

# Bournemouth CPD Online Manual (for CPD leaders - setting managers)

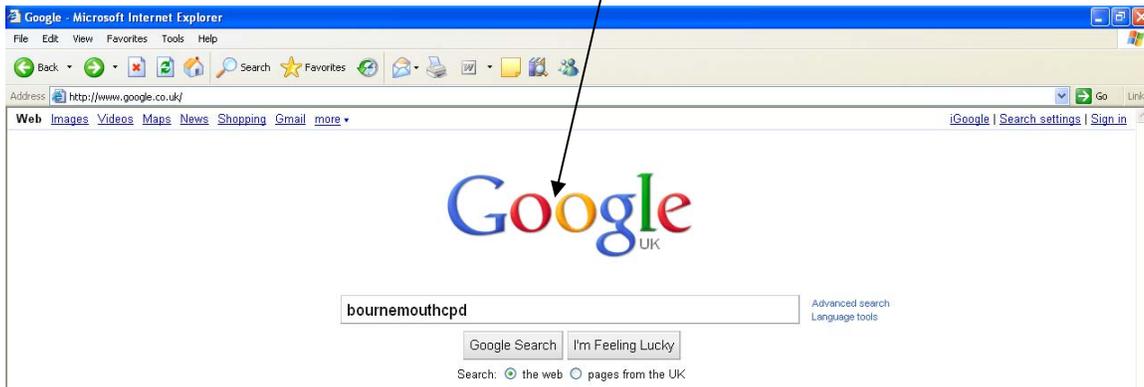
## (1) Logging On

The weblink to access CPD online is:

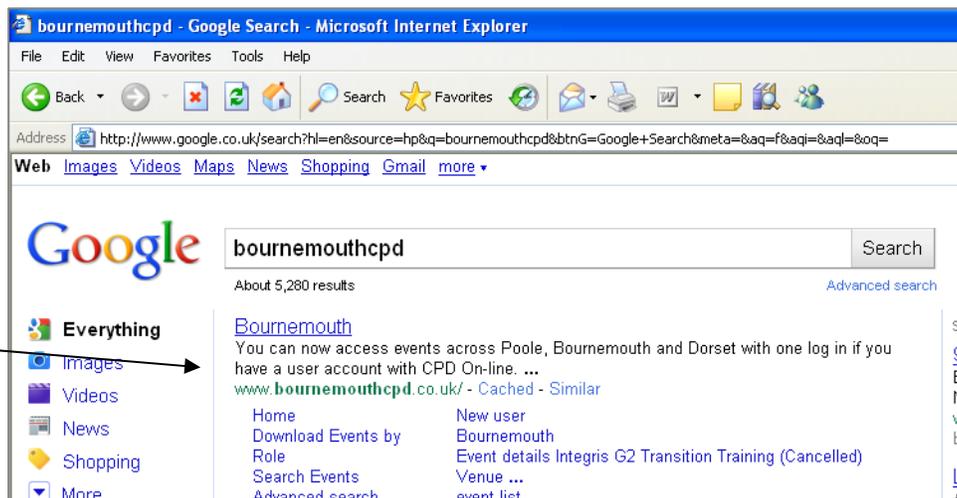
[www.bournemouthcpd.co.uk](http://www.bournemouthcpd.co.uk)

Either:

Type this into a search engine such as Google



And select the link -



Google currently displays the website as its top link when you search for 'bournemouthcpd'

OR

Directly type the weblink into the address bar of your internet browser



If you reach this page you are in the right place!

Development opportunities for people who work with children in **Poole**, **Bournemouth** and **Dorset**

You can now access events across Poole, Bournemouth and Dorset with one log in if you have a user account with CPD On-line. Please do not create a new account if you already have one.

**Poole Workforce Development** **Bournemouth Workforce Development** **Dorset Workforce Development**

Schools Voluntary Schools Governors Schools Governors

Early Years and Childcare Multi-Agency Early Years Multi Agency Early Years and Childcare Multi-Agency

Governors

Select Early Years, then this screen will be displayed

Log in here

Portal Home Home Search Events General Enquiry

Event catalogue Advanced search Cancel request

Welcome to Bournemouth CPD

Latest News

**Common Assessment Framework (CAF)**  
A framework to identify any unmet needs of children and young people, and agree how to meet those needs. A programme of various levels of training relating to CAF and integrated working are ... [more](#)

**Early Years Training**  
COMING SOON ... Training for Early Years providers will soon be available through the CPD Online site, so watch this space [more](#)

**Newly Qualified Teachers (NQTs) in Bournemouth**  
The 2011-2012 NQT Induction Programme will soon be available to book online. Can I urge all NQT Co-ordinators to make sure that we are notified of new NQTs starting as soon as possible in order ... [more](#)

**14-19 Training Opportunities**  
14-19 training opportunities are now available to book site, starting with Functional Skills Maths and ICT [more](#)

CPD Online | Powered by Webbased Ltd, 2001 - 2011 | Version 4.1

Search Events  
Keyword   
Event   
SEARCH  
[Today's events](#)

Event Calendar  
August 2011  
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.  
[Show events by subject and month](#)

And here is the logon box displayed bigger

Practitioner's that have not already been set up as CPD leaders can use this link to set themselves up. We'll explain how to do this later in the manual.

Logon

Username

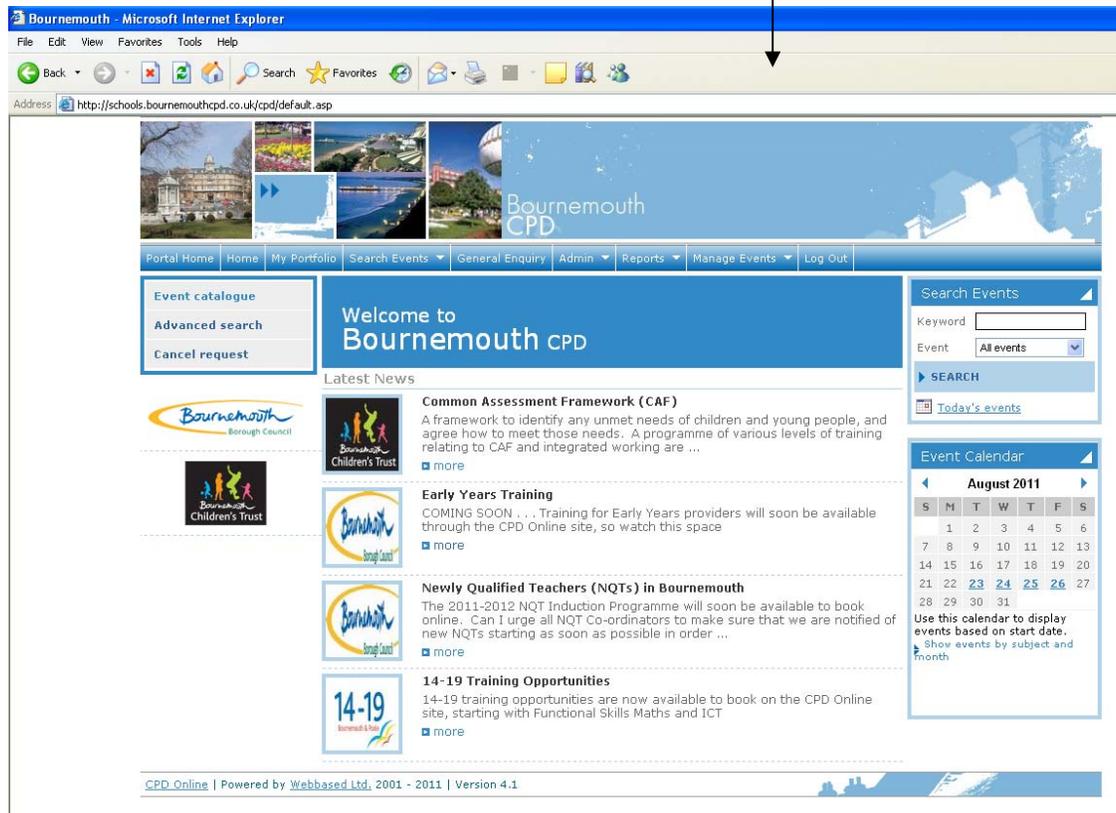
Password

LOG ON

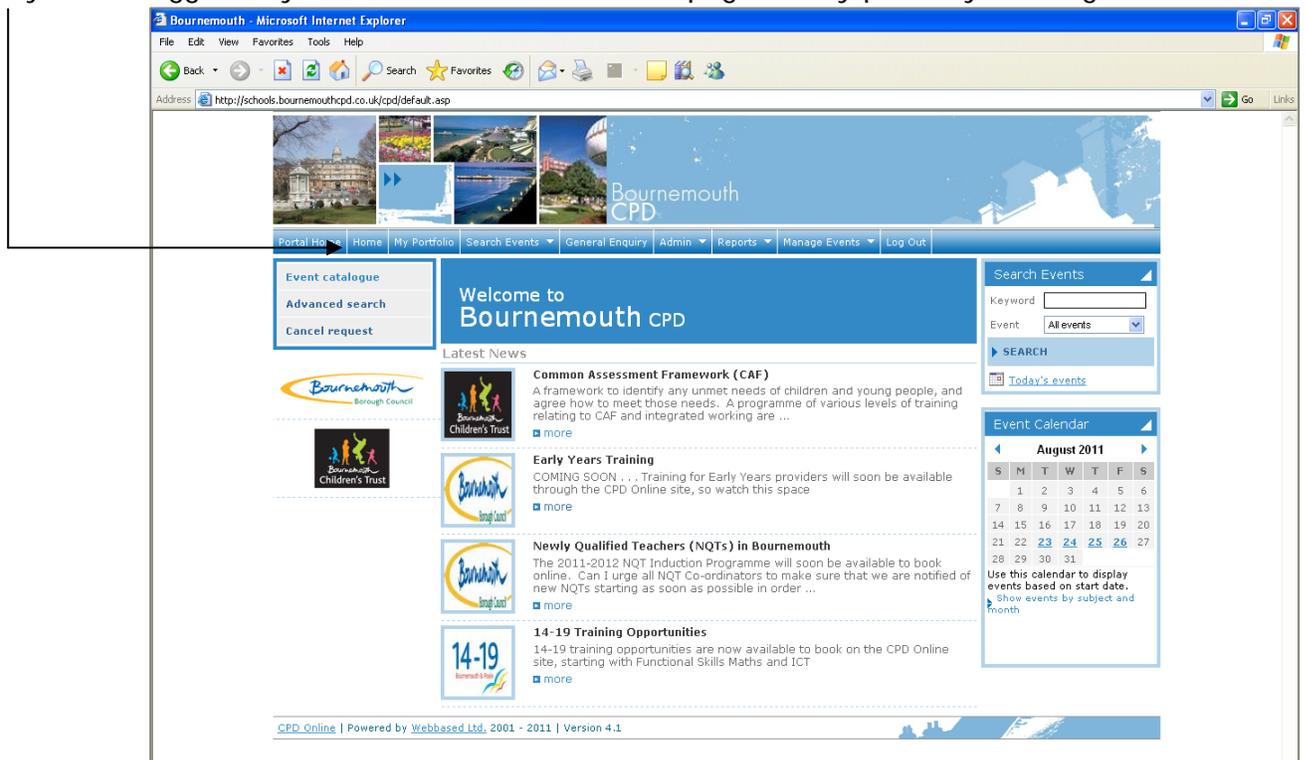
Forgotten password

New user

Once you are logged in you arrive at your Home page, it looks like this



While you are logged in you can return to the Home page at any point by clicking 'Home'



