

# Worcestershire Children First CPD User Guide

A user guide to support all academies, clerks to governing boards / bodies, early years and childcare settings and schools to access training and conferences in Worcestershire

# Contents

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## Access the site

- Visit Worcestershire Children First CPD: <https://eduservsCPD.worcschildrenfirst.org.uk>



1. Enter the username and password supplied in the 'Login' section.
2. If you do not have log on details, then please click 'Get In Touch'
3. Alternatively contact:
  - Clerks for governing boards / bodies: governor services on 01905 846 400 or email: [Governortraining@worcschildrenfirst.org.uk](mailto:Governortraining@worcschildrenfirst.org.uk)
  - If you're the CPD Leader at either an early years setting / schools or academy: training on 01905 844 420 or email: [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)

The image shows a screenshot of the website's navigation and login sections. On the left, there is a vertical menu with four blue buttons: 'About Worcestershire Children First', 'User Guides', 'FAQ', and 'Get In Touch', each with a white right-pointing arrow. Below this menu is a 'Login' section with a white background and a blue header. It contains two input fields for 'Username' and 'Password', a link for 'Forgotten Password?', a link for 'Sign Up', and a blue 'Submit' button.

## Searching for events (training course / conference)

1. To search for events (training courses / conferences / forums / network meetings) click select 'Search Events' on the main top menu – this will allow you to search ALL courses offered in Worcestershire

**Search Events**

Keyword(s)  Event Code

Starts during or after  Event type

Subject  Target Audience

Event Category

Key Stage  Early Years / Foundation  KS1  KS2  KS3  KS4  KS5  11-19  Primary  KS1  Other - non Key Stage

[Search](#)

**Calendar**

< May 2020 >

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						

2. For information the codes are

- EY = Early years
- SCH = Schools
- GOV = Governors
- CON = Conferences

3. We recommend keeping the search for training / conferences simple and would recommend using one of the following:

- **Starts during or after:** Please ensure this is always set as 'Today'
- **Event code:** This is the CPD code for example GOV/20/003 and will only show this course

**Search Events**

Keyword(s)  Event Code

Starts during or after  Event type

Subject  Target Audience

Event Category

Key Stage  Early Years / Foundation  KS1  KS2  KS3  KS4  KS5  11-19  Primary  KS1  Other - non Key Stage

[Search](#)

1 event found.

Page 1 of 1

[Print List View](#)

[Printer friendly](#)

**New Governor Induction**

Event code: GOV/20/003

Starts: Wednesday 27 May 2020 19:00 - 21:00

Venue: Finstall Centre, Bromsgrove [Map](#)

[Request a place](#)

[Full Details](#)

[Print Event](#)

[Save Event](#)

**About this event**

New Governor Induction Training comprises three training sessions and each session develops one of the three modules of the National Training Programme for Governors. The first module looks at the process of governance, the overall role and responsibility of governing bodies and focuses on the way the governing body determines the strategic

- **Keyword(s):** if you enter a keyword for example governor then the search will produce ALL courses that include that word (which is highlighted in yellow).

**Search Events**

Keyword(s)  Event Code

Starts during or after  Event type

Subject  Target Audience

Event Category

Key Stage  Early Years / Foundation  KS1  KS2  KS3  KS4  KS5  11-19  Primary  KS1

1 event found.

Page 1 of 1

**New Governor Induction**

Event code: GOV/20/003

Starts: Wednesday 27 May 2020 19:00 - 21:00

Venue: Finstall Centre, Bromsgrove

**About this event**

New **Governor** Induction Training comprises three training sessions and each session develops one of the three modules of the National Training Programme for **Governors**.

The first module looks at the process of governance, the overall role and responsibility of governing bodies and focuses on the way the governing body determines the strategic direction of the school.

The second module clarifies how **governors** challenge and support the school by being a 'critical friend'. It focuses on the monitoring and evaluation aspect of the **governors** role.

The third module explores how the governing body, as the body with overall responsibility for the school, holds the school to account and is itself accountable to the parents and wider community for its work.

A national certificate of attendance is awarded to confirm participation of all 3 modules at the end of the course.

Session	Session Date	Session Time	Session Venue	Map
Session 1	Wednesday 27 May 2020	19:00 - 21:00	Finstall Centre, Bromsgrove	<input type="button" value="Map"/>
Session 2	Wednesday 3 June 2020	19:00 - 21:00	Finstall Centre, Bromsgrove	<input type="button" value="Map"/>
			Finstall Centre	<input type="button" value="Map"/>

- **Calendar:** Select your start date (dates in blue can be chosen) and the results shown will only be events that are due to start on that specific date selected.

