CONNECT TO SUCCESS NI

EMPLOYER GUIDANCE

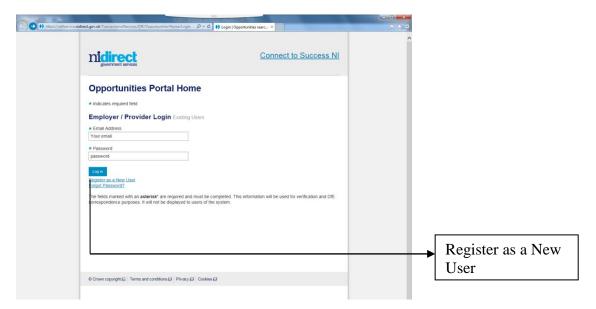
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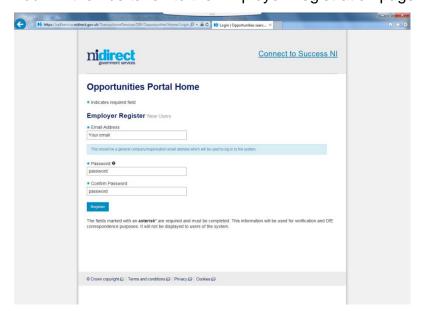
1. EMPLOYER REGISTRATION

To begin advertising your apprenticeship and/or work experience opportunities on Connect to Success NI, you must register as an employer. To register, please complete the steps below.

Click on 'Register as a New User'



You will then be taken to the Employer Registration page



You will then be asked to enter the following information:

*E mail: It is recommended that this is a general/business e-mail address

that is easy to remember as this will be your login.

Correspondence will only be sent to this e-mail for the first stage of registration. During the second stage of registration, you will be able to enter an e-mail address for the person who will be responsible for managing opportunities on Connect to Success

NI.

*Password: This password is for your use only. It should be at least 8

characters in length and contain at least one number, one

uppercase character, one lowercase character and no special

characters. The password is case sensitive.

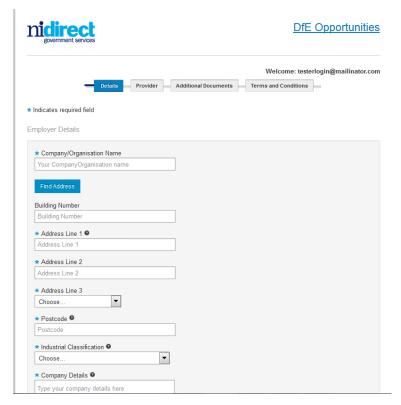
Confirm Password: As above

Click on "Register" once all of the information has been entered. You will then be taken to the second stage of the registration process.

As part of the registration process you will be sent an e-mail asking you to complete the process. Please see Annex 3 for a list of the system generated e-mails.

STEP 1 - REGISTRATION DETAILS

The employer detail is the second stage of the registration process. Please see Annex1 Style Guide for further guidance regarding the format of information.



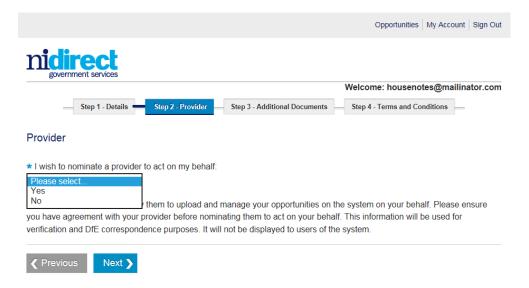
The following table outlines information required for each field:

Company/Organisation	
Name	
Find address	This button will take you to the postcode finder and will
	enable the user to auto fill the address.
Address Line 1	This should be the headquarters' address of the
	organisation. It is possible to add other locations when
	you are adding the opportunity information (see locations
	tab). The address will self-populate if you have entered a
	postcode at 'find address'.
Address Line 2	
Address Line 3	
Postcode	Requires to be completed if entering address manually or if
	business address cannot be found using 'find address'.
Industrial Classification	Select the industry classification which best describes your
	organisation's main activities
Company Details	Write a short paragraph about your company. You can
	change the company details at a later date if required.
	This information will be displayed when your opportunity is
	advertised.
Number of Employees	Using the drop down determine the number of employees
	in your company.
Website	Using the dropdown to determine if your business URL
	starts with http:// or https://.
Landline *	Please enter your organisation's landline telephone
	number. If no landline is available, a mobile number must
	be provided and additional documentation will be required
	at the 'additional document' section of registration
Mobile *	Please provide a mobile telephone number in addition to
	the organisation's landline number or if the organisation
	does not have a landline number.
Company/Organisation	This email address will be used in all correspondence.
Contact E-mail Address *	
Main Contact Name *	This should be the person who deals with the opportunity.