## (2) Searching for an event

From your home page click on 'Search Events', or use the shortcut over here

Event catalogue  
Advanced search  
Cancel request

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[more](#)

Search Events

Keyword

Event

**SEARCH**

[Today's events](#)

Event Calendar

August 2011

| 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.  
[Show events by subject and month](#)

When you click on Search Events a drop down box appears

Search Events  
Advanced Search  
Event Catalogue

You can search by any of the three methods listed

Selecting Search Events from the drop down list (or using the shortcut on the right hand side of the screen) and typing in BEY as illustrated below will bring up all workforce development opportunities organised by Bournemouth Early Years. (Leave Subject as 'All subjects', and Starts during or after as 'Today')

Development Opportunities

Keyword

Subject

Starts during or after

**SEARCH**

Tip: If you were to amend the 'Starts during or after' drop down box to a date in the past it will display all the events run in that month in the past.

If you want to search only for a certain type of event you can use the **Advanced Search** function, as displayed here. Put in as much information as you want. The more information you input the more specific (and accurate to your search) your results will be. However, if you input lots of information any you enter inaccurately (e.g. a spelling mistake) your search may fail and not bring back any results. If you are unsure of information you can leave boxes blank. In the below example I have left the Tutor box blank.

**Development Opportunities**

**Keyword**

**Subject**  **Starts during or after**

**Tutor**  **Event Type**

**Key Stage**  EYFS-settings  EYFS-schools  14-19  KS 1  KS 2  KS 3  KS 4  N/A

**Target Audience**  **Venue**

**Programme Area**

- Develop the capacity of the Voluntary Sector and all stakeholders to deliver improved outcomes
- Help children and young people to choose healthy lifestyles
- LA initiatives/Strategic activities
- Other
- Raise achievement/ambition and fulfil potential of all children and young people
- Safeguarding
- Engage children, young people and carers in shaping services
- Identify and address causes of inequality and disadvantage
- Make sure children are safe, particularly vulnerable children, and reduce bullying in schools
- Prevention/early intervention strategies for children and young people
- Raise the reputation and contribution of children and young people in the wider community
- Support the key role of families in bringing up children and young people

When you are happy with the information you have entered click on search

Using the Event Catalogue is quite a different way to search. Its more hit and miss than other search methods because it relies on the course administrator having inputted the event by the subject or role you are looking for. The below shows events displayed by subject. Early Years events will be displayed under 'Other events'

If you do manage to find what you are looking for you can also choose to download all the events to Excel, which may help you to manipulate data or plan attendance. Click on either of the Download Events (by Subject or by Role) to do this.

## Search Events - Quickest Method!

Probably the quickest way to search for an event is to use your Early Years Workforce Planner to find the date of the event you wish to attend and click on this date on the calendar on the left hand side of your Home screen.

Portfolio Search Events General Enquiry Admin Reports Manage Events Log Out

### Welcome to Bournemouth CPD

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[more](#)

14-19 Training Opportunities

Search Events

Keyword

Event

**SEARCH**

[Today's events](#)

Event Calendar

August 2011

| 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 | <a href="#">22</a> | <a href="#">23</a> | <a href="#">24</a> | <a href="#">25</a> | <a href="#">26</a> | 27 |
| 28 | 29                 | 30                 | 31                 |                    |                    |    |

Use this calendar to display events based on start date.  
[Show events by subject and month](#)

If the calendar is not displaying the correct month click on the blue arrows either side of the month name.

Click here to display months before August 2011

Event Calendar

August 2011

| 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 | <a href="#">22</a> | <a href="#">23</a> | <a href="#">24</a> | <a href="#">25</a> | <a href="#">26</a> | 27 |
| 28 | 29                 | 30                 | 31                 |                    |                    |    |

Use this calendar to display events based on start date.  
[Show events by subject and month](#)

Click here to display months after August 2011

Sometimes when you click on a date (try 5 October 2011) you find events that don't seem to be on 5 October. In the example below there are courses listed as starting in May and September. Although these courses did start in May and September they both have a session running on 5 October 2011. If this happens to a date you select scroll down towards the bottom and you will find courses that start on 5 October 2011.

**Development Opportunities**

Keyword

---

Subject  Starts during or after

October 2011

| 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 |    |    |    |    |    |

4 events found.

[Printer friendly](#)

Page 1 of 1

**Teaching Assistants: Certificate in Supporting Teaching and Learning Level 2**




**Starts:** Wednesday 4 May 2011 12.00 - 15.00 (This event has sessions that are still to run see below)

**Venue:** Epiphany CE VA Primary School, Shillingstone Drive, Muscliff, Bournemouth, BH9 3PE

**About this event:**  
 This Level 2 qualification is for Teaching Assistants who carry out a range of activities, some of which may not be routine. They work under the direction of a Teacher and co-ordinate with others. They demonstrate a range of skills and apply knowledge and understanding in a number of areas.  
 ideal for those who are new to the job, or whose responsibilities are limited in the amount of independence they initiative they can take.  
 candidates will need to provide their own re ...  
 e 25 sessions between Wednesday 4 May 2011 and Wednesday 14 March 2012

- Event closed
- Full details
- Print event
- Save event

????!!!!

**EYFS: New or Returning to the Early Years Foundation Stage - Teachers**



**Starts:** Wednesday 28 September 2011 13.00 - 16.00

**Venue:** Early Years Centre for Professional Development (a, Queens Park Infant School, East Way, Bournemouth, BH8 9PU

**About this event:**  
 Essential training for teachers new or returning to Nursery or Reception classes. The afternoon sessions will cover all aspects of providing a high quality Early Years learning experience, including: indoor and outdoor environment; child/adult interactions; appropriate adult-led and child-initiated learning; use of observational assessment; documentation; and the statutory EYFS profile assessment.  
 This training will be run over two afternoons. Teachers are required to attend both sessin ...

- Request a place
- Full details
- Print event

Use this calendar to display events based on start date.  
[Return to today's date](#)  
[Show events by subject and month](#)

### (3) Booking a place on a workforce event

When you have found the training event you would like to book onto you simply click 'Request a place'

**Transition: Moving On to Key Stage 1**

**Starts: Wednesday 9 November 2011 09:00 - 16:00**

**Venue:** Early Years Centre for Professional Development (a, Queens Park Infant School, East Way, Bournemouth, BH8 9PU) [Map](#)

**About this event:**  
Throughout this 4 day course, Professor Julie Fisher, author of Moving On To Key Stage 1, will take teachers on an inspiring journey to reflect upon and develop the crucial transition for children moving from Reception to Year 1. The course will cover all aspects of transition including how children learn best, strategies to prepare children for transition, key principles for effective transition, enhanced learning environments, and the balance of classroom learning experiences. Starting from s ...  
There are 4 sessions between Wednesday 9 November 2011 and Wednesday 16 May 2012

Buttons: [Request a place](#), [Full details](#), [Print event](#), [Save event](#)

If you would like more information before you book your place click on Full details, Here is what it looks like:

**View details**

Event Venue Tutor Audience Cost

[Request a place](#) [Full details](#) [Print event](#) [Save event](#) [Event list](#)

**Transition: Moving On to Key Stage 1**

|                                  |   |
|----------------------------------|---|
| <b>Venue</b>                     | Early Years Centre for Professional Development (a, Queens Park Infant School)  |
| <b>Event Leader</b>              | Ben Walliman  |
| <b>Event Contributor</b>         | Ben Walliman  |
| <b>Admin Contact</b>             | Ben Walliman ( <a href="mailto:ben.walliman@bournemouth.gov.uk">ben.walliman@bournemouth.gov.uk</a> )   |
| <b>Key Stages</b>                | EYFS-settings ✗ - EYFS-schools ✓ - KS1 ✓ - KS2 ✗ - KS3 ✗ - KS4 ✗ - 14-19 ✗ - N/A ✗  |
| <b>Every child matters</b>       | Be healthy ✗<br>Make a positive contribution ✓<br>Stay safe ✗<br>Achieve economic well being ✗<br>Enjoy and achieve ✓<br>Management and Administration ✗  |
| <b>Target Audience</b>           | Headteachers / Teachers   |
| <b>Event Types</b>               | Course  |
| <b>Event Description</b>         | Throughout this 4 day course, Professor J journey to reflect upon and develop the crucial transition for children moving from Reception to Year 1. The course will cover all aspects of transition including how children learn best, strategies to prepare children for transition, key principles for effective transition, enhanced learning environments, and the balance of classroom learning experiences. Starting from schools' current good practice, this course will support and challenge teachers to ensure transition is a seamless experience for our youngest children. |
| <b>Event Outcomes</b>            | - Reflection on current practice<br>- Exploration of children's current transition experience<br>- Continuity of learning experience from Reception to Year 1<br>- A place for child-led learning in Key Stage 1<br>- Extended knowledge of child development through this phase<br><br>Each participating school should be represented by a Reception and Y1 teacher. Headteachers are invited to attend the morning of the first day.   |
| <b>Event Subject/Aspect Area</b> | Early Years Foundation Stage / Teaching and Learning / Transfer and Transition Arrangements   |
| <b>Bournemouth Cost</b>          | £ 450 4 days for the price of 3 (£150 per day)  |
| <b>Costs for all others</b>      | £ 600 £150 per day  |
| <b>Supply costs paid</b>         | ✗   |

**Callout boxes:**

- If you decide the event is for you click to request a place
- To go back to the main listing click here
- If you are not sure you can always click to save the event for later
- If you are booking the event for someone else in your setting you should print the event. Often the event description contains information all attendees need to read. It may also ask attendees to bring along equipment or photo ID for exam courses.

