

## Gateway temporary account request form – for temporary, agency, voluntary or sessional workers

Admin all Areas and Care Crew Staff will have accounts linked to Pier, [login here](#) to access the Brighton & Hove Learning Gateway

Temporary and agency workers would normally be contracted with already possessing the requisite knowledge and skills. However, there may be occasions where managers will consider it necessary for these workers to access the council's learning and development programmes

This form provides the Workforce Development Team with the required information to set up a time limited account at the point the learning and development is required. Please do not request an account on an 'in case' basis.

**We will not be able to set up an account unless all fields are completed with the relevant information**

Full name:		Job Title:	
Email address		Tel no:	
Payroll number (if applicable)			
Start date of assignment		End date of assignment*	

Please tell us about the training or elearning you are looking to access and why you consider this to be essential:

### Manager's authorisation

Managers name	
Managers email address	
Cost Code (for charges and non-attendance)	
Directorate	
Team Name	

**I authorise the above Brighton & Hove Learning Gateway account**

Signed:

Dated:

Please save and email this completed form to [learning@brighton-hove.gov.uk](mailto:learning@brighton-hove.gov.uk)