

Work Able Scotland (WAS)

Corporate Training System (CTS)
guidance

April 2017

This document will cover how to
search / create a new employer

How to Search and Create a New Employer

Employer / placement information must be entered into assignments when Work Experience is planned. The employer that the participant is on placement with is added into the CTS assignment.

If this information is known when the assignment for the participant is being created then this search can be performed at this stage. If the work experience placement has not yet been arranged, this search can be performed at a later stage.

To search for the employer, click into Trainee Records, List Trainees and lookup the assignment for the participant. Click on View Assignment then click Next – the 3rd page of the assignment is where this information is input:

Training For Work Assignment

Assignment Details


Start Date: 11/04/2017 ESOL Needed?
Expected End Date: 17/07/2017 ESF Dossier Number: EXAMPLE
Project Title: JTX000000D
VQ Already Held: -none-
Program Type: Employability Fund Stage 2
Expected Attainment: Job Outcome
Eligibility Code: 2a - 18+ year old in receipt of benefit and not in the WP
Early Entry Options (2018) (Only for Early Entry Option above)
Double Click to select or click [here](#) to clear saved options.
Selected Options:
Referred By: DWP Participation Full-time Part-time
Literacy / Numeracy Needed? Information Exchange Compliance?
SOC 2000
SOC 2000 Code: 0000 Initial Assessment
Employment
Employment Status: Employed Not Employed Unemployment Duration: 0-5 months
Employer Licence Number: Previous
Validate Placement

Company	Info	Address	Contact
CW3654AB WAS - WORK EXPERIENCE PLANNED	SIC: <input type="text"/> Size Band: <input type="text"/>	WAS - WORK EXPERIENCE PLANNED 0000 000	Employer Telephone Number: no number Employer Contact Mobile Number: no number Employer Contact Name: no name Employer Contact Email: no email

Under the Employment section, a search must be performed on the database for the employer. To do this, click on the drop-down arrow which will display the search fields:-

Employment

Employment Status: Employed Not Employed Unemployment Duration: 0-5 months
Employer Licence Number: Previous



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Company Name and Company Address search fields will appear:-

Employment

Employment Status Employed Not Employed Unemployment Duration 0-5 months

Employer Licence Number Previous

Company Name

Company Address

For best search results the following method should be used to lookup a placement company / employer:-

1. Click into 'company name' field
2. Add an asterisk (*) at the start and end of a key word. e.g. *development*
3. This will retrieve all companies with *development* in the name i.e. Skills Development Scotland
4. Click on the required company from the dropdown list and click 'Get Company' to attach it to the assignment

Note: for a 'How To' video of this please refer to the Documents section of CTS. This can be found under 'How to Videos – Add Employer Placement to Assignment'.

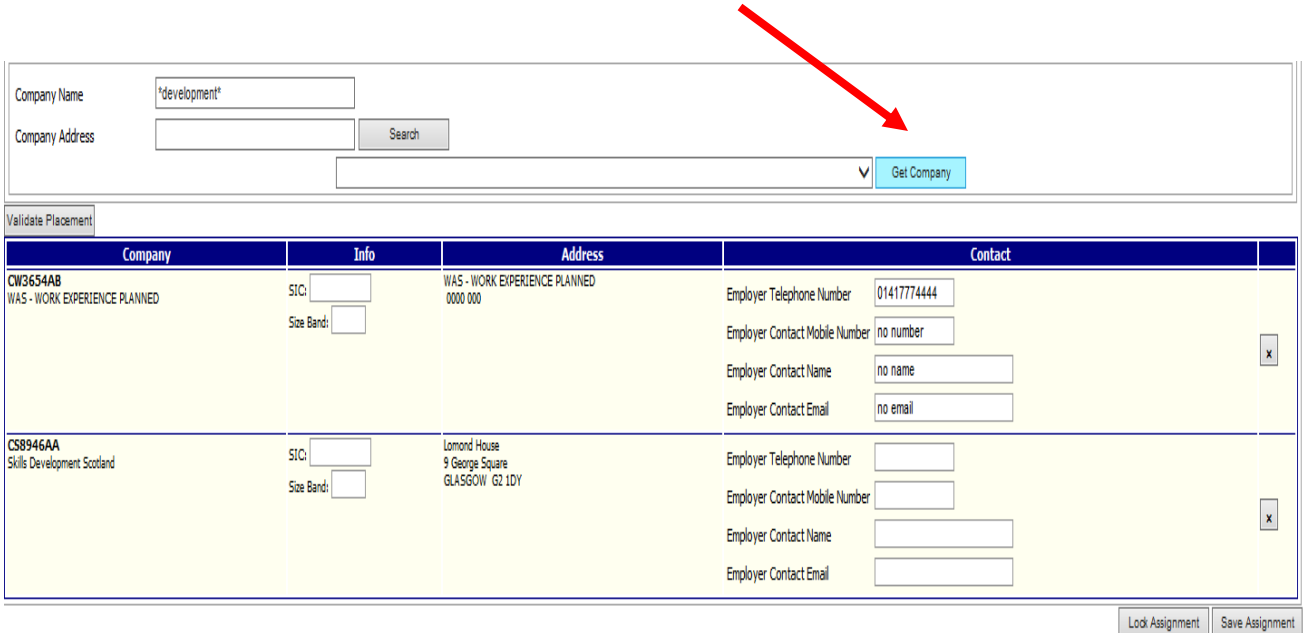
For the search shown above, the results are displayed in a drop-down:-

