



British Working at Heights

QUICK GUIDE FOR EMPLOYERS

www.british-workingatheights.co.uk

Creating Your Employer Account

Please complete the employee registration by following the steps shown on the platform.

If you need to register several employees, **the best option is to create one business account** using your official company email, which allows you to pay quickly with your **company card, Apple Pay, or Google Pay** and ensures that **all invoices are delivered directly to your company email** with correct billing details. When creating your account, enter your full company information, including your company address, and during payment you will be asked for your **company name, company address**, and any required billing details, which will be added automatically to the invoice. After the payment is completed, the **invoice will appear instantly in your account** and you will also receive a **payment confirmation email**.

British Working at Heights

HOME WORKING AT HEIGHTS FAQs TRAINING TEAMS CONTACT US

→ Login Register

★ 349,500 Certificates Issued 24/7 Working at Heights Online Money Back Guarantee Fully Accredited Course

Working at Heights Course UK

Online Working at Height Training with Instant Certificate

Learn to stay safe on **ladders, scaffolds, roofs and MEWPs** in around 45 minutes with clear video lessons, a short **final test** and friendly, jargon-free theory. Our Working at Heights Course is CPD accredited, RoSPA assured and IIRSM approved, built around the Work at Height Regulations 2005 and trusted by 350,000+ professionals. Download your Working at Heights Certificate the moment you pass - on any device, anytime, anywhere in the UK.

START YOUR WORKING AT HEIGHTS COURSE NOW

349,500+ CERTIFIED LEARNERS 4.9★ AVERAGE RATING 98% PASS RATE 24/7 COURSE ACCESS

Employees emails

Employees can be registered using either their personal email addresses or company email addresses created by you. Both options work perfectly on our platform, so you can choose whichever is more convenient for your organisation.

Purchasing Courses

We recommend purchasing the courses first, so you can assign them instantly to your employees whenever needed. The courses never expire, so you can use them at any time.

Bulk Purchase Discount

Save more when you buy more 🎉 **get 10% off** when you add **10 or more courses** to your cart, **and 20% off** when you **add 50 or more**, with the system **automatically** applying the correct discount in your cart based on the number of courses added.

The screenshot displays the 'Review Your Order' page. At the top, a progress bar shows three steps: 'Cart' (completed), 'Review' (current step), and 'Payment'. Below this, the 'Your Courses' section lists 'Working at Heights' with a quantity of 10, a price of £19.97 per person, and a red box highlighting the quantity input field. The 'Order Summary' section shows a subtotal of £199.70. A green box indicates a '10% Volume Discount Applied!' with a note to 'Add 50+ courses to unlock 20% off automatically.' Below this, another green box shows a 'Bulk Discount (10% off) Applied!' for -£19.97. The final total is £179.73. A 'Continue to Payment' button is at the bottom, with a note about protected checkout with advanced encryption. Two red arrows point to the discount boxes in the order summary.

Review Your Order
Check your courses and proceed to secure payment

✓ Cart — 2 Review — 3 Payment

Your Courses

Working at Heights
Online Certificate
£54+ £19.97 PER PERSON
- 10 +

Order Summary

10% Volume Discount Applied!
✓ Add 50+ courses to unlock 20% off automatically.

Subtotal £199.70

✓ Bulk Discount (10% off) Applied! -£19.97

Total £179.73

[Continue to Payment →](#)

Protected checkout with advanced encryption

Registering Employees

To register an employee, navigate to the '**For Employers**' section on bar menu on our website, then click on '**Register your employee**'

Fill in the form with your employee's details and make sure the email is correct. They will receive an email with their **login details** and a password they can change at any time.

To avoid any issues, please make sure you enter your employee's **correct full name** and **email address** and that you assign the right course to the right person. Once a course is sent, it cannot be changed or reassigned.