**Calendar**

< May 2020 >

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						

## Making a course booking

### For yourself as CPD leader

1. Once you have undertaken a course search and found the course you wish to attend click 'Request a place' (found on the right-hand side of the course details)

#### New Governor Induction

**Event code:** GOV/20/003  
**Starts:** Wednesday 27 May 2020 19:00 - 21:00  
**Venue:** Finstall Centre, Bromsgrove [Map](#)

**Request a place**  
**Full Details**  
**Print Event**  
**Save Event**

**About this event**  
New Governor Induction Training comprises three training sessions and each session develops one of the three modules of the National Training Programme for Governors.  
The first module looks at the process of governance, the overall role and responsibility of governing bodies and focuses on the way the governing body determines the strategic direction of the school.  
The second module clarifies how governors challenge and support the school by being a 'critical friend'. It focuses on the monitoring and evaluation aspect of the governors role.  
The third module explores how the governing body, as the body with overall responsibility for the school, holds the school to account and is itself accountable to the parents and wider community for its work.  
A national certificate of attendance is awarded to confirm participation of all 3 modules at the end of the course.

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Session 2	Wednesday 3 June 2020	19:00 - 21:00	Finstall Centre, Bromsgrove	<a href="#">Map</a>
Session 3	Wednesday 10 June 2020	19:00 - 21:00	Finstall Centre, Bromsgrove	<a href="#">Map</a>

2. If the place is for yourself then continue with the booking by selecting your organisation area
3. If you need to supply a purchase order number, any dietary / auditory or visual needs then please ensure these are included in the 'Booking Requirements' field

#### Request a Place

[Event List](#) [Save Event](#) [Print Event](#) [Full Details](#) [Request a place](#)

▶ Complete the form below to request a place on the event  
▶ [Click here to add a colleague to CPD Online](#)

Event Title	New Governor Induction (GOV/20/003)
Venue	Finstall Centre, Bromsgrove, Finstall Centre, Stoke Road, B60 3EN   <a href="#">Map</a>
Start time and date	19:00 - 21:00 Wednesday 27 May 2020
Your name	Rachael Oakley   <a href="#">Request a place on behalf of a colleague</a>
Your email address	rachael.oakley@babcockinternational.com
Your Organisation	Select an Organisation <input type="text"/>
Booking Requirements	<p><b>If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.</b></p> <p>(Please leave blank if not applicable)</p> <input type="text"/>
<input type="checkbox"/> I have read and agree to the terms and conditions   <a href="#">Worcestershire Children First T&amp;C and Cancellation Policy</a>	

[Submit](#) [Cancel](#)

4. Select your Establishment type
5. Tick to say that you have read the terms & conditions including cancellation policy. The policy can be viewed by clicking on the PDF icon.
6. Then press submit
7. A booking reference will be generated for you

**Request a Place**

[Event List](#)
[Save Event](#)
[Print Event](#)
[Full Details](#)
[Request a place](#)

Your request reference number is: BRPLD/127378 x

Thank you for booking your training with Worcestershire Children First CPD Online. You will receive an email when your manager/CPD Leader has authorised or declined your request, if applicable. Successful applicants will receive a confirmation email at least 10 days in advance of the event/course. x

Request another place on New Governor Induction  
[Back to event list](#)

8. Your booking is then waiting for the team to confirm your place.
9. Confirmations are sent to the email for the delegate along with a copy for the CPD leader.

## On behalf of a colleague

1. Once you have undertaken a course search and found the course are wishing to book for a colleague click 'Request a place' (found on the right-hand side of the course details)

**New Governor Induction**

Event code: GOV/20/003  
Starts: Wednesday 27 May 2020 19:00 - 21:00  
Venue: Finstall Centre, Bromsgrove [Map](#)

**Request a place**  
**Full Details**  
**Print Event**  
**Save Event**

**About this event**

New Governor Induction Training comprises three training sessions and each session develops one of the three modules of the National Training Programme for Governors.

The first module looks at the process of governance, the overall role and responsibility of governing bodies and focuses on the way the governing body determines the strategic direction of the school.

The second module clarifies how governors challenge and support the school by being a 'critical friend'. It focuses on the monitoring and evaluation aspect of the governors role.

The third module explores how the governing body, as the body with overall responsibility for the school, holds the school to account and is itself accountable to the parents and wider community for its work.

A national certificate of attendance is awarded to confirm participation of all 3 modules at the end of the course.

