



Hounslow CPD Online User Guide – General User

www.hounslowcpd.org.uk

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1. Access the Site

1.1. Visit the Hounslow CPD website here: <https://www.hounslowcpd.org.uk/>.

1.2. Click 'Login' in the top right hand corner and proceed to enter your login

Log In

Enter your user details to log in.

Username

Password

The information you supply will be used by Hounslow Learning Portal for the purpose of administering and delivering training within the terms of the Data Protection Act 1998. We shall not supply it to third parties.

[Forgotten your login details?](#)

[Click here to request a new account](#)

1.3. If you have forgotten your login details click on the 'Forgotten Password' link. Enter your email address and click 'Enter' to receive an email reminder of your password details.

Forgotten Password

► If you have forgotten your password please enter your email address below. We will email you a link to allow you to reset your password.

Enter your email address:

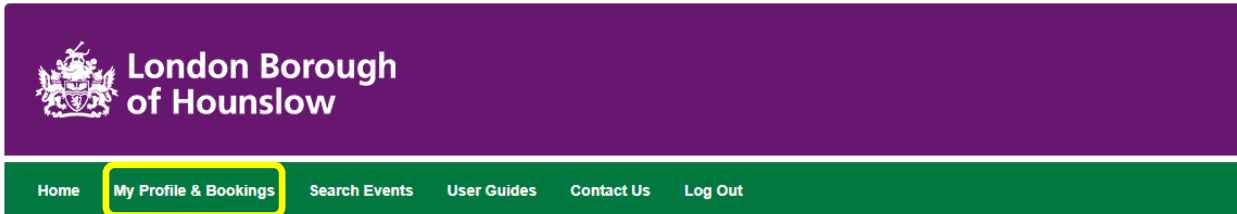
1.4. If you do not have a user account you can use the 'Register' link to sign up for your free Hounslow CPD Online Account.

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2. My Profile & Bookings

2.1. When you are logged in you will have access to 'My Profile & Bookings' within the top menu tabs. This is where you can manage your account and track event bookings you have



2.2. Within 'My Profile & Bookings' you can:

2.2.1. Change your password within 'Change Password'

Change your Hounslow CPD Online Password

Username testms

Enter current password

Enter new password

Confirm new password

2.2.2. Change your contact and establishment details within 'Change contact details'.

Update your user account

Title Mr

First name WB

Last name Admin

Job title

Job role Supp - Admin

Your email address cpd-test@support.webbased.co.uk

Preferred contact number 01752 797134

Alternative contact number

Access / Dietary Requirements

2.2.2.1. Click the 'Change Establishment' button to display the establishment fields.



Are you registering as a member of an establishment with one or more members of staff (e.g. a school, a nursery or childminder company) or as an individual with no registered premises (e.g. a prospective childminder or foster carer).

Establishment member Individual

Establishment External organisations only

My establishment is not listed

2.2.2.1.1. If you are part of an existing establishment, select 'Establishment member' and select the correct Establishment details from the dropdowns below.

Establishment member Individual

2.2.2.1.1.1. You can filter down the list of Establishments by selecting the relevant option from the Sector dropdown.

2.2.2.1.2. If your establishment is not displayed, select 'My establishment is not listed'. You will be given the option to add a new establishment.

My establishment is not listed

2.2.2.1.3. If you need to login as an individual with no registered premises you can select 'Individual'. You will then need to complete the additional fields that are displayed.

Establishment member Individual

2.2.2.1.4. If you sign out and back in you will be given the option to select the newly joined establishment, however your new establishment details will need to be approved by a system admin before you can book onto events.

2.2.2.1.5. If you are leaving an establishment, inform your system administrator.

2.2.3. Update your event email alert preferences within 'Course alerts'. This is where you can select which types of event you would like to receive event alert emails for. Event alerts are sent weekly on a Friday evening for any new courses that you may be interested in.



Update your Hounslow CPD Online course alerts

Hounslow CPD Online can keep you up to date with new events as they are added. Complete the form below to indicate areas you are interested in.