## Booking your place

After you have clicked on 'Request a place' you will be taken to this page. There is very little that you need to fill in!



### Request a place on an event

Complete the form below to request a place on the event

**Event Title** Transition: Moving On to Key Stage 1 (BM11-000336)  
**Venue** Early Years Centre for Professional Development (a, Queens Park Infant School, BH8 9PU | [Map](#) |  
**Start time and date** 09:00 - 16:00 Wednesday 9 November 2011  
**Price** £450  
**Your name** Sue Whitelock  
[Request a place on behalf of a colleague](#) |  
**Your email address** sue.whitelock@bournemouth.gov.uk  
**Your establishment** CLE - Early Years Foundation Stage  
**Special requirements**  
  
(eg access, dietary requirements)  
 I have read and agree to the terms and conditions | [Terms and Conditions](#)

Click here to view a map showing how to get to the venue

If you have any special requirements such as access needs  
 - or -  
 If you need additional support adjustments to help you to take part in the course these must be detailed here when you book. We will do all we can to help.

You must tick this box agreeing to the terms and conditions for your booking to progress (click into box to tick)

Click here to read the terms and conditions

Last of all...click SUBMIT

If you are requesting the place on the course for your setting colleague (not yourself) click here. The below screen will be displayed:

### Request a place on an event

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

**Event Title** Transition: Moving On to Key Stage 1 (BM11-000336)  
**Venue** Early Years Centre for Professional Development (a, Queens Park Infant S  
**Start time and date** 09:00 - 16:00 Wednesday 9 November 2011  
**Price** Please select a participant  
**Colleague name** Select a colleague  
[Click here to add a new colleague](#) |  
**Your email address** sue.whitelock@bournemouth.gov.uk  
**Special requirements**  
  
(eg access, dietary requirements)  
**Who would you like to receive email messages regarding this event**  
 Colleague  
 Me  
 I have read and agree to the terms and conditions

Select your colleague's name from the drop down box.  
 Of if they are not already registered as a user on CPD online you can click here to set them up (more on this later!)

Tell us about any special requirements the colleague has or additional support they need here.

Tick the boxes to decide who receives the confirmation emails about the training - safest to tick both you and the colleague! Otherwise if there are last minute changes or cancellations (e.g. snowed in tutors) one of you might not know!

Tick to agree the terms & conditions

Click SUBMIT!

When the booking has been made you will see this screen.



Your booking reference number is: SCPD/81437

**Please note that this does not confirm your place on Transition: Moving On to Key Stage 1.**  
Your request for a place on Transition: Moving On to Key Stage 1 is being processed.

[Request another place on Transition: Moving On to Key Stage 1](#)  
[Back to event list](#)

To book yourself or another colleague onto the same course click request a place and go through the process again.

Generally the CPD leader is the manager of a setting. Childminders working with assistants/volunteers can book their assistants/volunteers onto training as they are set up as a CPD leader. We have set up all childminders working with assistants/volunteers as CPD leaders. If you do not currently have an assistant/volunteer but this changes in the future you will need to contact us so you can be set up as a CPD leader. This enables you to retain control over the training any member of a setting or a childminding assistant/volunteer requests, to run reports on the training done, and keep an eye on expiry of essential training such as first aid or safeguarding.

Colleagues within the setting can book others within the setting onto training but it always goes to the CPD leader for authorisation no matter who makes the booking.

### The Next Step: Authorising / Confirming the place booking

The CPD leader controls all booking requests from practitioners within their setting. Anyone can request a place on a course. It then goes to the setting CPD leader to give permission "authorise" or refuse the practitioner's place. This ensures the setting CPD leader is able to release the practitioner on that day and that the leader believes the training to be appropriate for that practitioner and is willing to support the practitioner to implement their learning from the training when they return to the setting.

It also ensures the leader is aware that the practitioner has requested the training as if the practitioner does not attend the training (and hasn't followed the cancellation policy) it is the setting that is charged for that practitioner's place absence. (It is the setting's choice whether to meet this charge themselves or pass it onto the practitioner, but the setting remains responsible for the payment.)

This is why the screen states "Please note that this does not confirm your place on..."

Once a practitioner has successfully requested a place the CPD leader must **authorise** the request. After the CPD leader has authorised the booking comes to Bournemouth Early Years to **approve** the booking. CPD leaders have to authorise all bookings, including bookings they make for themselves. This can be done in three ways. But first - the importance of the logos displayed against the training events...

# IMPORTANT - Logo Spotting

CPD Online is shared by Bournemouth, Dorset and Poole Local Authorities. The Logo displayed at the top right of a training event tells you which local authority is putting on or supporting the training.

This is the Bournemouth logo



Here are the Dorset



and Poole logos



You will be able to request places on Dorset and Poole events, however, you will have to pay for the place yourself. The only exception to this is if the Bournemouth SEN team have asked you to attend an external event to support a SEN child you are working with.

Sometimes all of Bournemouth, Dorset and Poole early years teams work together to put events on. For example, the joint BDP EYP network events (e.g. search event: 2 Dec 2011 A Cry for Help?) Bournemouth Early Years will fund your place at joint events. If you are not sure check your Early Years Workforce Planner, if its listed on the planner we will fund your place. Or if you are still unsure contact [childcare.jobs@bournemouth.gov.uk](mailto:childcare.jobs@bournemouth.gov.uk) for clarification.

**Including the Hearing Impaired Child in Your School or Setting**

Starts: Friday 30 September 2011 09:15 - 16:00

Venue: Merley House, Merley House Lane, Wimborne, Dorset, BH21 3AA

Map Request a place

**About this event:**

The programme will provide essential background information on the implications of hearing impaired pupils in your setting, who are in primary or secondary classroom. The needs of the different phases will be addressed in groups.

The focus will be on practical strategies which can be used to ensure inclusion and effective Assistant support.

This course is considered essential training for a ...

**NQT: Induction Tutor Training**

Starts: Thursday 15 September 2011 13.30 - 15.30

Venue: Main Hall - Bournemouth Training Centre, Jewell Road, Townsend, Bournemouth, BH8 0LT

Map Request a place

**About this event:**

This session is for Tutors and Co-ordinators who need to know, or catch up with the, regulations, procedures and best practice of NQT induction. Teachers who did not attend Summer term training and have NQTs starting this term will find it useful.

Logos: Dorset (green lion), Bournemouth Children's Trust (multi-colored figures), Poole Children's Trust (sailboat)

This is a Dorset event

This is a joint event between Bournemouth and Poole

**Assessment: Year 2 - Training for the national tasks and tests at the end of KS1**

Starts: Tuesday 18 October 2011 13:00 - 15:45

Venue: BLC SCITT Room, BLC, Ensburry Avenue, Bournemouth, BH10 4HG

Map Request a place

**About this event:**

Training for teachers new to Y2 or returning to Y2. Overview of end of KS1 assessment arrangements. Focus on administration of the national tasks and tests required to support teacher assessment at the end of KS1. This event will help to provide essential information and guidance for Newly Qualified Teachers and for those who have not previously taught in Y2. A separate twilight moderation event suitable for teachers in Y2 follows on from this afternoon session - to be booked separately. Fur ...

Logos: Bournemouth Children's Trust (multi-colored figures), Poole Children's Trust (sailboat)

