

## For NEW Registrations – Step by Step Guide

Before you start the registration, you will need the following:

- PPS Number
- Type of Social Welfare Payment and your Medical Card/GP Visit Card (note if you have a GP card, this number will go in where the Medical Card number is (if relevant))

To Start

Type in your browser

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

Click on Register

Sign In Register

Click on Email Address – type in your email address and 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.

### Join Fetch

I want to register with Fetchcourses using my

- ☒ Email Address  
☐ Mobile Number (Ireland Only)

Email Address \*

myemailaddress@gmail.com

First Name \*

My first name

Last Name \*

My last name

Choose a Password for Fetch \*

Min. 6 characters, upper and lowercase with digits and symbols

••••••••

strong

Confirm Your Password \*

••••••••

strong



I'm not a robot



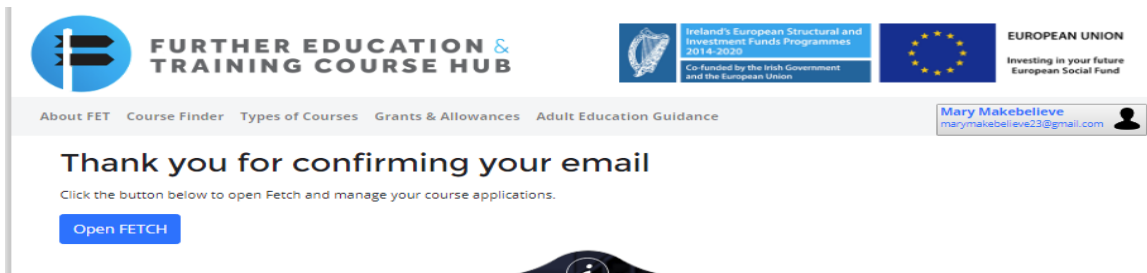
reCAPTCHA  
Privacy - Terms



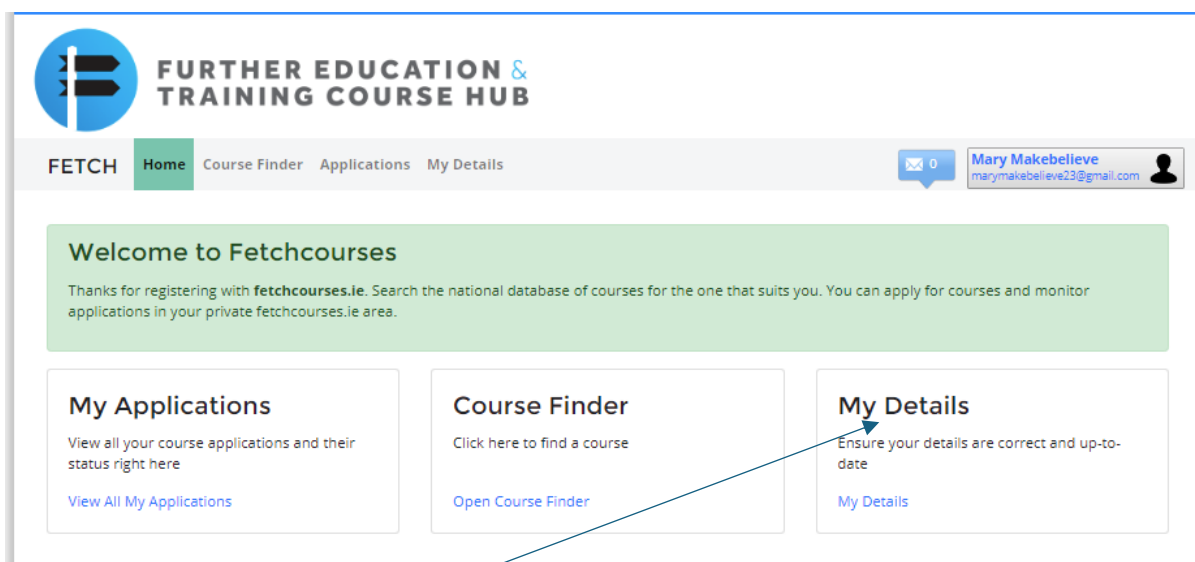
I have read the [Terms and Conditions](#)

You will then need to go to your email and click the link sent from '[noreply-fetchcourses@solas.ie](mailto:noreply-fetchcourses@solas.ie)', if you cannot find it, check your clutter, spam or junk folder.

In your emails – Validate your account

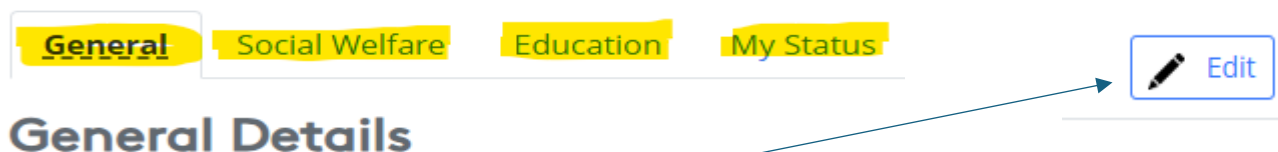


- Click on Open FETCH




Select the My Details Tab, you should now proceed to fill out the details in each tab

## My Details

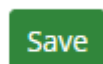


Click the Edit Button, on the top right-hand corner and fill out all the required information in this section 'GENERAL'

Ensure you read and accept the Data Protection Statement

Data:\*  Please read and accept the Data Protection Statement.  
Click here to open the statement in a popup Window

When you have completed all the information the top



click and move onto the next tab at

## Social Welfare

### Social Welfare Payments, including Secondary Benefits or State Payments

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/years

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

Duration in receipt of welfare payment (in weeks):

Weeks

Again

Save

all the information as you progress, then

Next

click

## Education

What 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
<div>Add Course or Attainment</div>			

No Formal Education or Training

Primary Education

Certificate NFQ Level 1 or 2 (Full/Major Award)

Junior/Inter/Group Cert,GCSE,O Levels, NFQ Level 3 (Full/Major Award)

Transition Year

Leaving Certificate/ A Levels/Applied Leaving Certificate

Certificate NFQ Level 4 (Full/Major Award)

Certificate NFQ Level 5 (Full/Major Award)

Advanced Certificate NFQ Level 6 (Full/Major Award)

Other non-NFQ aligned FET

Higher Certificate NFQ Level 6

Ordinary Bachelor Degree,Diploma NFQ Level 7

Honours Bachelor Degree

Professional (NFQ 8+)

Post-Graduate

Country Achieved – Where you received this

Course Title – Name of the course

Year – Year achieved

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?

Yes

No

Non-formal learning includes things like private lessons, organised sessions for on-the-job training, workshops or seminars.

Do you need any learning support? † (tick all that apply)

English Language

Literacy (reading, writing, spelling)

Numeracy (maths)

Digital Literacy (computers)

None of the Above

† this is not an indication that supports will be offered

Do you require any additional supports? †

Yes

No

† this is not an indication that supports will be offered

\* Required

Back

Edit

Next

Respond to the questions that require a yes/no answer and click on any supports you require.

Save

## My Status

The last section to be complete is MY STATUS, this relates to your economic status -Employed / Unemployed

Please ensure you fill out ALL SECTIONS

## My Details

General

Social Welfare

Education

**My Status**

Further Details

Back

Save

Cancel

Next

## Economic/ Employment Status

### Your last or current employment (Job)

Last/Current Job Title:

Duration current employment:

What is your main economic status before starting the course?\*

When did this economic status begin?\*

Save