Course categories + Show options

Subjects

<input type="checkbox"/> Select all	<input type="checkbox"/> Modern Foreign Languages (Secondary)
<input type="checkbox"/> Advances Skills Teachers	<input type="checkbox"/> Music
<input type="checkbox"/> Art and Design	<input type="checkbox"/> NQT
<input type="checkbox"/> Assessment	<input type="checkbox"/> Outdoor Education
<input type="checkbox"/> Child Protection	<input type="checkbox"/> Participation and Provision
<input type="checkbox"/> Children'S Services	<input type="checkbox"/> PE
<input type="checkbox"/> Connexions	<input type="checkbox"/> Post 16
<input type="checkbox"/> Crisis Management	<input type="checkbox"/> Primary English
<input type="checkbox"/> Early Speech and Language	<input type="checkbox"/> Primary Languages
<input type="checkbox"/> Equalities	<input type="checkbox"/> Primary Strategy
<input type="checkbox"/> Eyfs	<input type="checkbox"/> Professional Development
<input type="checkbox"/> Gifted and Talented	<input type="checkbox"/> Progression and Tuition
<input type="checkbox"/> Governor Training	<input type="checkbox"/> PSHEE
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Raising The Participation Age
<input type="checkbox"/> Higher Level Teaching Assistants	<input type="checkbox"/> RE
<input type="checkbox"/> Humanities	<input type="checkbox"/> Safer Recruitment
<input type="checkbox"/> ICT	<input type="checkbox"/> Schools Partnership
<input type="checkbox"/> Inclusion	<input type="checkbox"/> Science
<input type="checkbox"/> Initial Teacher Training	<input type="checkbox"/> Secondary Strategy
<input type="checkbox"/> Key Stage 5	<input type="checkbox"/> Services to School
<input type="checkbox"/> Leadership and Management	<input type="checkbox"/> Social Care
<input type="checkbox"/> Literacy	<input type="checkbox"/> Social Care, Early Help and SEND
<input type="checkbox"/> Local Authority	<input type="checkbox"/> Support Staff
<input type="checkbox"/> LSCB	<input type="checkbox"/> Targeted Youth Support
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Teaching and Learning
<input type="checkbox"/> Meeting	<input type="checkbox"/> Teaching Assistant
<input type="checkbox"/> Modern Foreign Languages (Primary)	

Target Audience + Show options

Activate course alerts by email

Submit Cancel

2.2.4. Update your Equal Opportunity monitoring responses within 'Update your equal opportunity responses'

Update your Equal Opportunities Monitoring information

Please ensure you complete the following information before proceeding with a booking.

We will only ask you to complete this information once, you will then be able to make event booking requests.

We have an Equal Opportunities Policy to ensure that all employees are treated fairly and have equal access to training. Therefore, we ask you to help this process by filling in the section below.

If at any point you wish to update this information, you can do so by logging into your CPD Online account and clicking on the 'My Learning' menu within the Training homepage. The information you supply will be used by staff monitoring the Equal Opportunities Policy, and is held in strict confidence. At no point will we be able to view your individual response.

Ethnic Origin:

I would describe my ethnic origin as (please select ONE from the following groups):

- White British
- White Irish
- Any other White background
- White and Black Caribbean

2.2.5. Track booking statuses for bookings you have made within 'My Bookings – Event

Contact cpd@hounslow.gov.uk or call 020 8583 4145 / 3915



MY LEARNING

Hi WB Admin, here is your current learning programme

Events

EVENTS DUE TO ATTEND ▾

Test Event 1	Code: SCH/17/2	Full details
Booking status: Unconfirmed		Print Course
1		Attached document
Essential Information		
Starts: Saturday 20 January 2018 - 09:00		
Venue : WebBased Ltd , 17 research Way , PL6 8BT Map		
Notes		
1		

2.2.6. Cancel bookings you have made within 'Cancel a booking'

Cancel Booking

► The list below shows events you are due to attend with the option to cancel [Back to My Account](#)

2 events found Page 1 of 1

Test Event 1	Code: SCH/17/2
Date and time: Saturday 20 January 2018 09:00 - 09:30	
WebBased Ltd, 17 research Way, PL6 8BT Map	
Show details Download documents Cancel booking	
Booking status: Unconfirmed	
Test Event 2	Code: SCH/17/3
Date and time: Saturday 20 January 2018 09:00 - 09:30	
WebBased Ltd, 17 research Way, PL6 8BT Map	
Show details Download documents Cancel booking	
Booking status: Unconfirmed	