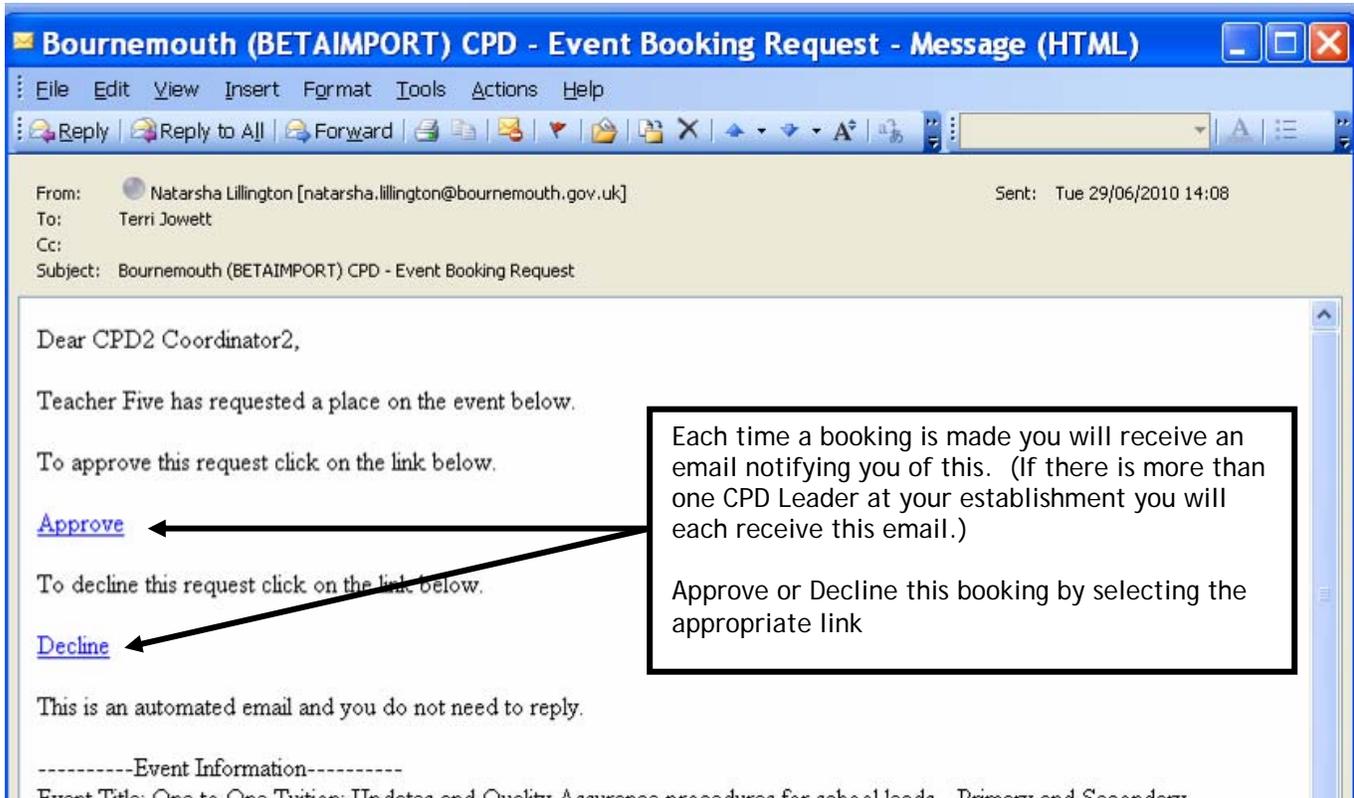
This is a Bournemouth event

## (4) Authorising a course place request

There are three ways to authorise or deny a booking made by your staff members (or yourself).

1. Through email
2. Through the Home page
3. Through My Portfolio

### (1) Authorising Through Email



After clicking 'Approve' you will see this screen:



## (2) Authorising through the Home page

When you log into the site there will be a red notification message.

Click the underlined 'here' to view the requests. This takes you to the Outstanding event request for your establishment page.

Click the drop down arrow to display all three options

Select whether you authorise or deny the booking request

and then click 'Next'

After clicking 'Next' a warning message will pop up checking you meant to authorise or delete or deny the requests and warning you the action cannot be undone. Click 'OK' to confirm your action.

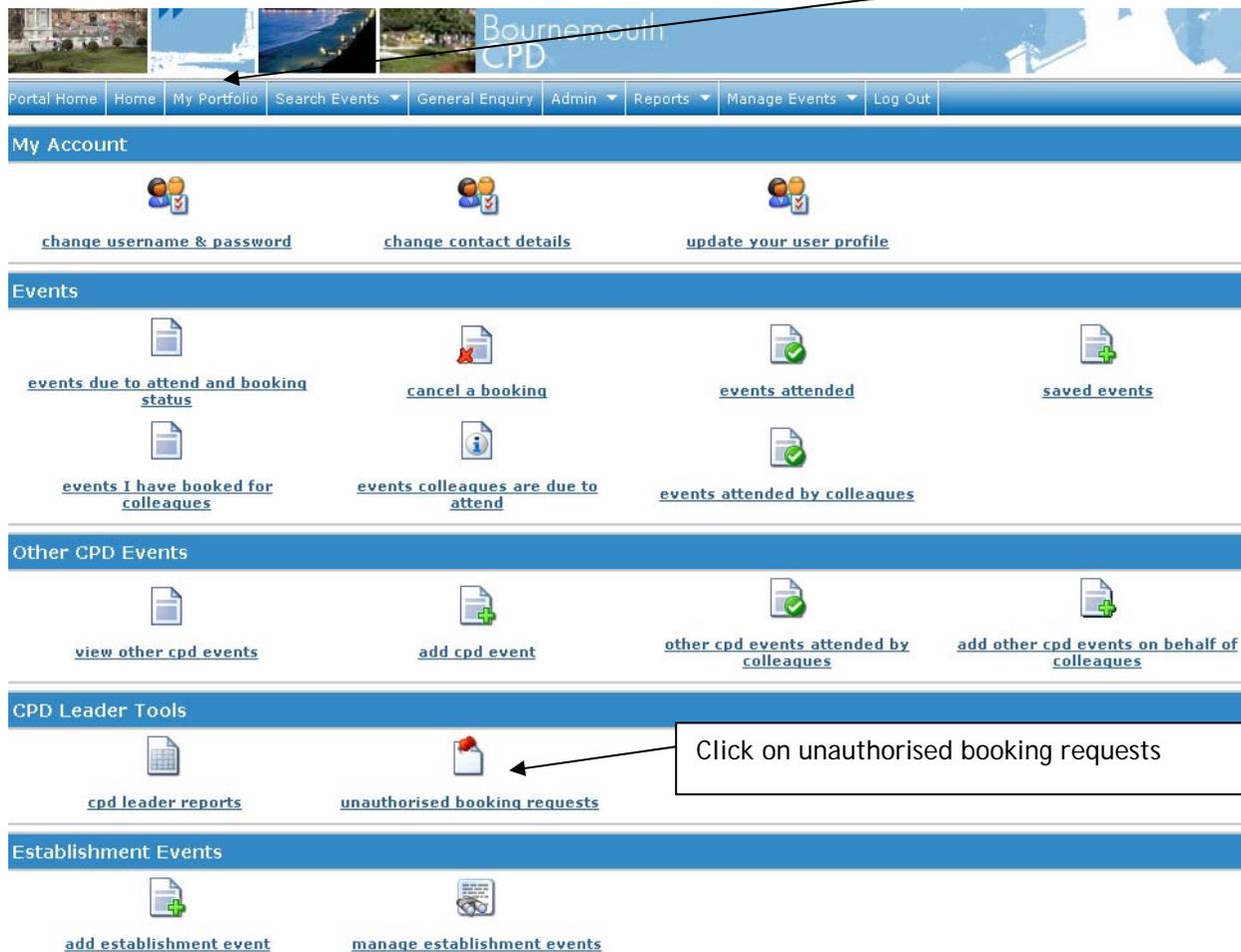


If you have successfully authorised/denied the requests you will see this screen:



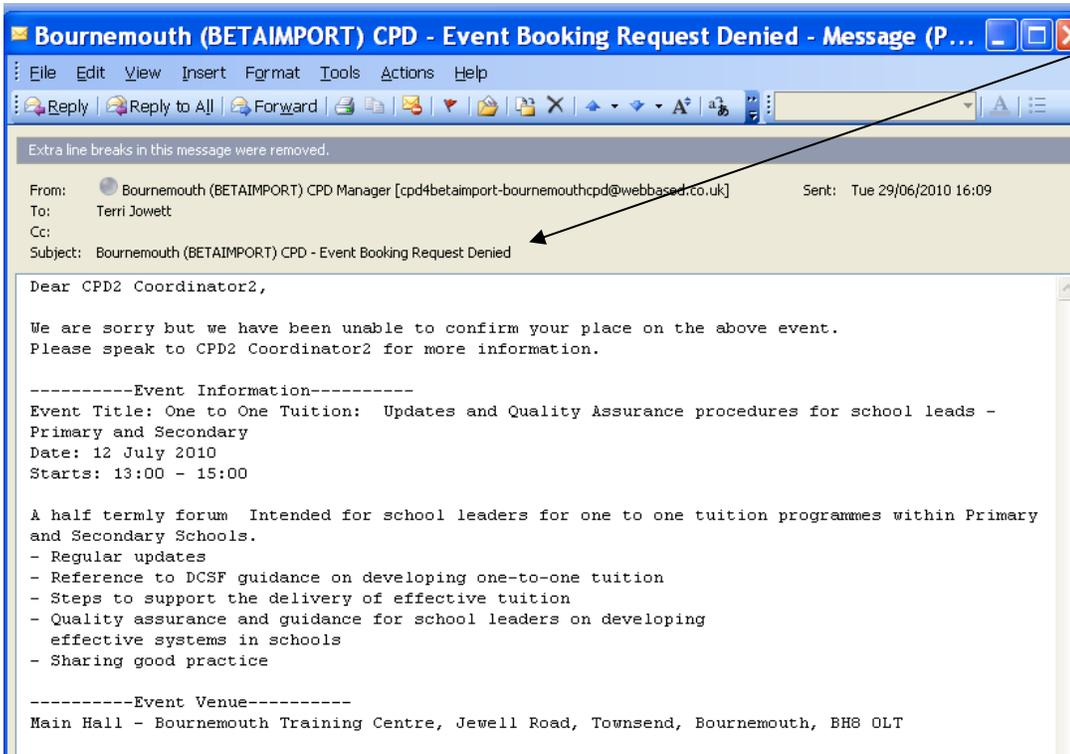
### (3) Authorising through My Portfolio

The final way to authorise or deny a place request is through 'My Portfolio'

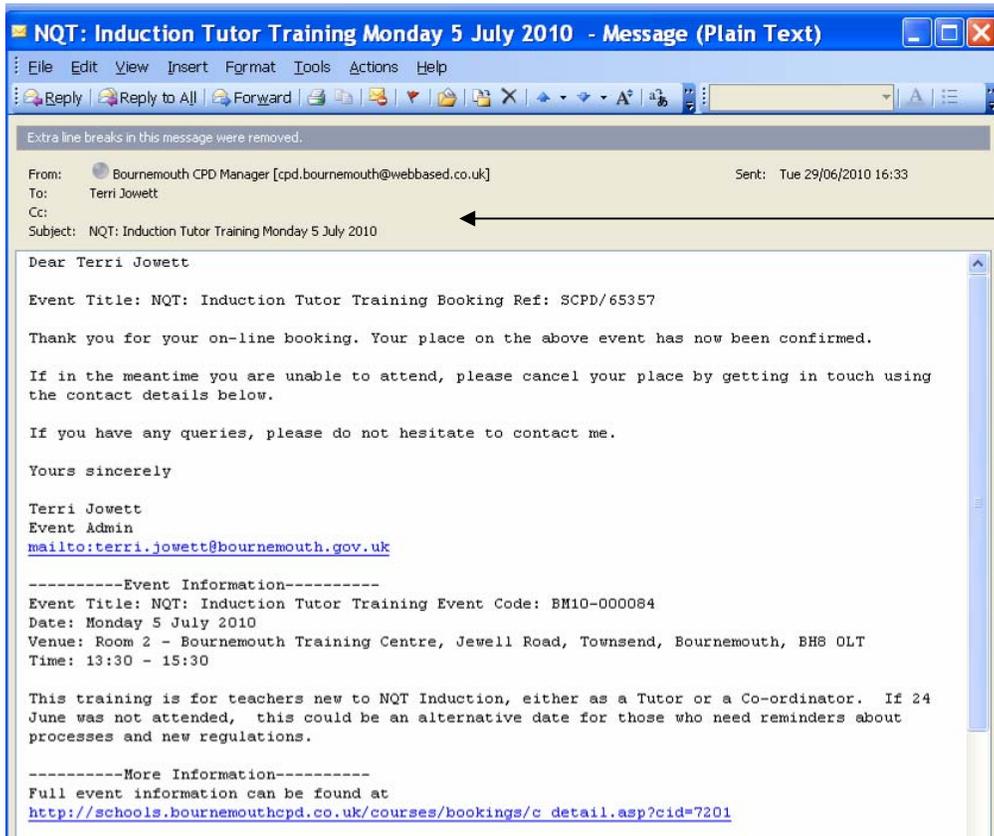


It will take you to the 'Outstanding event requests for your establishment' page. Go through the same authorise/deny process as described previously.

