

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

**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.

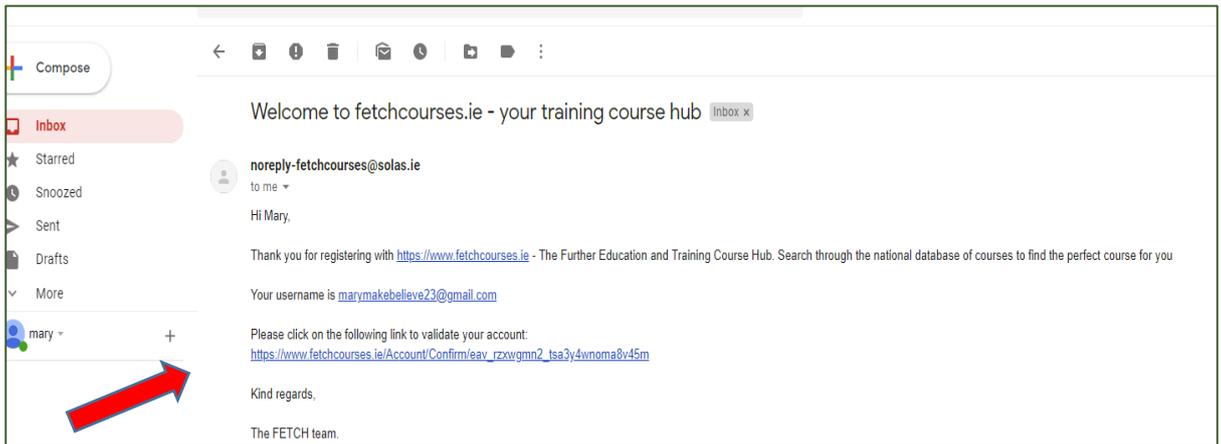
The screenshot shows the 'Join Fetch' registration page. At the top, there are logos for the Further Education & Training Course Hub, the Department of Education, and the European Union. Below the logos is a navigation bar with links for 'About FET', 'Course Finder', 'Types of Courses', 'Grants & Allowances', 'Adult Education Guidance', 'Sign In', and 'Register'. The main content area is titled 'Join Fetch' and contains the following elements:

- A heading: 'I want to register with Fetchcourses using my'
- Two radio buttons: 'Email Address' (selected) and 'Mobile Number (Ireland Only)'
- An 'Email Address' input field containing 'marymakebelieve@gmail.com'
- 'First Name' and 'Last Name' input fields containing 'Mary' and 'Makebelieve' respectively.
- 'Choose a Password for Fetch' and 'Confirm Your Password' input fields, both containing '*****'.
- A CAPTCHA box with the text 'I'm not a robot' and a 'RECAPTCHA' logo.
- A checked checkbox for 'I have read the Terms and Conditions'.
- A 'Register' button.
- A link: 'Already registered on Fetch? Sign In Here'.

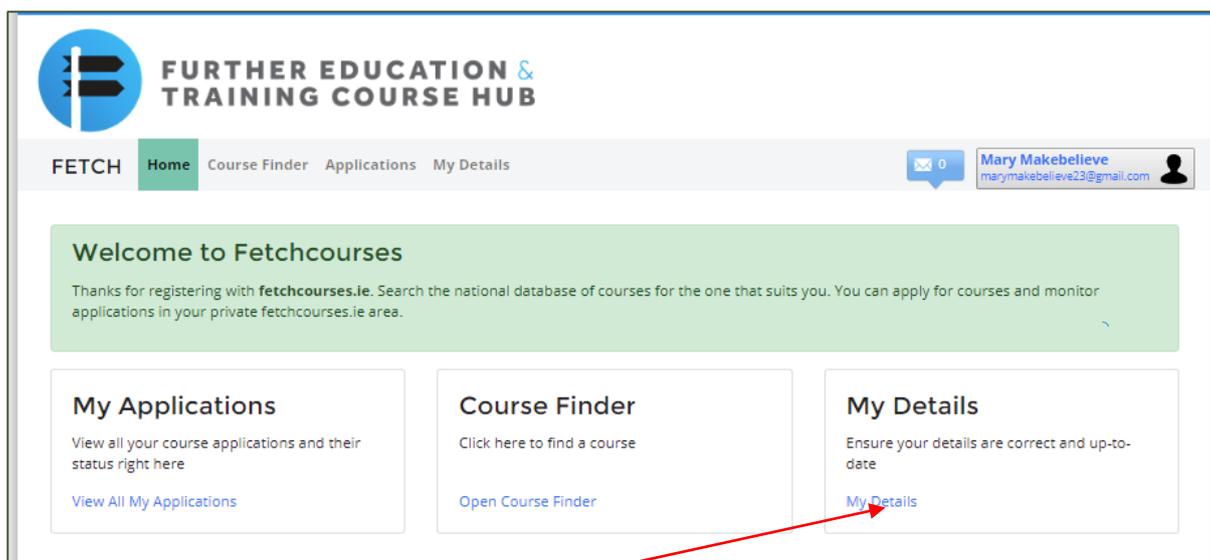
A red arrow points to the 'Register' button.

