

## AfC CPD Online General User Guide

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## Access the Site

1. To access the site visit the following URL: <http://www.afcpdonline.co.uk>
2. Select the portal you wish to enter or log in using the blue 'Log in' button on the left.

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## New user?

To create a new user account, please email the following information to [training@achievingforchildren.org.uk](mailto:training@achievingforchildren.org.uk).

- Full name
- Email address
- Phone number
- Team name
- Organisation name and address
- Line manager

You will receive an email confirmation with your login details.

**Quick Links**

- About AfC CPD
- Latest News
- Event Directories
- User Guides
- FAQs
- New User ←

**Log in**

## New Online User Account - Step 1

To create a new user account you will need to provide the following information:

- Full name
- Email address
- Phone number
- Team name
- Organisation name and address
- Line manager

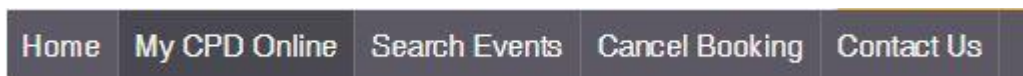
Please email [cpd-test@support.webbased.co.uk](mailto:cpd-test@support.webbased.co.uk) with the details above and we will set up your account. You will receive an email confirmation with your login details.

Please note that if you do not provide this information there will be a delay setting up your account.

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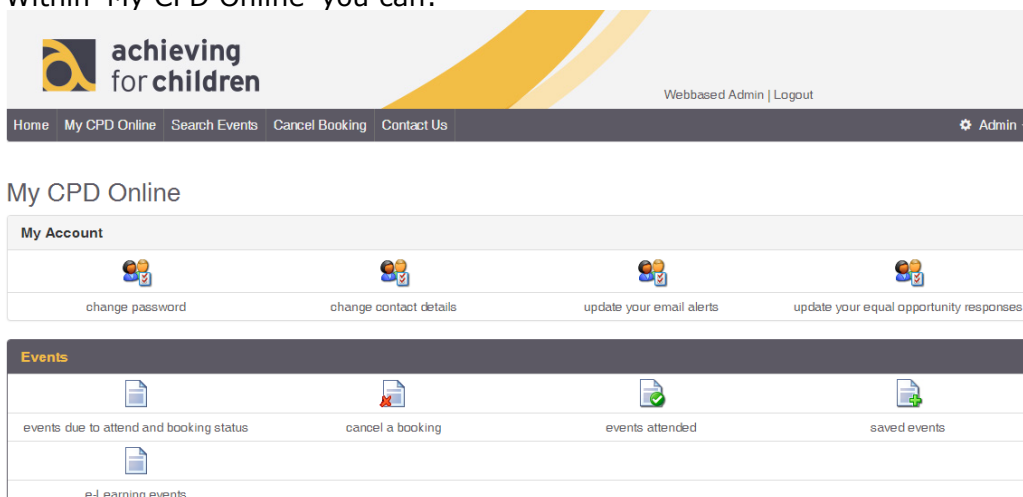
## Managing your account in My CPD Online

1. To access your account information and to track your bookings click 'My CPD Online' in the top menu once logged in



1. From this page you will be able to manage your account and events

Within 'My CPD Online' you can:



The screenshot shows the 'My CPD Online' interface. At the top, there is a navigation bar with 'Home', 'My CPD Online', 'Search Events', 'Cancel Booking', and 'Contact Us'. Below this, there is a 'My Account' section with four icons and labels: 'change password', 'change contact details', 'update your email alerts', and 'update your equal opportunity responses'. Below that is an 'Events' section with five icons and labels: 'events due to attend and booking status', 'cancel a booking', 'events attended', 'saved events', and 'e-Learning events'.

- Change contact details, password details
- Update event email alert and equal opportunity preferences
- Track booking status' for bookings you have made
- Cancel bookings you have made
- Add and manage other events you have attended

2. To change your password click 'change password' in 'My CPD Online'
3. To change your contact details click on the 'change contact details' link. This will take you to the change contact details page; fill in your details and click 'Submit' to update your contact details.
4. To update your email alerts click on the 'update your email alerts' link. This will take you to the update profile page where you can select whether to receive event alert emails and for which types of event.



### Update your (TEST) AfC CPD Online User Account - Step 1

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

<b>Title</b>	Select ▾
<b>First Name</b>	O'Webbased *
<b>Last Name</b>	O'Admin *
<b>Local Authority</b>	Richmond Upon Thames ▾ *

5. To update your equal opportunities monitoring questions click on the 'update your equal opportunities responses' link and you will be taken to the equal opportunities questions page. Click 'Submit' to save your changes.

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## Searching for events

1. To search for events click 'Search Events' in the top menu.
2. If you know the date of the event you are looking for, click on the date in the Event Calendar on the homepage

**Event Calendar**

March 2017

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

Use this calendar to display events based on start date.

