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Role of the CPD Leader

As a CPD Leader you have the authority to authorise event bookings for your staff and be able to make bookings on their behalf. You have the access to run reports to see which events your colleagues are due to attend or have attended. You can cancel bookings for members of staff if you made the original booking. You can print off your colleague’s certificates on their behalf as long as online evaluations have been completed by the attendee if applicable.

If you or a member of staff is leaving please alert the helpdesk by sending an email to kentcpdonoine@kent.gov.uk and notifying them of the colleague’s name with details as to when they are leaving and whether they are moving to another establishment. Also, if you have a member of staff who has changed their surname or email address please contact the helpdesk by sending an email to kentcpdonoine@kent.gov.uk and notifying them.

Log In

Go to www.kentcpdonoine.org.uk

Click on your workforce portal (for this example we are logging in via the Schools Training Courses Portal)
Click on Login Here

Login Here

Forgotten Username or Password

New User

Type in your Username and Password in the relevant box and click Log In

Sign In

Enter your user details to log in.
Username
Password

Log In Cancel

Forgotten username or password?

Don't have an account?
Sign up here for your FREE Kent Schools CPD Online account today!

This will take you to the following page:
**My CPD Online**

Please click on the option [My CPD Online] which appears on the teal coloured toolbar at the top of the screen.

The following screen is where you will be able to carry out all CPD Leader tasks.

![My CPD Online screenshot](image)

<table>
<thead>
<tr>
<th>My Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>change password</td>
</tr>
<tr>
<td>change contact details</td>
</tr>
<tr>
<td>update my establishments</td>
</tr>
<tr>
<td>update my email alerts</td>
</tr>
<tr>
<td>update my equal opportunity</td>
</tr>
<tr>
<td>responses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>events due to attend and</td>
</tr>
<tr>
<td>unauthorised bookings</td>
</tr>
<tr>
<td>cancel a booking</td>
</tr>
<tr>
<td>events attended</td>
</tr>
<tr>
<td>saved events</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CPD Leader Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>events I have booked for</td>
</tr>
<tr>
<td>colleagues</td>
</tr>
<tr>
<td>events colleagues are due</td>
</tr>
<tr>
<td>to attend</td>
</tr>
<tr>
<td>events attended by colleagues</td>
</tr>
<tr>
<td>event reports</td>
</tr>
<tr>
<td>colleague report</td>
</tr>
<tr>
<td>unauthorised booking requests</td>
</tr>
<tr>
<td>set default department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other CPD Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>view other events</td>
</tr>
<tr>
<td>add event</td>
</tr>
<tr>
<td>other events attended by</td>
</tr>
<tr>
<td>colleagues</td>
</tr>
</tbody>
</table>
How can I authorise a booking request for a colleague

If your establishment requires bookings to be authorised, as a CPD Leader, it is your responsibility to authorise the booking requests for colleagues at your establishment.

When a colleague requests a place on an event you will be sent an email notifying you of the request, there are links in the email to approve or decline this request.

---

Dear Julia Palfrey,

Victoria Parker has requested a place on the event below.

To approve this request click on the link below.

Approve

To decline this request click on the link below.

Decline

This is an automated email and you do not need to reply.

Please Note: Any bookings that have not been authorised within 2 weeks will be cancelled.

--------Event Information--------

Event Title: Educational Visits Coordinator (EVC) Training
Date: 26 April 2017
Starts: 09:00 to 16:00

This course is for those responsible for managing educational visits in schools and other educational settings. EVC training is a nationally recognised and accredited course following a syllabus developed by the Outdoor Education Advisors Panel (OEAP). It provides participants with confidence, knowledge and understanding in planning and managing educational visits and activities, and making decisions on leader competence, risk management and other educational visit issues. This course also covers the Kent specific policies and procedures for educational visits and adventurous activities. EVC Support/Administrators are welcome to attend.

However, please note that the EVC role is a delegated role from the Headteacher or Head of Establishment and employer, and decisions on staff becoming an EVC are made jointly between the school/establishment and KCC. The course includes lunch and refreshments, as well as course materials and resources. ‘Really engaging... delivered in a practical way with real life examples’ - St Anselm’s Secondary School

To view full event information click on the link below:

Event Information
The requests can also be approved or declined via ‘unauthorised booking requests’ on My CPD Online.

Scroll down to the section CPD Leader Tools and click the wording unauthorised booking requests.

The following screen will show:

Tick the box next to the booking you would like to authorise/decline. Select the relevant option from the bottom of the screen and click next.

If you have events showing within the unauthorised booking requests page that are in the past, you must decline these to release them.

**How can I book an event on behalf of a colleague?**

Click on Search Events at the top of the screen.