If you deny the booking request the staff member will receive an email confirming this



When you authorise a booking it then goes to Bournemouth Early Years Workforce Development team for confirmation of the place. We respond to all booking requests within 10 days. If payment is required (e.g. for a restricted access course) we will not confirm your booking until we have received payment - however, we will contact you to confirm this and explain how long we will hold your place open for while we await payment.



Once confirmed the booked practitioner (and you if you selected to both receive emails) will receive an email confirming their place.

## (5) My Portfolio - all the tools at your fingertips!

Navigating the top menu: where to find everything

Portal Home - The front screen  
 Home - The page you are currently on  
 My Portfolio - Your own training portfolio, plus CPD Leader tools/records  
 Search Events - Link to the calendar, event catalogue and advanced search  
 General Enquiry - will send an email to [terri.jowett@bournemouth.gov.uk](mailto:terri.jowett@bournemouth.gov.uk), who will answer or forward to the early years workforce team  
 Log Out - will take you out of the site

Below is how 'My Portfolio' appears. Its from this page that you can control everything!

**My Account**

- [change username & password](#)
- [change contact details](#)
- [update your user profile](#)

**Events**

- [events due to attend and booking status](#)
- [cancel a booking](#)
- [events attended](#)
- [saved events](#)
- [events I have booked for colleagues](#)
- [events colleagues are due to attend](#)
- [events attended by colleagues](#)

**Other CPD Events**

- [view other cpd events](#)
- [add cpd event](#)
- [other cpd events attended by colleagues](#)

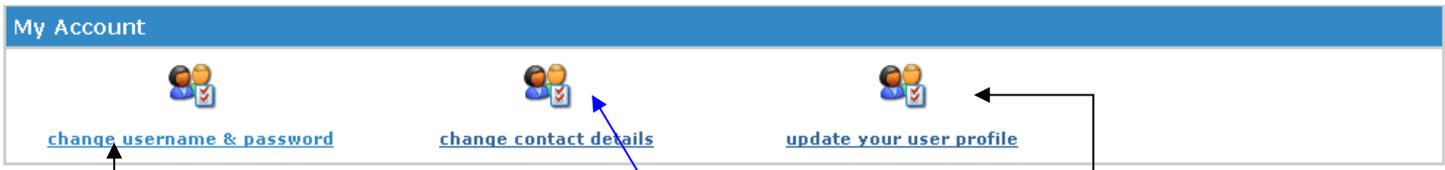
**CPD Leader Tools**

- [cpd leader reports](#)
- [unauthorised booking requests](#)

**Establishment Events**

- [add establishment event](#)
- [manage establishment events](#)

## Here are the functions of 'My Portfolio' explained line by line



The three icons above are how you update or amend your personal details.

Through change username and password you can fully customise your user name and password to anything you like.

Select [change contact details](#) to amend personal information i.e. name, establishment (setting), email address

Update user profile this activates/deactivates course alerts to be sent to your email and you can change the type of events you are interested in. See note below because its important you select certain subjects and events audiences

### Update your user profile

The subjects and event audience boxes that you tick are very important. These dictate which events are sent to you on the weekly update email. If you wish to receive all the courses that the Early Years Workforce team add you must select the following:

#### Under 'Subjects'

- ★ Early Years (for all 0-5 years relevant training)  
and/or
- ★ Out of school provision (select this if you are interested in training relating to children aged 5+)

#### Under 'Event Audiences'

- ★ Early Years
- ★ Out of school club staff
- ★ Accredited childminders

If you are an accredited childminder you should select both Early Years and/or Out of school club staff AND accredited childminders.

These are the only tick options Early Years plans to use. If you tick other subjects or event audiences you are likely to have courses sent to you (via email) that are aimed at teachers / are put on by Poole or Dorset Early Years teams - so make sure you read the content of the events carefully and check the logos/your Bournemouth Early Years workforce planner to see if you would be charged for these external events.

Once you have selected (ticked) the options you are interested in scroll down to the bottom of the screen and click in the box 'activate event alerts by email', then 'save'.

Y2 Teachers

Y4 Teachers

Y6 Teachers

Y8 Teachers

Year Leader

---

Activate event alerts by email

---



The top row concerns the CPD Leader's own training

- ★ Events due to attend,
- ★ Cancel bookings made,
- ★ Events attended (your training portfolio),
- ★ Event details saved to be looked at later

The second row concerns the staff that the CPD Leader is responsible for.

- ★ Bookings made on behalf of others - only a CPD Leader is able to do this
- ★ Events colleagues are due to attend - so you can view everything booked by all your staff members, this may help you to arrange staff cover and to ensure your staff members actually attend
- ★ Events attended by colleagues - whole setting training portfolio

To access any of the events information simply click on the icon above the information you want. For example 'events I have booked for colleagues' brings up a screen like this:

### 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

5 events found [Back to My Portfolio](#)

Page 1 of 1

|  |                        |  |
|--|------------------------|--|
| <b>Participant: Sarah Carter</b>   |                        |  |
| <b>Transition: Moving On to Key Stage 1</b>  |                        |  |
| <b>Date and time:</b> Wednesday 9 November 2011 09:00 - 16:00  | <b>Code:</b> BM11-0003 |  |
| Early Years Centre for Professional Development (a, Queens Park Infant School, BH8 9PU   <a href="#">Map</a> |                        |  |
| <a href="#">Show details</a>   <a href="#">Cancel booking</a>  |                        |  |
| <b>Participant: Mandi Cracknell</b>  |                        |  |
| <b>Transition: Moving On to Key Stage 1</b>  |                        |  |
| <b>Date and time:</b> Wednesday 9 November 2011 09:00 - 16:00  | <b>Code:</b> BM11-0003 |  |
| Early Years Centre for Professional Development (a, Queens Park Infant School, BH8 9PU   <a href="#">Map</a> |                        |  |
| <a href="#">Show details</a>   <a href="#">Cancel booking</a>  |                        |  |
| <b>Participant: Linda Gape</b>   |                        |  |
| <b>Test Event</b>  |                        |  |
| <b>Date and time:</b> Sunday 25 December 2011 08.00 to 12.00   | <b>Code:</b> BM10-0005 |  |
| Upton House, The Study, Upton Country Park, BH17 7BJ   <a href="#">Map</a>                                   |                        |  |
| <a href="#">Show details</a>   <a href="#">Cancel booking</a>  |                        |  |
| <b>Participant: Sarah Harley</b>   |                        |  |
| <b>Transition: Moving On to Key Stage 1</b>  |                        |  |
| <b>Date and time:</b> Wednesday 9 November 2011 09:00 - 16:00  | <b>Code:</b> BM11-0003 |  |
| Early Years Centre for Professional Development (a, Queens Park Infant School, BH8 9PU   <a href="#">Map</a> |                        |  |
| <a href="#">Show details</a>   <a href="#">Cancel booking</a>  |                        |  |
| <b>Participant: Ben Walliman</b>   |                        |  |
| <b>Test Event</b>  |                        |  |
| <b>Date and time:</b> Sunday 25 December 2011 08.00 to 12.00   | <b>Code:</b> BM10-0005 |  |
| Upton House, The Study, Upton Country Park, BH17 7BJ   <a href="#">Map</a>                                   |                        |  |
| <a href="#">Show details</a>   <a href="#">Cancel booking</a>  |                        |  |

Where something is underlined e.g. '[Show details](#)' '[Cancel booking](#)' or '[Map](#)' it means you can click on these items to find further information or perform an action.

(How to cancel a place is explained fully in the next section - Section 6: Cancellations.)

**Other CPD Events**

[view other cpd events](#)
[add cpd event](#)
[other cpd events attended by colleagues](#)

This is the area where you can add events that YOU have attended that are not listed on the CPD Online website. I.e. in-setting events or Early Years closed audience events (e.g. ECAT)

You can also see the events attended by colleagues

Click Add CPD Event/Activity. Then fill in the title, description of event and date of event. Click Save. Easy!

**Add CPD Event / Activity**

Use this area to keep a record of CPD you have taken part in that has not been recorded as part of Bournemouth CPD.

|  |                     |
|--|---------------------|
| <b>Title of CPD event / activity</b>       | External Activity * |
| <b>Description of CPD event / activity</b> | Training event      |
| <b>Date of CPD event / activity</b>        | 22 June 2010        |

If you wish to add an event the whole setting or several staff members attended use the bottom row of My Portfolio - Establishment Events.

Portal Home | Home | My Portfolio | Search Events | General Enquiry | Admin | Reports | Manage Events

**My Account**

[change username & password](#)
[change contact details](#)
[update your user profile](#)

**Events**

[events due to attend and booking status](#)
[cancel a booking](#)
[events attended](#)

[events I have booked for colleagues](#)
[events colleagues are due to attend](#)
[events attended by colleagues](#)

**Other CPD Events**

[view other cpd events](#)
[add cpd event](#)
[other cpd events attended by colleagues](#)

**CPD Leader Tools**

[cpd leader reports](#)
[unauthorised booking requests](#)

**Establishment Events**

[add establishment event](#)
[manage establishment events](#)

This will ensure the event goes into everyone in the setting's (or those that you select) training portfolio record on CPD online.