Session	Session Date	Session Time	Session Venue	Map
Session 1	Wednesday 27 May 2020	19:00 - 21:00	Finstall Centre, Bromsgrove	<a href="#">Map</a>
Session 2	Wednesday 3 June 2020	19:00 - 21:00	Finstall Centre, Bromsgrove	<a href="#">Map</a>
Session 3	Wednesday 10 June 2020	19:00 - 21:00	Finstall Centre, Bromsgrove	<a href="#">Map</a>

2. On the next screen click 'request on behalf of colleague', this is in bold and it's underneath your name.

**Request a Place**

[Event List](#)
[Save Event](#)
[Print Event](#)
[Full Details](#)
[Request a place](#)

[Complete the form below to request a place on the event](#)  
[Click here to add a colleague to CPD Online](#)

Event Title	New Governor Induction (GOV/20/003)
Venue	Finstall Centre, Bromsgrove, Finstall Centre, Stoke Road, B60 3EN   <a href="#">Map</a>
Start time and date	19:00 - 21:00 Wednesday 27 May 2020
Your name	Rachael Oakley   <a href="#">Request a place on behalf of a colleague</a>
Your email address	rachael.oakley@babcockinternational.com
Your Organisation	Select an Organisation <input type="text"/>

- You will then be taken to the next stage of the booking where you can choose who the place is for

**Request a Place**

[Event List](#)
[Save Event](#)
[Print Event](#)
[Full Details](#)
[Request a place](#)

[Complete the form below to request a place on the event for a colleague](#)

Event Title	New Governor Induction (GOV/20/003)
Venue	Finstall Centre, Bromsgrove, Finstall Centre, Stoke Road, B60 3EN   <a href="#">Map</a>
Start time and date	19:00 - 21:00 Wednesday 27 May 2020
Colleague's department	Babcock Education <input type="text"/> *
Colleague's name	Select a colleague <input type="text"/> *   <a href="#">Click here to add a colleague to CPD Online</a>
Cost	£ 0.00

- Now ensure that the 'Colleague's Department' is correct. If you are a CPD leader or clerk for more than one establishment/department, you will need to select the relevant department before you can select a colleague.

**Request a Place**

[Event List](#)
[Save Event](#)
[Print Event](#)
[Full Details](#)
[Request a place](#)

[Complete the form below to request a place on the event for a colleague](#)

Event Title	New Governor Induction (GOV/20/003)
Venue	Finstall Centre, Bromsgrove, Finstall Centre, Stoke Road, B60 3EN   <a href="#">Map</a>
Start time and date	19:00 - 21:00 Wednesday 27 May 2020
Colleague's department	Select a department <input type="text"/> * <div style="border: 1px solid black; padding: 2px;"> <a href="#">Babcock Education</a>  <a href="#">Schools &amp; Settings Inclusion &amp; Achieve - Early Years and Childcare</a>  <a href="#">Prof Learning &amp; Development - Learning &amp; Development</a> </div>
Colleague's name	<a href="#">Click here to add a colleague to CPD Online</a>
Cost	£ 0.00

- The click on 'Colleague's name' and a drop-down list will be shown and the delegate is listed select them



**Request a Place**

Event List Save Event Print Event Full Details Request a place

Complete the form below to request a place on the event for a colleague

Event Title	New Governor Induction (GOV/20/003)
Venue	Finstall Centre, Bromsgrove, Finstall Centre, Stoke Road, B60 3EN   Map
Start time and date	19:00 - 21:00 Wednesday 27 May 2020
Colleague's department	Schools & Settings Inclusion & Achieve - Early Years and Childcare *
Colleague's name	Select a colleague * Andrews, Sharon - Early Years and Childcare Bevan, Wendy - Early Years and Childcare Burford, Nicky - Early Years and Childcare Burrows, Fiona - Early Years and Childcare Carter, Deb - Early Years and Childcare Davies, Zoe - Early Years and Childcare Glazier, Karen - Early Years and Childcare Nugent, Julie - Early Years and Childcare Osvelt, Jane - Early Years and Childcare Rose-Datson, Katherine - Early Years and Childcare Shotton, Cath - Early Years and Childcare Support, Workforce - Early Years and Childcare Tidswell, Michelle - Early Years and Childcare Turigay, Leigh - Early Years and Childcare
Cost	
Booking Requirements	Specific to this booking please complete the 'Booking Requirements' field
Who would you like to receive email messages regarding this event	<input checked="" type="checkbox"/> Colleague <input checked="" type="checkbox"/> Me <input type="checkbox"/> I have read and agree to the terms and conditions   Worcestershire Children First T&C and Cancellation Policy

Submit Cancel

6. If you need to supply a purchase order number, any dietary / auditory or visual needs then please ensure these are included in the 'Booking Requirements' field
7. Select your establishment type
8. Ensure both 'Colleague and Me' are selected in relation to who should receive messages regarding this event
9. Tick to say that you have read the terms & conditions including cancellation policy. The policy can be viewed by clicking on the PDF icon.
10. Then press submit
11. A booking reference will be generated for you

**Request a Place**

Event List Save Event Print Event Full Details Request a place

You have successfully added Wendy Bevan from Early Years and Childcare to New Governor Induction

Booking reference number is: 127379

Add another participant to this event

12. The booking is then waiting for the team to confirm the place(s).
13. Confirmations are sent to the email for the delegate along with a copy for the CPD leader.