 * This information will \underline{not} be displayed to citizens searching for opportunities on the system

Click "next" button to move to the next screen

STEP 2 - Selecting a Provider



Work Experience

If you have liaised with either 'School Employer Connections' or 'Charter Work Inspiration' and have agreed that one of these organisations will facilitate your work experience for school pupils, then chose 'Yes' on the 'Provider' screen. Employers can choose not to nominate a provider by choosing the 'No' option and therefore take sole responsibility for managing their opportunity. You can nominate a provider at a later date if you wish to do so.

Apprenticeship

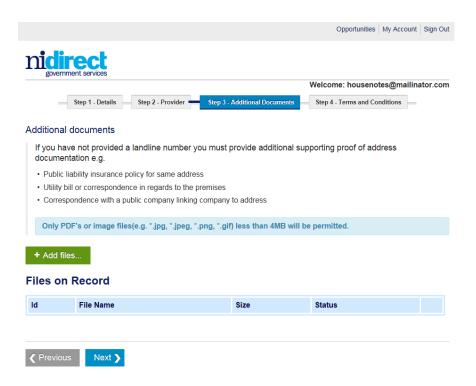
If you have liaised with an approved apprenticeship provider and have agreed that one of these organisations will act on your behalf chose 'Yes' at the statement 'I wish to nominate a provide to act on my behalf'

'Nominating a provider will allow them to upload and manage your opportunities on the system on your behalf. Please ensure you have agreement with your provider before nominating them to act on your behalf.

Your delegated provider will be issued an e mail to notify them that they will be acting on your behalf.

Employers can choose not to nominate a provider by choosing the 'No' option and therefore take sole responsibility for managing their opportunity. Also you have the opportunity to nominate a provider at a later date

STEP 3 - ADDITIONAL DOCUMENTATION

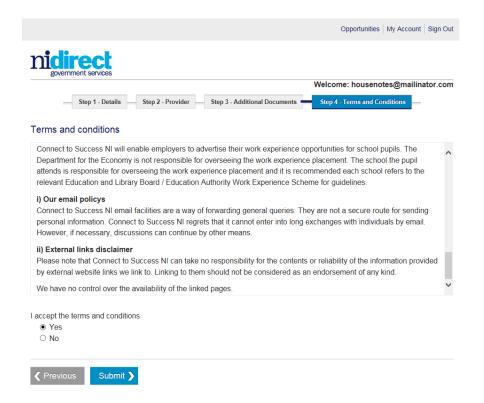


It is only necessary to upload additional documents if you have not been able to provide a landline phone number, or a permanent address for your business. If DfE are unable to verify your details they may ask for additional documents to ease the registration process. Click 'add files'.

Once documents are uploaded click 'NEXT'

If you have already provided the necessary information at the first stage of the registration process, please click 'NEXT' to continue

STEP 4 - TERMS AND CONDITIONS



It is necessary that you tick "YES" or "NO" to confirm you have read and understanding the Terms and Conditions and that the statements made on your application are true. You cannot progress further on the system unless you accept the terms and conditions.

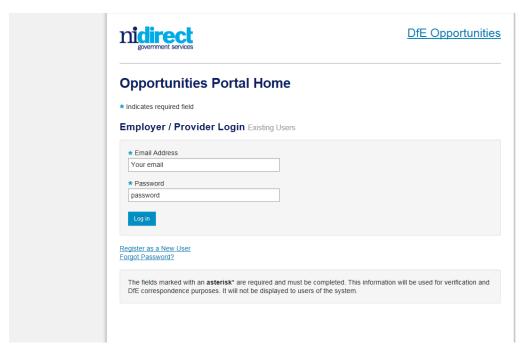
Click "Submit" to complete your registration.

Then select the "Close" button. The system will then send an e-mail confirming that you registration has been completed and awaiting validation. Another e-mail will be generated when the validation process is complete. Please see Annex 3 for a list of the system generated e-mails.

Should you require assistance please call 0300 200 7876 and ask to be put through to the 'Connect to Success NI' team.

2. EMPLOYER LOGIN

Once your registration has been approved you can then log in to the system.



E mail: Use e mail that you registered with.

Password: Use password that you originally registered with.

Once you have logged in you will have options to view and manage your account.