The screenshot displays the 'British Working at Heights' website interface. On the left is a dark blue sidebar menu with the following items: Home, Profile, My Courses, For Employers (highlighted with a red arrow labeled '1'), Employer Dashboard, Register employee (highlighted with a red arrow labeled '2'), Instructions, Invoices, Certificates, and Help us improve. At the top of the sidebar are the 'British Working at Heights' logo and a 'Hide Menu' button. The main content area has a light blue background. At the top right, there is a user profile icon for 'John Conor'. The central focus is the 'Register your employees' form, which includes the instruction: 'Fill in the details below and click "Add Employee". We'll email the login credentials instantly.' The form has two input fields: 'EMPLOYEE'S FULL NAME' (with a red arrow labeled '3' pointing to the 'First Name Last Name' placeholder) and 'EMPLOYEE'S EMAIL ADDRESS' (with a red arrow labeled '4' pointing to the 'name@example.com' placeholder). Below these fields is a blue button labeled 'Add Employee'. Below the form is an 'Information' section with three numbered steps: 1. 'After registering all employees, you can access the **Employer Dashboard** from the menu bar at any time to review all your submitted registrations.' 2. 'To send courses to employees for study, open the **My Courses** page from the menu bar and click **Send Course**. A list of all registered employees will appear.' 3. 'If your employee cannot find the login email, even after checking **Inbox** and **spam**, there is no need to worry - the account is already active. Ask them to open the **Login page**, click **Reset Password**, and enter their registered email to get a new link in a few seconds. Please make sure the **email address** and **full name** were added correctly, since these details can't be edited later. If either was entered incorrectly, the only fix is to delete the account and create a new one with the correct details. Thank you for always taking a moment to double-check the details you enter.' At the bottom left of the sidebar are the 'MasterCard' and 'VISA' logos. At the bottom right of the main content area is a yellow circular icon with a black exclamation mark.

Course Allocation and Access

Once you finish the registration and purchase the required courses, you can start **assigning them to your employees**. They can **log in with the details sent to their email** and begin training anytime. If they cannot find the email, they should **check their spam folder** or use **Forgot Password** to reset their login. Every time you assign a course, **our system sends your employee an email** informing them that a new course was added to their account and is **ready to study**.

The screenshot shows the 'Working at Heights Courses' dashboard. On the left is a dark blue sidebar menu with the 'British Working at Heights' logo and a 'Hide Menu' button. The menu items are: Home, Profile, My Courses (highlighted with a red arrow labeled '1'), For Employers, Invoices, Certificates, and Help us improve. The main content area has a header with 'MY COURSES' and 'Working at Heights Courses' title. Below the title is a table with 5 rows, each representing a 'Working at Heights' course. Each row has a 'Purchased' status and a 'Send' button (highlighted with a red arrow labeled '2') and a 'Start' button. A 'Total courses: 5' badge is in the top right corner.

NO.	COURSE	STATUS & CERTIFICATE	ACTIONS
1	Working at Heights	Purchased	Send Start
2	Working at Heights	Purchased	Send Start
3	Working at Heights	Purchased	Send Start
4	Working at Heights	Purchased	Send Start
5	Working at Heights	Purchased	Send Start

IMPORTANT: Please do not click any Start Course button unless you plan to take the course yourself. Once you open it, the course activates on your account and cannot be assigned to an employee. After a course is assigned to an employee, it cannot be reversed or moved. Each course can be sent only once and becomes permanently linked to the chosen student.

Our platform is easy to use, well organised, and accessible to all 😊

After selecting your course and clicking **"Send Course"** a list of your registered employees will appear.

The screenshot shows the 'British Working at Heights' platform interface. On the left is a dark blue sidebar with navigation links: Home, Profile, My Courses, For Employers, Invoices, Certificates, and Help us improve. The main content area has a light blue header with the text 'Please select your employee and click "Send" to assign the course.' Below this is a search bar labeled 'Search employees by name or email...'. A table titled '3 EMPLOYEES' lists three employees with columns for NO., ACTION, EMPLOYEE EMAIL, FULL NAME, and ASSIGNED COURSES. The first employee, James Thompson, has a red arrow pointing to his 'Send Course' button. The third employee, Thomas Wright, has a red box around his assigned course count, which shows '1' and a dropdown menu with 'Working at Heights' selected. The total assigned is 1.

