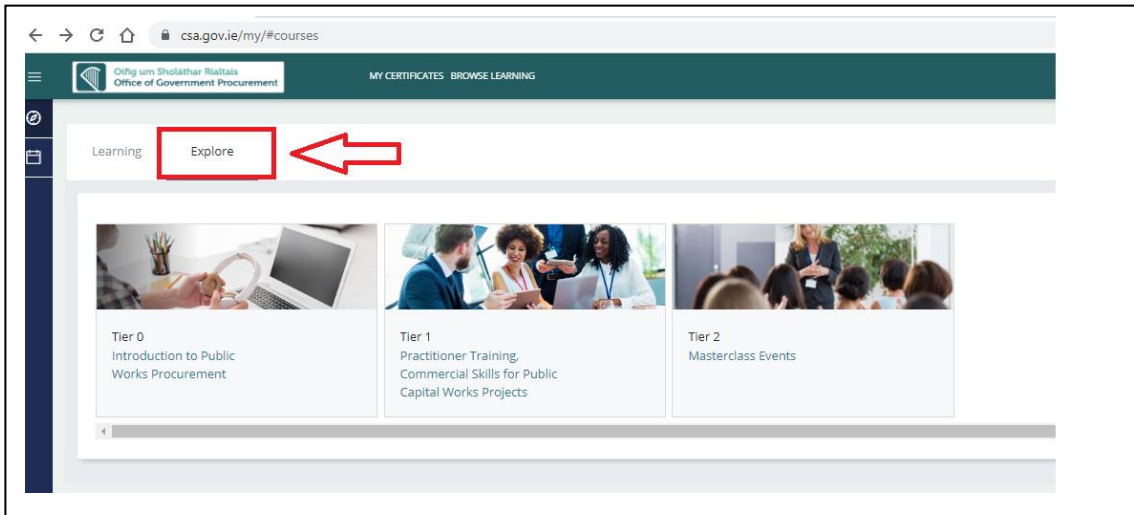


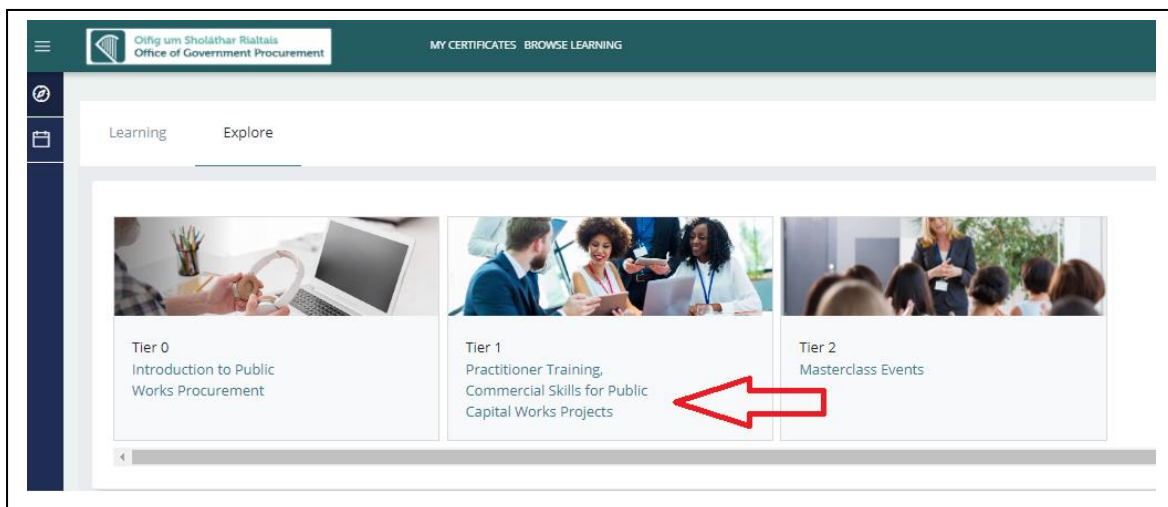
## User Instructions

### Applying for a place on Tier 1 training - *Commercial Skills for Public Capital Works Projects*

1. Applications for places on the Tier 1 course are submitted through the CSA Learning Management System (LMS). Users must first have an account on the LMS. To register for an account, go to <https://csa.gov.ie/login/index.php>, click on “Request new account” and complete the registration form. CSA administrators will approve your request within 1 working day. You must register with your public service email address to be granted access to the system.
2. When access to the LMS has been confirmed, user logs onto the LMS and clicks on the Explore Tab