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 **'noreply-fetchcourses@solas.ie'**, if you cannot find it, check your clutter, spam or junk folder.



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



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:



GENERAL INFORMATION

Read and accept the Data Protection statement

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.

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

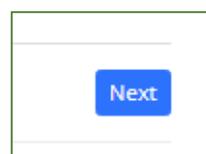
For participants in receipt of a welfare payment only

What payment(s) are you in receipt of? (tick one or more)

<input type="checkbox"/> Jobseekers Benefit <input type="checkbox"/> Jobseeker's Transitional payment <input type="checkbox"/> Disability Allowance <input type="checkbox"/> Blind Pension <input type="checkbox"/> Deserted Wife's Benefit <input type="checkbox"/> Not on Live Register <input type="checkbox"/> Farm Assist <input type="checkbox"/> Job Initiative Scheme <input type="checkbox"/> Pre-retirement Allowance <input type="checkbox"/> State Pension contributory <input type="checkbox"/> Supplementary Welfare Allowance <input type="checkbox"/> Family Income Supplement	<input type="checkbox"/> Jobseekers Allowance <input type="checkbox"/> One Parent Family Payment <input type="checkbox"/> Illness Benefit <input type="checkbox"/> Invalidity Pension <input type="checkbox"/> Widow's/Widower's Pension <input type="checkbox"/> Carers Allowance <input type="checkbox"/> Back to Work Allowance <input type="checkbox"/> Community Employment Scheme <input type="checkbox"/> State Pension Non-contributory <input type="checkbox"/> Guardian's Payment non-contributory <input type="checkbox"/> Direct Provision Payment <input type="checkbox"/> Other
---	--

Duration in receipt of welfare payment (in weeks):

then Save all the information as you progress, then click



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 and Training Attainments and Supports

Education Level*	Course Title	Country Achieved	Year
<input type="button" value="Add Course or Attainment"/>			

My Details

Education and Training Attainments and Supports

Education Level:*	<input type="text"/>	Course Title:	<input type="text" value="Name of Course"/>
Country Achieved:	<input type="text"/>	Year:	<input type="text"/>
<input type="button" value="Add"/>		<input type="button" value="Cancel"/>	

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

Have you gained qualifications or credits through the formal Recognition of Prior Learning (RPL) process?

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, workshops or seminars.

Yes
 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)
 Digital Literacy (computers)
 None of the Above

Do you require any additional supports? † † this is not an indication that supports will be offered

Yes
 No

* Required

- 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 Education **My Status** Further Details

Sorry! Please check the fields marked in red under all the tabs, correct and click save again.

Economic / Employment Status

Indicate economic status on commencement of programme:*

Date current status commenced:*

Were you previously employed? Yes No

For applicants in current employment or previously employed only

Last/Current Job Title: Job Title Employment Status:

Duration current employment: Years: Months: Employment Type:

Duration last employment: Years: Months: Employment Tenure:

