

User Guide for Guidance professionals

WWW.QUALIFAX.IE

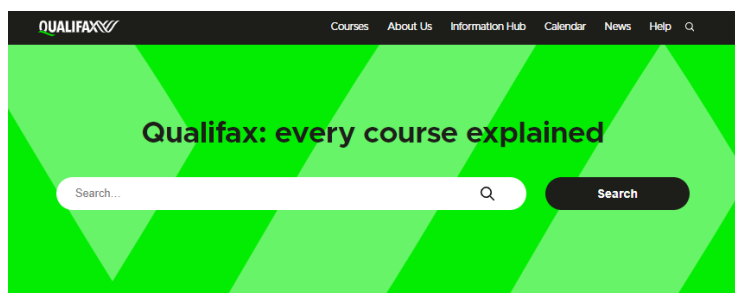
Every course explained

Qualifax is delighted to announce the launch of their new website, www.qualifax.ie. The new site will be a course information tool for prospective learners and their supporters to help them explore their options, find out details of courses and where they might go to find out more information.

This guide aims to showcase the new, updated features and resources available on the site.

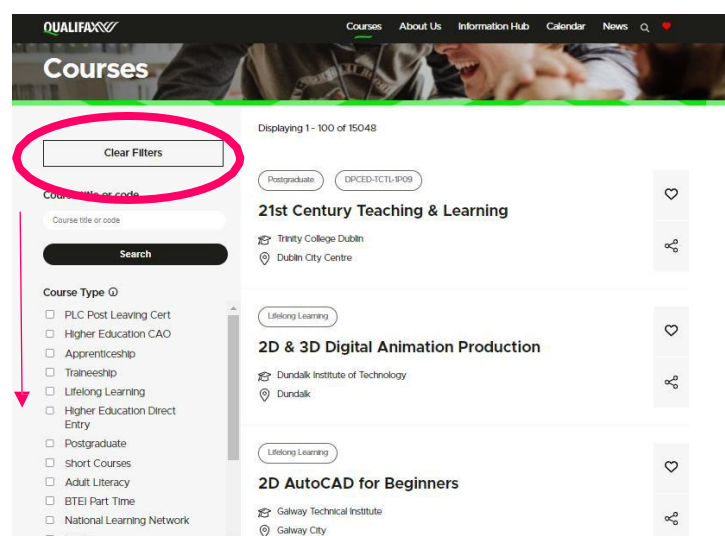
Follow the simple steps below to find out the best way to navigate the site.

1 Search for a course



Search for over 15,000 courses by entering area of study or course name.

2 Scroll through all course options

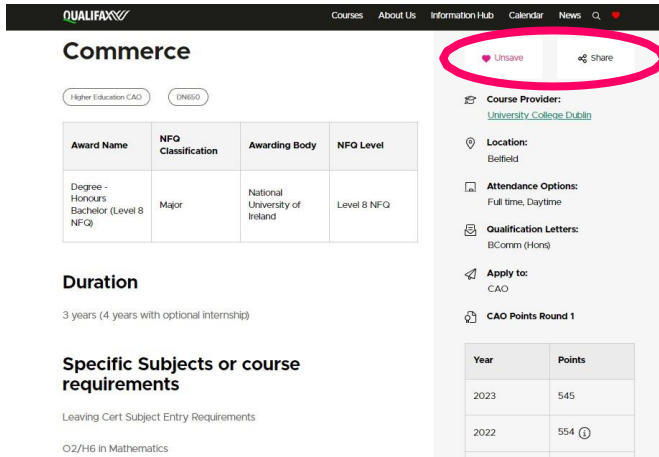


Scroll through all course options. Add filters to your search such as:

- Course type
- Course provider
- Course category
- NFQ level
- Attendance options
- County
- Further advanced filters

The list of courses will include basic information on the course.

