

# Guide to Navigate the QURECA Platform

## INDIVIDUAL - QUANTUM JOBS & TRAINING

Once you have logged on to your account, you will see the 'Quantum Jobs and Training' dashboard.

Here you have the option to enter the learning or recruitment sections.

Let's have a look at learning first.

### 1. LEARNING

#### *Your Courses*

If you have already enrolled in a course, you can find your course displayed.

If you have not already enrolled in a course, you will find a list of courses on offer.

Press 'Subscribe' to enrol in a course.

For each course:

At the top, you can find the star rating. This is determined depending on what users who have taken that course have rated it.

Next to the star rating, you can see how many other students are enrolled in the course.

Below this, the course creator and the last date of the course update are provided.

- **Overview:** If you click the '+' button, you will find the course overview. This outlines the general details of what the course will entail.
- **Curriculum:** If you click the '+' button, you will find more specific details of what the key learning areas are of the course.
- **Instructors:** If you click the '+' button, you can see who will be instructing the course and guiding you through it.

- Reviews: If you click the '+' button, you can find reviews from previous course candidates.

To start the course, press the 'start course' button on the right-hand side of the page.

Follow the purchasing process and contact us [info@qureca.com](mailto:info@qureca.com) if you have any remaining questions.

All purchased courses will appear in the Cart under your user icon.

### *Bespoke Training Development*

To further explore the learning section, scroll up to the top of the page and hover your mouse over the 'learning tab', and click on 'bespoke training development'.

In this section, you have the opportunity to request for a specific training course that you are seeking. For example, if you do not see your desired course in the course list, here is where you can request one.

QURECA will endeavour to find a course best suited to your requirements.

Here you should enter your name, email and your course request with detail.

Once you click 'send', we will receive this and begin to work on finding your course for you. Once we have, you will be notified through email.

### *Webinars*

To access the list of upcoming webinars, scroll up to the top of the page and hover your mouse over the 'learning tab', and click on 'webinars'.

Here you will find dates and timings of all webinars conducted through the QURECA platform.

You can access Webinars replays in our [YouTube channel](#).

## Events

To access events, scroll up to the top of the page and hover your mouse over the 'learning tab', and click on 'events'.

Here you will find a calendar with events on offer. You can search for a specific event through the search icon, in the top left corner.

In the top right corner, you can choose how to view the events. This can be in list, month, day, week or map format.

If you scroll to the bottom of the page, you can click 'export events'. This will download the events calendar onto your device.

If you want us to add a specific event, please send us the information to [info@qureca.com](mailto:info@qureca.com)

## Profile

To access your training profile, scroll up to the top of the page and hover your mouse over the 'learning tab', and click on 'profile'.

You can locate here:

1. Number of enrolled courses
2. Number of completed courses
3. Number of certificates

## 2. RECRUITMENT

To navigate back to the homepage, scroll to the top and click home.

Click on 'recruitment dashboard' to enter this section (alternatively you can access through Career/My Profile). Here you will find three options:

1. My selected jobs
2. My resumes
3. Search jobs

## *My Selected Jobs*

Once you have clicked here, you will find the shortlisted jobs that you have selected. If you have not selected any, you will see a message saying “oops... could not find any matching results”.

To change this, all you need to do is to search jobs and begin selecting. Steps on how to do this can be found under ‘search jobs’.

## *My Resumes*

To access ‘my resumes’, scroll to the top of the page, hover over ‘career’ and click on ‘my profile’. Next click on ‘my resumes’.

Here you can click on ‘add new resume’.

### Personal Information

In this section, you can fill out your personal details.

**Application title:** Here you can provide a name to describe your profile, and can be used to distinguish different ones if you have more than one ideal job in mind

**Photo:** You will have the option to add a profile picture, it is not compulsory but please note that employers will be able to view it.

**Resume files:** Here you can upload your resume. Please note that there is a maximum size, so you may not be able to proceed if your file size exceeds this. We recommend using a file compressor, which you can find online, if necessary.

**Personal Statement:** Here you can enter your personal statement which will be shown to potential employers.

**Ideal Job:** Please give details about what your ideal job would be. This section will help QURECA find the most suited job for you!

**Quantum Skills:** Here you can enter your skills related to quantum. Please note you should separate them with commas, in order for the job matching to be as accurate as possible.

**Salary Expectations:** Please fill this out to help us when matching you to your ideal job.

You will then be instructed to fill out:

- Address
- Education
- Employment
- Skills
- Reference

Please note all mandatory fields must be filled in order to save your CV.

### *Search Jobs*

To access 'search jobs', scroll to the top of the page, hover over 'career' and click on 'my profile'. Next click on 'search jobs'.

This is the tool to search jobs on the QURECA platform.

**REMEMBER:** you cannot apply to jobs directly! QURECA wants to know the kind of jobs you find interesting to offer you the best career option!

To make it more specific, you can fill out as much of the form as possible.

**Tags:** these are keywords for you to organise your submissions or to use in any specific search

**Meta Keywords:** these are keywords defining skills that QURECA uses to identify potential matches.

Once you have filled out the form, click search jobs and all of the relevant jobs will display.

**Note:** If you do not find what you are looking for, you can go back and make your selection broader, to display more results.

### *Career Coaching*

To access 'career coaching', scroll to the top of the page, hover over 'career' and click on 'career coaching'.

QURECA offers a tailored service to help you with any career advice you may have.

Fill out the form with your message and we will get back to you through the email you provide. Ensure to check your spam as we may have ended up in there!

### 3. ACCOUNT

To manage your account, scroll to the top of the page and click on 'account'.

Here you can view any notifications and change your settings.

### 4. CONTACT US

If you have any further questions about the website or QURECA, navigate to the top right-hand corner of the page and hover over your icon to click 'contact us'.

You can reach us through email, web form or any of the social media platforms and we will be more than happy to help!

### 5. SEARCH ICON

The magnifying glass allows you to search for any key word or event in the QURECA platform content.