**Establishment Events**

 [add establishment event](#)       [manage establishment events](#)

Click Add Establishment event

**Add Establishment Event** | [My Portfolio](#) | [Manage Establishment Events](#)

Event Title:  \*

Event Date:

Time:  (use 24 hour clock e.g. 16:30 - 19:00)

Subject Area(s): 

- Asset Management
- AVCE / GNVQ / GCSE
- Behaviour and Attendance
- Business studies
- CAF
- Citizenship
- Community Cohesion
- CPD**
- Dance
- Design and Technology

Description:

You may wish to select 'Early Years' as your subject area. Not CPD as illustrated here

Enter the information about the event and select 'submit'

**Add Establishment Event** | [My Portfolio](#) | [Manage Establishment Events](#)

▶ You have successfully added In school training event as a school event

▶ [View details of this event](#)

▶ [Add another Establishment event](#)

Once this information has been added you can 'View' the details or 'add another event'

**View details** | [Event](#)

[Edit](#) | [Replicate](#) | [Details](#) | [Print](#) | [Delete](#) | [Attendance](#) | [Back to Event List](#)

|                                 |                       |
|---------------------------------|-----------------------|
| <b>In school training event</b> |                       |
| Event Date                      | Sunday 27 June 2010   |
| Time                            | 10.00 - 13.00         |
| Subject Area(s)                 | CPD                   |
| Description                     | Whole school training |

Viewing the details will allow you to replicate the event, and check/add attendance

Click 'attendance', then 'add staff to attendance list'

**Event Attendance**

Event Title: In school training event  
Event Date: Sunday 27 June 2010

No attendees found

[Print Page](#) | [Print List](#) | [Add staff to attendance list](#) | [Back to school events](#)

Then simply click to tick the box against the staff members that attended and select 'Add selected staff to the attendance list' from the drop down box and click 'go'

**Add Staff to Event Attendance**

Event Title: In school training event  
Event Date: Sunday 27 June 2010

[Edit](#) | [Replicate](#) | [Details](#) | [Print](#) | [Delete](#) | [Attendance](#) | [Back to Event List](#)

[Back to Event Attendance](#)

18 members found

Page 1 of 1

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Fred Bloggs (stewart.strachan@bournemouth.gov.uk)   |
| <input type="checkbox"/>            | Joe Bloggs ()                                       |
| <input type="checkbox"/>            | Joe Bloggs (terri.jowett@bournemouth.gov.uk)        |
| <input type="checkbox"/>            | CPD2 Coordinator2 (terri.jowett@bournemouth.gov.uk) |
| <input type="checkbox"/>            | David David ()                                      |
| <input type="checkbox"/>            | Teacher Eight ()                                    |
| <input type="checkbox"/>            | Teacher Five (terri.jowett@bournemouth.gov.uk)      |
| <input type="checkbox"/>            | Teacher Four (terri.jowett@bournemouth.gov.uk)      |
| <input type="checkbox"/>            | Test Mentee (Terri.jowett@bournemouth.gov.uk)       |
| <input type="checkbox"/>            | Test Mentor (Terri.jowett@bournemouth.gov.uk)       |
| <input type="checkbox"/>            | Teacher Nine (teacher.nine@bournemouth.gov.uk)      |
| <input type="checkbox"/>            | Teacher One (terri.jowett@bournemouth.gov.uk)       |
| <input type="checkbox"/>            | Teacher Seven (terri.jowett@bournemouth.gov.uk)     |
| <input type="checkbox"/>            | Teacher Six ()                                      |
| <input type="checkbox"/>            | Teacher Teacher ()                                  |
| <input type="checkbox"/>            | Teacher Three (robert.butcher@bournemouth.gov.uk)   |
| <input type="checkbox"/>            | Teacher Two (robert.butcher@bournemouth.gov.uk)     |
| <input type="checkbox"/>            | Test User (terri.jowett@bournemouth.gov.uk)         |

Add selected staff to the attendance list

A screen will then be displayed showing ticks against the staff names added to the event

**Add Staff to Event Attendance**

Event Title: testidy test test  
Event Date: Monday 22 August 2011

[Edit](#) | [Replicate](#) | [Details](#) | [Print](#) | [Delete](#) | [Attendance](#) | [Back to Event List](#)

[Back to Event Attendance](#)

31 members found

(Page 1 of 2)  
1 2 Next >>

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | cynthia beeden (cynthia@beeden.fsife.co.uk)      |
| <input type="checkbox"/>            | Dina Blagden (dina.blagden@bournemouth.gov.uk)   |
| <input type="checkbox"/>            | Teresa Bunter (teresa.bunter@bournemouth.gov.uk) |
| <input checked="" type="checkbox"/> | Sarah Carter (sarah.carter@bournemouth.gov.uk)   |
| <input checked="" type="checkbox"/> | Sarah Carter (sarah.carter@bournemouth.gov.uk)   |
| <input checked="" type="checkbox"/> | Rosa Collins (rosa.collins@bournemouth.gov.uk)   |
| <input checked="" type="checkbox"/> | Rosa Collins (rosa.collins@bournemouth.gov.uk)   |

Click 'back to event attendance'

From here you can print a list (or register) of event attendance or edit the list to remove any mistakes. A common mistake is adding the attendees twice. Simply click 'Remove' against each duplicate entry or staff member that should have been entered.

| Event Attendance   |                        |
|--|------------------------|
| <b>Event Title</b>   | testidy test test      |
| <b>Event Date</b>  | Monday 22 August 2011  |
| <a href="#">Print Page</a>   <a href="#">Print List</a>   <a href="#">Add staff to attendance list</a>   <a href="#">Back to school events</a> |                        |
| <b>8 members found</b>   |                        |
| Page 1 of 1  |                        |
| Sarah Carter (sarah.carter@bournemouth.gov.uk)   | <a href="#">Remove</a> |
| Sarah Carter (sarah.carter@bournemouth.gov.uk)   | <a href="#">Remove</a> |
| Rosa Collins (rosa.collins@bournemouth.gov.uk)   | <a href="#">Remove</a> |
| Rosa Collins (rosa.collins@bournemouth.gov.uk)   | <a href="#">Remove</a> |
| Mandi Cracknell (amanda.cracknell@bournemouth.gov.uk)  | <a href="#">Remove</a> |
| Mandi Cracknell (amanda.cracknell@bournemouth.gov.uk)  | <a href="#">Remove</a> |
| Sarah Harley (sarah.harley@bournemouth.gov.uk)   | <a href="#">Remove</a> |
| Sarah Harley (sarah.harley@bournemouth.gov.uk)   | <a href="#">Remove</a> |

The Manage Establishment events icon opens a search page



| Manage Establishment Events  |  |
|--|--|
| <a href="#">My Portfolio</a>   <a href="#">Add Establishment Event</a> |  |
| <b>Keyword</b>   | <input type="text" value="Customer Service Skills"/>   |
| <b>Starts during or after</b>  | Today <input type="button" value="v"/> <b>Ends during or before</b> Anytime <input type="button" value="v"/> |
| <b>Subject</b>   | All subjects <input type="button" value="v"/>  |
| <input type="button" value="Search"/>                                  |  |

- ★ Enter the information - getting the Keyword correct is the most important.
- ★ You may also wish to leave the Subject as 'All subjects' as this will bring up all entries relating to the keyword you enter.
- ★ If the event is in the past remember to adjust starts during or after to a date in the past.

The search results will be displayed under your search criteria

Manage Establishment Events

Keyword: test

Starts during or after: August 2010 Ends during or before: Anytime

Subject: All subjects

Search

4 events found

Page 1 of 1

TEST event - CPD online training Date: Sunday 21 August 2011, 00:00-01:00

TEST event - CPD online training2 Date: Sunday 21 August 2011, 00:00-01:00

From the results you can make changes (edit) replicate the event (e.g. if you ran the event again but on a different date - replicate and simply change the date), print, view or amend attendance.

My Portfolio - the fourth row holds the CPD leader tools. We've already looked at how you can click 'unauthorised booking requests' to see events you staff team have requested a place on.

The other icon **cpd leader reports** allows you to view either a Colleague Report or an Event Attendance History report (select which report you want by clicking on the drop down arrow)



CPD Leader Reports

Report: Select a report (dropdown) → Colleague Report, Event Attendance History

LA: Bournemouth

Establishment name: CPD Online Demo School

Date range: Anytime to Anytime

Event subjects: 14-19, Administration, Art, Assessment, Asset Management, AVCE / GNVQ / GCSE, Behaviour and Attendance, Business studies, CAF, Citizenship

Target Audience: 14-19 Managers, Administrators, Advanced Skills Teachers, All School Staff, AOTTs, Artists, Assessment Co-ordinators, Bursars / Finance Officers, By Invitation Only, Chair of Governors

Submit Reset

CPD Leaders are able to create reports in order to establish who has attended what, and when, in setting.

Example of a **Colleague Report**. Click on **Show details** for more information about the events they have attended. Its also downloadable to Excel so you can manipulate the data further

5 colleagues found

Page 1 of 1

 [Excel Version](#) (5 colleagues)

| First name | Last name    | Job Titles | Bookings (all) | Options                      |
|------------|--------------|------------|----------------|------------------------------|
| CPD2       | Coordinator2 | Teacher    | 1              | <a href="#">Show details</a> |
| Teacher    | One          | Teacher    | 45             | <a href="#">Show details</a> |
| Teacher    | Seven        | Teacher    | 1              | <a href="#">Show details</a> |
| Teacher    | Three        | Teacher    | 1              | <a href="#">Show details</a> |
| Teacher    | Two          | Teacher    | 1              | <a href="#">Show details</a> |

Example of an **Event Attendance History Report**.

Again the report is downloadable to Excel so you can manipulate the data or store the records elsewhere.

Keep an eye out as the information may go across several pages. Click Next Page to view the next set of information.