2.2.7. Track your events attended within 'Events' > 'Events attended'

2.2.8. View events you have saved in 'Saved events'

Saved Events

► You have saved the following events [Back to My Learning](#)

1 event found Page 1 of 1

Test Event 1	Code: SCH/17/2
Date and time: Saturday 20 January 2018 09:00 - 09:30	
WebBased Ltd, 17 research Way, PL6 8BT Map	
Show details Remove from saved events	

2.2.9. Create and manage other events you have attended outside of CPD Online in 'Other events'

2.3. Line Manager level users can also access the Line manager tools from the Profile & Bookings Menu.



My Learning

My Learning - My Profile & Bookings



Change password



Change contact details



Course Alerts



My Equalities Monitoring

My Learning - Events



Events



Cancel a booking



Saved events

Line Manager Tools - Events



Events I have booked for colleagues



Events colleagues are due to attend



Events attended by colleagues



Unauthorised booking requests



Colleague report



Event reports



My Staff List

Other Events, Qualifications and CPD



View other events



Add event



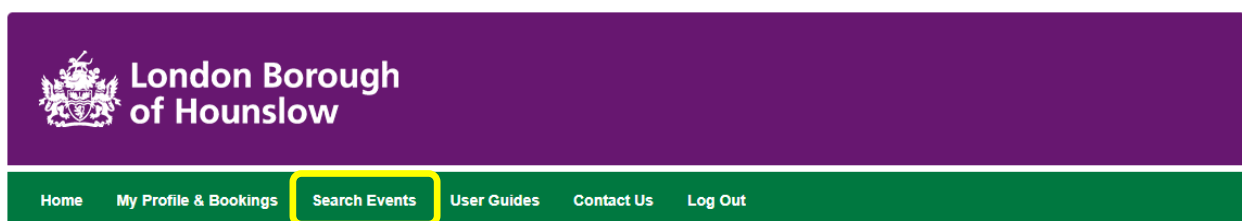
Other events attended by colleagues

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3. Searching for Events

3.1. Events can be searched for in the following ways:

3.1.1. Select 'Search Events' in the top menu



3.1.2. Alternatively if you know the date of the event you are looking for, click on the date in the Event Calendar on the search events homepage

Contact cpd@hounslow.gov.uk or call 020 8583 4145 / 3915



LATEST NEWS

19 December 2017
Beta site is live!
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MENU

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- ▶ [User Guides](#)
- ▶ [Services](#)

Schools
Vocational qualifications for all

- Cat 1
- Cat 2
- Cat 3
- Cat 4

SEARCH EVENTS

Keyword(s)

Event Type(s)

[▶ Search](#)

CALENDAR

< January >

< 2018 >

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 find courses that start on a particular date.



3.1.3. You can also enter a search term on the homepage in the keyword search box

SEARCH EVENTS

Keyword(s)

Search keyword(s)

Event Type(s)

▶ Search

3.2. You will be taken to the 'Search Events' page

Home My Profile & Bookings Search Events User Guides Contact Us Log Out Admin

Search Events

Keyword: Event title, description or code

Starts during or after: Today

Category: Select category

Subject: All Subjects

Target Audience: Select a target audience

Event type:

Course group: Select course group

Hide Closed Courses:

Search

CALENDAR

< January >

< 2018 >

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 find courses that start on a particular date.

3.3. If you wish to find events that start during or after a certain month select a month from the 'Starts during or after' drop down

3.4. Enter your search criteria and click the 'Search' button to search for events

3.5. Results will be displayed on screen that match your criteria, as per the example below



Test Event 1 Code: SCH/17/2

1

Essential Information

Session	Session Date	Session Time	Session Venue	Map
1	20 January 2018	09:00 - 09:30	WebBased Ltd	Map

[Take this course](#)
[Full details](#)
[Print Course](#)
[Save Course](#)
[Attached document](#)



3.6. If there are any documents attached to the event you will see an 'Attached Document' icon

Test Event 1 Code: SCH/17/2

1

Essential Information

Session	Session Date	Session Time	Session Venue	Map
1	20 January 2018	09:00 - 09:30	WebBased Ltd	Map

[Take this course](#)

[Full details](#)

[Print Course](#)

[Save Course](#)

[Attached document](#)

3.6.1. To view and download the attached document click on the link and a pop-up will appear where you can download the document

Attached Documents

- ▶ The following documents have been attached to the event you selected
- ▶ Click on the document to download to your computer

Event	Test Event 1
Venue	WebBased Ltd, 17 research Way
Start date	Saturday 20 January 2018
Attached documents	Test doc ms1 (0KB) Test document.

