

Step by Step Guide – on filling out your details

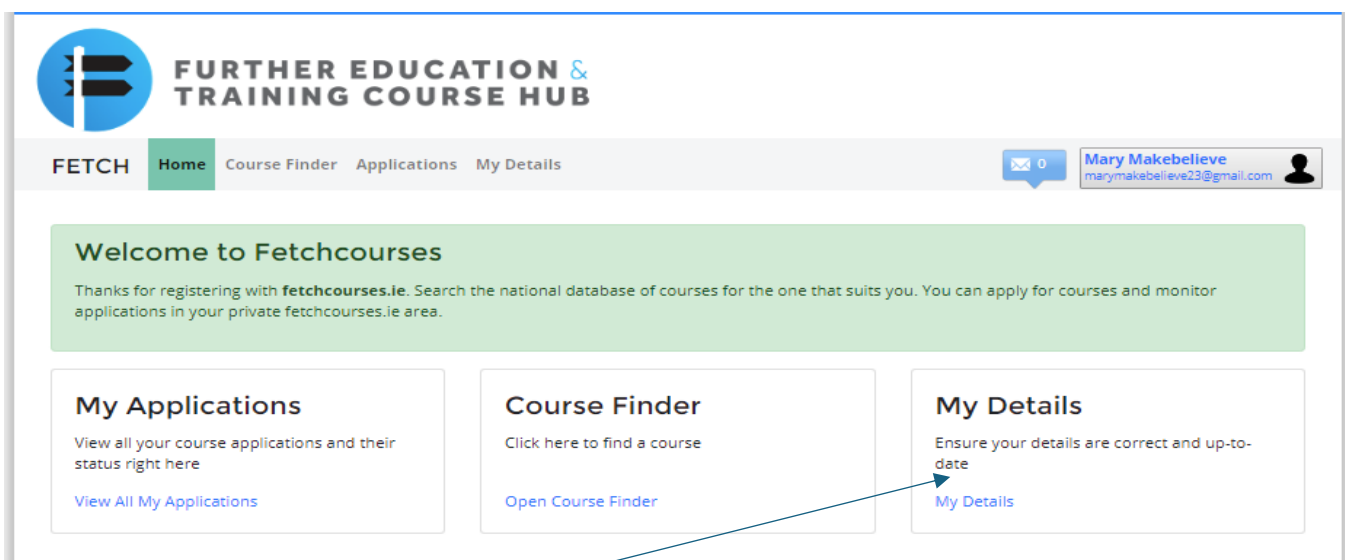
Before you start the registration, you will need the following:

- 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))

Type in your browser www.fetchcourses.ie

As you already have an account with FETCHCOURSES

Please Sign In



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

My Details

General

Social Welfare

Education

My Status




General 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 if you haven't done already.

Data:*

 Please read and accept the Data Protection Statement.

[Click here to open the statement in a popup Window](#)

Please fill out all the details required, if you haven't done so already.

When you have completed all the information the top

Save

click and move onto the next tab at

Then move onto the next tab at the top

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 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
Add Course or Attainment			

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

Pick your highest level of education

Type in the following information

- **Country Achieved – Where you received this**
- **Course Title – Name of the course**
- **Year – Year achieved**

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

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](#)

[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

Congratulations!! You registration is complete.