3 Select your course of choice to find out more information

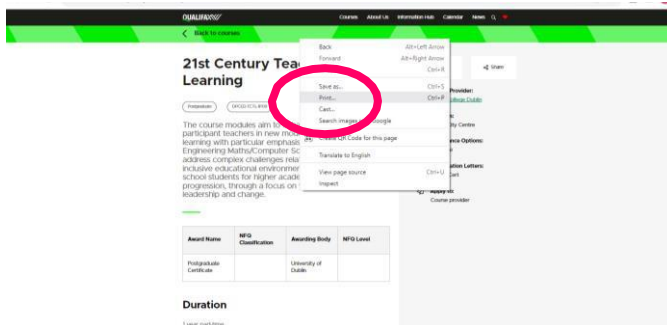


On selecting the course, you will find further useful information on the course, including:

- Award name/NFQ Classification & level
- Duration of the course
- Specific subjects or course requirements
- Location/Attendance options
- Application process/CAO point history if applicable

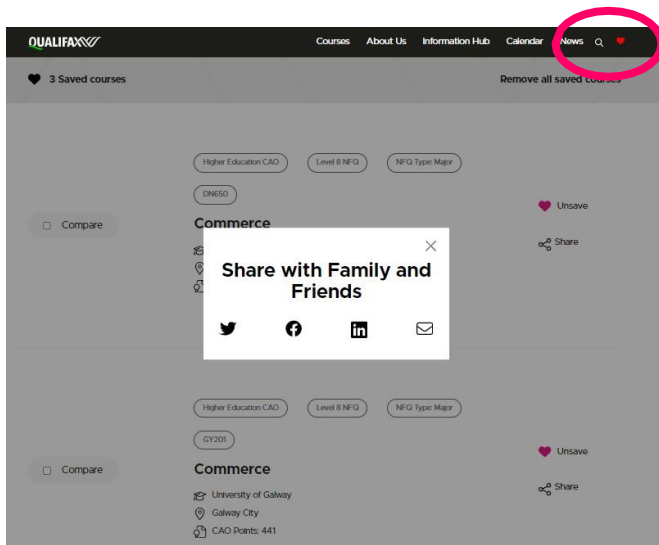
You can also **Save** and **Share** the course by selecting the heart symbol or the share symbol.

4 Print course details



Print the course details by right clicking the mouse and selecting **Print**.

5 View your saved courses



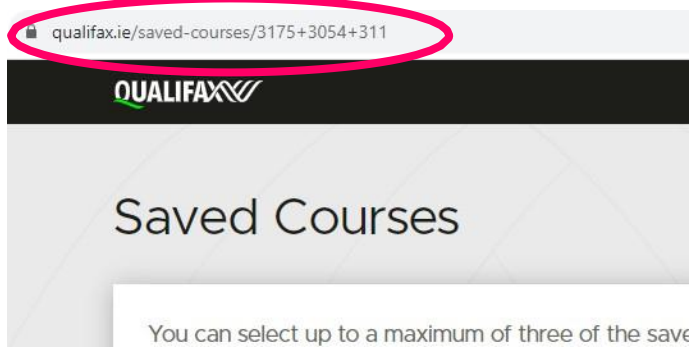
View your saved courses by selecting the heart symbol on the home page. ❤️
Share a course with family and/or friends.

You can also **SAVE** your saved courses as a **PDF file**.

- Right click on the page
- Select **Print**
- Select **Save as PDF**
- **Save** as required

The course title saved on the PDF document contains a hyperlink to the course on the Qualifax website.

6 Email the URL link of your saved courses

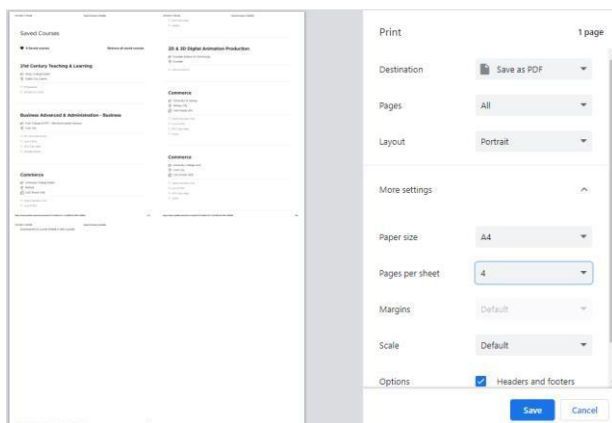


Follow the steps below to email the URL link of your saved courses.