This will take you to the Search Events page.
The easiest way to search is by the code of the event you only need to type the digits after the oblique (/) or by subject (please only use one method) and click **Submit**. Once you have found the course click on the **Request a place on behalf of a colleague** option.

<table>
<thead>
<tr>
<th>Event Title</th>
<th>Exploring the Outdoors for Early Years (SCF 17/481)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>Shorne Wood Country Park, Brewers Road, Shorne, Graveshend, Kent, DA13 3HX</td>
</tr>
<tr>
<td>Start time and date</td>
<td>09:30 - 15:30 Wednesday 22 March 2017</td>
</tr>
<tr>
<td>Your name</td>
<td>Julia Palfrey</td>
</tr>
<tr>
<td>Your email address</td>
<td><a href="mailto:julia.palfrey@kent.gov.uk">julia.palfrey@kent.gov.uk</a></td>
</tr>
<tr>
<td>Your Organisation/Business Unit</td>
<td></td>
</tr>
<tr>
<td>Booking Requirements</td>
<td>Dietary and other requirements can be updated through My CPD Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.</td>
</tr>
<tr>
<td>PO number</td>
<td>Purchase Order No. if applicable.</td>
</tr>
<tr>
<td>Manager’s name</td>
<td>Mandatory for all applicants.</td>
</tr>
<tr>
<td>Budget code</td>
<td>Mandatory 27 character budget code for all local authority staff applications.</td>
</tr>
<tr>
<td>I have read and agree to the terms and conditions</td>
<td></td>
</tr>
</tbody>
</table>

Then click on the down arrow next to **Select a colleague**.
If your colleague does not appear in this list, they do not have an account and you will need to create one for them by clicking on the [Click here to add a colleague] link and the screen below will show. Fill in your colleague’s details and click [Submit]. You will be taken back to the request a place page where your colleague will now show in the drop down list.

Once you have selected the correct colleague please enter the Manager’s name in box next to it. You do not need to provide a Budget code as this is not applicable to Schools/Settings or Multi Agency Companies. However if you use Purchase Order (PO) numbers to apply for training please fill this box in. You need to tick whom you wish to receive all email messages regarding this event. Then tick the box against ‘I have read and agree to the terms and conditions’ and click [Submit].
Once you have submitted the booking you will receive the below message informing you of whom you have booked the place for as well as the booking reference number for this booking and the price of the booking. Some courses have documents attached to them for you to download too. To download these click on the option.

Once the booking is confirmed by the Event Administrator if you have ticked both boxes for correspondence the system will send both you and your colleague a copy of the confirmation email.
How do I substitute a colleague against a booking

If you need to change the name of the booking to a different colleague please email the event administrator of the course. You can find this information on the full details page of the course.

You will need to click on the option [Search Events] from the teal coloured toolbar at the top of the screen. You will be taken to the Development Opportunities screen and will need to type in the code of the course in the Event Code box and click [Search]. When the course information appears below then select the option ‘Full Details’.

Scroll down to the option entitled Admin contact and you will see the Event Administrator’s email address.

Admin contact: [Angela Jarrett (karen.jettin@kent.gov.uk)]
How I can cancel a booking request for a colleague

You can only cancel a place for a colleague if you made the initial booking. Select from the top toolbar My CPD Online and then select the option "events I have booked for colleagues".

Select from the top toolbar My CPD Online and then select the option "events I have booked for colleagues".

Find the course you have booked your colleague onto and click on the option "Cancel booking".

Events I have booked on behalf of colleagues

1 event found

<table>
<thead>
<tr>
<th>Session</th>
<th>Session Date</th>
<th>Session Time</th>
<th>Session Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>02/07/2017</td>
<td>08.30-18.30</td>
<td>[Details provided]</td>
</tr>
</tbody>
</table>

[Show details] [Download documents] [Cancel booking]
The below Cancel Request screen will appear please provide details for cancelling the booking in the Reason for Cancellation box and tick the option I have read and agree to the cancellation policy then click Send. An email will be sent through to the Event Administrator informing them of the cancellation request.

There are less than 14 days before the start of this event, therefore cancellation of this booking will incur the full event fee of £163. Please note that by clicking 'Send', you are confirming your request for your place on this event to be released and that you are aware of the cancellation fee. If you would like to discuss this please click 'Cancel' and contact the Event Administrator, Angela Jarrett karen.jestin@kent.gov.uk / 03000 414468.

