

GUIDE FOR LEARNERS REGISTERING & APPLYING FOR COURSES THROUGH www.fetchcourses.ie











EUROPEAN UNION

Investing in your future European Social Fund

LWETB Athlone Training Centre 2020

REGISTERING AND APPLYING FOR COURSES ON FETCH (FURTHER EDUCATION AND TRAINING COURSE HUB)

For NEW Registrations – Step by Step Guide

- Before you start the registration, you will need your PPSN, your type of Social Welfare Payment and your Medical Card Number (if relevant)
- 1. Create a new email address or open your existing email in browser
- 2. Keep your email open and open a new tab in the browser and type in www.fetchcourses.ie
- 3. Fill in all the required details, choose a password you will remember and keep it safe, read and accept Terms and conditions and follow the instructions on the captcha.

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I want	t to register with Fetchcourses using my		
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•	I have read the Terms and Conditions		
Regi	ister		
Already r	red on Fetch? Sign In Here		

4. Click Register. You will see the following screen

5. You will then need to go to your email and click the link sent from 'noreplyfetchcourses@solas.ie', if you cannot find it, check your clutter, spam or junk folder.

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	Inbox		Welcome to fetchcourses.ie - your training course hub Interx
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		<	Kind regards,
			The FETCH team.



6. After Opening , you will be on your own FETCH dashboard/screen

	RSE HUB	
ETCH Home Course Finder Application	ns My Details	Mary Makebelieve marymakebelieve23@gmail.co
Welcome to Fetchcourses Thanks for registering with fetchcourses.ie. Sea applications in your private fetchcourses.ie area.	rch the national database of courses for the one t	hat suits you. You can apply for courses and monitor
Welcome to Fetchcourses Thanks for registering with fetchcourses.le. Sear applications in your private fetchcourses.le area. My Applications	rch the national database of courses for the one to course for the one to course for the one to course Finder	that suits you. You can apply for courses and monitor
Welcome to Fetchcourses Thanks for registering with fetchcourses.le. Sear applications in your private fetchcourses.ie area. My Applications View all your course applications and their status right here	rch the national database of courses for the one t Course Finder Click here to find a course	that suits you. You can apply for courses and monitor My Details Ensure your details are correct and up-to-date

Cancel

Save

7. Select the My Details Tab, you should now proceed to fill out the details in each tab – by clicking Social Welfare, Education and My Status, the edit button should be clicked to enter your details,

it is important to click 'save' in each	section:
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	3	Term Address is Same As Above	First Name:		

8. Click the Edit Button. Fill out **all** the required information in this section 'GENERAL' - all required fields are marked with a star

9. SOCIAL WELFARE STATUS

> The Next Section is regarding Social Welfare Status, complete the sections and answer all relevant questions.

For example if you are in receipt of a Welfare Payment – choose the payment type and complete the number of weeks.

Guide for Learners and Applicants – Registering on FETCH, <u>www.fetchcourses.ie</u>

Are you in receipt of a welfare payment or a dependant of a welfare recipient? I am in receipt of a welfare payment I am a dependant of a welfare recipient None of the above 	
For participants in receipt of a weifare payment only What payment(s) are you in receipt of? (tick one or more) Jobseekers Benefit Jobseekers' Transitional payment Disability Allowance Blind Pension Deserted Wife's Benefit Not on Live Register Farm Assist Job Initiative Scheme Pre-retirement Allowance State Pension contributory Supplementary Welfare Allowance Family Income Supplement Duration in receipt of welfare payment (triweeks): Weeks	Jobseekers Allowance One Parent Family Payment Illness Benefit Invalidity Pension Carers Allowance Back to Work Allowance Community Employment Scheme State Pension Non-contributory Guardian's Payment non-contributory Direct Provision Payment Other
then Save all the information as you progress, then click	Next

- 10. The Next section is on your Education, this is the level of education you have reached before starting on a new course.
 - Click on add course or Attainment,