## On behalf of a colleague who is not in your colleague drop down list

1. In this instance follow steps 1 to 5 outlined in the 'On behalf of colleague' section
2. Then click on 'add new colleague to CPD' (found in bold underneath the colleague list)

**Request a Place**

Event List Save Event Print Event Full Details Request a place

Complete the form below to request a place on the event for a colleague

Event Title	New Governor Induction (GOV/20/003)
Venue	Finstall Centre, Bromsgrove, Finstall Centre, Stoke Road, B60 3EN   Map
Start time and date	19:00 - 21:00 Wednesday 27 May 2020
Colleague's department	Babcock Education *
Colleague's name	Select a colleague * <a href="#">Click here to add a colleague to CPD Online  </a>

### 3. You are now about to create a new user on CPD Online

**Add a colleague to Worcestershire Children First Online**

> This process will allow you to book a place on behalf of a colleague. It will also create a Worcestershire Children First user account for your colleague.

> How will we use the information about you?

title

Firstname  \*

Lastname  \*

Role  \*

Establishment  \*

Email address  \*  
(Enter the participants email address-if an email address is not entered the participant will not be able to receive email communications confirming their place)

4. Enter the colleague's details including an email address and ensuring they are linked to the establishment and department.
5. **Specifically, for governors** we advise that an appropriate school email address is used, alternatively use your school office's email address.
6. Then press submit and wait. Sometimes it takes a while to process, eventually it will return you to the previous page
7. Occasionally it will say this user already exists in which case please contact
  - Early years / schools | 01905 844 420 | [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)
  - Governor training | 01905 846 400 | [Governortraining@worcschildrenfirst.org.uk](mailto:Governortraining@worcschildrenfirst.org.uk)
  - Conferences | 01905 844 430 | [Conferences@worcschildrenfirst.org.uk](mailto:Conferences@worcschildrenfirst.org.uk)
8. Once you have successfully added your colleague to CPD. You will be taken back to the 'Request a Place' page and the staff member will now be shown in colleague's name field
9. If you need to supply a purchase order number, any dietary / auditory or visual needs then please ensure these are included in the 'Booking Requirements' field
10. Select your establishment type
11. Ensure both "Colleague and Me" are selected in relation to who should receive messages regarding this event
12. Tick to say that you have read the terms & conditions including cancellation policy. The policy can be viewed by clicking on the PDF icon.
13. Then press submit
14. A booking reference will be generated for you
15. The booking is then waiting for the team to confirm the place (s).
16. Confirmations are sent to the email for the delegate along with a copy for the CPD leader.

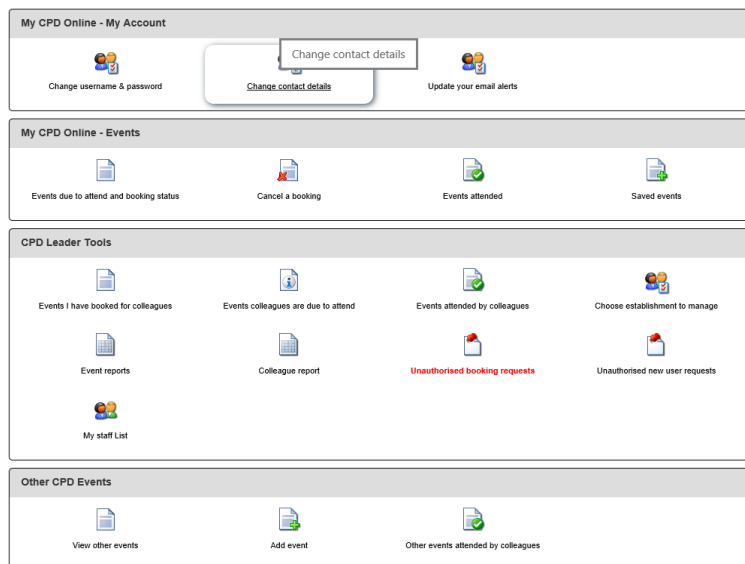
## Booking status and confirmations

1. Confirmation will be sent via email (to the delegate and CPD leader) and places are not guaranteed until they are confirmed
2. We ask that any confirmation emails you receive from CPD **are always forwarded on** immediately to the delegate regardless as to whether they should have received a copy already. This is a precautionary measure.