☑️ I have read and agree to the cancellation policy | Cancellation Policy |
How I can view colleague's events they are due to attend

Select from the top toolbar the following option ‘My CPD Online’ scroll down to title and select the option **events colleagues are due to attend**

The below screen will appear which shows all the bookings your colleagues are due to attend.
How I can view colleagues attended events and print off colleagues certificates

Select from the top toolbar the following option ‘My CPD Online’ scroll down to title and select option **events attended by colleagues**

The below screen will appear and you will see an option underneath the colleague’s booking this will enable you to be able to print off their attendance certificate.
As detailed in the screen below the colleague hasn’t entered their evaluation against the course they have attended. Until this is entered the CPD Leader cannot print off the certificate. Please note that **CPD Leaders cannot enter the evaluation** on behalf of their colleague as it will not release the certificate and will not be recorded against the course.

**What do I do if I am a CPD leader for more than one establishment**

If you need to view a colleague’s booking from another establishment that you are also CPD Leader for please select from the top toolbar the option My CPD Online. Then scroll down to the title **set default department** and click on the wording. 

![CPD Leader Tools](image)
The below screen will appear showing the establishments you are linked to please select the correct establishment and click on save and you will be able to view all bookings colleagues are due to attend and print off their certificates.

How to run CPD Leader Reports

CPD Leader reports can be run by selecting the My CPD Online option from the top toolbar.

Scroll down to the title **CPD Leader Tools** and click on the wording **event reports**.
Once you have clicked on the ‘event reports’ link and you will be taken to this page.

Select your report criteria and click **Submit** the results will then be shown below. To view the event details click on the event title and the event details will be shown in a separate popup window. You can also download the summary into an excel spreadsheet by selecting the option **Download to Excel**.

If you wish to run a report by colleague you can follow the same steps from the **My CPD Online** page please select the option **colleague report**.

### CPD Leader Reports

#### Report

- Event Attendance (List)

#### LA

- Kent - 886

#### Establishment

- Ended Employment

#### Date range

- **Anytime**
- **Submit**

#### Event subjects

- Anti-Bullying
- Art & Design
- Autism Spectrum Disorder (ASD)
- Behaviour and Attendance
- Citizenship
- Creativity
- Cross Curricular Development
- Data Collection
- Design Technology
- Duke of Edinburgh (DofE) Training

(Click down Ctrl to select more than one subject)

#### Target Audience

- Administration Officer
- Advanced Skills Teacher
- Advisor/Consultant
- As School Staff
- As Staff
- Assessment Manager
- Assistant Education Psychologist
- Assistant Headteacher
- Attendance Manager
- Breakfast Club/After School Club Practitioner

(Click down Ctrl to select more than one target audience)

#### Order results by

- Participant Name

#### e-voucher used

- All bookings

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<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Register status</th>
<th>Department</th>
<th>Event title</th>
<th>Subjects</th>
<th>Start date</th>
<th>Time of event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara</td>
<td>Abbondio</td>
<td>Not marked</td>
<td>Ended Employment</td>
<td>Online Safety (in Schools) for Designated Safeguarding Leads</td>
<td>Safeguarding for Schools/Settings</td>
<td>Thursday 30 March 2017</td>
<td>09:30 - 16:30</td>
</tr>
<tr>
<td>Julia</td>
<td>Conwell</td>
<td>Not marked</td>
<td>Ended Employment</td>
<td>1212 Introduction to WordPress</td>
<td>IT System User Training</td>
<td>Wednesday 16 March 2016</td>
<td>14:45 - 16:45</td>
</tr>
<tr>
<td>Jane</td>
<td>Doe</td>
<td>Not marked</td>
<td>Ended Employment</td>
<td>E356 SIMS Attendance - Primary</td>
<td>SIMS</td>
<td>Wednesday 28 April 2017</td>
<td>09:30 - 13:00</td>
</tr>
<tr>
<td>Jane</td>
<td>Doe</td>
<td>Not marked</td>
<td>Ended Employment</td>
<td>Maths Subject Leaders' District Meeting - Sevenoaks and Tunbridge Wells (SSS SLA)</td>
<td>Maths</td>
<td>Wednesday 1 February 2017</td>
<td>10:30 - 11:30</td>
</tr>
<tr>
<td>Shamjit</td>
<td>Khatkar</td>
<td>Attended</td>
<td>Ended Employment</td>
<td>SSMS School Workforce Census Workshop - Primary</td>
<td>ICT/Computing / SIMS</td>
<td>Wednesday 23 September 2015</td>
<td>10:00 - 12:00</td>
</tr>
<tr>
<td>Hania</td>
<td>Phillipson</td>
<td>Attended</td>
<td>Ended Employment</td>
<td>Developing Effective School Self Evaluation - East Kent District Schools only</td>
<td>Leadership</td>
<td>Monday 16 November 2015</td>
<td>09:30 - 11:30</td>
</tr>
</tbody>
</table>