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# On Site Bristol Website

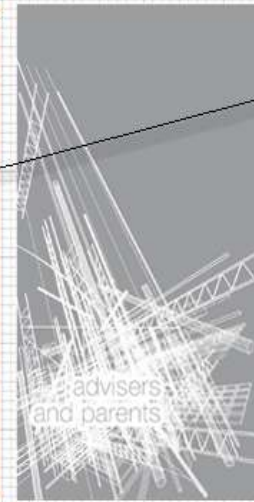
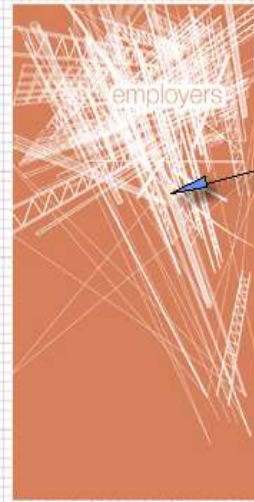


# On Site Bristol Home Screen

welcome

[Stephen Williams MP visits  
On Site Bristol  
Apprentices](#)

[On Site Bristol's Annual  
Awards Ceremony](#)



Click on the  
Employers tab to  
access the Employers  
Secure Area



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# Employer's Login

employers

apprenticeships

vacancy & job  
matching service

adult trainees

useful information

login

register

Click on this link to  
login to the Employer  
Secure Area

## WHAT IS ON SITE BRISTOL?

On Site Bristol aims to ensure local construction businesses are able to find people with the right skills locally.

Whether you are looking to take on a skilled and experienced worker, an apprentice or an adult trainee, On Site Bristol is here to help.

**If you have an apprentice with On Site Bristol and would like to register to access the secure area please click on the registration link to the left.**

If you would like to view a tutorial on how to register please click the link below:

[Employer Registration Tutorial](#)

If you would like to see a demo of the the employer's secure area, please click the link below:

[Employer Secure Area Demo.](#)

On Site Bristol is a partnership between Bristol City Council, Jobcentre Plus, ConstructionSkills, City of Bristol College and SummitSkills. We operate as part of Bristol City Council's Economic Regeneration Team.

Currently, we have offer apprenticeships in Bricklaying, Carpentry, Bench Joinery, Painting & Decorating, Plastering, Plumbing, Electrical Installation, Engineering Maintenance

Apprenticeships - free training for young employees (aged 16 to 18) and



To view the tutorials  
on registering and  
using the website,  
please click these  
links



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# Employer's Secure Area

Logout | Profile

## employers

This is the main Employers Secure Area. At the top you will see the list of apprentices you have been given access to. You can now access their documents and letters by clicking on their name

apprenticeships  
vacancy & job matching service  
adult trainees  
useful information  
login  
register

You will see trade icons specific to the apprentices that you employ. So, if you employ an Electrician and a Carpenter, you will see these icons here

### Employer Home

[Edit profile](#)

Associated learners and documents:

- [Barney Willis](#)
- [Fabio Capello](#)

### General Documents



Health & Safety



Equality Diversity



Employment



Electrician



Letters



C&J



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Underneath here is the General Documents section. Documents such as Pay Rates and College Timetable, for example, will be held in the folders here. There will also be other documents that may be useful for your business in this section as well



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# Accessing Learner Documents

Logout | Profile

## employers

apprenticeships

vacancy & job  
matching service

adult trainees

useful information

login

register

### Employer Home

[Edit profile](#)

[Back to profile](#) > Barney Willis

- [Assessment Letter February 2011](#)
- [Bricklaying NVO Units 1,2&3](#)
- [Bricklaying Review Level 2](#)
- [E&D Booklet](#)
- [Exit Questionnaire](#)
- [Tester](#)

Once you have been assigned your learners, click on their name and it will show the list of documents assigned to them that you've been given permission to view

In the next release the documents will be grouped in folders to help navigation. We will see this in the learners area, later

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# Opening Learner Documents

Logout | Profile

## employers

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### Employer Home

[Edit profile](#)

[Back to profile](#) > Barney Willis

- [Assessment Letter February 2011](#)
- [Bricklaying NVO Units 1,2&3](#)
- [Bricklaying Review Level 2](#)
- [E&D Booklet](#)
- [Exit Questionnaire](#)
- [Tester](#)

To open the listed documents click on the links here. In the next release these documents will be listed in folders to make it easier to navigate



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# General Documents

Logout | Profile

# employers

Click Profile to return to the main Employer Secure Area screen

apprenticeships  
vacancy & job matching service  
adult trainees  
useful information  
login  
register

To view any general letters OSB send you will need to click this icon. You will see a list of all letters. The letters will be titled with the date and the content title

To edit your profile click here.