[Close](#)

3.7. To view the full details of an event click on the 'Full details' link on the right hand side and you will be taken to a page with the full event information

Test Event 1 Code: SCH/17/2

1

Essential Information

Session	Session Date	Session Time	Session Venue	Map
1	20 January 2018	09:00 - 09:30	WebBased Ltd	Map

[Take this course](#)

[Full details](#)

[Print Course](#)

[Save Course](#)

[Attached document](#)

3.8. To print the details of an event, click on the 'Print Course' link

3.9. To save the details of an event click on the 'Save Course' link. The event will be saved in your 'Saved Events' page within 'My Profile & Bookings'

3.10. Press 'Map' to view the venue location on a map

testms event 2 Code: SCH/18/4

a

Essential Information

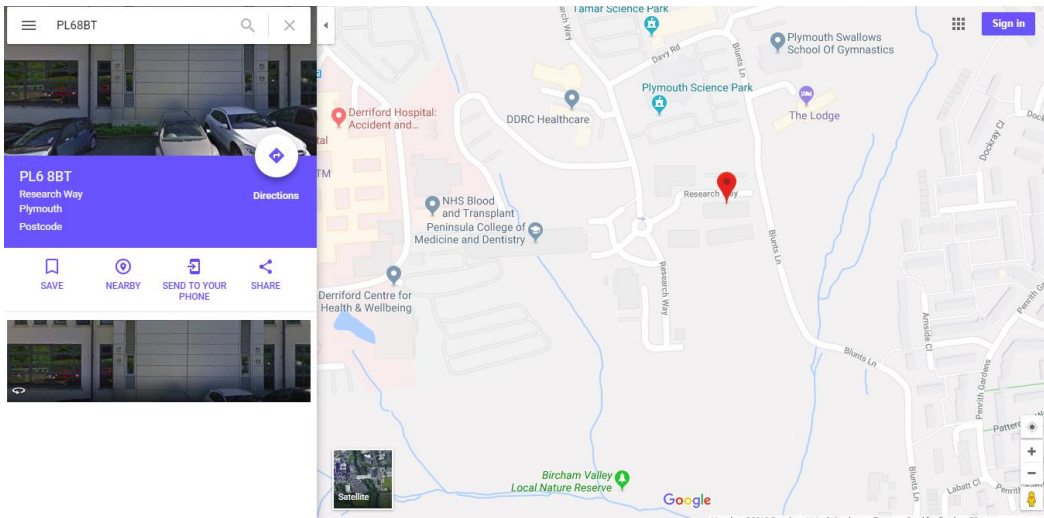
Session	Session Date	Session Time	Session Venue	Map
1	17 January 2018	09:00 - 09:30	training	Map

[Take this course](#)

[Full details](#)

[Print Course](#)

[Save Course](#)



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4. Booking on an Event

4.1. When you have found an event you would like to book on select 'Take this course'

Test Event 1					Code: SCH/17/2
1					Take this course
Essential Information					Full details
Session	Session Date	Session Time	Session Venue	Map	Print Course
1	20 January 2018	09:00 - 09:30	WebBased Ltd	Map	Save Course
					Attached document

4.2. You will be taken to the 'Request a Place' page

Request a Place

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

▶ [Click here if you would like to request a place on behalf of a colleague](#)

[Full details](#) [Print Course](#) [Save Course](#) [Attached document](#)
[Course List](#)

Course Title	Test Event 1 (SCH/17/2)
Venue	WebBased Ltd, 17 research Way Map
Start time and date	Saturday 20 January 2018
Your Name	WB Admin Request a place on behalf of a colleague
Your email address	cpd-test@support.webbased.co.uk
Your Directorate	WebBased Ltd (Supp - Admin) *
GL code	Select ▾
Cost code	55566
Cost	£1.00
Line Manager(s)	Please select your Line Manager ▾ If your Line Manager is not in this list please contact an administrator. If you are a Line Manager yourself and your manager does not show on the list please select your own name. *
Special requirements	<input type="text"/> (eg access, dietary requirements)
<input type="checkbox"/> I have read and agree to the terms and conditions Terms and Conditions *	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