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

**Search Events**

<b>Keyword</b>	<input type="text"/>	<b>Event Code</b>	<input type="text"/>
<b>Starts during or after</b>	Today ▾	<b>Event type</b>	All Events ▾ <input type="checkbox"/> e-Learning events only
<b>Course Category</b>	All Course Categories ▾	<b>Target Audience</b>	Select ▾
<b>Age Range</b>	<input type="checkbox"/> 0 - 5 yrs <input type="checkbox"/> 5 - 7 yrs <input type="checkbox"/> 7 - 11 yrs <input type="checkbox"/> 19 yrs <input type="checkbox"/> 11 - 19 yrs		
<b>Search</b>			

4. Enter your search criteria and click the 'Search' button to search for events. Alternatively if you know the date of the event you are looking for you can click on that date in the event calendar and you will be shown all the events on that day.





5. Search results will be shown as per the example below:

### LSCB Level 3 Safeguarding Training: Child Protection Processes

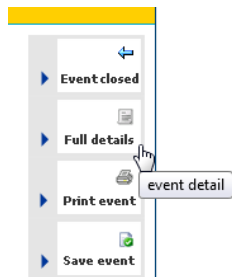
Course Code: **BSS 14/074**

This event is now closed. To enquire if there are still places available contact the [Event Administrator](#)

Session	Session Date	Session Time	Session Venue	Map
Session 1	Thursday 10 July 2014	09:30 - 16:00	Twickenham Training Centre, Twickenham Training Centre, TW1 1BY	<a href="#">Map</a>

-  [Event closed](#)
-  [Full details](#)
-  [Print event](#)
-  [Save event](#)

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.

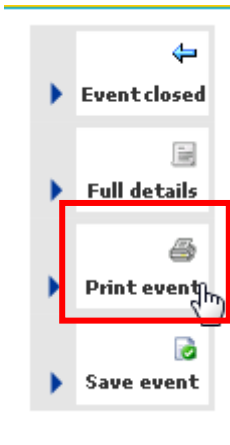


View Details



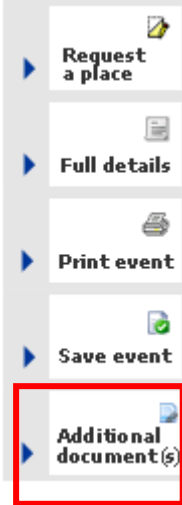
Paediatric First Aid 2-day	
<b>Event/course Code</b>	BSS 17/012
<b>Event/course type</b>	Training course
<b>Event Introduction</b>	<p>The Paediatric First Aid training course is designed for people caring for children in any organisation setting. It is suitable for au pairs, nannies, childminders, reception staff, nursery and pre-school workers, sport and leisure staff, crèche leaders, parents and anyone responsible for the welfare of children.</p> <p>In order to meet the requirements of the Early Years Foundation Stage (EYFS) framework at least one person who has a current paediatric first aid certificate must be on the premises, and available at all times when children are present, and must accompany children on outings. Childminders and any assistants, who might be in sole charge of the children for any period of time, must hold a current paediatric first aid certificate.</p> <p>This course is highly interactive and will require delegates to participate over the two days. In order to be awarded the certificate of attendance, delegates must stay for the duration of the course.</p>
<b>Event Content</b>	Paediatric first aid training is relevant for workers caring for young children and where appropriate, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

- 6.
7. To print out the details of an event, click on the 'Print' link.



8. To save the details of an event click on the 'Save event' link. This will be saved in your 'Saved Events' page within 'My CPD Online'

9. If there are any documents attached to the event you will see an 'Additional Document(s)' icon

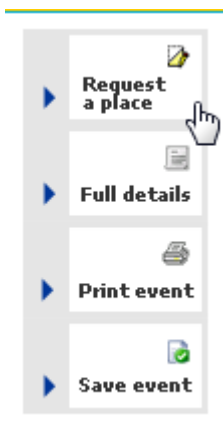


10. To see the attached document click on the link and a pop-up will appear where you can download the document

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## Making a Booking

1. When you have found an event you would like to book on 'Request a place'
2. You will be taken to the Request a Place page.



3. To read the booking terms and conditions click on the 'Terms and Conditions' link 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.



<b>Event Title</b>	Test - Ben Smith eLearning (EDU 14/584)
<b>Venue</b>	ME Learning, Home Study, 0   <a href="#">Map</a>
<b>Start time and date</b>	09:00 - 09:30 Monday 14 July 2014
<b>Your Name</b>	Tyler Blackett
<b>Your email address</b>	someone@webbased.co.uk
<b>Your Organisation</b>	Stanley Children and Family Centre
<b>Cost</b>	£ 0.00
	<input checked="" type="checkbox"/> I have read and agree to the terms and conditions <a href="#">Terms and Conditions</a>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

4. A confirmation message will be displayed. If your establishment requires booking authorisation, your CPD Leader will be sent an email prompting them to authorise this booking.