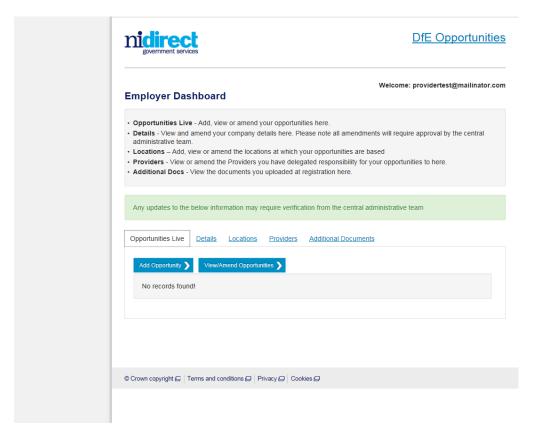
FORGOTTEN PASSWORD

If you have forgotten your password click on login and then click on 'forgotten password'.



This will trigger an email to your registered email address with a link to reset password page. Using the same format of 8 characters containing 1 number, 1 lower case character and no special characters create a new password. Confirm new password containing 1 number, 1 lower case character and no special characters.

3. EMPLOYER DASHBOARD



There are 5 'Tabs' on the Employer Dashboard. Each of these Tabs are explained below

(1)Opportunities Live – You can add, view or amend you live opportunities here.

(2)Details - You can view and amend the details you provided for your registration. Any changes will require approval by DfE before other actions can be carried out.

(3)Locations – You can add, view or amend the locations that your business offers opportunities. You will be able to select these locations when you are adding an opportunity.

(4)Providers – This tab lets you view, amend or delete the provider you have delegated responsibility to.

(5)Additional Docs - View the documents you uploaded at registration here.

4. HOW TO ADD SCHOOL WORK EXPERIENCE AND APPRENTICESHIP OPPORTUNITIES

From the Employer Dashboard, select 'Add Opportunity' and then select

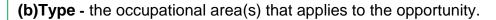
'Add Work Experience Opportunity' or

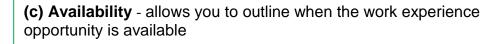
'Add Apprenticeship Opportunity'

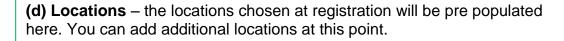
WORK EXPERIENCE

There are 4 Sections to complete in order to add an Opportunity

(a) Opportunity Details – information about the opportunity







Guidance on each of these 4 Sections outlined on the next page:

(A) OPPORTUNITY DETAILS

Complete the form with all the *r*elevant detail ensuring that the mandatory fields* are completed. Please see below:

*Placement Title	The title of the placement opportunity
*STEM/Priority Skill Area	Yes/No
Subjects	If applicable, please list the subjects which would be useful for the placement e.g. IT, Business
*Age	Please select the age group which the placement is suitable for.
*Placement Details/Job Summary including Main Duties	A description of what the young person will be doing on the work experience opportunity with the company.
*Number of positions available	The number of work experience opportunities available
*Number of Days	How many days is the placement available for?
Other Information	Any other information which you think the applicant may find useful e.g. information about dress code
*How to Apply	Detail how to apply for the opportunity.
	Use either the option of an
	email address or
	Web address for applications.
	CLICK NEXT

(B) OCCUPATIONAL AREAS

Please choose the occupational area(s) that applies to the opportunity. You can also select multiple occupational areas.

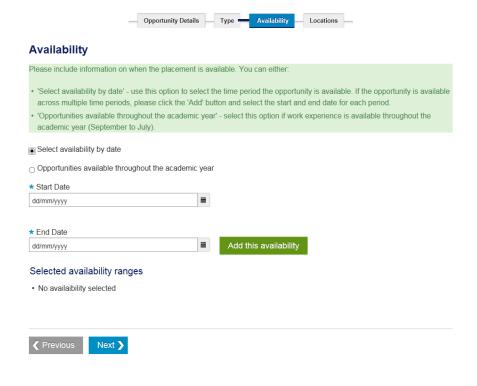
	Opportunities My Account Sign Ou	
nidirect government services	DfE Opportunities	
Opportunity Details Type	Welcome: testingproviders@mailinator.com	
Occupational Area		
What occupational area(s) will this opportunity fall into?		
Administration, Business and Office Work		
☐ Building and Construction		
☐ Catering and Hospitality		
☐ Computers and IT		
☐ Design, Arts and Crafts		
☐ Education and Training		
☐ Engineering		
☐ Environment, Plants and Animals		
☐ Financial Services		
Healthcare		
☐ Languages, Information and Culture		
☐ Legal and Political Services		
☐ Leisure, Sport and Tourism		
☐ Manufacturing and Production		
☐ Marketing and Advertising		
☐ Media, Print and Publishing		
☐ Performing Arts		
☐ Personal and Other Services including Health and Beauty		
□ Retail Sales and Customer Services		

CLICK NEXT

(C) AVAILABILITY TAB

The 'Availability' tab allows you to outline when the work experience opportunity is available. You can either:

- 'Select availability by date' use this option if the opportunity is available for a specific time period e.g. from 1st September to 30th November". Once you have entered the time period click on "Add this availability". If you wish to add an additional time period simply enter the details of the next time period. Remember to click on "Add this availability" after each time period.
- 'Opportunities available throughout the academic year' select this option
 if the opportunity is available throughout the year (September to July). Once
 you select this option there will be no need to resubmit your opportunity for
 each academic year.