3. Click on the Tier 1 category



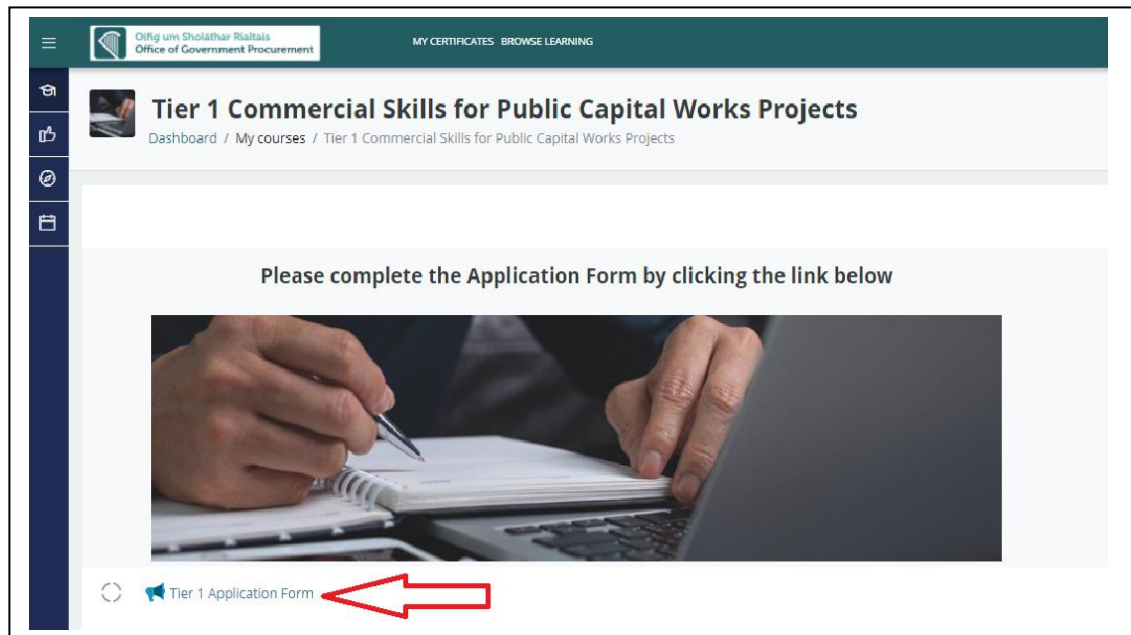
4. You will see a description of the course, containing a link to the Training Prospectus which will provide full details. Please ensure to read the prospectus before proceeding to apply for a place on the course. When you are satisfied that this training is suitable for you, proceed to click on the Course Title

The screenshot shows the OGP website interface. At the top, there is a navigation bar with the OGP logo and the text 'Office of Government Procurement'. Below this, the page title is 'Tier 1' and the breadcrumb trail is 'Dashboard / Courses / Tiers / Tier 1'. A search bar is visible with the text 'Search courses'. Below the search bar, the course title 'Tier 1 Commercial Skills for Public Capital Works Projects' is highlighted with a red box and a red arrow pointing to it. To the right of the course title is a 'Course categories' dropdown menu set to 'Tiers / Tier 1'. Below the course title, there is a 'Training Overview' section, a 'Target Audience' section, and a 'Training Delivery' section. The 'Training Delivery' section contains the text: 'The CSA has appointed the Royal Institute of the Architects of Ireland (RIAI) in collaboration with the Society of Chartered Surveyors of Ireland (SCSI) to deliver this training. Initially, Tier 1: Practitioner Training will be delivered via a virtual platform where participants can log in remotely to attend a virtual live classroom, access class notes and pre-recorded lectures. By applying to take part in the course, you are agreeing for your contact details to be shared with RIAI and SCSI.' Below this text, there is a red box around the words 'Training Prospectus' and a red arrow pointing to it. To the right of the text is a photograph of a person's hands writing in a notebook next to a laptop.