### Request a Place

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

Your request reference number is: BRCPD/106383 ×

Thank you for booking your training with AIG Early Years and Childcare CPD Online. You will receive an email when your Manager has approved or declined your request, if applicable. Successful applicants will receive a confirmation email at least 10 days in advance of the event/course. ×

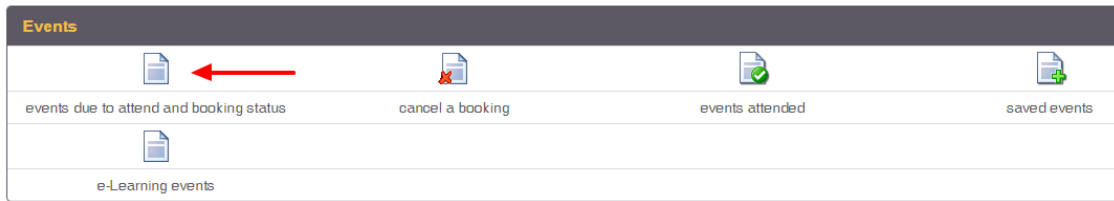
[Back to event list](#)

5. If an event has a pre-course evaluation for you to complete you will be prompted to complete this before you can continue to request a place on the course. Enter your responses and click 'Submit'
6. If your request for a place is authorised, the event contact for the event is notified (this will happen straight away if your establishment does not require booking authorisation).
7. Once your CPD Leader has approved your booking request an Administrator will need to confirm the booking. You will receive an email once your booking has been confirmed

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## Events due to attend

1. To view events you are due to attend and track the booking status, click on the 'events due to attend and booking status' link in My CPD Online.



- This will display all courses you have requested and will show whether the booking has been confirmed, authorised or is still un-confirmed in the booking status

## Events due to attend

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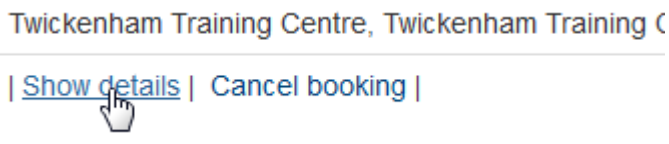
The list of events below show events you are due to attend

1 event found

Page 1 of 1

<b>LSCB Level 2 Safeguarding Training: A Shared Responsibility</b>	<b>Code:</b> BSS 14/054
<b>Date and time:</b> Monday 14 July 2014 09:30 - 16:30	
Twickenham Training Centre, Twickenham Training Centre, TW1 1BY   <a href="#">Map</a>	
<a href="#">Show details</a>   <a href="#">Cancel booking</a>	Booking status: Unconfirmed

- If the event has been cancelled this will remain within your 'Events due to attend' and will display with the status of 'Event Cancelled'
- From this page you can view the full details of the event by clicking on the 'Show details' link, download attached documents by clicking on a 'Download documents' link and can check the status of the booking



- Event bookings can be cancelled through 'Events due to attend'. Click on the 'Cancel Booking' link to cancel your booking
- You will be prompted to enter a reason for cancellation. Once you have read and agreed to the cancellation policy click 'Send'

## Cancel Request

Your Name	<input type="text" value="O'Webbased O'Admin"/> *
Your Organisation	<input type="text" value="WebBased Ltd"/> *
Your e-mail Address	<input type="text" value="cpd-test@support.webbased.co.uk"/>
Your Telephone	<input type="text"/>
Event Title	<input type="text" value="LSCB Level 2 Safeguarding Training: A Shared Responsibility"/> *
Event Start Date	<input type="text" value="14 July 2014"/> *
Reason for Cancellation	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> *
You have 150 characters remaining for cancellation reason.	
<input type="checkbox"/> I have read and agree to the cancellation policy   <a href="#">Cancellation Policy</a>	
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

- 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

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### Events attended

- To view events you have attended click on the 'events attended' link in My CPD Online. If there are any outstanding Evaluations that you need to complete this will be highlighted in Red

From this page you can view the full details of the event by clicking on the 'Show details' link. Depending on the event you will see different links here.