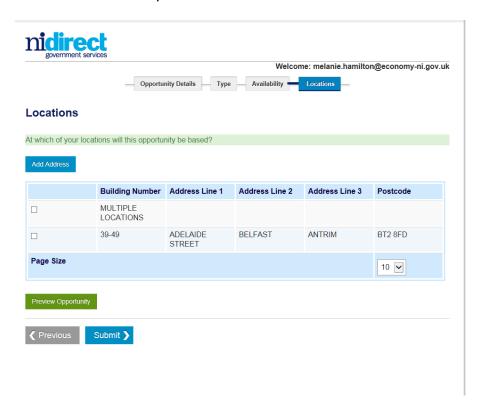
Click NEXT

(D) LOCATIONS TAB

The location tab allows you to select the location the work experience opportunity will take place. The address you provided when registering for the system is automatically displayed.

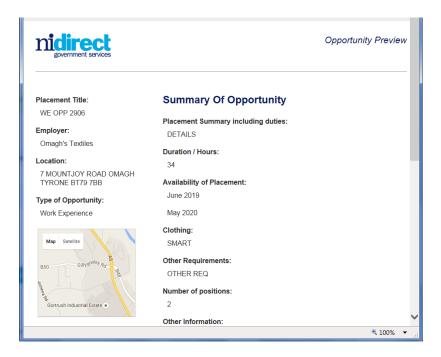
If the placement is going to take place at a different location, click on "**Add Address**". You will then be able to add the address where the placement will take place. Once this address has been added, remember to tick the box beside the chosen location.

If your company has opportunities available across numerous locations, you may wish to tick the multiple locations box.



(E) PREVIEW OPPORTUNITY

Before you submit the opportunity for approval, you can preview how the opportunity will look on Connect to Success NI once it goes 'live' for school pupils, teachers and parents to search. To do this click on "Preview Opportunity".



CLICK SUBMIT

An e-mail notification will be issued informing the employer that the opportunity has been sent to the Connect to Success NI system for approval.

APPRENTICESHIPS

There are 5 Sections to complete in order to add an Opportunity

(1) Eligibility – brief account of the criteria set before you take on an apprentice.

(2) Opportunity Details - information about the opportunity

(3) Type - the occupational area that applies to the opportunity.

(4) Locations – the locations chosen at registration will be pre populated here. You can add additional locations at this point.

(5) Provider – either chose the provider who will be providing the training for this job or add the provider who will be undertaking the training.

Guidance on each of these 4 Sections is outlined below:

(A) ELIGIBILITY

This has been pre populated with a brief eligibility criteria.

(B) OPPORTUNITY DETAILS

Complete the form with all the *r*elevant detail ensuring that all fields are completed. Please see below:

Job Title The job title

Job Summary including main

Duties Detail a Job summary including Job Duties

Apprenticeship Start Date The date the Apprenticeship will start.

Apprenticeship Closing Date
The date the application process will close

Number of positions available The number of apprentice opportunities you have

on offer.

Hours per week Hours required to work e.g. Mon –Fri 9.00 – 5.00

35 hours pw. One of these days will be off the job

training.

Salary See National Minimum Wage

https://www.nibusinessinfo.co.uk/content/national-minimum-wage-and-national-

<u>living-wage-rates</u>

Qualifications/experience

Required Detail here what qualification, experience and/or

skills you would like the applicant to have.

Pension provision Complete if applicable

Apprenticeship duration The completion of an apprenticeship should take

at least 2 years. Detail here how long this

apprenticeship is due to last.

Apprenticeship Level An apprenticeship will be available in professional

and technical occupations commencing from level 3 up to level 8. Please complete here what level

this apprenticeship opportunity is at.

Qualifications gained/

Future prospects Detail here what qualification the applicant can

expect to achieve and what further progression

opportunities there are within the company.

Other requirements List any other relevant requirements of the job at

this point.

Other information

How to Apply

List any other useful information.

Detail how to apply for the opportunity and use

either the option of an

email address or

• Web address for applications.

CLICK NEXT

(C) OCCUPATIONAL AREAS

Please choose the occupational area(s) that applies to the opportunity. You can also select multiple occupational areas.