- 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

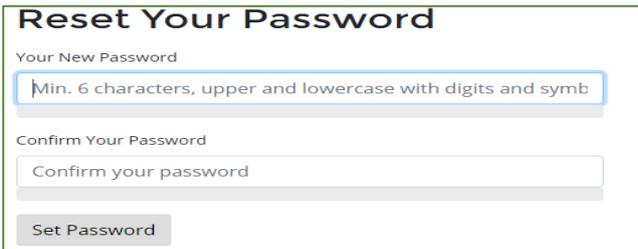
Applying for A Course

- Making an Application for a Course Following Registration



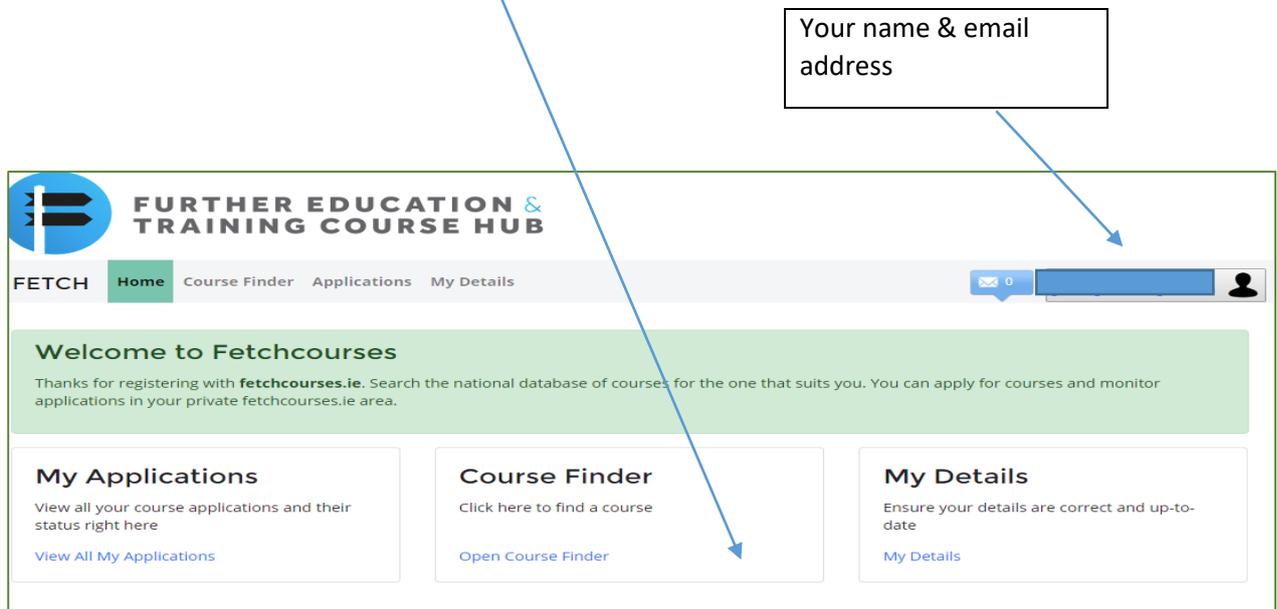
The screenshot shows the 'Sign in to Fetch' page on the Further Education & Training Course Hub website. The page includes a navigation menu with links for 'About FET', 'Course Finder', 'Types of Courses', 'Grants & Allowances', and 'Adult Education Guidance'. There are also logos for the Irish Government and the European Union. The main content area contains a 'Sign in' button, a 'Sign in to Fetch' heading, and two input fields: 'Email Address' and 'Your Fetch Password'. Below the input fields are links for 'Not registered yet? Click Here' and 'Forgotten your password? Click here to reset'.

Sign in to Fetch, ... If you forget your password its simple to reset and you will receive an email advising you on the process.

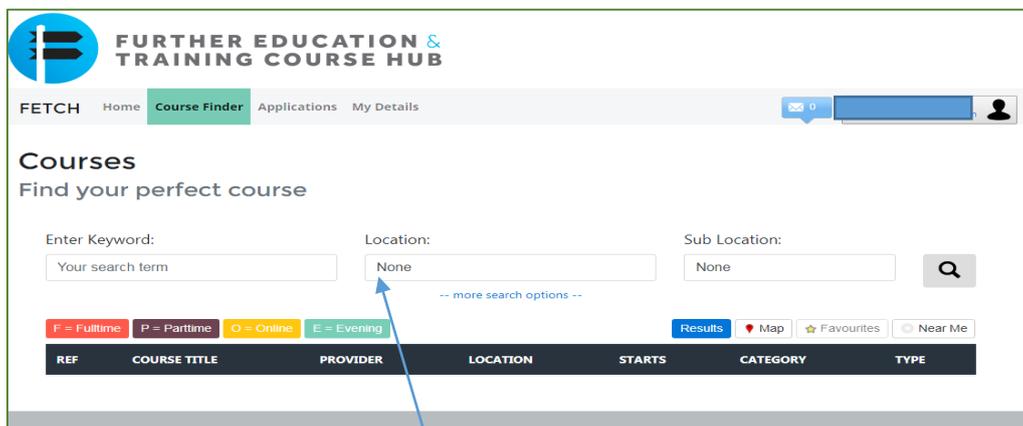


The screenshot shows the 'Reset Your Password' page. It features a heading 'Reset Your Password' and a section for 'Your New Password'. The first input field contains the text 'Min. 6 characters, upper and lowercase with digits and symb'. Below this is a 'Confirm Your Password' section with an input field containing the text 'Confirm your password'. At the bottom of the form is a 'Set Password' button.

