

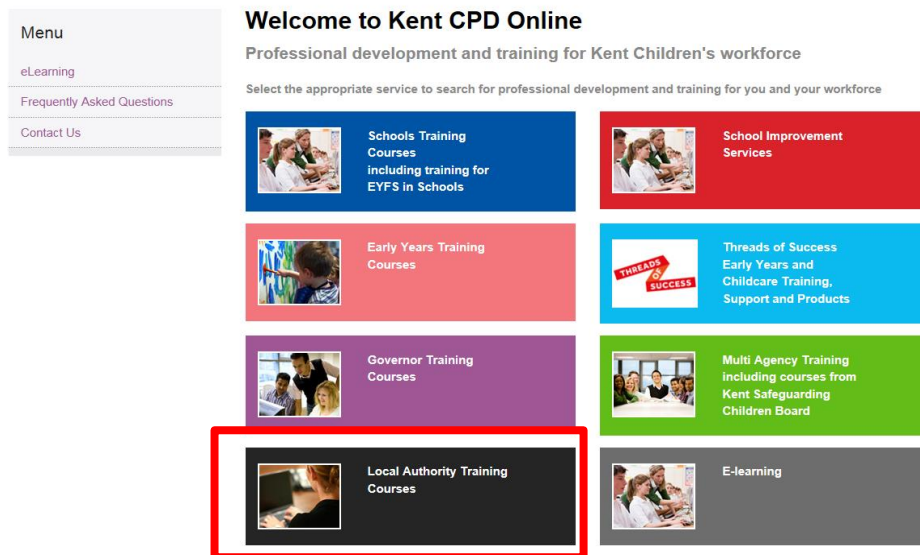
# Booking on to Children's Chaperone Training

## CPD Online Guidance

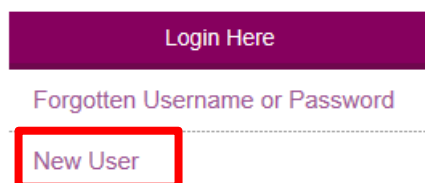
Link to CPD Online: <https://cpdonline.kentcpdonline.org.uk>

### 1. Setting up an account

Select the 'Local Authority Training Courses' portal:



Select 'New User'



When completing the form, select 'No' to 'Are you employed by the Local Authority?' even if you do work for the Local Authority because then you will not be asked for a 'Budget Code' when requesting a place on a course.

Are you employed by the Local Authority? Yes ☐ No ☒

In the 'Other special requirements' field, you **MUST** add:

- Full name (including middle names)
- Your address
- Your telephone number (best number to contact you on)
- The dance company/theatre you represent
- Volunteer or Professional Chaperone

If you fail to provide this information your course place might later be withdrawn

Other special requirements  
(Please leave blank if not applicable)

(e.g. access)

Once submitted, you will need to select the organisation, where you are attending training. Add 'employment' to the '**Keyword**' option, ignoring the Postcode option and click search:

**New Establishment**

> Complete the form below to create your new online account

**Your name** John Smith

**Organisation/Establishment** Please find your organisation/establishment using either the keyword box or postcode box below.

Postcode:  Keyword:   \*

**Job title (for this establishment)**  or ☐ My job title is not listed \*

**Start Date**

**End Date**

Then select the department '**Children, Employment and Entertainment**'

Select an establishment from the list below:

Children, Employment and Entertainment, Sessions House, County Road, ME14 1XQ (Local Authority Team)

Ended Employment, \*\*\*\*\*, \*\*\*\*\* (Other)

When selecting your job title, you **MUST** select either:

- Volunteer Chaperone
- Professional Chaperone

Leave the End Date blank and click '**Submit**'. Complete and submit the next two pages. Once you have submitted this information you will be emailed your user name and password. This can be accessed at any time by using the forgotten password link from the '**Local Authority Home**' button.

[Home](#) [Local Authority Home](#) [Search Events](#) [User Guide](#) [eLearning](#)

## 2. Booking on to a training event

To book a place on a training event, once you have logged in, click **'Search Events'**:

Home	Local Authority Home	<b>Search Events</b>	User Guide	eLearning
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Select target audience **'Children's Chaperone'** then select **'Search'**. All training events applicable to you will appear.

Development Opportunities	
Keyword <input type="text"/>	Event Code <input type="text"/>
Starts during or after <input type="text" value="Today"/>	
Subject <input type="text" value="All Subjects"/>	Location <input type="text" value="Select a location"/>
<b>Target Audience</b> <input type="text" value="Children's Chaperone"/>	Event type <input type="text" value="All Events"/>
<input type="button" value="Search"/>	

If there are places available on the chosen course, you will be able to **'Request a place'**.



Ensure that you have selected **'CY – EHPS – Information, Quality and Performance – Children, Employment and Entertainment'** as **'Your Organisation/Business Unit'**

Your name	Amy Nichols
Your email address	amy.nichols@kent.gov.uk
<b>Your Organisation/Business Unit</b>	<input type="text" value="CY - EHPS - Information, Quality and Performance - Children, Employment and Entertainment"/>
Cost	£0
Funding option	Kent LA

Under **'Booking Requirements'** if you have completed your 'User Account Setup' correctly you will see your information copied forward as per the example below. If this isn't showing, please refer to section 3 in this guidance to edit your User Account details. If you fail to provide this information your course place might later be withdrawn.

