

Guide on how to enter evaluations and retrieve your certificate

Once the register is marked by the admin contact a generic email will be sent out to all attendees informing you that the evaluation for the course you attended needs to be entered. An example of this email is shown below:



In the email the following sentence '**If you have not already done so please log on and complete your responses by clicking [here](#).**' is shown and you will need to click on this link in order to be able to enter your evaluation. When you click on this link it will ask you to sign into your account. Once you have entered your log in details the evaluation form will appear as shown below.

Enter Evaluation | [Back to My CPD Online](#) |

Event title	DofE Expedition Supervisor Training Course (SCH 17/352)
Venue	Swattenden Centre
Start date and time	Monday 13 March 2017 09:00 for 9:30 start-17:00
Event trainer(s)	Claire Martin

Did the session meet its stated objectives?	<input type="radio"/> Yes <input type="radio"/> No Restart answer
Were these training objectives identified in your performance review?	<input type="radio"/> Yes <input type="radio"/> No Restart answer
Usefulness to you within your role	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate Restart answer
Potential impact on future working practices	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate Restart answer

Quality and Style of Delivery	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate Restart answer
Quality and usefulness of materials/handouts	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate Restart answer
Quality of admin arrangements prior to the session	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate Restart answer
Quality of Venue	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate Restart answer
What are your learning points from this event?	<input type="text"/>
What will you do differently as a result of attending this session	<input type="text"/>
Particular strengths of the session	<input type="text"/>
Areas for improvement	<input type="text"/>
Have you any suggestions for future training you would like us to provide?	<input type="text"/>
<input type="button" value="Save"/>	

If you have not received or have misplaced this generic email, you can still access the evaluation form by clicking onto your workforce portal, logging into your account and then clicking on 'My CPD Online' across the teal toolbar at the top of the screen. From here, you will need to click on the wording 'events attended'.

My CPD Online

My Account

change password change contact details update my establishments update my email alerts

update my equal opportunity responses

Events

events due to attend and unauthorised bookings cancel a booking events attended saved events

Other CPD Events

view other events add event

Events attended

[| Back to My CPD Online |](#)

The list of events below show events you have attended
1 event found

Page 1 of 1

DofE Expedition Supervisor Training Course				Code: SCH 17/358
Session	Session Date	Session Time	Session Venue	Map
Session 1	13/03/2017 (Attended)	09:00 for 9:30 start-17:00	Swattenden Centre, Swattenden Lane, Cranbrook, Kent, TN17 3PR	Map
 Show details Download documents Enter Evaluation 				Booking status: Confirmed

Please scroll through to find the course you wish to enter the evaluations for. (Please remember that past courses show first in the list of events attended before the current courses.)

Enter Evaluation

[| Back to My CPD Online |](#)

Event title	DofE Expedition Supervisor Training Course (SCH 17/358)
Venue	Swattenden Centre
Start date and time	Monday 13 March 2017 09:00 for 9:30 start-17:00
Event trainer(s)	Claire Martin

Did the session meet its stated objectives?	<input type="radio"/> Yes <input type="radio"/> No Restart answer
Were these training objectives identified in your performance review?	<input type="radio"/> Yes <input type="radio"/> No Restart answer
Usefulness to you within your role	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate Restart answer
Potential impact on future working practices	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate Restart answer

Quality and Style of Delivery	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate Restart answer
Quality and usefulness of materials/handouts	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate Restart answer
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Quality of Venue	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate Restart answer
What are your learning points from this event?	<input type="text"/>
What will you do differently as a result of attending this session	<input type="text"/>
Particular strengths of the session	<input type="text"/>
Areas for improvement	<input type="text"/>
Have you any suggestions for future training you would like us to provide?	<input type="text"/>
Save	

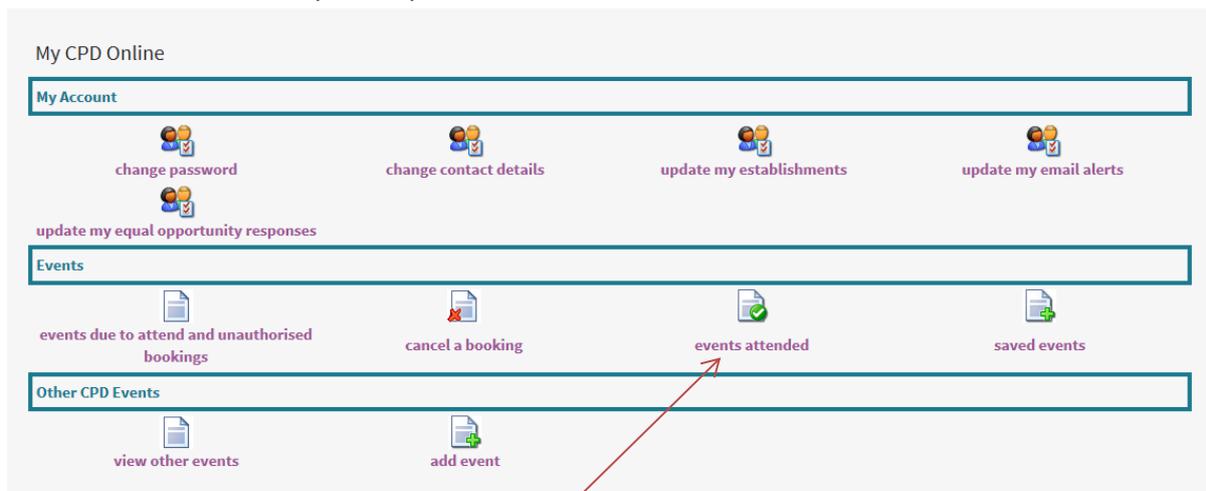
Once you have completed the form, please click on the 'save' option at the bottom of the form and the following screen will appear informing you that the evaluation has been saved:

Enter Evaluation [| Back to My CPD Online |](#)

Event title	DofE Expedition Supervisor Training Course (SCH 17/358)
Venue	Swattenden Centre
Start date and time	Monday 13 March 2017 09:00 for 9:30 start-17:00
Event trainer(s)	Claire Martin

The evaluation has been saved
Evaluations have been entered for all sessions

Whichever of the two ways you have managed to complete your evaluation, in order to be able to retrieve your certificate, simply click on the 'Back to My CPD Online' in the right hand corner and the screen will revert back to your 'My CPD Online'



Click back on the words 'events attended'.

Please scroll through the list of courses to find the event you wish to download the certificate for (remembering past events show first in the list of events attended before the current courses). When you find the event you wish to download your certificate for, please click on the option 'download certificate'.



A new window will appear containing your certificate and you can then print off this document. Please remember this is an ATTENDANCE certificate only. All your course attendance will remain against the 'events attended' option and you can print off your certificates as many times as you like.