



## Useful Tips in relation to Clinical Education Centre (CEC) programmes

Applicants who cancel without giving at least four working days notice will be charged for their place. To ensure you get the best possible service from CEC, please follow the tips below.



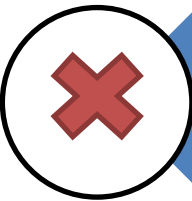
### Set up a CEC account at: [www.cec.hscni.net](http://www.cec.hscni.net)

This is the only way to apply for a programme. Include your staff number and your mobile phone number to receive programme reminders.



### Update your CEC account if any of your personal details change

(e.g. staff number, employer, line manager)



### Do not use your CEC account to apply for programmes on behalf of others

This can result in inaccurate data being collected and shared.



### If you do not cancel your place more than four working days before a programme you/ your organisation will be charged

Contact CEC on: 028 9536 1200 or [enquiries@cec.hscni.net](mailto:enquiries@cec.hscni.net) to cancel your place



### Please join the programme in good time and remember to sign in

**Face to face programme:** arrive in good time and sign the attendance sheet.

**Online programme:** log in in good time using your full name to ensure you receive a certificate of attendance.



### How do I access eLearning?

HSC Trusts and ALB staff access eLearning directly on the HSC learning platform ([www.hsclearning.com](http://www.hsclearning.com)).

Other organisations apply via the CEC website.



### Our website is continuously updating so please check it regularly for new dates and programmes

You can access the website from anywhere (home or work) and on any device (PC, tablet or mobile phone).