Education Level*	Course Title	Country Achieve	d Year	
Add Course or Attainment				
Details				
Details	and Supports			
Details	and Supports	Course Title:	Name of Course]
Details	and Supports	Course Title:	Name of Course	

• From the Drop down menu, choose the option relevant to your education, complete the country and year – click add and move to next section

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Have you gained qualifications or credits through the formal Recognition of	of Prior Learning (RPL) process?
O Yes	
No	
Have you taken part in non-formal learning in the last 4 weeks?	Non-formal learning includes things like private lessons, organised sessions for on-the-job training,
Yes	workshops or seminars.
No	
Do you need any learning support? † (tick all that apply)	† this is not an indication that supports will be offered
English Language	
Literacy (reading, writing, spelling)	
Numeracy (maths)	
Vione of the Above	
Do you require any additional supports? †	† this is not an indication that supports will be offered
Ves	
No	
* Required	
Back	✓ Edit Next

- Respond to the questions that require a yes/no answer and click on any supports you require.
- 11. The last section to be complete is MY STATUS, this relates to your economic status -Employed / Unemployed

My Details				
General Social Welfare Educ	ation My Status	Further Details	5	
Sorry! Please check the fields marked	d in red under all the ta	bs, correct and clic	ck save again.	
Back		Save	Cancel	Next
Economic / Employment Status				
Indicate economic status on commence	ment of programme:*			Ţ
Date current status commenced:*			Start Date	
Were you previously employed?			© Yes ◎ No	
For applicants in current er	mployment or pr	eviously empl	oyed only	
Last/Current Job Title:	Job Title		Employment Status:	•
Duration current employment:	Years: Years	Months: Months	Employment Type:	•
Duration last employment:	Years: Years	Months: Months	Employment Tenure:	v
Back		Save	Cancel	Next

- Please answer the section on your previous employment status.
- Complete this section and save .

• This completes the registration process.

The 'Further Details' section is not required until you start the course

Applying for A Course

Confirm Your Password

Set Password

• Making an Application for a Course Following Registration

FURTHER EDUCATION & TRAINING COURSE HUB	freland's European Structural and Investment Funds Programmes 2014-2020 Co-funded by the kish Government and the European Union	$\langle 0 \rangle$	EUROPEAN I Investing in you European Soci	
About FET Course Finder Types of Courses Grants & Allowances Ad	ult Education Guidance		Sign In	
Sign in to Fetch Email Address				
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Not registered yet? <u>Click Here</u> Forgotten your password? Click here to reset				simple to reset and you will receive an email
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Your New Password				
Min. 6 characters, upper and lowercase v	with digits and symb			



• Find your Course

	EDUCATION & COURSE HUB	
FETCH Home Course Finder	Applications My Details	
Courses Find your perfect co	urse	
Enter Keyword:	Location:	Sub Location:
Your search term	None	None
F = Fulltime P = Parttime O =	more search opt	Results 🗣 Map 😭 Favourites 💽 Near Me
REF COURSE TITLE	PROVIDER LOCATION	STARTS CATEGORY TYPE
Enter Cours	se Code – e.g	
285545 or a	a word e.g.	
"Welding",	then choose location	
and sub loc	ation, there are drop	
down menu	is for each	

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F = Futto REF 297968	P + Partime O + Online E + Ex COURSE TITLE Oxy-Acetylene Welding - Evenings	PROVIDER AthloneTraining Centre	LOCATION Garrycastle	STARTS	CATEGOIXY Engineering, manufacturing and construction	Near Me TYPE

Click on the course title and full course details will be shown

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Click on Apply Now and the expression of interest form will be shown under applications and it will be pre-populated with your personal details

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and marine.		AthloneTraining Centre
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Terms:*	Ive read and accepted the Data Acknowledgement Statement.	2 0906424200
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What's Next!				
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• Your application is now accepted

Check your applications

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Please speak to the Recruitment Team in the LWETB Athlone Training Centre you have any questions about this process.

tel : 090 6424200

email: daycourses.atc@lwetb.ie or nightcourses.atc@lwetb.ie