5. To apply for a place on the course click **Enter** and at the bottom of the screen, you will be taken to the Application Form.

The screenshot shows the OGP website interface for the course 'Tier 1 Commercial Skills for Public Capital Works Projects'. The page title is 'Tier 1 Commercial Skills for Public Capital Works Projects' and the breadcrumb trail is 'Dashboard / Courses / Tiers / Tier 1 / Tier 1 Commercial Skills for Public Capital Works Projects / Enrol me in this course / Enrolment options'. Below the page title, there is a section titled 'Enrolment options' with a sub-section 'Tier 1 Commercial Skills for Public Capital Works Projects'. This section contains the same 'Training Overview', 'Target Audience', and 'Training Delivery' text as the previous screenshot. Below the text, there is a red box around the words 'Self enrolment (Student)' and a red arrow pointing to it. At the bottom of the page, there is a blue button labeled 'Enter' and a red arrow pointing to it. To the right of the text is a photograph of a person's hands writing in a notebook next to a laptop.

6. Click on **Tier 1 Application** Form and enter your application details




Oifig um Sholáthar Rialtais  
Office of Government Procurement

MY CERTIFICATES BROWSE LEARNING

## Tier 1 Commercial Skills for Public Capital Works Projects

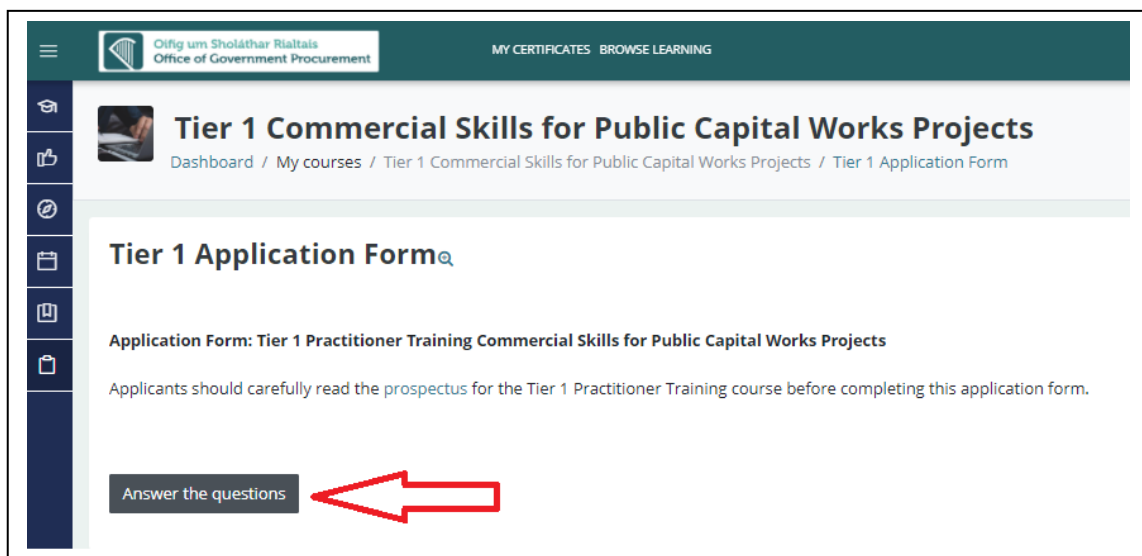
Dashboard / My courses / Tier 1 Commercial Skills for Public Capital Works Projects

Please complete the Application Form by clicking the link below



[Tier 1 Application Form](#)

