



# KEY MESSAGES

when accessing HSC Clinical  
Education Centre Programmes



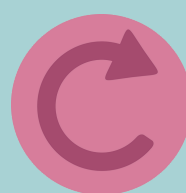
## Set up an account

- Individual account required to apply for virtual or face-to-face programme.
- Please include your work details; including your staff number and work email address.
- You can access the CEC website from home or work and on any device: [www.cec.hscni.net](http://www.cec.hscni.net)



## Update your account

- Keep your account up-to-date.
- Ensure it reflects your current employer, line manager and staff number. Go to the CEC website to log in and update: [www.cec.hscni.net](http://www.cec.hscni.net)



## Virtual programmes

- Join in good time.
- Ensure you enter the session using your full name (to ensure you receive a certificate of attendance).
- Your device must have a working camera and microphone.



## Face-to-Face programmes

- Ensure you know where the session is taking place.
- Arrive in good time.
- Remember to sign the attendance sheet.



## eLearning

- HSC Trusts and Arms Length Body (ALB) staff access eLearning directly on LearnHSCNI - <https://learn.hscni.net>



## Cancellation notice

- You/your organisation will be charged for cancellations received with less than four working days notice. Telephone or email to cancel your place.
- By cancelling your place, this may allow someone else to attend.



## Website updates

- The HSC CEC website is regularly updated. Please check the site for new programmes and dates.