		Opportunities My Account Sign Out
nidirect government services		DfE Opportunities
	Opportunity Details Type	Welcome: testingproviders@mailinator.com
Occupational A	rea	
What occupation	al area(s) will this opportunity fall into?	
Administration, E	usiness and Office Work	
☐ Building and Cor	struction	
Catering and Ho	spitality	
☐ Computers and I	Т	
□ Design, Arts and	Crafts	
☐ Education and T	raining	
☐ Engineering		
☐ Environment, Pla	ints and Animals	
☐ Financial Service	es	
☐ Healthcare		
Languages, Infor	mation and Culture	
□ Legal and Politic	al Services	
Leisure, Sport ar	d Tourism	
☐ Manufacturing ar	nd Production	
☐ Marketing and A	dvertising	
	Publishing	
□ Performing Arts		
☐ Personal and Otl	ner Services including Health and Beauty	
□ Retail Sales and	Customer Services	

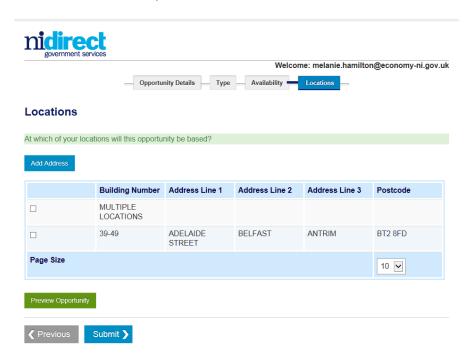
CLICK NEXT

(D) LOCATIONS TAB

The location tab allows you to select the location the work experience opportunity will take place. The address you provided when registering for the system is automatically displayed.

If the placement is going to take place at a different location, click on "**Add Address**". You will then be able to add the address where the placement will take place. Once this address has been added, remember to tick the box beside the chosen location.

If your company has opportunities available across numerous locations, you may wish to tick the multiple locations box.



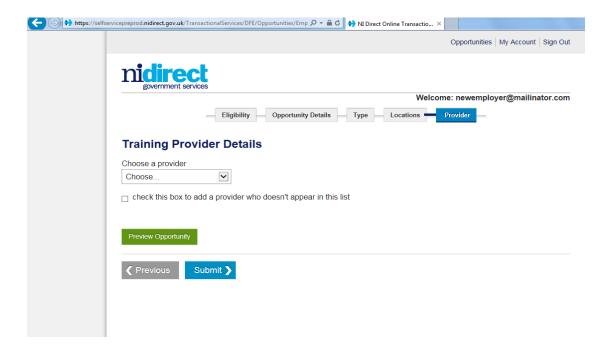
(E) PROVIDER

It is necessary to choose the provider with whom you have arranged the training element of the opportunity with. Click on 'Choose Provider' and this will bring up any providers that you selected at registration. Chose the provider you are working with on this opportunity.

If the provider is not on the list then the option to add a provider is available. Click

Check this box to add a provider who doesn't appear in this list. Enter the details of the provider at 'add details'. Add the Provider Name, Address, Telephone Number, and E mail.

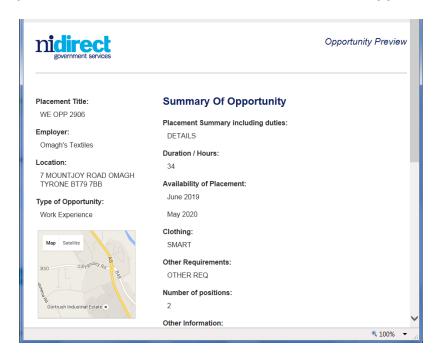
Alternatively advise the provider to register with Connect to Success by contacting the helpline on 0300 200 7876 and ask for Connect to Success NI or complete the Employer Contact form.



If you did not select any provider or providers that you are working with at registration then you have the choice to amend your registration and select them or enter the details of the provider who will be facilitating the training for this opportunity when you come to the provider tab. It is essential that you have discussed with the training provider your training requirements.

(F) PREVIEW OPPORTUNITY

Before you submit the opportunity for approval, you can preview how the opportunity will look on Connect to Success NI once it goes 'live' for school pupils, teachers and parents to search. To do this click on "Preview Opportunity".