**Employer Home** [Edit profile](#)

Associated learners and documents:

- [Barney Willis](#)
- [Fabio Capello](#)

**General Documents**

- Health & Safety
- Equality Diversity
- Employment
- Elec-trician
- Letters
- C&J



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# General Letters Section

Logout | Profile

## employers

apprenticeships

vacancy & job  
matching service

adult trainees

useful information

login

register

The letters section will look like this. If, for example, there is a letter in here that relates to plumbers only, the letter will be annotated with the work Plumber

### Employer Documents

[Back to profile](#) > Correspondence

These are the documents assigned to you.

- [Notification of Website Registration for Learners Feb 2011](#)
- [Notification of Website Registration for Employers Feb 2011](#)

In the next release the letters will be put into folders to help you navigate easier

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**site**  
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# Changing Profile Details

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## employers

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[vacancy & job  
matching service](#)

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### Employer Profile

[Back to profile](#) > [Edit](#)

Employer Name

Bodge it and Bash it

Email Address

info@bodgejob.co.uk

Password

Confirm Password

In the next release the profile will also include contact name and phone number



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# Learner Secure Area (Personal Documents)

[Logout](#) | [Profile](#)

## learners secure area

Learners also have access to a forum where they can ask questions, make suggestions and discuss their course with one another.

[forums](#)

[login](#)

[register](#)

**Personal Documents**

- Assessment
- City Guilds Certificates
- Disciplinary
- Personal
- Personal Letters
- Progress
- Reviews
- Welfare

This is the learner area that your learners will see. In our next release for the employers area, when you click their name, you will also see a series of icon folders like this.



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# Learner Secure Area (General Documents)

[Logout](#) | [Profile](#)

## learners secure area

- [forums](#)
- [login](#)
- [register](#)

Learners also have access to the General Documents section, like you. With the trade icon, they will only be able to see the icon for the trade they are doing but all the others will be viewable

### General Documents

 Stone-Mason	 Start-up	 Plumber
 Plasterer	 P&D	 Health & Safety
 Equality	 Engineer	 Employ-



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# Learner Documents (Personal Letters)

Logout | Profile

## learners secure area

forums

login

register

As you can see on Screen 8, learners have a Personal Letters icon and a General Documents Letters icon. If we send a letter specifically to that person it will be put in the Personal Letters section. When you log onto the Employers Area and click the learners name you will see the letter. If we send a general letter to all our plumbers or electricians it will be put in the General Documents Letters section. The Letter listed here is a notification of a site observation for that learner

### Learner Documents

[Back to profile](#) > Personal Mail

These are the documents assigned to you.

- [Assessment Letter February 2011](#)

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# Contact Us

## contact us

apprenticeships

learners

advisers and parents

employers

### CONTACT US

On Site Bristol,  
Avonquay,  
Cumberland Basin,  
Bristol,  
BS1 6XL

T. (0117) 353-3480  
F. (0117) 353-3490

or [click here](#) to send an email.

If you have any queries or if there is anything you want to tell us, please click the contact us link



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# Future Website Additions & Plans

- Registration and profile information will contain Employer Contact details and Phone number. We will then use this person to send the notifications to.
- Learners that have left the scheme for whatever reason will still have access to their secure area for up to 3 months after they have left.
- In the General Letters icon category, sub folders will be created to make it easier to find the letters.
- After logging in, instead of just seeing your learner names listed, there will also be a picture of learner.

# SMS & Email Notifications

- When documents are uploaded onto the secure area that we need to make you aware of, we will either send you a SMS text message or an email. This communication will notify you of the document that has been uploaded, the section, title and date.
- All document titles that are not general information will include the what the document covers and the date. Please see page 8 for an example of this.
- On Site will be increasing the use of SMS text in other areas. For example when a critical date approaches, such as a site observation, exam or progress review, we will notify the learner, and in some instances yourself, of this date to remind them of this and ensure it proceeds according to plan.
- If there are any amendments you would like to see to the website, or you have any comments, good or bad, please let us know through the contact us link on our website.



# Other Information

- You will not be able to see every document uploaded against your learner. There is some information that we are not allowed to show you under the Data Protection Act. However, this is very minimal and it is anticipated that you will be able to 98% of the learner content uploaded.
- Absences will be uploaded onto the website. We will notify you if there is an absence letter to view, either by SMS or by email.
- The amount of paper correspondence from On Site Bristol will drop dramatically from March 2011 and nearly all will be conducted through the website. Only critical documents, where we need your signature for example, will be sent by post.