4.3. Click on the 'Terms and Conditions' link to read the booking terms and conditions and a pop-up will appear. If you agree to these terms and conditions, click on the box on the 'request a place' page and click 'Submit' to request a place



have read and agree to the terms and conditions | [Terms and Conditions](#) |

4.4. A confirmation message will display on screen to confirm the process is complete. If your establishment requires booking authorisation, your Line Manager will be sent an email prompting them to authorise this booking

Request a Place

▶ Your request reference number is: BRCPD/100013
▶ Thank you for booking your training with Hounslow CPD Online. A confirmation email will be sent soon.

IMPORTANT - Please note: Notification will be sent when this booking has been confirmed.

▶ [Request another place on Test Event 1](#)
▶ [Back to event list](#)

4.5. If you are unable to book onto a course, you will see a 'No Authorisation' message. This is because the course is not available for your establishment and has been restricted. Please contact an administrator for more information

I have read and agree to the terms and conditions | [Terms and Conditions](#) |

Sorry, this course is not available to your establishment

4.6. You will receive an email once your booking has been approved and confirmed

4.7. You can follow the progress of your booking from within 'My Profile & Bookings'

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5. Tracking your Events

5.1. To view events you are due to attend and track the booking status, click on 'My Profile & Bookings' > 'Events'

My Learning

My Learning - My Profile & Bookings



Change password



Change contact details



Course Alerts



My Equalities Monitoring

My Learning - Events



Events



Cancel a booking



Saved events

5.2. This will display all courses you have requested, are due to attend or have attended.

MY LEARNING

Hi WB Admin, here is your current learning programme

Events

EVENTS DUE TO ATTEND ▾

Test Event 1

Code: SCH/17/2

Full details

Booking status: **Unconfirmed**

Print Course

1

Essential Information

Starts: Saturday 20 January 2018 - 09:00

Venue : WebBased Ltd , 17 research Way , PL6 8BT [Map](#)

Attached document

Notes

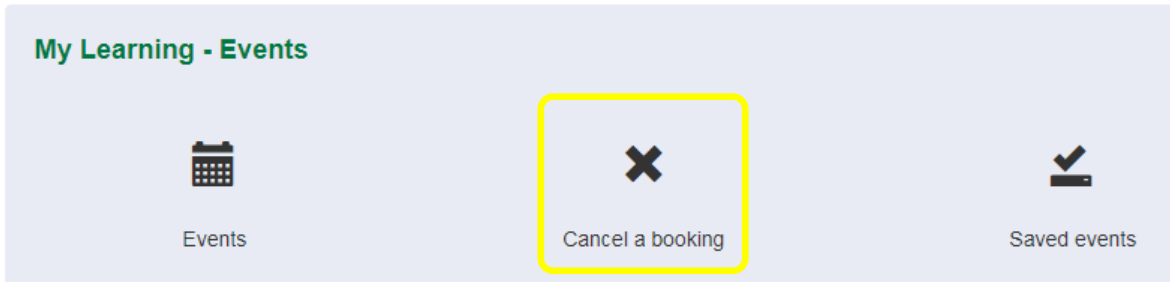
1

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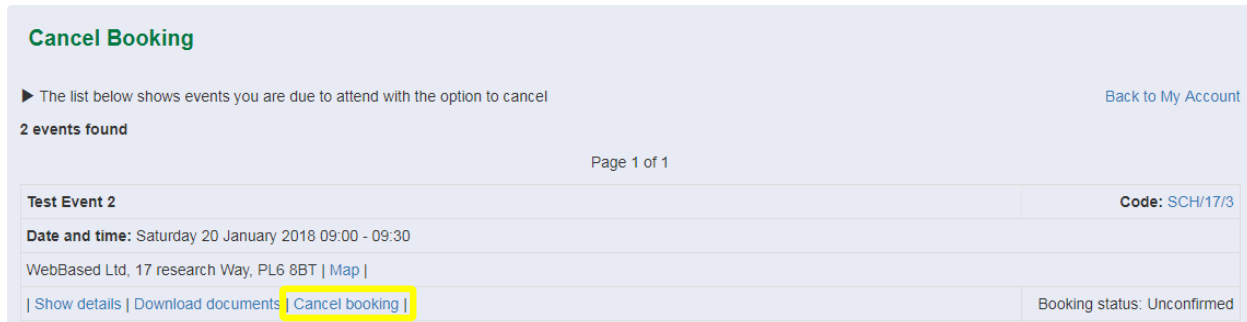