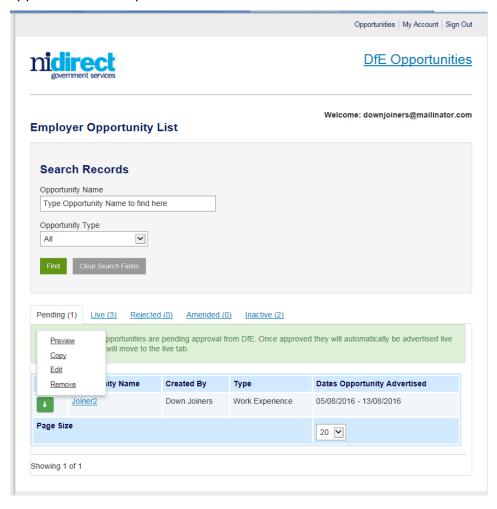


CLICK SUBMIT

An e-mail notification will be issued informing the employer that the opportunity has been sent to the Connect to Success NI system for approval.

5. READING THE DASHBOARD

The EMPLOYER OPPORTUNITY LIST allows you to monitor the status of your opportunities and perform a number of functions.



SEARCH RECORDS

This is a search facility to find an opportunity you as an employer have placed on the system.

Opportunity Name	Search by opportunity name
Opportunity type	Use drop down to search by opportunity
	type
FIND	Click on 'Find' to search for a particular
	opportunity.
CLEAR SEARCH FIELDS	Click clear to clear the current search
	and search for a different opportunity.
Once the search fields are cleared it is necessary to click 'Find' again to bring you	
back to the full list.	

STATUS OF YOUR OPPORTUNITY

The 5 tabs refer to status of the opportunities you have placed. Below is a description of what each of these mean:

Pending

These are the opportunities you have submitted to be advertised on Connect to Success NI. They are waiting to be approved by the Connect to Success NI support team.

Live

These opportunities have been approved by DfE and are advertised on the <u>system</u>. If you have any issue with a live opportunity contact the Connect to Success NI support team to discuss further.

Rejected

These opportunities have been rejected by the Connect to Success NI support team. The Connect to Success NI support team will contact you to explain the reason for the rejection.

Amended

These include the opportunities that you have amended. These are opportunities that have been in the 'Pending', 'Rejected' or 'Inactive' tabs that you have made changes to and have resubmitted for approval.

Inactive

Here you will find a list of the inactive opportunities. DfE can make a 'live' opportunity 'inactive' but will contact you about the issue. Any changes will mean the opportunities will move into the amended tab for re verification by DfE.

ACTION BOX

When viewing the list of your opportunities, you will see the following 'Action Box':



Clicking on this action box will allow you to perform a number of functions in relation to the specific opportunity. The options are as follows:

Preview	View the opportunity details
Сору	Copy a previous opportunity, amend it to
	reflect the current opportunity you wish to
	advertise, and submit it to advertise a new
	opportunity.
Edit	Use this if you wish to change an opportunity
	that is currently advertised. This action will
	require that the opportunity specification is
	checked by DfE.
Remove	The remove button will remove the
	opportunity from, the employer's dashboard
	(the provider's dashboard if appropriate) and
	the live site. DfE will have a record of this
	opportunity

Feed Back

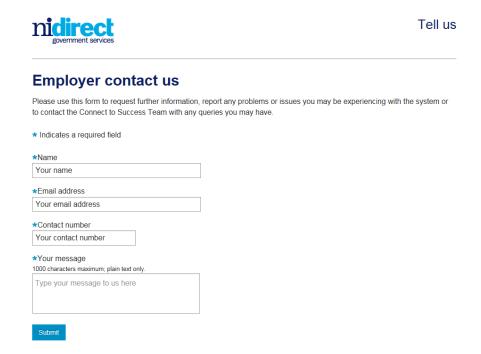
There are a number of ways to provide feedback.

E-mail:

You can e-mail your comments to the Connect to Success NI mailbox, ConnecttoSuccessNI@economy-ni.gov.uk

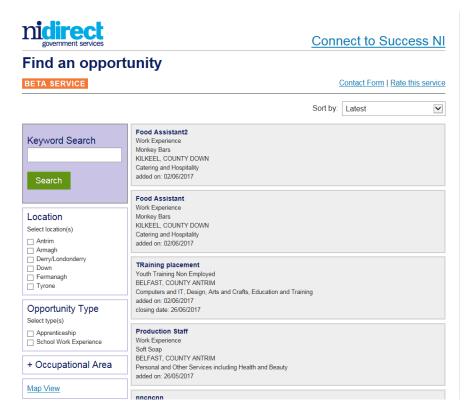
Employer Contact Form:

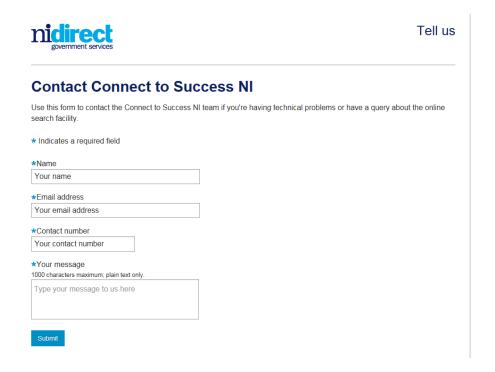
During the registration process the system will send a number of e-mails that will contain a link to the employer contact form. Simply click on the link and complete the form below.



