashboard

TOTAL BOOKED COURSES

1

Go to Bookings

TOTAL MYTIME ENTRY

0

Go to myTime

TOTAL ATTENDED COURSES

0

Go to Attendance

**MY NEXT ONLINE MEETING**

Mary Dec 23rd

Tester CSk - 23,

Dec 10:00

Join my meeting

## Reminder Email

You will receive a reminder email the day before your course starts with course title, course dates and zoom link to join your course

### **SAMPLE REMINDER EMAIL**

**Please read this email in full as it contains important course information**

**Reminder your course is starting soon:**

Course: COURSE TITLE WILL BT STATED HERE

**ZOOM LINK TO JOIN COURSE:** <https://us02web.zoom.us/j/82207989945?pwd=THq2Z2ZQMUNxOGV6d1FUNmhwaUhSQT09> Online Tutor Led

**Submission Date:** September 19th 2023

Kind Regards,

The Healthcare Training Solutions Team

Please click on the following link and you can log in and view your upcoming course details

[www.healthcaretrainingsolutions.ie](http://www.healthcaretrainingsolutions.ie)

It is your responsibility to also log in and click on your profile to enter your

Address, Date Of Birth, Gender, PPSN, Medical Card - Yes/No. We cannot process your QQI certificate without these details.

Please click on the following link to view our Leaner Handbook showing you how to operate our platform to log in, view timetable, view course materials, download and print your course materials

<https://drive.google.com/file/d/18uXV7ETTWL3PwYkHS02j2dOaUxe1Lqy1/view?usp=sharing>

**If not already sent** please email the following information immediately (We only require you to email these details once so we have them on file)

Please email the following details to [info@hcts.ie](mailto:info@hcts.ie)

1. PPSN
2. Medical Card Number (if applicable)
3. Date Of Birth
4. Gender

If you do not have access to a printer, please email [megan@hcts.ie](mailto:megan@hcts.ie) before the start date of the module and request posting of assignments including your name, address and module title.

Please also ensure you log in and click on profile and enter your address and click save and exit

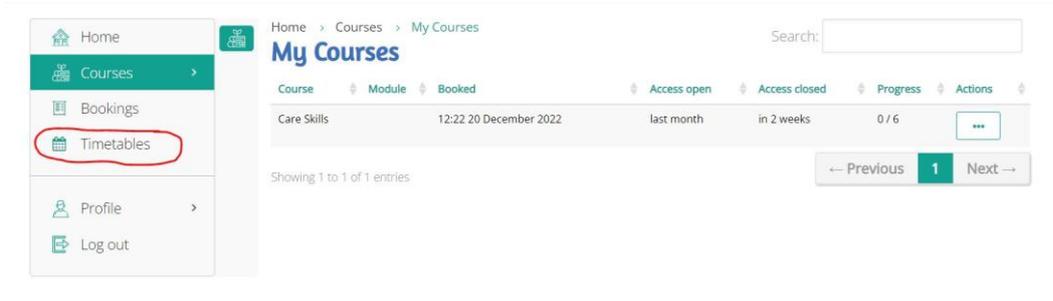
**Start Date:** START DATE WILL BE INCLUDED HERE

**All Dates:** ALL DATES WILL BE INCLUDED HERE

*Please note that 100% attendance is required to complete the module & achieve certification unless extreme circumstances arise which will be dealt with on an individual basis*

## How to view your timetable

Click on the timetable circled in red



Home > Courses > My Courses

Search:

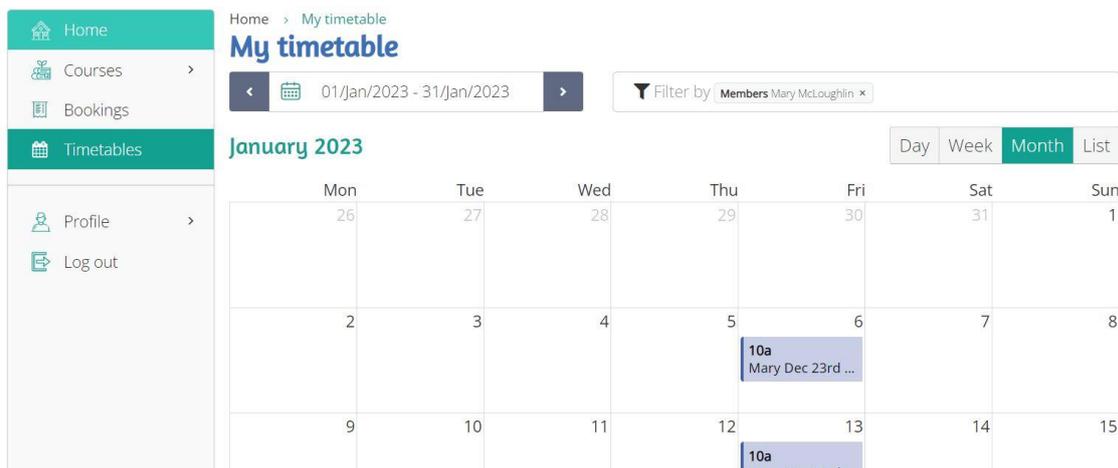
**My Courses**

Course	Module	Booked	Access open	Access closed	Progress	Actions
Care Skills	12:22 20 December 2022	last month	in 2 weeks	0 / 6	...	

Showing 1 to 1 of 1 entries

← Previous 1 Next →

All your upcoming courses will be available to view in your timetable



Home > My timetable

**My timetable**

01/Jan/2023 - 31/Jan/2023

Filter by Members Mary McLoughlin

January 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5 10a Mary Dec 23rd ...	6 10a Mary Dec 23rd ...	7	8
9	10	11	12	13	14	15

## How to access your course materials

### 1. Opening course materials page

Click on Courses highlighted in yellow on left hand side – click on the three dots



Home > Courses > My Courses

Search:

**My Courses**

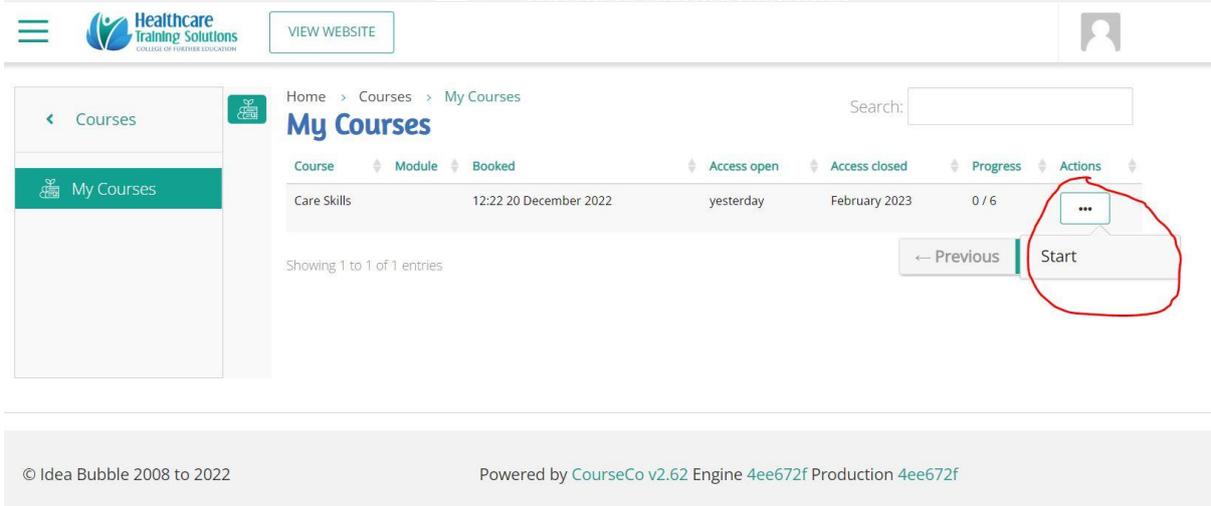
Course	Module	Booked	Access open	Access closed	Progress	Actions
Care Skills	12:22 20 December 2022	yesterday	February 2023	0 / 6	...	