NO.	ACTION	EMPLOYEE EMAIL	FULL NAME	ASSIGNED COURSES
1	Send Course	james.thompson@gmail.com	James Thompson	0
2	Send Course	david.clarke@gmail.com	David Clarke	0
3	Send Course	thomas.wright@gmail.com	Thomas Wright	1 Working at Heights

Clicking **Send Course** assigns the course to your employee. They will receive an email with the course details and a button to begin. You can also check their assigned courses anytime by **hovering** your **cursor** over the number. The system will automatically show how many courses they have and which ones are assigned to that student.

If your employee can't find the login email after checking **inbox** and **spam**, or accidentally deleted it, no worries! The account is already active. They can simply visit the **Login page**, click **Reset Password**, and enter their registered email to get a reset link right away. Please double-check the email address is correct. If it's wrong, just delete it and create a new account with the right one, as we can't change existing emails for security reasons. Thanks for taking a moment to verify the details.

You can open the **Employer Panel** anytime to see your **employee list** and instantly view how many courses each person has. Hover over the course count to preview the full list, and click **View** in the Action column to check an employee's exact progress or **download** their certificate if they have completed the course. When managing many employees, use the top filters to quickly find what you need and stay organized.

British Working at Heights

Home Profile My Courses **For Employers** Employer Dashboard Register employees Instructions Invoices Certificates Help us improve

Hide Menu

John Conar

Employer Dashboard

Manage your team, track certifications, and ensure workplace compliance. All your training data in one place.

+ Add Employee

3 Team Members 0 Download all certs 0 In Training 2 Not Started 0 All Done

Search employees... All Certificates All Statuses Newest First Reset 3 of 3 employees

FILTER: All Employees No Courses Assigned (1) Courses Not Started (2) Valid Certificates Only

#	EMPLOYEE	EMAIL ADDRESS	TOOLS	TRAINING	COURSES	CERTIFICATES	ACTION
1	JA James Thompson	james.thompson@gmail.com		Not Started	1 Course	0	View
2	DA David Clarke	david.clarke@gmail.com		No Courses	No courses	0	View
3	TH Thomas Wright	thomas.wright@gmail.com		Not Started	1 Course	0	View

Assigned Courses
1 unique course
1 Working at Heights 1x
Total assignments: 1

Employee can't find the login email? No worries, the account is already active. **GOOD TO KNOW** Ask them to open the Login page, click **Reset Password**, and enter the registered email to get a new link in a few seconds since these details can't be edited later. If either was entered incorrectly, the only fix is to delete the account and create a new one.

By clicking on the **View**, you can view the status of each course whether it is only **Assigned**, **In Progress**, or **Completed**.

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John Conor

TEAM MANAGEMENT PORTAL

Employer Dashboard

Manage your team, track certifications, and ensure workplace compliance. All your training data in one place.

+ Add Employee

3 Team Members

1 Download all certs

0 In Training

1 Not Started

1 All Done

Search employees...

All Certificates

All Statuses

Newest First

Reset

3 of 3 employees

FILTER:

All Employees

No Courses Assigned (1)

Courses Not Started (1)

All Courses Done (1)

Valid Certificates Only

#	EMPLOYEE	EMAIL ADDRESS	TOOLS	TRAINING	COURSES	CERTIFICATE	ACTION
1	JA James Thompson	james.thompson@gmail.com		Not Started	1 Course	0	View
2	DA David Clarke	david.clarke@gmail.com		No Courses	No courses	0	View
3	TH Thomas Wright	thomas.wright@gmail.com		Completed	1 Course	1	View

Employee can't find the login email? No worries, the account is already active.

GOOD TO KNOW

Ask them to open the Login page, click Reset Password, and enter the registered email to get a new link in a few seconds. Please make sure the email address and full name were added correctly, since these details can't be edited later. If either was entered incorrectly, the only fix is to delete the account and create a new one with the correct details.

Once courses are completed, a **PDF file** with the employee's certificate will automatically appear in the **"Certificates"** section. Clicking on it will **download** the certificate instantly.

