



## Useful Tips in relation to Clinical Education Centre (CEC) programmes

To ensure you get the best possible service from CEC, please follow the tips below.



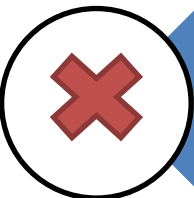
### **Set up a CEC account at: [www.cec.hscni.net](http://www.cec.hscni.net)**

This is the only way to apply for a programme. Include your staff number and your mobile phone number to receive programme reminders.



### **Update your CEC account if any of your personal details change**

(e.g. staff number, employer, line manager)



### **Do not use your CEC account to apply for programmes on behalf of others**

This can result in inaccurate data being collected and shared.



### **If you do not cancel more than four working days before a programme you will be recorded as 'Did Not Attend' (DNA) and you/ your organisation may be charged**

Contact CEC on: 028 9536 1200 or [enquiries@cec.hscni.net](mailto:enquiries@cec.hscni.net) to cancel your place



### **Please join the programme in good time and remember to sign in**

**Face to face programme:** arrive in good time and sign the attendance sheet.

**Online programme:** log in in good time using your full name to ensure you receive a certificate of attendance. Zoom guidance available at [www.cec.hscni.net](http://www.cec.hscni.net)



### **How do I access eLearning?**

HSC Trusts and ALB staff access eLearning directly on the HSC learning platform ([www.hsclearning.com](http://www.hsclearning.com)).

Other organisations apply via the CEC website.



### **Our website is continuously updating so please check it regularly for new dates and programmes**

You can access the website from anywhere (home or work) and on any device (PC, tablet or mobile phone).