3. Within our confirmation emails we will include handouts and maps, if applicable, please ensure these also forward to the delegate.
4. You can follow the progress of this booking from by looking at 'Events I have booked for Colleagues' page found in the 'CPD Leader tools' section under 'My CPD Online'. The process to do this is outlined in 'My CPD Online'

## My CPD Online

1. To access this section, click on 'My CPD Online' from the top menu
2. There are now 4 sections:
  - a. My CPD Online – My Account
  - b. My CPD Online – Events
  - c. CPD Leader Tools
  - d. Other CPD Events



3. **My CPD Online: My Account:** Allows you as CPD leader to amend your login details supplied by Worcestershire Children First
4. **MY CPD Online: Events:** Allows you to view the training that you as CPD leader are due to attend, have attended to access certificates / completed evaluation's and cancel bookings
5. **CPD Leader Tools:** Allows you to view training booked for colleagues, cancel training booked, complete evaluations and access certificates as well as manage your staff list.

## How to cancel an event (training course / conference)

### For a member of staff or governor

1. To cancel an event that you have booked on behalf of your staff:
  - a. click on 'My CPD Online'
  - b. Scroll to 'CPD Leader Tools' (3<sup>rd</sup> Section),
  - c. If appropriate, click on 'Choose establishments to manage' and ensure it is set to the establishment you need

Choose establishment to manage | (BETA) Worcestershire ...

https://cpd4beta-worcschildrenfirst.webbased.co.uk/courses/bookings/cpd\_leade

### Choose establishment to manage

Choose establishment to manage


As a CPD Leader at more than one department, you must select the department to be used within My CPD Online.

Babcock Education  
 Schools & Settings Inclusion & Achieve - Early Years and Childcare  
 Prof Learning & Development - Learning & Development


Save Cancel

- d. Then click on either 'Events I have booked for Colleagues' or 'Events colleagues are due to attend' (both will allow you to cancel a booking)

## CPD Leader Tools



Events I have booked for colleagues



Events colleagues are due to attend

2. You will now have a list of courses that this colleague is due to attend.

### Events I have booked on behalf of colleagues

This list shows all events that are due to run that you have booked on behalf of colleagues [Back to My CPD Online](#)

4 events found Page 1 of 1

Participant: Rachael Baldwin	
Role of the SENCo	Code: BP/20/002
Date and time: Thursday 21 May 2020 19:00 - 21:00	Booking Status
Warndon Community Centre, Worcester, Shap Drive, WR4 9NX <a href="#">Map</a>	Booking status: Reserve List
Show details   Download documents   Cancel booking	
Participant: Jane Barrett	
Role of the SENCo	Code: GOV/20/001
Date and time: Wednesday 20 May 2020 19:00 - 21:00	Booking Status
Warndon Community Centre, Worcester, Shap Drive, WR4 9NX <a href="#">Map</a>	Booking status: <b>Event Cancelled</b>
Show details   Download documents   Cancel booking	
Participant: Samantha Barrett	
Role of the SENCo	Code: BP/20/002
Date and time: Thursday 21 May 2020 19:00 - 21:00	Booking Status
Warndon Community Centre, Worcester, Shap Drive, WR4 9NX <a href="#">Map</a>	Booking status: Cancelled
Show details   Download documents   Cancel booking	
Participant: Caroline Britton	
Role of the SENCo	Code: BP/20/002
Date and time: Thursday 21 May 2020 19:00 - 21:00	Booking Status
Warndon Community Centre, Worcester, Shap Drive, WR4 9NX <a href="#">Map</a>	Booking status: Confirmed
Show details   Download documents   Cancel booking	

3. Find the course you wish to cancel and press "Cancel booking"


About Worcestershire Children First >	<b>Cancel Request</b>	
User Guides >	Your name	Rachael Baldwin *
FAQ >	Your Organisation	Babcock Education ▾ *
Get In Touch >	Your e-mail Address	Rachael.Baldwin@babcockinternational.com
Quick Search	Your Telephone	
Early Years Training	Event Title	Role of the SENCo *
Governors Training	Event Start Date	21 May 2020 *
Schools Training	Reason for Cancellation	Select ▾ *
Wider Workforce	<input type="checkbox"/> I have read and agree to the cancellation policy   <a href="#">Worcestershire Children First T&amp;C and Cancellation Policy</a>	
	<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