Connect To Success Opportunity Page - Contact form

Click on the Contact Form





6. Annex 1 Style Guide

Connect to Success NI style guide version

This guide provides web authors and contributors with detailed information about rules to apply when writing for, and editing content on the Connect to Success application.

Introduction

Writing for the web is different

Information written for printed publications will rarely, if ever, suit the web. It is more difficult to read pixels on a screen, than ink on paper, so:

- people tend to scan the screen when they are reading online if the information they need is not obvious, after a quick skim, they will move on
- you need to ensure the key information is at the top of the page

Writing good web content

Some pointers for writing good web content:

- use short sentences
- use plain English
- use bulleted lists where appropriate

Consider accessibility

Using plain English makes things quick and easy for everyone, not just people using screen readers.

Brand names, product names, and logos

Brand names, product names, and logos should not be used.

House style

Although we aim for a reading age of nine, this is not necessarily about literacy but about how people read on the web. Your introductory or general content should be simple. You can link to legal information or technical papers if necessary, but any jargon should be avoided.

Quick reference

- aim for a reading age of nine
- always explain acronyms the first time they are used
- use words for single figures (one to nine)
- avoid jargon and colloquialisms
- nidirect (the website) is always written as one word, lower case
- nidirect pages should address the user as 'you' or, if more appropriate in context, 'they'

 the word 'we' should not be used on a page, instead name the branch/organisation

All information must be accurate and up-to-date:

- use spell check
- proof read copy

Language

- keep language simple use active rather than passive language:
- use verbs as headings rather than nouns
- use English, not 'American': 's' not 'z'
- do not use abbreviations use 'county' 'telephone' or 'phone' and 'number' not 'Co', 'tel', 'no'
- use 'they' rather than 'he or she' or 'he/she'
- use 'see' or 'read' not 'click here'
- refer to a section heading within an article rather than 'see below'

Punctuation

- add one space after a full stop before starting the next sentence
- use double quote marks for words or phrases from a clearly identified source
- use single quote marks in headlines or links when referring to publications,
- use single quote marks when explaining an unfamiliar word or phrase,
- keep hyphenation to a minimum
- if using a forward slash (/), leave a space after (e.g. and/ or)

Abbreviations and acronyms

- do not use full stops in abbreviations
- always give abbreviations in full the first time they are used, with the abbreviation in brackets - exceptions to this rule include EU, BBC, UK, NI
- you can use contractions such as 'you'll' or 'don't'
- organisations are singular, don't use 'etc.', 'e.g.', or 'i.e.'; days of the week and months of the year should be written in full, not abbreviated
- don't use an ampersand (&) unless it's part of an organisation's name

Capitalisation

We use the minimum of capital letters because they disrupt word recognition and impede quicker reading.

- all sentences begin with capitals, except in bullets
- all headings and sub headings should be sentence case unless they include report titles, proper nouns, or names of taxes and benefits
- named forms and processes are capitalised
- proper nouns names of people and places are capitalised
- job titles are lower case government is lower case ('government')
- government departments are capitalised Department of Finance (DoF)
- NEVER capitalise words for emphasis

Numbers

- figures between one and nine are spelt out, use figures for 10 onwards the exception to this is 'one to fifty' or if a number starts a sentence
- thousands: use full figures: 1,000, 10,000, 110,000 with comma separation
- millions: use m and decimals: 1m, 1.5m, 20m no spaces
- decimals: always use decimals and never fractions if necessary, round to two decimal places: 1.99
- ordinal numbers: first, second, third, etc., to ninth, then 10th, 11th and so on
- 'per cent' is spelt out, not % (except in tables)

Contact information, addresses and telephone numbers

You should:

- use the address style
- use a new line for each line of the address (use shift and return to get line spacing)
- use upper case for postal town
- always include a postcode
- For phone numbers use spaces between city and local exchange (e.g., 028 9000 0000, (+44) 28 9000 0000, or 07771 900900).
- Numbers that have a clear rhythmic break when spoken, like the Flooding Incident Line, should be written as follows: 0300 2000 100.

