

How to Search for courses and book onto them

Open up website www.kentcpdonline.org.uk

The screenshot shows the homepage of the Kent CPD Online website. At the top, there is a teal navigation bar with links for Home, User Guide, and eLearning. Below this is a 'Menu' section with links for eLearning, Frequently Asked Questions, and Contact Us. The main content area is titled 'Welcome to Kent CPD Online' and 'Professional development and training for Kent Children's workforce'. It includes a sub-header 'Select the appropriate service to search for professional development and training for you and your workforce' and a grid of eight colored tiles, each representing a different training category with an image and text description.

Home User Guide eLearning

Menu

eLearning

Frequently Asked Questions

Contact Us

Welcome to Kent CPD Online

Professional development and training for Kent Children's workforce

Select the appropriate service to search for professional development and training for you and your workforce

- Schools Training Courses** including training for EYFS in Schools
- School Improvement Services**
- Early Years Training Courses**
- Threads of Success** Early Years and Childcare Training, Support and Products
- Governor Training Courses**
- Multi Agency Training** including courses from Kent Safeguarding Children Board
- Local Authority Training Courses**
- E-learning**

Select the portal you wish to search events under. In this example I have selected the Schools portal.

This screenshot shows a single blue-tinted tile for 'Schools Training Courses including training for EYFS in Schools'. It features a small image of a classroom scene on the left and the text on the right.

Schools Training Courses
including training for
EYFS in Schools

Click on Login Here

This screenshot shows a purple button labeled 'Login Here'. Below it is a link for 'Forgotten Username or Password' and a dashed line. At the bottom is a link for 'New User'.

Login Here

[Forgotten Username or Password](#)

[New User](#)

Click on Search Events along the Teal toolbar at the top of the screen

This screenshot shows the teal navigation toolbar at the top of the page. It contains several links: Home, Schools Home, Search Events, Venues, My CPD Online, User Guide, eLearning, and Log Out.

[Home](#) [Schools Home](#) [Search Events](#) [Venues](#) [My CPD Online](#) [User Guide](#) [eLearning](#) [Log Out](#)

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 of searching**) and click Search

Development Opportunities

Keyword Event Code

Starts during or after

Subject Location

Target Audience Event type

Key Stage Foundation KS1 KS2 KS3 KS4 KS5 14-19/24

Event Calendar

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Use this calendar to display events based on start date.

Once you have searched the event, details of those events will show below

Subject Location

Target Audience Event type

Key Stage Foundation KS1 KS2 KS3 KS4 KS5 14-19/24

2 events found. Printer friendly

Page 1 of 1

DofE Expedition Supervisor Training Course

Starts: Thursday 23 March 2017 - 09:00 for 9:30 start-17:00 **Event Code:** SCH 17/358

Venue: Swattenden Centre, Swattenden Lane, Cranbrook, Kent, TN17 3PR [Map](#)

About this event
 The Expedition Supervisor course will provide a pathway for both existing and new Expedition Supervisors. The course has been designed to provide Expedition Supervisors with an understanding and consistent interpretation of their role and responsibilities while supporting DofE Expeditions, ensuring a high quality experience for all young people. Prior to this course delegates will be required to carry out the Online DofE E-Induction course. This course is suitable for those who have an ...

Request a place

Full details

Print event

Save event

DofE Basic Camp Leaders Course

Starts: Friday 24 March 2017 - 09:00 for 9:30 start-17:00 **Event Code:** SCH 17/352

Venue: Swattenden Centre, Swattenden Lane, Cranbrook, Kent, TN17 3PR [Map](#)

About this event
 This course is aimed at staff that wish to supervise DofE groups camping overnight at public or private campsites in lowland areas. This is one of 3 parts that are required for Expedition Supervisors. Please see the DofE Supervisor course also on CPD. you will also need a current First Aid certificate. This course will only be validated with a current 1 day (activity appropriate) First aid certificate. During this course you will be indoors and outside in all weathers. You will need t ...