4. You will be prompted to select a cancellation request.
5. Tick that you have read the terms & conditions including cancellation policy
6. Before you press submit please ensure that all mandatory asterisked fields are completed
7. Press submit
8. CPD will say that the cancellation has been successfully sent – this does not mean your cancellation has been processed by Worcestershire Children First
9. Once your cancellation has been processed you will receive an email confirming your cancellation and any related cost implications.
10. If you do not receive the email confirming the course cancellation, please
  - Early years / schools | 01905 844 420 | [WorkforceSupport@worcchildrenfirst.org.uk](mailto:WorkforceSupport@worcchildrenfirst.org.uk)
  - Governor training | 01905 846 400 | [Governortraining@worcchildrenfirst.org.uk](mailto:Governortraining@worcchildrenfirst.org.uk)
  - Conferences | 01905 844 430 | [Conferences@worcchildrenfirst.org.uk](mailto:Conferences@worcchildrenfirst.org.uk)
11. **It is the responsibility of the member of staff who books training (known as the CPD leader) to ensure that any cancellations are made within the correct time frame stated within the terms and conditions which are agreed to at the point of booking. A copy is available at the point of cancellation, or on CPD's home page within the footer**


## For the CPD leader

1. To cancel an event that you have booked for yourself to attend:
  - a. click on 'My CPD Online'
  - b. Scroll to the 2<sup>nd</sup> section called 'My CPD Online – Events'
  - c. Then click on 'Events due to attend and booking status'


**My CPD Online - My Account**



Change username & password




Change contact details




Update your email alerts


**My CPD Online - Events**




Events due to attend and booking status



Cancel a booking



Events attended



Saved events

2. You will now have a list of courses that you are due to attend

**Events due to attend** | [Back to My CPD Online](#) |

▶ The list of events below show events you are due to attend

3 events found Page 1 of 1

<b>Role of the SENCo (Event Cancelled)</b>	Code: GOV/20/001
Date and time: Wednesday 20 May 2020 19:00 - 21:00	
Warndon Community Centre, Worcester, Shap Drive, WR4 9NX   <a href="#">Map</a>	
<a href="#">Show details</a>   <a href="#">Cancel booking</a>	Booking status: <b>Confirmed—Event Cancelled</b>
Role of the SENCo test 123	Code: BP/20/002
Date and time: Thursday 21 May 2020 19:00 - 21:00	
Warndon Community Centre, Worcester, Shap Drive, WR4 9NX   <a href="#">Map</a>	
<a href="#">Show details</a>   <a href="#">Cancel booking</a>	Booking status: Confirmed
New Governor Induction	Code: GOV/20/003
Date and time: Wednesday 27 May 2020 19:00 - 21:00	
Finstall Centre, Bromsgrove, Finstall Centre, B60 3EN   <a href="#">Map</a>	
<a href="#">Show details</a>   <a href="#">Cancel booking</a>	Booking status: Confirmed

3. Find the course you wish to cancel and press 'cancel booking'

4. You will be prompted to enter a cancellation request.

**Cancel Request**

Your name	Rachael Oakley *
Your Organisation	Babcock Education ▼ *
Your e-mail Address	rachael.oakley@babcockinternational.com
Your Telephone	
Event Title	New Governor Induction *
Event Start Date	27 May 2020 *
Reason for Cancellation	Select ▼ *

I have read and agree to the cancellation policy | [Worcestershire Children First T&C and Cancellation Policy](#) |

5. Tick that you have read the terms & conditions including cancellation policy

6. Before you press submit please ensure that all mandatory asterisked fields are completed

7. Press submit

8. CPD will say that the cancellation has been successfully sent – this does not mean your cancellation has been processed by Worcestershire Children First

9. Once your cancellation has been processed you will receive an email confirming your cancellation and any related cost implications.
10. If you do not receive the email confirming the course cancellation, please
  - Early years / schools | 01905 844 420 | [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)
  - Governor training | 01905 846 400 | [Governortraining@worcschildrenfirst.org.uk](mailto:Governortraining@worcschildrenfirst.org.uk)
  - Conferences | 01905 844 430 | [Conferences@worcschildrenfirst.org.uk](mailto:Conferences@worcschildrenfirst.org.uk)
10. **It is the responsibility of the member of staff who books training (known as the CPD Leader) to ensure that any cancellations are made within the correct time frame stated within the terms and conditions which are agreed to at the point of booking. A copy is available at the point of cancellation, or on CPD's home page within the footer**

## Events attended

1. To view events that have been attended by staff / governor's or CPD leaders - click on 'My CPD Online'
2. **For CPD leaders:** Scroll to the 2<sup>nd</sup> Section called 'My CPD Online - Events' and click 'Events attended'
3. **For staff/ governors:** Scroll to the 3<sup>rd</sup> section called 'CPD Leader Tools' and click on 'Events Attended by colleagues', you may need to amend the establishment under 'Choose establishment to manage' first.

