

Iris User Guide: How to input a Course record



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

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Ireland's European Structural and Investment Funds Programmes 2014-2020

Co-funded by the Irish Government and the European Union



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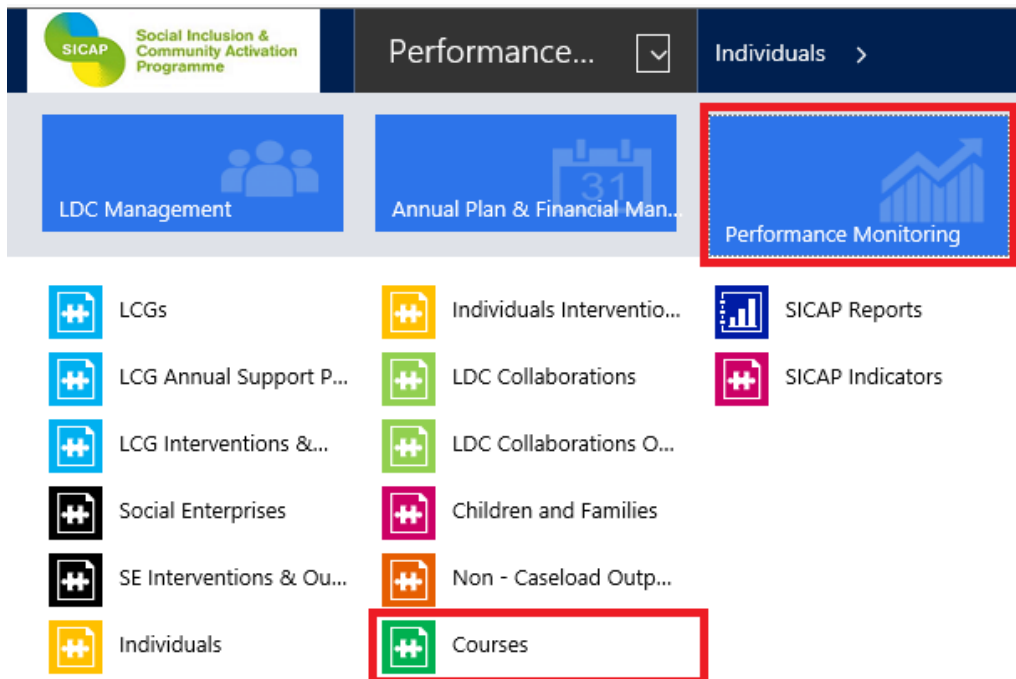


An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

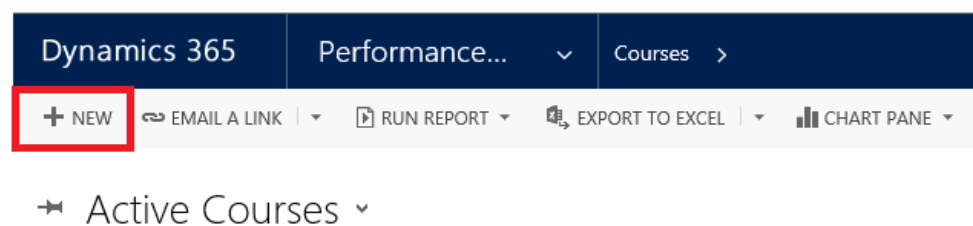
How to input a course record

Select the **Performance Monitoring** option from the navigation pane along the top of the IRIS application.