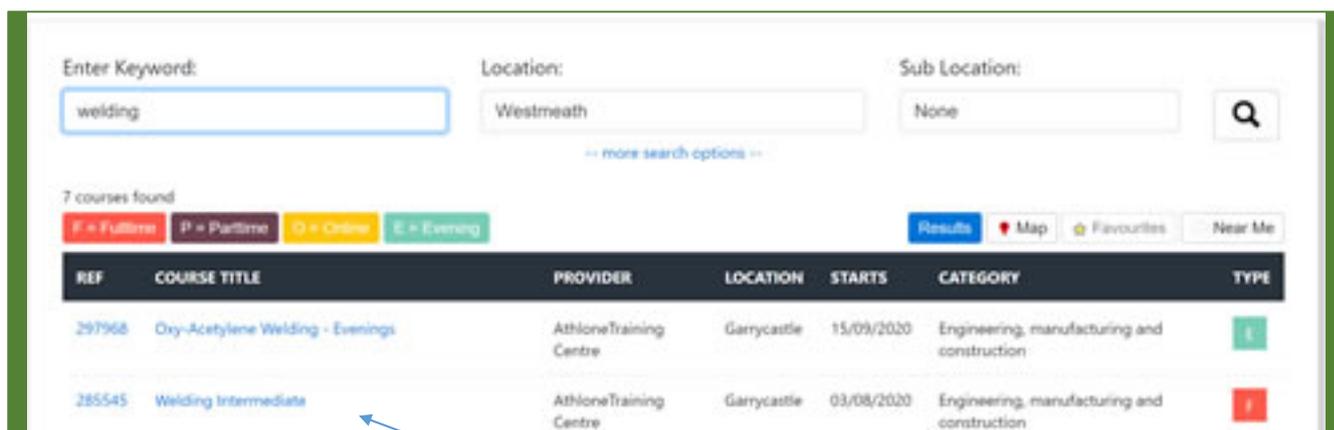
- Now that you are registered you can apply for a course
Click on Course Finder