## Completing evaluations

1. Once we receive the register from the trainer CPD will be updated and this will generate an email to the delegate (and CPD leader / clerk to governors) asking for them to complete the evaluation form. Please note that not every course will ask you to evaluate.
2. We do not recommend that the delegate follows the link in the email as they will not have login details. **Instead follow the steps outlined below**
3. Ask the CPD leader to log onto CPD
4. Select 'My CPD Online' and go to the 3<sup>rd</sup> section called 'CPD Leader Tools'.  
If you are the CPD leader for more than one setting / school / governing board then click 'Choose establishment to manage', select the option and press save

Choose establishment to manage

Choose establishment to manage

▶ As a CPD Leader at more than one department, you must select the department to be used within My CPD Online.

Babcock Education  
 Schools & Settings Inclusion & Achieve - Early Years and Childcare  
 Prof Learning & Development - Learning & Development

5. The click on 'Events Attended by Colleagues' – this will provide a list of courses that staff / governors have attended in date order

- If the evaluation relates to a course that the CPD Leader has attended, then instead go to the 2<sup>nd</sup> section called 'My CPD Online - Events' and click on 'Events Attended'
- Find the course and the delegate name

Event: Role of the SENCo		Show details	
Date and time: Friday 15 May 2020 19:00 - 21:00		Code: BP/19/001	
Venue: Warndon Community Centre, Worcester, Shap Drive, WR4 9NX   Map			
Jane Barrett - Babcock Education	Enter Evaluation	Booking status: Confirmed	
Lucy Milner - Babcock Education	Enter Evaluation	Booking status: Confirmed	

- Then click 'Enter Evaluation', this will take you to the evaluation form to completed; we ask that the CPD leader / clerk to governor consults with the attending delegate and completes the online evaluation on their behalf. Once all the fields are completed click save.

Enter Evaluation for Jane Barrett

| Back to colleagues' events attended |

Event title	Role of the SENCo (BP/19/001)
Venue	Warndon Community Centre, Worcester
Start date and time	Friday 15 May 2020 19:00 - 21:00
Event trainer(s)	Deb Carter, Fiona Burrows

Level of knowledge / understanding of this subject prior to training	<input type="radio"/> 1. Considerable knowledgeable <input type="radio"/> 2. A good understanding of the subject <input type="radio"/> 3. A general understanding of the subject <input type="radio"/> 4. No prior knowledge *
Training met the course objectives set by the trainer	<input type="radio"/> 1. Strongly Agree <input type="radio"/> 2. Agree <input type="radio"/> 3. Disagree <input type="radio"/> 4. Strongly disagree *
Training met objectives set by you / your employer	<input type="radio"/> 1. Strongly Agree <input type="radio"/> 2. Agree <input type="radio"/> 3. Disagree <input type="radio"/> 4. Strongly disagree *

- At the top of the screen underneath 'Events attended by your colleagues' it will now say 'Evaluation has been submitted'

Events attended by your colleagues		Back to My CPD Online	
20 bookings found		Page 1 of 1	
Evaluation has been submitted			

- It will now say 'View Evaluation' and 'Download Certificate'. Guidance on how to download your certificate can be found under the 'Accessing certificates' section of the guide. Please note that not every course will have a certificate. Go to the certificate section to

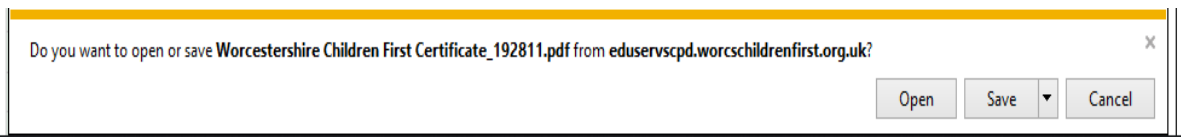
Event: Role of the SENCo		Show details	
Date and time: Friday 15 May 2020 19:00 - 21:00		Code: BP/19/001	
Venue: Warndon Community Centre, Worcester, Shap Drive, WR4 9NX   Map			
Jane Barrett - Babcock Education	Download Certificate	View Evaluations	Booking status: Confirmed
Lucy Milner - Babcock Education	Enter Evaluation	Booking status: Confirmed	



11. You may need to repeat steps 5 to 8 if you have more than one option listed under 'Choose establishment to manage' or more than one staff member to complete evaluations on behalf of.