Request a place

Full details

Print event

Save event

Once you have found the event you require, click on 'Request a place'

Make sure you provide a manager's name as this box is mandatory. Once you have filled in the information required including ticking the box to agree that you have read and agree to the terms and conditions you can then click on the submit button:

Request a Place

[Home](#) [Request a place](#)

Request a place Full details Print event Save event Event list

> Complete the form below to request a place on the event

Event Title	DoFe Expedition Supervisor Training Course (SCH 17/358)
Venue	Swattenden Centre, Swattenden Lane, Cranbrook, Kent, TN17 3PR Map
Start time and date	09:00 for 9:30 start-17:00 Thursday 23 March 2017
Your name	Joe Bloggs
Your email address	joe.bloggs@kent.gov.uk
Your Organisation/Business Unit	MANOR COMMUNITY PRIMARY SCHOOL (AC)
Cost	£75
Funding option	Other LA/Academy
Booking Requirements	<p>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.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>(Please leave blank if not applicable)</p>
PO number	<input type="text"/> Purchase Order No. if applicable.
Manager's name	<input type="text" value="Karen Jestin"/> * Mandatory for all applicants.
Budget code	<input type="text"/> * Mandatory 27 character budget code for all local authority staff applications.
	<input checked="" type="checkbox"/> I have read and agree to the terms and conditions Terms and Conditions *

You will then receive confirmation on screen that your application has been received. If your school has a CPD Leader, an automated email will be sent to the CPD Leader asking them to authorise your booking request within two weeks. Please make a note of the request reference number shown.

Request a Place

[Home](#) [Request a place](#)

Request a place Full details Print event Save event Event list

> Your request reference number is: BRCPD/356326

> **Thank you for your application via (BETA) Kent Schools CPD Online. You will be notified if you are successful in securing a place on this course.**

IMPORTANT - Please note: This booking may need authorisation by your manager/CPD leader. Check the status of your booking through your 'My CPD Online' tab.

> [Back to event list](#)

As soon as your booking has been authorised, the event administrator will be notified of your booking and they will have three working days to send you a confirmation of your place. If the event is fully booked by the time your authorised booking is received by them, they will send you confirmation that your place has been put on the reserve list.

If your CPD Leader does not authorise your booking request within two weeks of you placing the booking, your application may be cancelled.

Booking a place directly on the reserve list

If you search for an event and it is fully booked, you can normally still book a place directly onto the reserve list

**Safer Recruitment (EVENT FULL)**
Starts: Thursday 16 March 2017 - 08:45 - 16:30 (PROMPT START AT 9.00) **Event Code: SCH 17/492**
Venue : Chilston Park Hotel, Sandway, Lenham, Nr Maidstone, Kent, ME17 2BE [Map](#)
About this event
This full day course is essential for all school leaders and managers involved in the appointment of staff and addresses the following: Based on an understanding of offender behaviour: 'The key features of a safer recruitment culture. 'Consider policies and practices that minimise opportunities for abuse and ensure its prompt reporting. 'Aid the review of own policies and practices in recruitment within a view to making them safer. 'The procedural steps and responsibilities of ...
[Request place on the waiting list](#)
[Full details](#)
[Print event](#)
[Save event](#)

You will still need to provide a manager's name as this box is mandatory and tick the box to agree that you have read and agree to the terms and conditions. Once these have been completed, you can then click on the submit button:

Request a Place

[Home](#) [Request a place](#)

[Request place on the waiting list](#) [Full details](#) [Print event](#) [Save event](#) [Event list](#)

> Complete the form below to request a place on the event
> **Please note: this event is full and the booking will be added to the reserve list**

Event Title	Safer Recruitment (SCH 17/492)
Venue	Chilston Park Hotel, Sandway, Lenham, Nr Maidstone, Kent, ME17 2BE Map
Start time and date	08:45 - 16:30 (PROMPT START AT 9.00) Thursday 16 March 2017
Your name	Joe Bloggs
Your email address	joe.bloggs@kent.gov.uk
Your Organisation/Business Unit	MANOR COMMUNITY PRIMARY SCHOOL (AC)
Cost	£199
Funding option	Other LA/Academy
Booking Requirements	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. <input type="text"/> (Please leave blank if not applicable)
PO number	<input type="text"/> Purchase Order No. if applicable.
Manager's name	<input type="text" value="Karen Justin"/> * Mandatory for all applicants.
Budget code	<input type="text"/> * Mandatory 27 character budget code for all local authority staff applications.
	<input checked="" type="checkbox"/> I have read and agree to the terms and conditions Terms and Conditions *

You will still receive a reference number but it will also state that you are placed onto the waiting list. The event administrator will only be in contact with you if a place becomes available.

Request a Place

[Home](#) [Request a place](#)

[Request place on the waiting list](#) [Full details](#) [Print event](#) [Save event](#) [Event list](#)

> **Your request reference number is: BRCPD/356327**
> **Thank you for your application via (BETA) Kent Schools CPD Online. Your name has been placed on the waiting list and should a place become available you will be contacted.**

IMPORTANT - Please note: This booking may need authorisation by your manager/CPD leader. Check the status of your booking through your 'My CPD Online' tab.

> [Back to event list](#)