## Events attended

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The list of events below show events you have attended

1 event found

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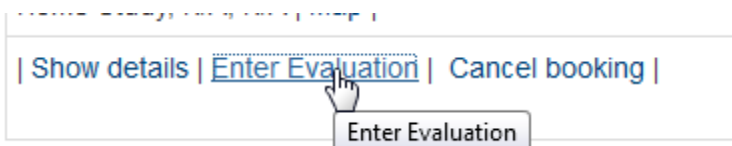
<b>LSCB Level 1 Safeguarding Training: Awareness eLearning</b>	<b>Code: BSS 14/024</b>
<b>Date and time:</b> Tuesday 1 July 2014 09:00 - 21:00	
Home Study, N/A, N/A   <a href="#">Map</a>	
<a href="#">Show details</a>   <a href="#">Cancel booking</a>	Booking status: Confirmed

- If there is a Document attached to the event you will see a 'Download documents' link
- Click 'Show Details' to view full event information
- If there is an Evaluation for you to complete an 'Enter Evaluation' link will display
- If there is an Impact Evaluation for you to completed an 'Enter Impact Report' link will display

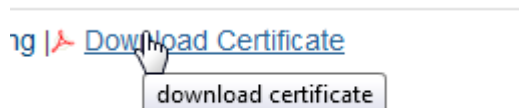
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## Evaluations and Certificates

1. If an event had an Evaluation for you to complete you will receive an email to prompt you to complete this. The Evaluation can be accessed within 'My CPD Online' > 'Events Attended'. Click on the 'Enter Evaluation' link.



2. Complete the evaluation responses and click 'Save'
3. If the event has a Certificate attached your certificate will be available once the evaluation has been completed



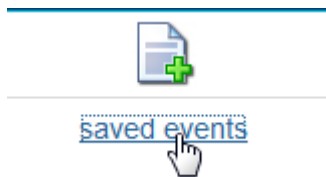
4. Your certificate of attendance will be available once the register has been marked and Evaluations have been completed, if you have attended the event

5. To print out your certificate, click on the link to download and then open the file and select the Print option

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## Saved events

1. To view events you have saved, click on the 'saved events' link in My CPD Online.



2. From this page you can view the full details of the event by clicking on the 'Show details' link, or remove the event from your saved events page.

Understanding & Managing Self Harm

This event has already run

Date and time: Friday 28 March 2014 09:30 - 16:30

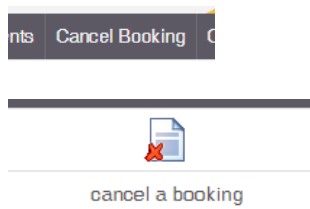
Twickenham Training Centre, Twickenham Training Centre, TW1 1BY | [Map](#) |

| [Show details](#) | [Remove from saved events](#) |

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## Cancel a booking

1. To cancel a booking, click on the 'cancel a booking' link in My CPD Online, or in the top menu navigation.



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

<b>LSCB Level 2 Safeguarding Training: A Shared Responsibility</b>	<b>Code:</b> BSS 14/054
<b>Date and time:</b> Monday 14 July 2014 09:30 - 16:30	
Twickenham Training Centre, Twickenham Training Centre, TW1 1BY   <a href="#">Map</a>	
<a href="#">Show details</a>   <a href="#">Cancel booking</a>	Booking status: Unconfirmed

- You will be prompted to fill in a cancellation request and this will be sent to the event admin. 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 send.

## Cancel Request

<b>Your Name</b>	<input type="text" value="O'Webbased O'Admin"/> *
<b>Your Organisation</b>	<input type="text" value="WebBased Ltd"/> *
<b>Your e-mail Address</b>	<input type="text" value="cpd-test@support.webbased.co.uk"/>
<b>Your Telephone</b>	<input type="text"/>
<b>Event Title</b>	<input type="text" value="LSCB Level 2 Safeguarding Training: A Shared Responsibility"/> *
<b>Event Start Date</b>	<input type="text" value="14 July 2014"/> *
<b>Reason for Cancellation</b>	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> * You have 150 characters remaining for cancellation reason.
<input type="checkbox"/> <b>I have read and agree to the cancellation policy</b>   <a href="#">Cancellation Policy</a>	
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

- Once your booking cancellation has been processed by an Administrator you will receive an email to confirm

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## Other events

- You can add events that you have attended that were not listed on the site to your My CPD Online area by clicking on the 'Add Event' link

- Fill in the details of the event and click 'Save' to make a record of your event attendance.

## Add CPD Event / Activity

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► Use this area to keep a record of development you have taken part in that has not been recorded as part of AfC Early Years and Childcare Online.

**Title of Event / Activity**

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**Course Category**


- Other
- Curriculum Support and Transition
- Emotional Wellbeing and Mental Health
- Governor
- Health and Safety
- Induction
- Integrated Working
- Leadership and Management
- LSCB Safeguarding
- Managing Behaviour

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**Cost**

- You can view a list of other events you have attended by clicking on the 'view other events' link in the other events section of My CPD Online.


**Other CPD Events**



[view other events](#)



[add event](#)



[other events attended by colleagues](#)

- To view full details of the event click on the 'View' link, to edit the event details click on the 'Edit' link and to delete the event click on the 'Delete' link.

<b>Card Tricks</b>	<b>Wednesday 2 July 2014</b>
<a href="#">  View   Edit   Delete  </a>	

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