## Accessing certificates

1. If you have completed the evaluation linked to the course, then the certificate will now be available to download.
  - If the site has not immediately provided you with an option called 'Download Certificate' then press F5 – which will refresh the page
  - All certificates download as PDF
2. Click download certificate
3. You may receive the following message



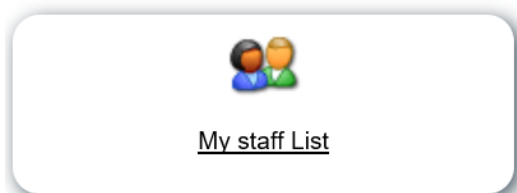
4. At this point you can either print or save the certificate
5. Certificates can be accessed later if a replacement is required
6. If you have completed more evaluations, then you would need to repeat this process
7. If the delegate name or spelling are incorrect, please contact the team:
  - Early years / schools | 01905 844 420 | [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)
  - Governor training | 01905 846 400 | [Governortraining@worcschildrenfirst.org.uk](mailto:Governortraining@worcschildrenfirst.org.uk)
  - Conferences | 01905 844 430 | [Conferences@worcschildrenfirst.org.uk](mailto:Conferences@worcschildrenfirst.org.uk)

## Accessing a certificate without an evaluation

1. Ask the CPD Leader to log onto CPD
2. Select 'My CPD Online' and go to the 3<sup>rd</sup> section called 'CPD Leader Tools'.
3. If you are the CPD Leader for more than one setting / school / governing board then click 'Choose establishment to manage', select the option and press save
4. The click on 'Events Attended by Colleagues' this will provide a list of courses that staff / governors have attended in date order.
5. If the certificate relates to a course that the CPD Leader has attended, then instead go to the 2<sup>nd</sup> section called 'My CPD Online – Events' and click on 'Events Attended'
6. Find the course and the delegate name
7. Click download certificate
8. At this point you can either print or save the certificate
9. Certificates can be accessed later if a replacement is required
10. If you have more certificates to access, then you would need to repeat this process
11. If the delegate name or spelling are incorrect, please contact the team:
  - Early years / schools | 01905 844 420 | [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)
  - Governor training | 01905 846 400 | [Governortraining@worcschildrenfirst.org.uk](mailto:Governortraining@worcschildrenfirst.org.uk)
  - Conferences | 01905 844 430 | [Conferences@worcschildrenfirst.org.uk](mailto:Conferences@worcschildrenfirst.org.uk)

## Managing your staff

1. My CPD Online
2. CPD Leader Tools – 3<sup>rd</sup> section
3. Click on My staff List



4. Then you can choose to look for a specific member of staff by using the search facility, or go through the full list

My Staff List - Filter Colleagues | [Back to My CPD Online](#) |

First name

Last name

Status

Babcock Education

Colleague	Job Title	Start Date	End Date	CPD Leader
Rachael Oakley	Administrator	01/10/2015		✓ CPD Leader

| [Edit](#) | [Training Record](#) |

5. Once you have found the member of staff you wish to update you now have the option to 'edit the record or view their training record.
6. If you select 'Training Record', you will see the screen below and from here you will be able to view the courses this person has attended and is due to attend. This will also allow you another way to access certificates / complete evaluations

Training Record - Rachael Oakley | [Back to my staff list](#) |

  
events due to attend and booking status

  
events attended

  
saved events

7. If you select 'Edit', you will get the following screen

Babcock Education				
Colleague	Job Title	Start Date	End Date	CPD Leader
Rachael Oakley	Administrator	01/10/2015		✓ CPD Leader
First name	Rachael *	Last name	Oakley *	
Job Title	Administrator ▾ *			
Email address	rachael.oakley@babcockinternational.com *	Telephone number	01905 *	
Start Date	01 October 2015 📅	End Date	📅 Blank	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				
Training Record				

8. All the fields with a red asterisk are editable – either as free text or a drop-down list.
9. The start and end dates are selectable from calendars.
10. Once you've made the necessary changes press save.
11. If a member of staff / governor has left and you are unable to add an end date, then please contact the team
  - Early years / schools | 01905 844 420 | [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)
  - Governor training | 01905 846 400 | [Governortraining@worcschildrenfirst.org.uk](mailto:Governortraining@worcschildrenfirst.org.uk)
  - Conferences | 01905 844 430 | [Conferences@worcschildrenfirst.org.uk](mailto:Conferences@worcschildrenfirst.org.uk)

## Get in touch

If you require support with CPD then please contact the relevant team

- Early years / schools | 01905 844 420 | [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)
- Governor training | 01905 846 400 | [Governortraining@worcschildrenfirst.org.uk](mailto:Governortraining@worcschildrenfirst.org.uk)
- Conferences | 01905 844 430 | [Conferences@worcschildrenfirst.org.uk](mailto:Conferences@worcschildrenfirst.org.uk)