Broxburn Family & Community Development, 1/3 Henderson Place, BROXBURN
Brunswick Developments Ltd, 21 Candleriggs,
BUCHAN DEVELOPMENT PARTNERSHIP, COMMUNITY DEVELOPMENT (AREA OFFICE),
BURN DEVELOPMENTS LTD, CANDERSIDE INDUSTRIAL ESTATE, LARKHALL
BURNS DEVELOPMENTS LTD, HARBOUR STREET, STRANRAER
BURRELL COMPANY (DEVELOPMENT), 174 HIGH STREET, EDINBURGH
Business Council for Sustainable Development, UK BCSD, Victoria Lambert
Business Council for Sustainable Development, 134 High Street, Victoria Lambert
Business Development Advice Limited, 119 Shore Street,
Business Development Advisers Ltd, Suite 6, Claymore House, GLASGOW
Business Development Advisers Ltd, Titan Enterprise,
Business Development Advisers Ltd, The Atrium Business Centre, Coatbridge
Business Development Advisers Ltd - EF, 15-17 NASMYTH ROAD SOUTH, GLASGOW
BUSINESS DEVELOPMENT ASSOC., CATCHPELL HOUSE, EDINBURGH
BUSINESS DEVELOPMENT SERVICES, 27 RUTLAND STREET, EDINBURGH
BUSINESS DEVELOPMENT SERVICES, CATCHPELL HOUSE BUSINESS CENTRE, EDINBURGH
BWD DEVELOPMENTS LTD, KINNOULL HOUSE,
C & G DEVELOPMENTS (SCOTLAND) LTD, 1 DALMATION HOUSE, DUNBAR
C & K PROPERTY DEVELOPMENTS, 16 GILCHRIST LOAN, LANARK
C/O DEVELOPMENT SOLUTIONS (UK) LTD, SUITE 25, CALEDONIA HOUSE,
CAIRNHILL DEVELOPMENTS LTD, UNION STREET, FRASERBURGH
Caledonian Land Developments Ltd, Hillington Park Innovation Centre, GLASGOW
CALLETTA DEVELOPMENT LTD, 2 HOPETOUN PARK, GULLANE
Calmac Developments Ltd, Nether Brookfield,
Calno Developments Ltd, 121-127 Salamanca Street,
Cameron Developments, 56 Main Street,
CAM-SCI Knowledge Economy Development Ltd, 10 Jesus Lane,
Capella Developments (Broomielaw) Ltd, 22 Blythswood Square,
CARDEN DEVELOPMENTS LTD, 22 RUBISLAW TERRACE, ABERDEEN
CAREER DEVELOPMENT, EDINBURGH & LOTHIAN, EDINBURGH

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From the results list, look for the employer required and select the relevant option from the list.