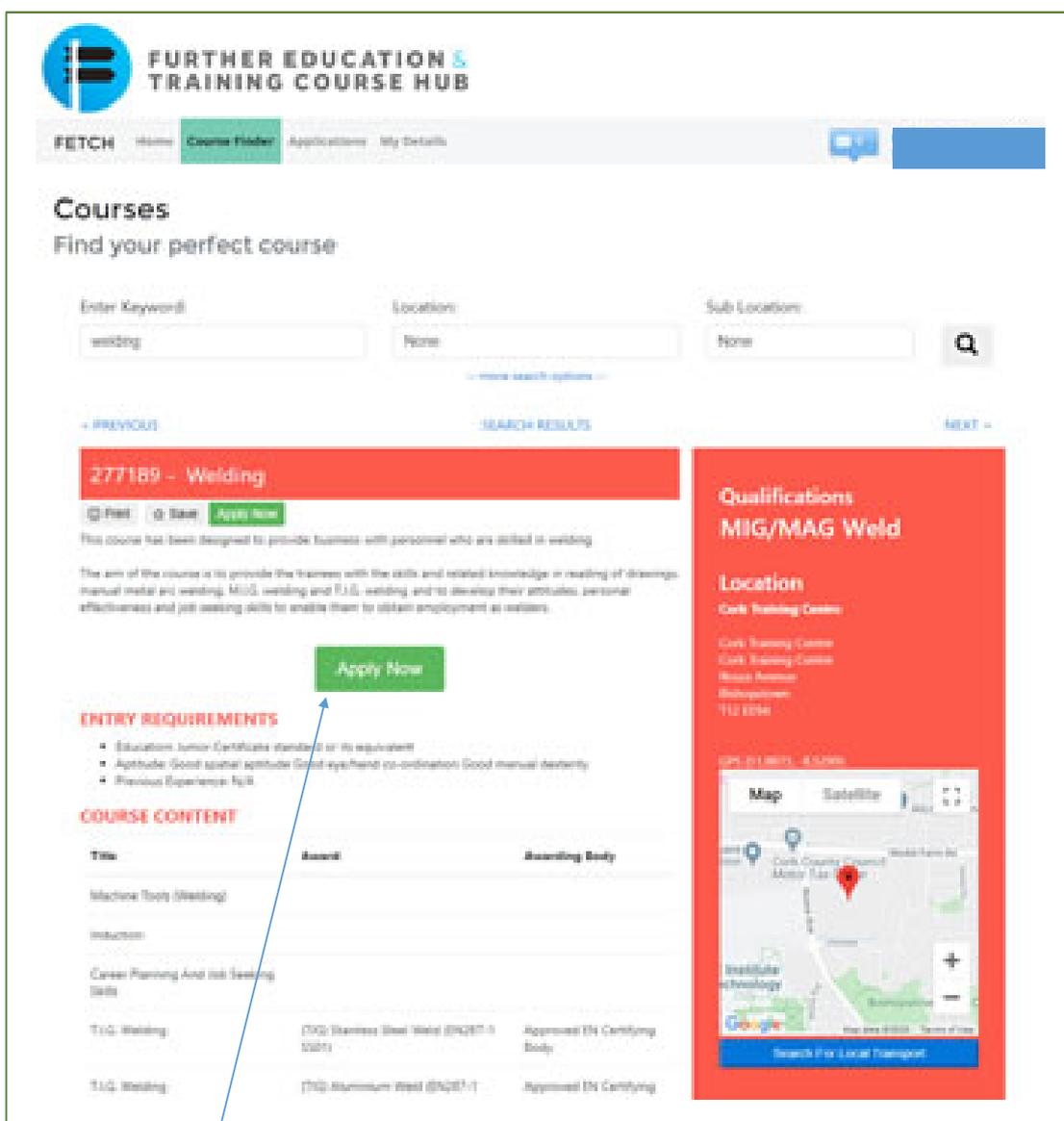
- Find your Course



Enter Course Code – e.g. - 285545 or a word e.g. "Welding", then choose location and sub location, there are drop down menus for each



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



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

FURTHER EDUCATION & TRAINING COURSE HUB

FETCH Home Course Finder **Applications** My Details

Expression of Interest

Welding Intermediate

First Name:* Pat

Last Name:* [Redacted]

Address:*
Click here to search for address...
[Redacted]
ATHLONE

Eircode/Postcode: [Redacted]

County:* Westmeath

Term Address: Term Address is Same As Above

Email Address: [Redacted]

Mobile Number: [Redacted]

Phone Number: [Redacted]

Date of Birth:* [Redacted]

Gender:*
 Male
 Female

PPSN:* [Redacted]

Agreement:* I confirm that the information given on this form is accurate and agree to receive follow up communications in relation to this course.

Terms:* I've read and accepted the Data Acknowledgement Statement

Apply Now **Cancel**

285545
Welding Intermediate
Athlone Training Centre
Garrycastle
Athlone
N37 X985

GPS (53.4241, -7.9001)