7. Proceed to answer the questions and click **Submit your answers** at the end of the form



Oifig um Sholáthar Rialtais  
Office of Government Procurement

MY CERTIFICATES BROWSE LEARNING

## Tier 1 Commercial Skills for Public Capital Works Projects

Dashboard / My courses / Tier 1 Commercial Skills for Public Capital Works Projects / Tier 1 Application Form

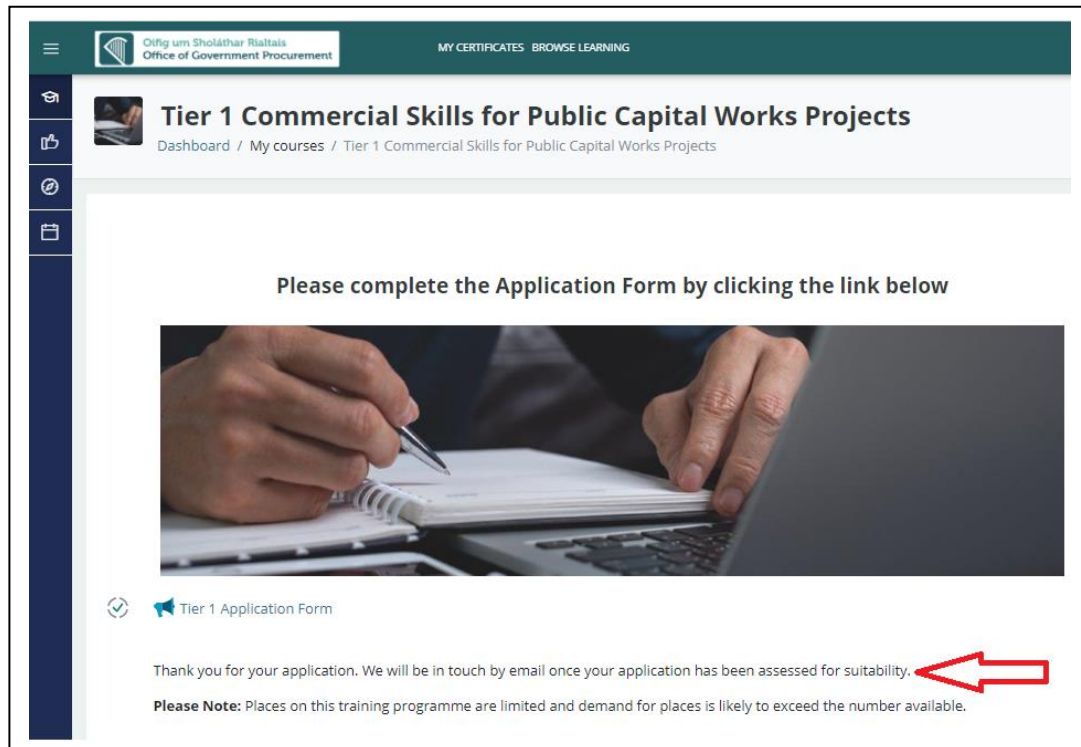
### Tier 1 Application Form

**Application Form: Tier 1 Practitioner Training Commercial Skills for Public Capital Works Projects**

Applicants should carefully read the [prospectus](#) for the Tier 1 Practitioner Training course before completing this application form.

[Answer the questions](#)

8. You will see a message onscreen informing you that you will be contacted when your application has been assessed for suitability.



The screenshot shows a web interface for the Office of Government Procurement. The header includes the logo and name of the office, along with navigation links for 'MY CERTIFICATES' and 'BROWSE LEARNING'. The main content area is titled 'Tier 1 Commercial Skills for Public Capital Works Projects' and includes a breadcrumb trail: 'Dashboard / My courses / Tier 1 Commercial Skills for Public Capital Works Projects'. A central message reads: 'Please complete the Application Form by clicking the link below'. Below this is an image of hands writing in a notebook next to a laptop. A link titled 'Tier 1 Application Form' is visible. A confirmation message states: 'Thank you for your application. We will be in touch by email once your application has been assessed for suitability.' A red arrow points to this message. A 'Please Note' section follows, stating: 'Please Note: Places on this training programme are limited and demand for places is likely to exceed the number available.'

End of Application Process