55 records found

Page 1 of 3

|  [Printer friendly](#) |  [Download to Excel](#) | [Next page >>](#)

| First name | Last name    | Job Titles | Register status | School name            | Event title   | Subjects  | Start date              | Time of event | Booking Price |
|------------|--------------|------------|-----------------|------------------------|---|---|-------------------------|---------------|---------------|
| CPD2       | Coordinator2 | Teacher    | Not marked      | CPD Online Demo School | <a href="#">Test event</a>  | CPD   | Tuesday 27 March 2007   | 9:00 - 13:30  | 0.00          |
| CPD2       | Coordinator2 | Teacher    | Not marked      | CPD Online Demo School | <a href="#">CPD Demonstration</a>   | Administration / CPD  | Monday 12 February 2007 | 9:00 17:00    | 0.00          |
| Teacher    | Five         | Teacher    | Not marked      | CPD Online Demo School | <a href="#">Test event</a>  | CPD   | Tuesday 27 March 2007   | 9:00 - 13:30  | 0.00          |
| Teacher    | Four         | Teacher    | Not marked      | CPD Online Demo School | <a href="#">Test Event Three for CPD Forum</a>                                    | CPD / Management Information Systems / Leadership and Management  | Thursday 29 March 2007  | 9:00 - 18:00  | 0.00          |
| Teacher    | Nine         | Teacher    | Event Cancelled | CPD Online Demo School | <a href="#">Behaviour Management: Preventing and Tackling Bullying in Schools</a> | Behaviour and Attendance / Safeguarding children / Health and Safety / Inclusion and SEN / Pupils Welfare/Health / School Improvement / | Friday 25 January 2008  | 9:00 - 15:30  | 240.00        |

Click the underlining on the event title to view the full details about the event.

Depend on the search parameters you set this report can illustrate all the training the practitioners in your setting have attended. Its great for showing Ofsted how you value the professional development of your staff team.

## Section 6: Cancellations

Once a practitioner has requested a place, and you, the CPD leader, has authorised their attendance, Bournemouth Early Years will then confirm the place is booked.

Bookings cannot be cancelled through CPDonline until the original place request has been confirmed by Bournemouth Early Years. If you need to cancel a place that has not be confirmed yet telephone 01202 456393 or email [childcare.jobs@bournemouth.gov.uk](mailto:childcare.jobs@bournemouth.gov.uk)

### To cancel a booking for yourself

To cancel a booking access My Portfolio, under Events click 'cancel a booking'

The screenshot shows the 'My Portfolio' page with a navigation menu at the top. The 'Events' section is highlighted, and the 'cancel a booking' link is pointed to by an arrow. Other sections include 'My Account', 'Other CPD Events', 'CPD Leader Tools', and 'Establishment Events'.

The Cancel booking screen will display with all the future events you are booked onto. Click Cancel booking against the event you wish to cancel

The screenshot shows the 'Cancel booking' screen with a list of events. The first event is 'Test Event' on Sunday 25 December 2011, and the second is 'Transition: Moving On to Key Stage 1' on Wednesday 9 November 2011. Both events have a 'Cancel booking' link next to them.

| Cancel booking  |                             |
|---|-----------------------------|
| ▶ The list of events below shows those due to attend with the option to cancel. <a href="#">Back to My Portfolio</a>  |                             |
| 2 events found  |                             |
| Page 1 of 1   |                             |
| <b>Test Event</b><br>Date and time: Sunday 25 December 2011 08:00 to 12:00<br>Upton House, The Study, Upton Country Park, BH17 7BJ   <a href="#">Map</a>  | Code: BM10-000592           |
| <a href="#">Show details</a>   <a href="#">Cancel booking</a>   | Booking status: Confirmed   |
| <b>Transition: Moving On to Key Stage 1</b><br>Date and time: Wednesday 9 November 2011 09:00 - 16:00<br>Early Years Centre for Professional Development (a, Queens Park Infant School, BH8 9PU   <a href="#">Map</a> | Code: BM11-000336           |
| <a href="#">Show details</a>   <a href="#">Cancel booking</a>   | Booking status: Unconfirmed |

Then complete the Cancel Request box, this is a safeguard to ensure you intended to genuinely cancel the booking.

| Cancel Request  |   |
|---|---|
| Your Name   | Sue Whitelock   |
| Your Establishment  | CLE - Early Years Foundation Stage  |
| Your Email Address  | <input type="text" value="sue.whitelock@bournemouth.gov.uk"/>                     |
| Your Telephone  | <input type="text"/>  |
| Event Title   | Transition: Moving On to Key Stage 1  |
| Event Start Date  | 9 November 2011   |
| Additional Information  | <input type="text"/>  |
| Enter the code exactly as you see it in the image (Cookies must be enabled) |  |
| <input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/> |   |

Click submit when you have filled in all the information.

### Cancelling a booking for another staff member

To cancel a booking for a staff member other than yourself access My Portfolio, Events, then events colleagues are due to attend

| Events   |  |  |   |
|--|--|--|---|
| <br><a href="#">events due to attend and booking status</a> | <br><a href="#">cancel a booking</a>                    | <br><a href="#">events attended</a>               | <br><a href="#">saved events</a> |
| <br><a href="#">events I have booked for colleagues</a>     | <br><a href="#">events colleagues are due to attend</a> | <br><a href="#">events attended by colleagues</a> |   |

The screen will list all the future events the team are booked onto. Click cancel booking against the name of the person you need to cancel the event for.

| Events your colleagues are due to attend  |                             |
|---|-----------------------------|
| ▶ The list of events below show events your colleagues are due to attend                            |                             |
| 21 bookings found   |                             |
| (Page 1 of 2)<br>1 2 Next >>  |                             |
| <b>Event: Test Event</b>   Show details   |                             |
| Date and time: Sunday 25 December 2011, 08.00 to 12.00 Code: BM10-000592                            |                             |
| Venue: Upton House, The Study, Upton Country Park, BH17 7BJ   Map                                   |                             |
| Sarah Carter - CLE - Early Years Foundation Stage   Cancel booking                                  | Booking status: Confirmed   |
| Mandi Cracknell - CLE - Early Years Foundation Stage   Cancel booking                               | Booking status: Confirmed   |
| Carol-Anne McNicol - CLE - Early Years Foundation Stage   | Booking status: Cancelled   |
| <b>Event: Fest (Booking Cancelled)</b>   Show details   |                             |
| Date and time: Sunday 25 December 2011, 9.00-10.00 Code: BM10-001119                                |                             |
| Venue: Early Years Centre for Professional Development (a, Queens Park Infant School, BH8 9PU   Map |                             |
| Sarah Carter - CLE - Early Years Foundation Stage   | Booking status: Cancelled   |
| Rosa Collins - CLE - Early Years Foundation Stage   | Booking status: Cancelled   |
| <b>Event: Transition: Moving On to Key Stage 1</b>   Show details                                   |                             |
| Date and time: Wednesday 9 November 2011, 09:00 - 16:00 Code: BM11-000336                           |                             |
| Venue: Early Years Centre for Professional Development (a, Queens Park Infant School, BH8 9PU   Map |                             |
| Mandi Cracknell - CLE - Early Years Foundation Stage   Cancel booking                               | Booking status: Unconfirmed |
| Sarah Harley - CLE - Early Years Foundation Stage   Cancel booking                                  | Booking status: Unconfirmed |
| <b>Event: Including the Hearing Impaired Child in Your School or Setting</b>   Show details         |                             |

Fill out the cancel request screen and click submit.

| Cancel Request  |   |
|---|---|
| Your Name   | Sarah Harley  |
| Your Establishment  | CLE - Early Years Foundation Stage  |
| Your Email Address  | <input type="text" value="sarah.harley@bournemouth.gov.uk"/>                        |
| Your Telephone  | <input type="text"/>  |
| Event Title   | Transition: Moving On to Key Stage 1  |
| Event Start Date  | 9 November 2011   |
| Additional Information  | <input type="text"/>  |
| Enter the code exactly as you see it in the image (Cookies must be enabled) |  |
| <input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/> |   |

Selecting My Portfolio, Events, 'Events your colleagues are due to attend' again will provide the summary screen so you can check your cancellation was successful.

| Events your colleagues are due to attend  |                             |
|---|-----------------------------|
| ▶ The list of events below show events your colleagues are due to attend                            |                             |
| 21 bookings found   |                             |
| (Page 1 of 2)<br>1 2 Next >>  |                             |
| <b>Event: Test Event (Cancellation requested)</b>   Show details                                    |                             |
| Date and time: Sunday 25 December 2011, 08.00 to 12.00 Code: BM10-000592                            |                             |
| Venue: Upton House, The Study, Upton Country Park, BH17 7BJ   Map                                   |                             |
| Sarah Carter - CLE - Early Years Foundation Stage   | Booking status: Confirmed   |
| Mandi Cracknell - CLE - Early Years Foundation Stage   Cancel booking                               | Booking status: Confirmed   |
| Carol-Anne McNicol - CLE - Early Years Foundation Stage   | Booking status: Cancelled   |
| <b>Event: Fest (Booking Cancelled)</b>   Show details   |                             |
| Date and time: Sunday 25 December 2011, 9.00-10.00 Code: BM10-001119                                |                             |
| Venue: Early Years Centre for Professional Development (a, Queens Park Infant School, BH8 9PU   Map |                             |
| Sarah Carter - CLE - Early Years Foundation Stage   | Booking status: Cancelled   |
| Rosa Collins - CLE - Early Years Foundation Stage   | Booking status: Cancelled   |
| <b>Event: Transition: Moving On to Key Stage 1</b>   Show details                                   |                             |
| Date and time: Wednesday 9 November 2011, 09:00 - 16:00 Code: BM11-000336                           |                             |
| Venue: Early Years Centre for Professional Development (a, Queens Park Infant School, BH8 9PU   Map |                             |
| Mandi Cracknell - CLE - Early Years Foundation Stage   Cancel booking                               | Booking status: Unconfirmed |
| Sarah Harley - CLE - Early Years Foundation Stage   Cancel booking                                  | Booking status: Unconfirmed |
| <b>Event: Including the Hearing Impaired Child in Your School or Setting</b>   Show details         |                             |

The practitioner will receive an email confirming their booking has been cancelled within a short time period of the cancellation being made. These cancellation confirmation emails are automated and generated by the system not sent by Bournemouth Early Years. If the practitioner has not received the cancellation confirmation email within 24 hours Select My Portfolio, Events, 'Events your colleagues are due to attend' to ensure you successfully cancelled. As the example on the previous page illustrates it shows up in red (Booking cancelled) or on the right hand side of the page the Booking states changes to Booking status: Cancelled.