6. Cancel a Booking

6.1. To cancel a booking click on the 'Cancel a booking' link in 'My Profile & Bookings'



6.2. On this page you are shown a list of your bookings on upcoming events with the option to cancel the booking. To cancel a booking click on the 'Cancel booking' link



6.3. You will be prompted to complete a cancellation request. To view the cancellation policy click on the 'Cancellation Policy' link, if you agree to this click the tick box at the bottom of the cancel request page and click Submit Query.





6.4. Your booking will not automatically be cancelled. The cancellation request will be sent to an Administrator to process and you will be notified when your booking has been fully cancelled

Cancel Booking

► The list below shows events you are due to attend with the option to cancel [Back to My Account](#)

2 events found

Page 1 of 1

Test Event 2	Code: SCH/17/3
Date and time: Saturday 20 January 2018 09:00 - 09:30	
WebBased Ltd, 17 research Way, PL6 8BT Map	
Show details Download documents Cancel booking	
Booking status: Cancellation requested	

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7. Events Attended

7.1. To view events you have attended click 'My Profile & Bookings' > 'Events' and select 'Events Attended'

7.2. You can view the full details of the event by clicking on the 'Full details' link. Depending on the event you will see different links here:

7.2.1. If there is a Document attached to the event you will see an 'Attached document' link

EVENTS ATTENDED ▾

Test Event 1 Code: SCH/17/2

Booking status: Confirmed

1

Essential Information
Starts: Wednesday 3 January 2018 - 09:00
Venue: WebBased Ltd , 17 research Way , PL6 8BT [Map](#)

Notes
1

Full details
Print Course
Attached document
Download Certificate

7.2.2. If there is an Evaluation for you to complete an 'Enter Evaluation' link will display

Replicate Course 2 Code: SGC/15/021

adasefhyghtgtggeggh

Essential Information
Starts: Monday 28 September 2015 - 09:00
Venue: HR Workforce Development Team , Kingswood Civic Centre , High Street , Kingswood , BS15 9TR [Map](#)

Notes
ewfewfefw

Full details
Print Event
Attached document
Enter Evaluation

7.3. If there is an Impact Evaluation for you to complete an 'Enter Impact Report' link will display

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8. Evaluations

8.1. If an event has an Evaluation for you to complete you will receive an email to prompt you to complete this. The Evaluation can be accessed within 'My Profile & Bookings' > 'Events' > 'Events Attended' or by following the link received in the email.

8.2. Click on the 'Enter Evaluation' link.

The screenshot shows a course page for 'Replicate Course 2' with the code SGC/15/021. On the right side, there are four buttons: 'Full details', 'Print Event', 'Attached document', and 'Enter Evaluation'. The 'Enter Evaluation' button is highlighted with a red rectangular border.

8.3. Complete the responses and click 'Submit Evaluation'

Post course evaluation

The screenshot shows a post-course evaluation form. At the top, it says 'Please complete all questions.' The form contains the following sections:

- How was the course? ***: A large text input field.
- Did you learn a lot? ***: A text input field.
- Rate the course ***: Radio button options for 'Excellent', 'Good', 'Average', and 'Poor'.
- Please tell us about any other training you are interested in: ***: A large text input field.

At the bottom of the form, there is a yellow 'Submit Evaluation' button.

8.4. If an event has an Impact Evaluation for you to complete you will receive an email to prompt you to complete this. The Impact Evaluation can be accessed within 'My Profile & Bookings' > 'Events' > 'Events Attended' or by following the link received in the email

8.5. To enter an impact report click on the 'Enter Impact Report' link

8.6. Complete the impact questions and click 'Save'



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