Time and dates

- time is written as 2.00 pm or 11.30 am
- when giving a range of times, write 'from 2.00 pm to 5.00 pm'; don't use dashes
- write Monday to Friday, not Mon-Fri
- The general rule for dates is '31 March 2015'

Jargon

- avoid using too much jargon, for example technical or legal language use an alternative or summarise
- if you have to use jargon then explain it if the user will not immediately understand
- explain other terms that people might not be aware of, such as 'personal care'
- words like internet, net, web, website and email have been accepted into the language as modern words - they should all be lower case
- email no hyphen (so never write 'e-mail')

Disability

When referring to people with disabilities/ disabled people, use the term 'people with disabilities'

 if a particular allowance, programme or campaign is cited then leave as is, for example, Disabled Students' Allowances

Italics, underscore and bold text

- use italics sparingly never more than a short phrase
- use bold text sparingly never more than a short phrase
- do not use underscore

- do not use bold text to simulate subheadings use 'Heading 2', 'Heading 3' and perhaps rarely 'Heading 4' styles
 italics, underscore and bold must never be used in tables

7. Annex 2 Employer – Links

Providing a Work Experience Placement

The guide offers advice about all aspects of the work experience placement. It also contains links to information on Health and Safety, Child Protect and also Public Liability insurance.

https://www.nibusinessinfo.co.uk/content/providing-work-experience-opportunities

Minimum Wage

https://www.nibusinessinfo.co.uk/content/national-minimum-wage-and-national-living-wage-rates

Department for the Economy website

Including link to the Labour Relations Agency.

https://www.economy-ni.gov.uk/

Apprenticeships explained for employers

The guide offers advice about all aspects of apprenticeships. It also contains links to information on business benefits, qualifications and finances and funding.

https://www.nibusinessinfo.co.uk/content/apprenticeships-explained-employers

8. Annex 3 System E-mails

The first part of the registration process is the entering of the e-mail address and choosing a password. When this has been completed you will receive the following e-mail,

Thank you for registering your user name and password on Connect to Success NI.

Please now complete the rest of the registration process.

If you have any further queries please contact the helpline on 0300 200 7876 and ask for 'Connect to Success' or complete the <u>Employer Contact form</u>

Once you submit your registration an automatic email will issue to confirm that your company's registration has been received and *provide you with a Unique Employer Number. This number is for the sole use of you the employer and should not be passed on.*

Dear contact name.

Thank you for registering to advertise your opportunities on Connect to Success NI.

Your Unique Employer Register Number is XX. Please use this number in any correspondence with the Department.

We will now verify the details you provided at registration. We aim to complete verification within 8 working days.

A DfE employee may be in contact with you as part of this process. You will be notified via email when verification is complete.

We would appreciate your feedback to help us improve the system. Please click here to rate your experience of the system.

If you have any further queries please contact the helpline on 0300 200 7876 and ask for Connect to Success or complete the **Employer Contact form**.

APPROVAL

The DfE Support Service will now verify your application. You may receive a phone call or email if additional information is required.

Once your registration has been verified an e mail will issue to notify you if your application has been approved or not. It may be necessary for you to confirm your

email address this will be carried out via e mail. Once the approved email is received you can login and upload your opportunity.

Dear Contact Names

Your account details have been verified and you can now upload your opportunity on to Connect to Success NI. Please click here to go to the employer logon screen.

We would appreciate your feedback to help us improve the system. Please click here to rate your experience of the system.

If you have any further queries contact the helpline on 0300 200 7876 and ask for Connect to Success NI or complete the Employer Contact Form.

However if your registration has been unsuccessful, you will be advised via an email which will also include the contact details of the Connect to Success NI team if you wish to discuss it further.

The DfE Support Services will liaise with you to resolve any issues with your application.

Dear contact name,

Unfortunately we have been unable to verify your registration details on Connect to Success NI.

In order rectify this please contact the helpline on 0300 200 7876 and ask for Connect to Success NI or complete the Employer Contact form.

PROVIDER

If circumstances change and you no longer require your nominated Provider to work on your behalf use the Employer dashboard to make amendments. Any amendments will require to be verified again, e mail will all be issued again.

See Provider e-mail below for information only

Dear Provider,

Employer name has nominated you to advertise opportunities on the Connect to Success NI on their behalf.

If you have any further queries at this time please contact the helpline on 0300 200 7876 and ask for Connect to Success NI or complete the Employer Contact form.

DE- ACTIVATES EMPLOYER ACCOUNT

If for any reason the Department needs to de-activate your account we will issue an e mail to you.

The online DfE Support Services will be available to discuss this action as required.

Dear Contact Name,

This email is to advise you that your Connect to Success NI profile has been made inactive.

In order rectify this please contact the helpline on 0300 200 7876 and ask for Connect to Success NI or complete the Employer Contact form.

9. Annex 4 Employer Registration