Click on Get Company which will display the employer details in the table format:-



Company Name:

Company Address:

Validate Placement:

Company	Info	Address	Contact
CW3654AB WAS - WORK EXPERIENCE PLANNED	SIC: <input type="text"/> Size Band: <input type="text"/>	WAS - WORK EXPERIENCE PLANNED 0000 000	Employer Telephone Number: <input type="text" value="01417774444"/> Employer Contact Mobile Number: <input type="text" value="no number"/> Employer Contact Name: <input type="text" value="no name"/> Employer Contact Email: <input type="text" value="no email"/>
CS8946AA Skills Development Scotland	SIC: <input type="text"/> Size Band: <input type="text"/>	Lomond House 9 George Square GLASGOW G2 1DY	Employer Telephone Number: <input type="text"/> Employer Contact Mobile Number: <input type="text"/> Employer Contact Name: <input type="text"/> Employer Contact Email: <input type="text"/>

In this example, Skills Development Scotland has been selected.

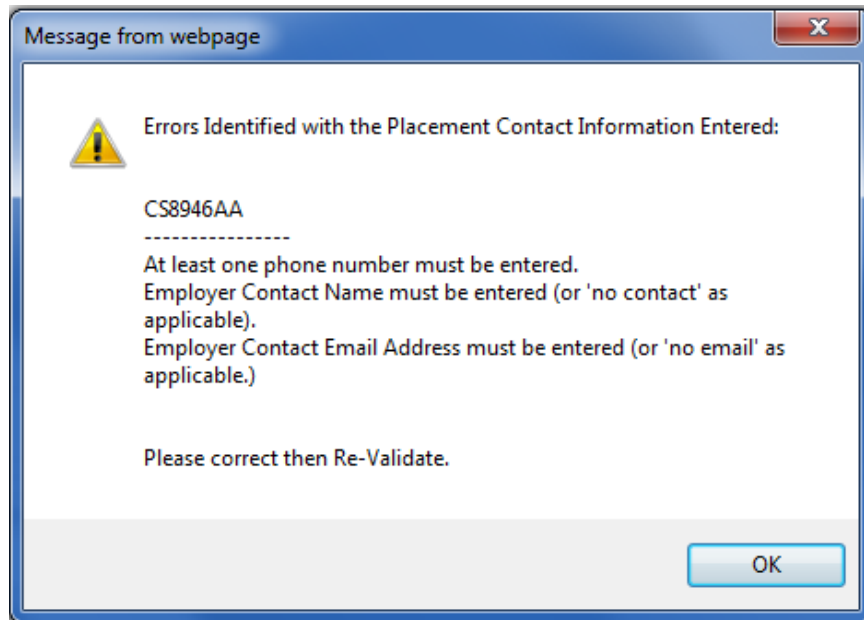
Employer contact details are mandatory and must be entered into the placement table.

- 1 phone number must be entered
- Employer contact name or "no contact", if applicable
- Employer contact email address or "no email", if applicable

CS8946AA Skills Development Scotland	SIC: <input type="text"/> Size Band: <input type="text"/>	Lomond House 9 George Square GLASGOW G2 1DY	Employer Telephone Number: <input type="text" value="01417774444"/> Employer Contact Mobile Number: <input type="text"/> Employer Contact Name: <input type="text" value="Emma Jane Smith"/> Employer Contact Email: <input type="text" value="no email"/>
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How to Search and Create a New Employer

If the details are left blank the assignment will not save and a prompt will be displayed:-



Once details have been entered the assignment can be saved.

If the employer details required for the participant are not returned in a search, the employer is not on the CTS database. In order for the employer details to be added to the CTS database to enable providers to search and add the employer to an assignment, a Placement Request Form must be submitted.

The Placement Request Form can be found on the homepage of CTS – it's located on the right side of the screen, third field down:-

New Employer/Placement Request Form
Published: 16/04/2015

[Click here to open up the New Employer/Placement Request Form](#)

Please note:- A maximum of 5 employer/placements can be entered onto 1 form and we can only accept 1 form per Email request. Any incomplete forms will be returned to the Learning Provider for updating.

The completed form should be emailed to NTPHub@sds.co.uk for processing.

The NTP Hub retains a 5 working day turnaround to process employer / placement forms. Providers will receive an email when the request has been completed. At this stage, the search can be performed and the employer will be returned on the results list and attached to the assignment.

End of document.