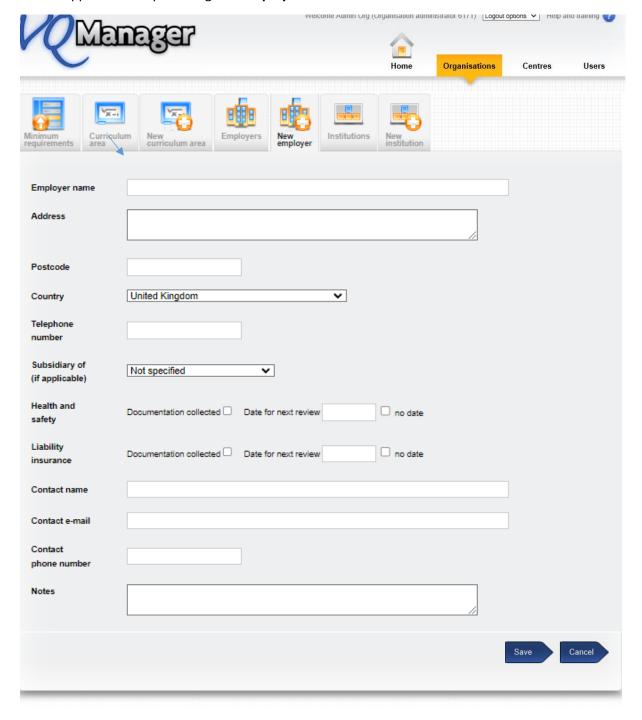
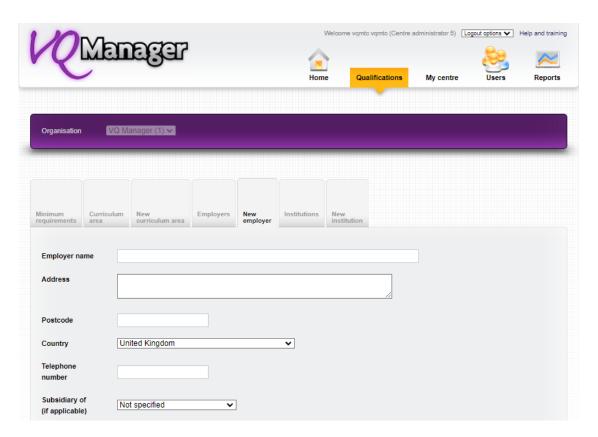
Employer Field

Both the Organisation and Centre Administrators can create a new employer

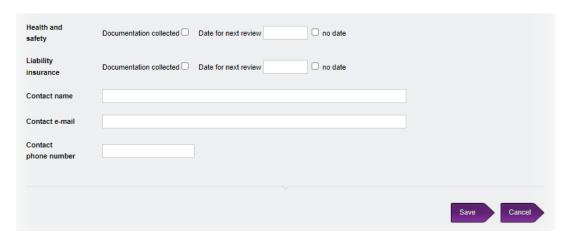
In the **New employer** tab accessed by either the Org Admin or Centre Admin there are many fields. They can be completed for both new employers and also edited for existing employers. Once added the list appears in the preceding tab -**Employers.**



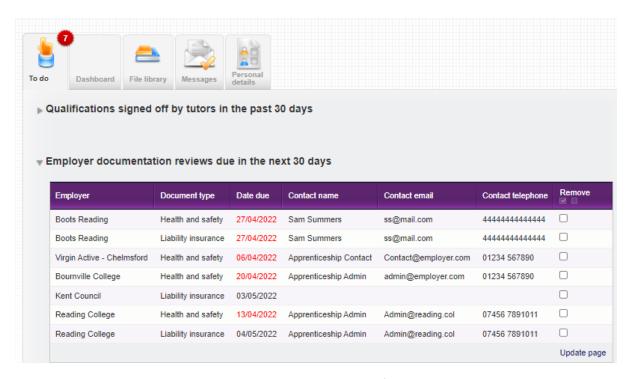


The fields are:

- Health and safety (date can be set for a reminder for review)
- Liability Insurance (date can be set for a reminder for review)
- Contact name at employer
- Contact email at employer
- Contact telephone number at employer
- Notes



The Centre Admin will receive a reminder on the To Do tab in a new table if either of the Health and safety or Liability Insurance document review is due in the next 30 days. The date will turn red when the reviews become overdue.



The assessor and also the IQA are able to see the employer information in the Learner details tab.



When the Centre Administrator creates a new user the dropdown box lists all of the employers already created appears.