Showing 1 to 1 of 1 entries

← Previous 1 Next →

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Click Start circled in Red



Home > Courses > My Courses

Search:

**My Courses**

Course	Module	Booked	Access open	Access closed	Progress	Actions
Care Skills		12:22 20 December 2022	yesterday	February 2023	0 / 6	...

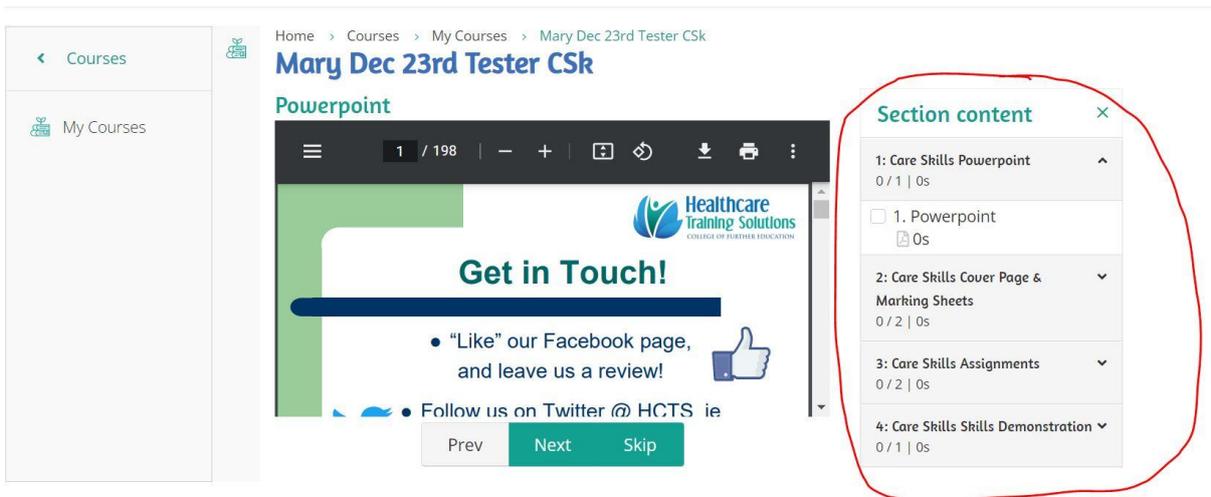
Showing 1 to 1 of 1 entries

← Previous Start

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## [2. How to view your Course Materials](#)

View area circled in red and click on the materials you wish to view



Home > Courses > My Courses > Mary Dec 23rd Tester CSk

**Mary Dec 23rd Tester CSk**

Powerpoint

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Get in Touch!

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- Follow us on Twitter @ HCTS ie

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- 1. Powerpoint 0s
- 2: Care Skills Cover Page & Marking Sheets 0 / 2 | 0s
- 3: Care Skills Assignments 0 / 2 | 0s
- 4: Care Skills Skills Demonstration 0 / 1 | 0s

## [3. How to download and print course materials](#)

Click on the area rounded in red of you would like to print or download materials

Course materials are available to you 3 days prior to your course starting and will stay on the platform for 3 weeks after the finishing date of your course. It is important you download your course materials if you wish to have them for future reference

Home > Courses > My Courses > Mary Dec 23rd Tester CSK

## Mary Dec 23rd Tester CSK

### Cover Page

← Courses

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My Courses

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**LEARNER NAME (PRINT)**

COVER PAGE

Module Title: Care Skills  
Award Code: 5N2770  
Tutors Name:  
Address:  
PPSN:  
Male \_\_\_\_\_ Female \_\_\_\_\_  
Date of Birth:  
Email:  
Medical card: Yes \_\_\_ No \_\_\_  
Phone Number:  
Date of Submission:  
CHECK LIST FOR WORK SUBMITTED – PLEASE TICK AND SIGN

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Next
Skip

**Section content** ×

1: Care Skills Powerpoint  
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1. Powerpoint  
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2: Care Skills Cover Page & Marking Sheets  
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1. Cover Page  
📄 0s

2. Marking Sheets  
📄 0s

3: Care Skills Assignments  
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***We hope you enjoy your Learning Experience with Healthcare Training Solutions  
College of Further Education***