Booking Requirements	<p>Dietary and other requirements can be updated through My CPD Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.</p> <div><input type="text"/></div> <p>(Please leave blank if not applicable)</p> <p><b>Other Special Requirements:</b></p> <p>Oak Tree House, 1 Oak Lane, Oakford, Kent, ME15 0AK. 03000 123456. The Oak Lane Dance Company. Volunteer.</p>
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If there are not any places left available on the chosen course, you may be able to **'Request a place on the waiting list'** for this course, should a place become available. A place will not be guaranteed and this waiting list is for this course only. Please refer to the **Training dates list document** on [Kent.gov.uk](http://Kent.gov.uk) to identify an alternative date.



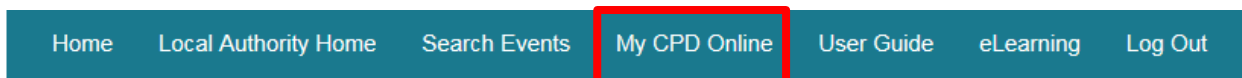
If bookings for this course are closed, the course will say **'Event closed'** and you will **have to apply for a future date**.



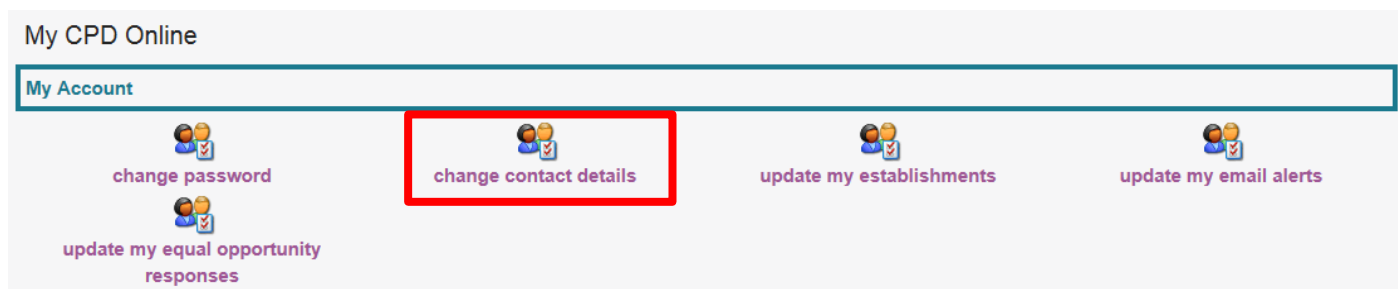
### 3. Editing your CPD Online Account

If you haven't provided the required information as outlined in section 1, you must edit your account and add this information.

Once you are logged in, and are on the Local Authority Home page, click on **'My CPD Online'**



Then click on **'change contact details'**



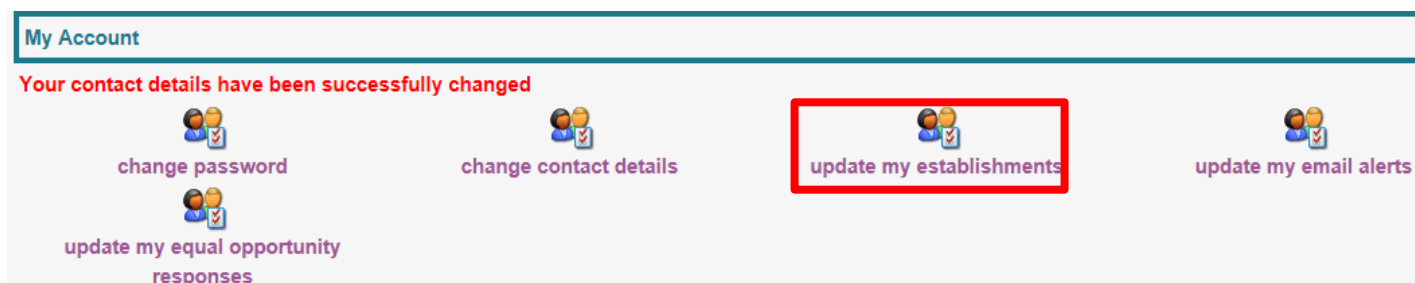
In the **'Other special requirements'** field, you **MUST** add:

- Full name (including middle names)
- Your address
- Your telephone number (best number to contact you on)
- The dance company/theatre you represent
- Volunteer or Professional Chaperone

If you fail to provide this information your course place might later be withdrawn

<b>Other special requirements</b> (Please leave blank if not applicable)	<input type="text"/>
	(e.g. access)

Click **'Submit'** and then proceed to **'Update my establishment'**



Your **'Establishment'** should show as **'CY – EHPS – Information, Quality and Performance – Children, Employment and Entertainment'**

Establishment(s) to which I already belong

Establishment	Start Date	End Date	Job Title	Options
CY - EHPS - Information, Quality and Performance - Children, Employment and Entertainment	12/04/2017		Teacher	Edit   View