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John Conor

Back to Dashboard

Assign Course

TRAINING RECORDS

Employee Courses

Thomas Wright

thomas.wright@gmail.com

COURSE NAME	STATUS	ASSIGNED DATE	EXPIRATION	CERTIFICATE
Working at Heights	Assigned	19 Jun 2026	-	-
Working at Heights	In Progress	19 Jun 2026	-	-
Working at Heights	Completed	19 Jun 2026	19 Jun 2029	

For employers with a large number of employees, we have added **extra features** to the **employer dashboard** to simplify the process and speed up certificate downloads. In the top bar, you will find a separate filter that allows you to **instantly download all certificates** for employees who have successfully completed their courses. Simply click on **Certificates** to open the page where you can download all certificates with a single click. Each certificate title will include the correct employee name, making it easy for you to find them.

British Working at Heights

Home | Profile | My Courses | **For Employers**

Employer Dashboard | Register employee | Instructions | Invoices | Certificates | Help us improve

TEAM MANAGEMENT PORTAL

Employer Dashboard

Manage your team, track certifications, and ensure workplace compliance. All your training data in one place.

+ Add Employee

3 Team Members | **2 Download all certs** | 1 In Training | 0 Not Started | 1 All Done

Search employees | Certificates | All Statuses | Newest First | Reset | 3 of 3 employees

FILTER: All Employees | No Courses Assigned (1) | Training in Progress (1) | All Courses Done (1) | Valid Certificates Only

#	EMPLOYEE	EMAIL ADDRESS	TOOLS	TRAINING	COURSES	CERTIFICATES	ACTION
1	JA James Thompson	james.thompson@gmail.com		Completed	1 Course	1	View
2	DA David Clarke	david.clarke@gmail.com		No Courses	No courses	0	View
3	TH Thomas Wright	thomas.wright@gmail.com		In Progress	3 Courses	1	View

- Home
- Profile
- My Courses
- For Employers
- Invoices
- Certificates
- Help us improve

CERTIFICATE MANAGEMENT

Valid Certificates

View and download all active employee certificates. Only valid, non-expired certificates are shown here for your compliance records.

2 Valid Certificates

2 Certified Employees

1 Different Courses

0 Expiring in 30 Days

Download All (ZIP)

2 certificates

#	EMPLOYEE	COURSE	STATUS	ISSUED DATE	EXPIRATION	TIME LEFT	CERTIFICATE
1	JA James Thompson james.thompson@gmail...	wo Working at Heights	VALID	19 Jun 2026	19 Jun 2029	1096 days	
2	TH Thomas Wright thomas.wright@gmail.com	wo Working at Heights	VALID	19 Jun 2026	19 Jun 2029	1096 days	

Everything in Order

All certificates are valid and ready. Download individually or use ZIP for all.

If you want to obtain certification for yourself, you can click the "Start Course" button anytime to begin studying and receive the necessary certification.

- Home
- Profile
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MY COURSES

Working at Heights Courses

Track your progress, continue learning, and download certificates for completed courses.

Total courses: 3

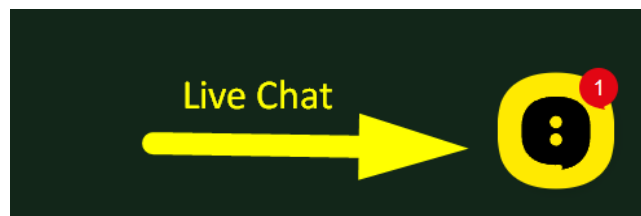
NO.	COURSE	STATUS & CERTIFICATE	ACTIONS
1	Working at Heights	Purchased	Send Start
2	Working at Heights	Purchased	Send Start
3	Working at Heights	Purchased	Send Start

Course Information and Certification

All courses follow UK health and safety requirements and include a clear theory section you can complete anytime, on any device. After completing the theory, the certificate is available immediately for download.

Support and Assistance:

We are happy to help with anything you need. You can reach us at info@british-safetytraining.co.uk or through our **Live Chat** on the website. Our support team is available every day from 8am to 9pm.



Long Term Access

All courses remain available in your account for **3 years**, completely **free**, so your employees can review the material anytime they need.

Our website is accessible **24 hours a day, 7 days a week**, for managing your dashboard, billing, and employee records.

Our platform is designed to be **easy to use, well organised**, and accessible to everyone. Keeping your team healthy and safe is always our top priority.