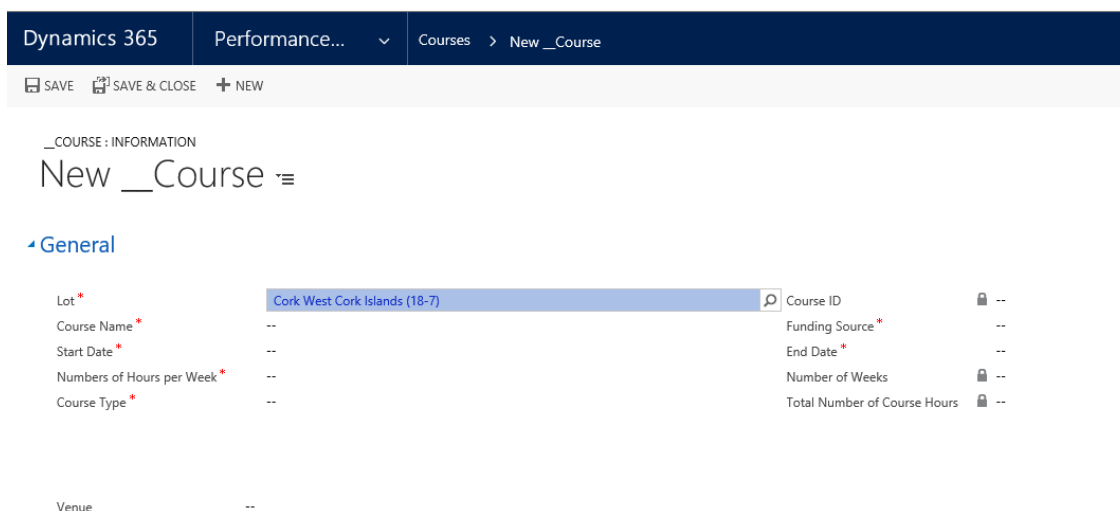
Click on **Courses**, shown below



Click on **New**



The New course record will open



The **Lot** will auto-populate with the exception of LDCs with more than 1 Lot.

Course ID will auto-populate once the record is saved

Course Name is a free text, mandatory field

Select the **Funding Source** from the 4 lookup options available

Enter or select the **Start Date** and **End Date** of the course and enter the number of **Hours per Week**. The system will then calculate the **Number of Weeks** and **Total Number of Course Hours**.

Select the **Course Type** from the dropdown

The **Venue** field can be used to specify where the course is provided

Depending on the Course Type selected different fields will be displayed

If course type = Accredited certification then you must provide – **NFQ Level, Provider, Awarding Body, QQI Programme Code, Education Sector** and **Award Level**.

General

Lot *	Cork West Cork Islands (18-7)	Course ID	🔒 --
Course Name *	--	Funding Source *	--
Start Date *	--	End Date *	--
Numbers of Hours per Week *	--	Number of Weeks	🔒 --
Course Type *	Accredited certification	Total Number of Course Hours	🔒 --

NFQ Level *	--	Awarding Body *	--
Provider *	--	QQI Programme Code	--

Venue	--
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Sector	
Education Sector *	--
Award Level *	--

If course type = Industry certified then you must provide – **Awarding Body, Provider** and the **Industrial/Professional Sector**

General

Lot *	Cork West Cork Islands (18-7)	Course ID	🔒 --
Course Name *	--	Funding Source *	--
Start Date *	--	End Date *	--
Numbers of Hours per Week *	--	Number of Weeks	🔒 --
Course Type *	Industry certified	Total Number of Course Hours	🔒 --

Awarding Body *	--
Provider *	--

Venue	--
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Sector	
Industrial/Professional Sector *	--

If course type = No accreditation then you must provide – **Provider** and the **Area of learning**.

General

Lot *	Cork West Cork Islands (18-7)	Course ID	🔒 --
Course Name *	--	Funding Source *	--
Start Date *	--	End Date *	--
Numbers of Hours per Week *	--	Number of Weeks	🔒 --
Course Type *	No accreditation	Total Number of Course Hours	🔒 --
Provider *	--		
Venue	--		
Sector			
Area of learning *	--		

Once all course details have been entered click **Save & Close** to exit the record, or use the **Save** and **New** buttons to record another course.

SAVE SAVE & CLOSE + NEW

_COURSE : INFORMATION
New __Course ☰