Start Date 03/08/2020

End Date 20/11/2020

Duration 16 Weeks

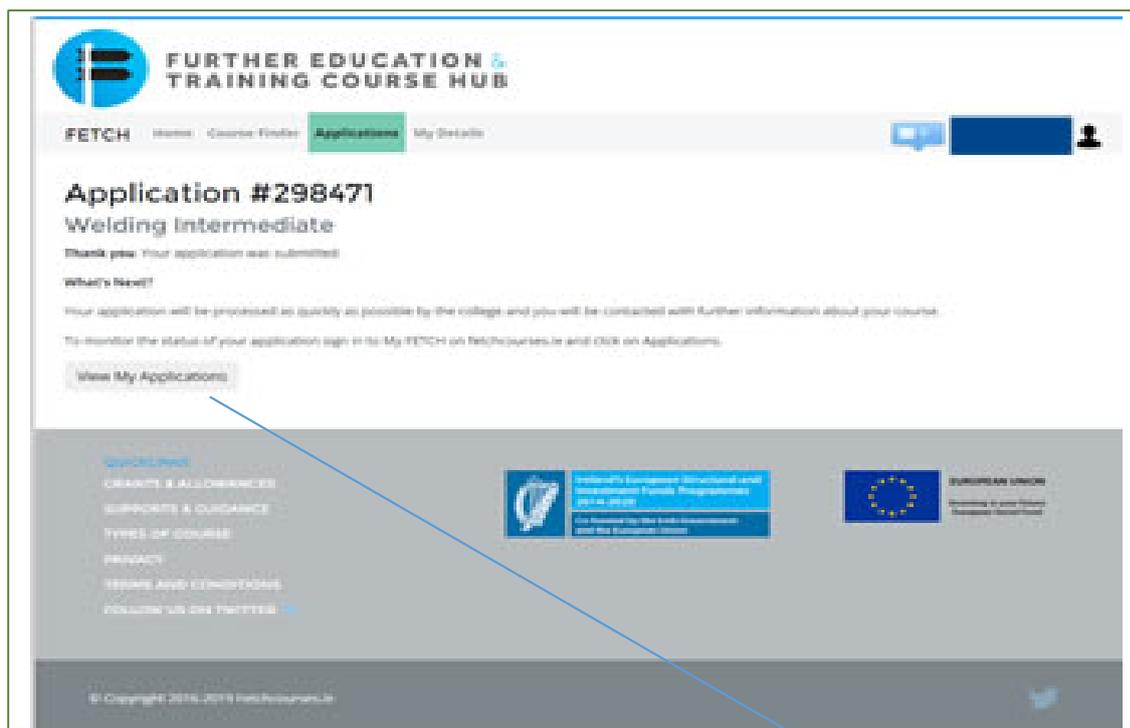
Contact

Course Recruitment

0906424200

daycourses.atc@wvetb.ie

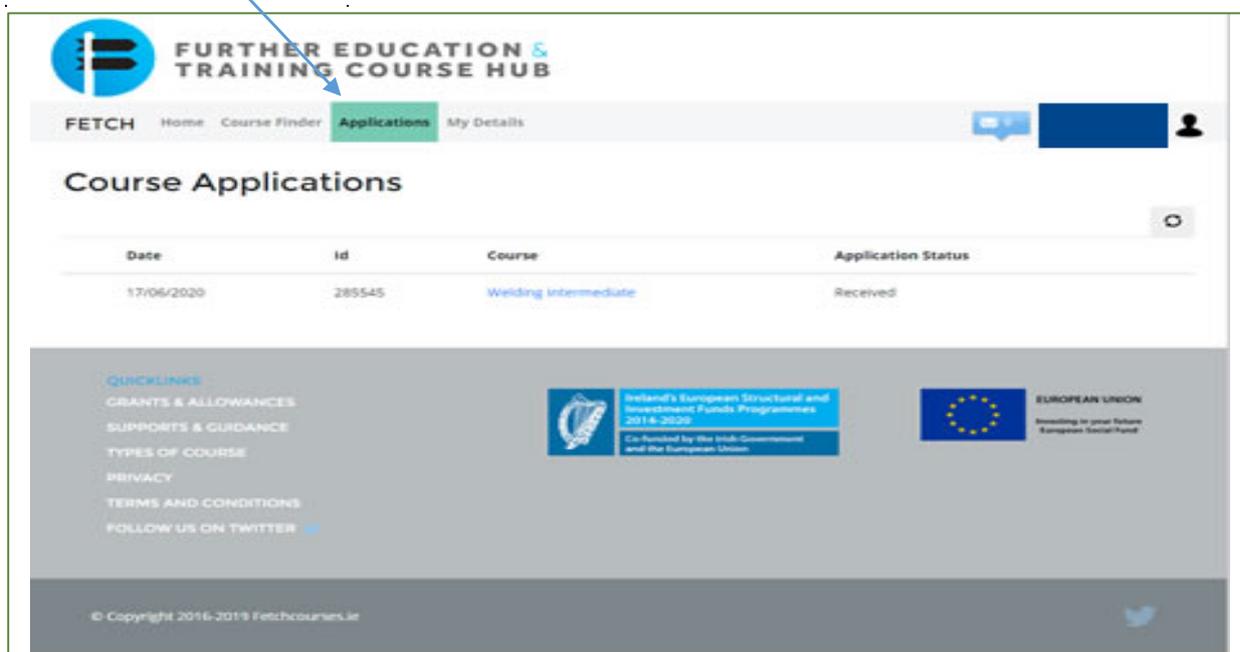
Make sure to accept the DAIA Acknowledgment statement and then click Apply Now



- Your application is now accepted

Check your applications

Course Applications list here



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