- **Select the URL** on the address bar
- Right click, **copy**
- Open your email and **paste** the URL into an email
- **Send** to the relevant recipient

All course pages can be emailed using the URL on each page.

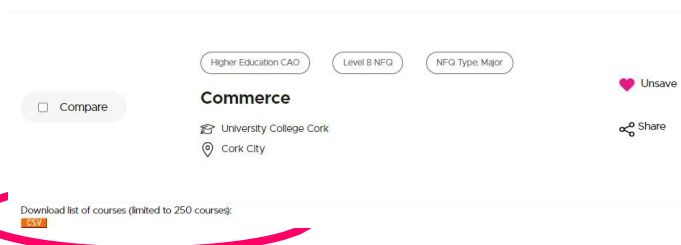
Print your saved courses on one page



To print your saved courses on one page

- Go to the saved courses page
- Right click on the page, **select print**
- Go to **more settings**
- In the Pages per sheet section, **choose 4**
- Save as PDF
- Print

7 Export your saved courses as a CSV file



Export your saved courses as a CSV file (excel file).

Go to the saved courses by selecting the heart symbol on the home page.

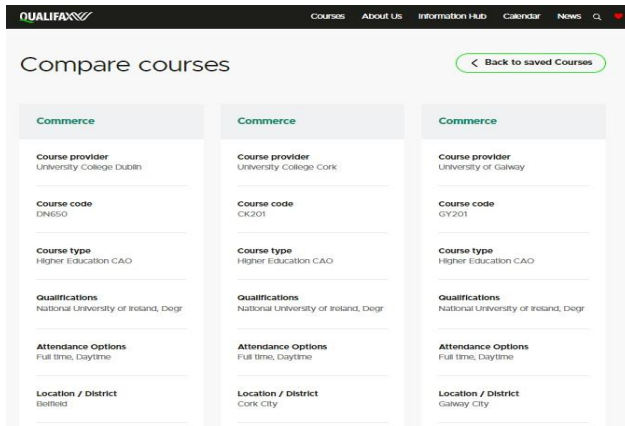
Click on CSV at the bottom of the page

Download list of courses (limited to 250 courses):
[CSV](#)

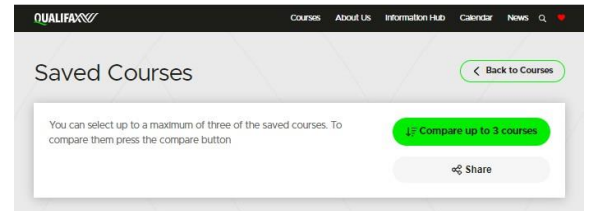
The excel file will include:

- Course Code/Title
- College/Location/CAO points
- Link to the course on the Qualifax website

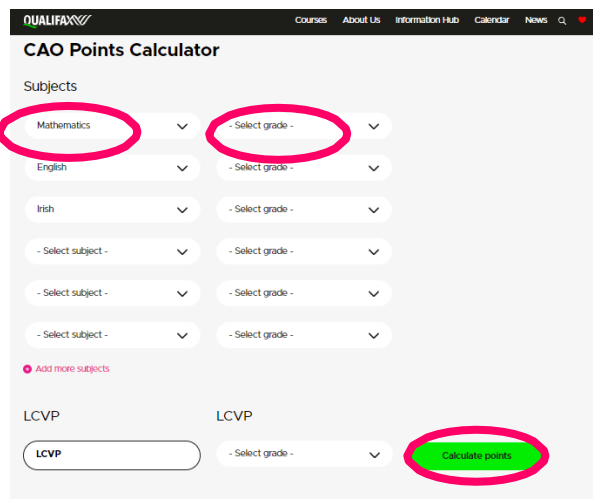
8 Compare up to three courses



Compare up to three courses in the saved courses page. Select each course and select the **Compare up to 3 courses** button.