### **Cancellation Periods**

Please note there are minimum cancellation periods in place to ensure all training places can be fully utilised and to provide enough time to offer a cancelled place to a practitioner on the waiting list. If you cancel your place through CPD online and you are not within the cancellation deadline you will still be charged for your place.

There are two periods for cancelling, this is to try to provide settings with as much flexibility as possible while still maximising attendance.

- ★ If your cancellation is for a **training event** you must provide three clear working days notice (minimum 72 hours before event start date and time) to avoid charge.
- ★ If your cancellation is for a **meeting** we ask that you provide as much notice as possible when cancelling your place (confirmed booking) at a meeting. If you are unable to attend on the day of the meeting you must telephone 01202 456393 within two hours of the start time of the meeting to avoid non-attendance charges

If you are unsure which cancellation period applies to the event you wish to cancel view the details of the event on CPD online - the cancellation period will be towards the end of the event description. It is also described in the course information sheet which is accessible from [www.bournemouth.gov.uk/earlyyears](http://www.bournemouth.gov.uk/earlyyears)

**Cancellations can only be made via CPD online or direct to a member of the Early Years Workforce Development Team.**

Workings days are calculated as Monday-Friday for cancellation purposes.

If you do not feel confident cancelling your place through CPD online you can call the Early Years workforce team on 01202 456393. When we are not able to answer the phone the call will default to voicemail, please leave a message, we accept cancellations left as messages on this phone's voicemail. You can also choose to email [childcare.jobs@bournemouth.gov.uk](mailto:childcare.jobs@bournemouth.gov.uk) to cancel your place.

Charges raised for non-attendance or late cancellations vary as they reflect the true cost of a place on the course. As many events are advertised at a fully funded or subsidised rate the cancellation charge (true cost) may be a higher charge than the advertised cost of a place. The non-attendance or late cancellation charges are subject to a minimum charge of £50. Charges are waived only for unannounced Ofsted inspections and significant personal illness requiring hospitalisation.

## Section 7: New Users

Bournemouth Early Years has only set up CPD leaders and childminders. This means most (if not all) of your setting staff are not set up to use CPD online yet.

There are two ways to set up new users (i.e. practitioners in your setting without a CPD online account).

The easiest way is for staff members to set themselves up! Here's how:

Access [www.bournemouthcpd.co.uk](http://www.bournemouthcpd.co.uk)



Development opportunities for people who work with children in **Poole**, **Bournemouth** and **Dorset**

You can now access events across Poole, Bournemouth and Dorset with one log in if you have a user account with CPD On-line. Please do not create a new account if you already have one.



Click Early Years  
This will take them to the home page



Event catalogue  
Advanced search  
Cancel request

Welcome to Bournemouth CPD

Latest News

- Common Assessment Framework (CAF)**  
A framework to identify any unmet needs of children and young people, and agree how to meet those needs. A programme of various levels of training relating to CAF and integrated working are ...  
[more](#)
- Early Years Training**  
COMING SOON ... Training for Early Years providers will soon be available through the CPD Online site, so watch this space  
[more](#)
- Newly Qualified Teachers (NQTs) in Bournemouth**  
The 2011-2012 NQT Induction Programme will soon be available to book online. Can I urge all NQT Co-ordinators to make sure that we are notified of new NQTs starting as soon as possible in order ...  
[more](#)
- 14-19 Training Opportunities**  
14-19 training opportunities are now available on the CPD Online site, starting with Functional Skills  
[more](#)

Logon

Username

Password

**LOG ON**

[Forgotten password](#)  
[New user](#)

Search Events

Keyword

Event

**SEARCH**

[Today's events](#)

Event Calendar

August 2011

| 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.  
[Show events by subject and month](#)

In the Log on box simply click 'New User'

Logon

Username

Password

**LOG ON**

[Forgotten password](#)  
[New user](#)

## New Bournemouth user account-Step 1

▶ Complete the form below to create your new Bournemouth online account

**Title**

**Firstname**

**Lastname**

**Job Title**

- Consultant / Advisor
- Councillor
- CPD Leader / Training Authoriser
- Deputy Assistant / Headteacher
- Designated Child Protection / Safeguarding Staff
- Designated LAC Staff
- Director
- Early Years Practitioner / Manager / Owner**
- Education Social Worker
- Education Welfare Officer

(Hold down Ctrl button to select more than one job)

**Where is your employer based?**

**Employer**

**Email address**

(You can use your work or a personal email address)

**Username**

**Password**

**Confirm password**

Enter the code exactly as you see it in the image (Cookies must be enabled)



Type the two words:

stop spam. read books.

**Data sharing**

The information you provide is for the purpose of facilitating CPD and will not be used in any way which is incompatible with that purpose and its use will be in accordance with the Data Protection Act 1998. It will be held on a web-based system jointly owned by Dorset County Council, Bournemouth Borough Council and Poole Borough Council. Please note that selected, approved third parties have access to your name, email address and establishment name if you book onto their events but these third parties do not have permission to use your details for any other purpose, including marketing, or to pass on your details. Further advice on how we protect your information can be obtained by contacting the respective Council's Data Protection Officer.

**IMPORTANT** The new user must select your setting (establishment) as their employer. If they do not you will not be able to view or control their CPD online training requests or records.

The job title you select is important, this is because course administrators select the job roles the training will suit when they add courses onto CPD online. Please only select from one of the five following job titles to ensure you receive Bournemouth Early Years training for early years/childminders/children's centre/out of school club staff members:

- ★ Childminder
- ★ Children's Centre Practitioner/Outreach/Manager
- ★ Early Years Practitioner/Owner/Manager
- ★ Childcare settings Owner/Manager (for out of school club owner/managers only)
- ★ Childcare settings work (for all other out of school club staff)

Page 18 of this manual states the Subjects/Event audiences new users should select to ensure they receive the Bournemouth Early Years training events.

At the very bottom of the second screen the new user sees is the tick box to Activate event alerts by email. Ticking this box will send a weekly email to the practitioner informing them of any new events that have been added within their subject or event audience choice. Practitioners do not have to tick this box, but without it they won't be informed of new courses added.

**Activate event alerts by email**

Finally press Save.

The other way to add setting colleagues is when requesting places for them on events.

### Request a place on an event

Request a place | Full details | Print event | Save event | Event list

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

**Event Title** One to One Tuition: Updates and Quality Assurance procedures for school leads - Primary and Secondary (BM09-000217)

**Venue** Main Hall - Bournemouth Training Centre, Jewell Road, BH8 0LT | [Map](#) |

**Start time and date** 13:00 - 15:00 Monday 12 July 2010

**Price** £70

**Colleague name**  \*

**Your email address**

**Special requirements**

**Who would you like to receive email messages regarding this event**

Select the link to 'Add a new colleague'

Select a colleague  \*  
[Click here to add a new colleague](#)

### Add a colleague to Bournemouth CPD online

This process will allow you to book a place on behalf of a colleague. It will also create a Bournemouth CPD online user account for your colleague.

[Event catalogue](#)  
[Advanced search](#)  
[Cancel request](#)


**Title**  \*

**Firstname**  \*

**Lastname**  \*

**Job Title**  \*

(Hold down Ctrl button to select more than one job) \*

**Establishment** CPD Online Demo School \*

**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)

Complete the form for the member of staff to be added - including their email address - and select 'Submit'  
 NB: Please take care when entering the email address and make sure that it is correct before submitting

## Request a place on an event

Request a place | Full details | Print event | Save event | Event list

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

|   |   |
|---|---|
| Event Title   | One to One Tuition: Updates and Quality Assurance procedures for school leads - Primary and Secondary (BM09-000217) |
| Venue   | Main Hall - Bournemouth Training Centre, Jewell Road, BH8 0LT   <a href="#">Map</a>                                 |
| Start time and date   | 13:00 - 15:00 Monday 12 July 2010   |
| Price   | £0  |
| Colleague name  | Ten, Teacher - CPD Online Demo School *<br>New colleague has been added   |
| Your email address  | terri.jowett@bournemouth.gov.uk   |
| Colleague email address   | terri.jowett@bournemouth.gov.uk   |
| Special requirements  | <input type="text"/><br>(eg access, dietary requirements)   |
| Who would you like to receive email messages regarding this event | <input checked="" type="checkbox"/> Colleague<br><input type="checkbox"/> Me  |

SUBMIT CANCEL

Once the new staff member has been added, you can proceed as normal

## **Section 8: Course Closure**

CPD online closes the bookings for all courses three days before the course start date.

If you wish to make a last minute booking contact the workforce team on

[childcare.jobs@bournemouth.gov.uk](mailto:childcare.jobs@bournemouth.gov.uk)

Training place bookings are only accepted in writing however you can telephone us for general enquiries on 01202 456393.

If you have not booked and had your place on a course confirmed by Bournemouth Early Years please do not turn up 'just in case' there is space for you. We agree strict number limits based on the content of the teaching with our tutors. When extra practitioners attend over our limits we incur financial penalties for stepping outside of our contracted maximum numbers on top of the cost for the course per person. If a practitioner turns up to a course they do not have a confirmed place on we will either ask the practitioner to leave or charge the practitioner/setting the cost and the penalty cost of the place.

## **Section 9: Light at the end of the tunnel**

There is light at the end of the tunnel!

If you need further help after reading through this manual for CPD leaders you can contact us:

Bournemouth Early Years Workforce team

Carol McNicol and Sarah Carter

Telephone: 01202 456393

Email: [childcare.jobs@bournemouth.gov.uk](mailto:childcare.jobs@bournemouth.gov.uk)

Ben Walliman - Early Years Foundation Stage Improvement Advisor

Telephone: 01202 458938

Email: [ben.walliman@bournemouth.gov.uk](mailto:ben.walliman@bournemouth.gov.uk)