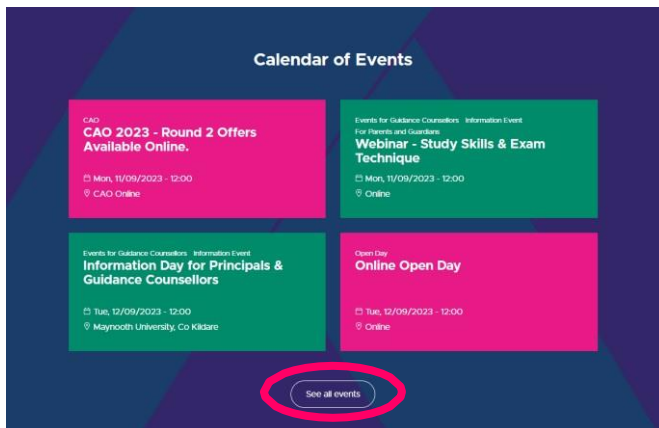


9 Use the CAO calculator tool

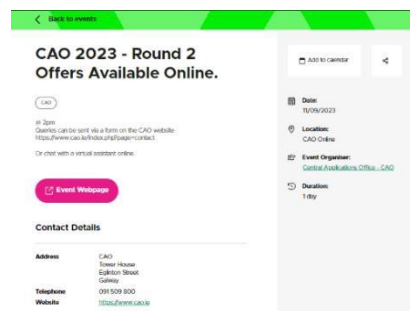


Use the CAO Points Calculator to calculate CAO points. Simply enter subject and grade for all subjects/Overall grade for LCVP and select **Calculate points**.

10 Find out about upcoming events



See a calendar of upcoming events on the homepage. Select **See all events** to find all listed upcoming events. Further details can be found by selecting each event.



11 Visit the information hub

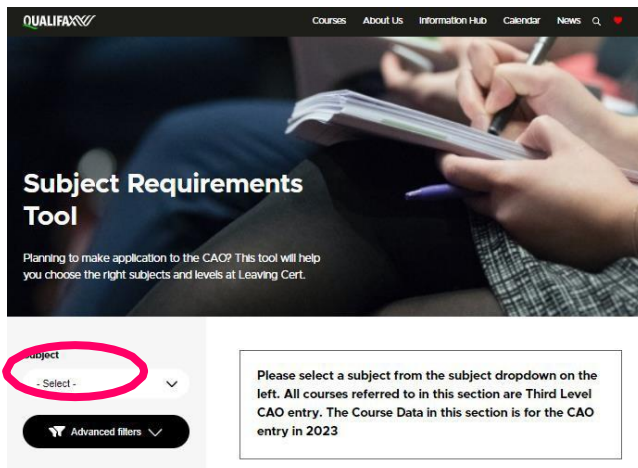


Visit the information hub to find more information to guide you to more resources and further information to continue your search.

The information hub contains information on:

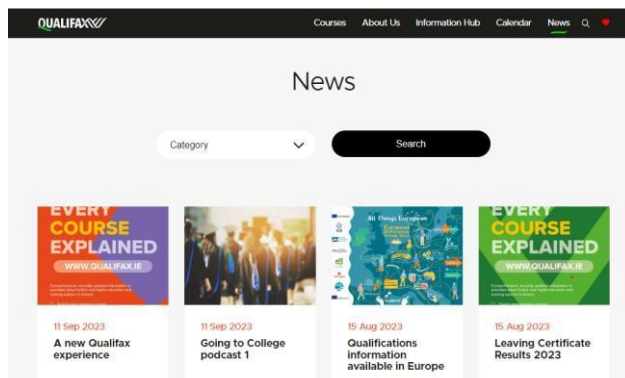
- Adult learners/Apprenticeships
- CAO/Further Education and Training
- Guidance advice
- Postgraduate opportunities
- Student supports/studying abroad
- Recognition of Prior Learning
- National Framework of Qualifications

12 Use the subject requirements tools



Use the subject requirements tool to help you choose the right subjects and levels at Leaving Certificate. Select a subject from the subject dropdown and select **Search**.

13 News



Keep up-to-date with the latest news from Qualifax.

Thank you for taking the time to read through this guide. We hope that the new and updated Qualifax website will be a useful source of information for guidance professionals as they support learners through their educational journey. Should you require further assistance, please contact a member of the Qualifax team.

<https://www.qualifax.ie/contact-us>