



## CPD Leader User Guide

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## Wales EAS CPD Online CPD Leader User Guide

### 1) Access the Site

- To access the site use the following URL: <http://www.sewaleseas.org.uk>
- Click the 'EAS CPD' link (in black menu bar) to access the CPD site.

English | Cymraeg You are not logged in | [Log in](#)



**EAS**  
Education Achievement Service  
for South East Wales  
Gwasanaeth Cyflawni Addysg  
I Ddiol Ddwyran Cymru

**Education Achievement Service**  
Gwasanaeth Cyflawni Addysg

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Home EAS PLC Search Events Expertise General Enquiry Cancel Request Help

About EAS ▶

Publications ▶

Useful Links ▶

Contact Us ▶

**Logon**

Username

Password

▶ Forgotten Password

▶ New User

### Welcome to EAS

#### About the Education Achievement Service for South East Wales

The five local authorities of Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen have formed an Education Achievement Service (EAS) which is designed to raise education standards in South East Wales.

Standards in schools have got progressively worse and recent secondary school banding information revealed that South East Wales had the highest number of schools in the lower bands. This information highlights the underperformance in schools, and the need for a significant shift in the way that education services are structured to support improvement. It also shows where the greatest need is in the region and where the EAS will need to focus its resources.

The EAS has been created by the five local authorities to raise education standards. By working together as part of an integrated service to support and challenge schools effectively, enhance front line services and make the most of the available resources, progress will take place quickly and effectively.

The service will intensely monitor, support and challenge schools. Benefits of the service include increased capacity to support schools that require challenge, using data more effectively to focus on outcomes, identifying good practice across schools that can be used to improve outcomes, more efficient administration and facilitating professional learning communities.

#### Latest News in Continuing Professional Development

There are no current news items

#### Search Events

Keyword

Event:

▶ Today's Events

#### Calendar

September 2012

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						

▶ Use this calendar to display events based on start date.

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### 2) Log on

- Type in your username and password and click Enter:
- If you do not hold a CPD Online account click the 'New User' and complete the required fields. The Business Support team (01633 233267) will then need to amend the account to provide CPD Leader status.





- About EAS ▶
- Publications ▶
- Useful Links ▶
- Contact Us ▶

**Logon**

Username

Password

▶ [Forgotten Password](#)

▶ [New User](#)

c) This will take you to the following screen:

English | CymraegYou are logged in as: Molly Bloggs | [Log out](#)



**EAS**  
Education Achievement Service  
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Gwasanaeth Cyflawni Addysg  
I Dde Ddeyrn Cymru

## Education Achievement Service

Gwasanaeth Cyflawni Addysg

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### Welcome to EAS

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d) Select Search Events. From there you can find an event in different ways

e) This is a search screen, type in the search criteria for the event you are trying to find





**Development Opportunities**

**Keyword**  **Starts during or after**

**Course Code**  **LEA**

**Subject**  **Providers**

**Event Type**  **Key Stages**  Foundation  KS 2  KS 3  
 KS 4  7-14  Post 16

**Is this course taught in Welsh?**

**Search**

f) You can also search by the start date of the event, by using the calendar

### 3) Make a booking

a) The event(s) will show as below with options to the right

**Welsh Generic methodology of language teaching for NQTs in KS2 / Cwrs Methodoleg Generig i Athrawon newydd eu Cymhwyso CA2**

Come and learn the latest language teaching techniques

Course Code: NE12/W014

Session	Session Date	Session Time	Session Venue	Map
Session 1	Wednesday 26 September 2012	09.00 - 16.00	Llysfaen Primary School	<a href="#">Map</a>

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

b) Clicking on [Map](#) will pinpoint exactly where the venue for the event is

c) [Request a place](#) will take you to the Request a place page



Request a place

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

Complete the form below to request a place on the event

Event Title: Welsh Generic methodology of language teaching for NQTs in KS2 / Cwrs Methodoleg Generig i Athrawon newydd eu Cymhwys CA2 (NE12/W014)

Session	Session Date	Session Time	Session Venue	Map	SLA Cost*	Non SLA Cost*	Additional Notes
Session 1	Wednesday 26 September 2012	09.00 - 16.00	Llysfen Primary School	Map	£114	£166	£0

\*Cost charged per Whole Course \*\*Additional Fees charged per Course

Your name: Molly Bloggs  
Your email address: liz.pitkeathly@webbased.co.uk  
Your Establishment: WebBased ltd

Special requirements: (eg access, dietary requirements)

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

Submit Cancel

d) From here you can book yourself onto the event or book someone else onto the event

#### 4) Make a Booking for Self

- a) If booking yourself onto the event, your details will already be completed.
- b) Once you have read the Terms and Conditions, Tick the box to confirm you have done this.

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

c) Click on Submit to book yourself onto the event

#### 5) Make a Booking for a Colleague

- a) From the Request a place page click **Request a place on behalf of a colleague**



**Request a place**

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

Session	Session Date	Session Time	Session Venue	Map	SLA Cost*	Non SLA Cost*	Additional Fees**	Notes
Session 1	Wednesday 26 September 2012	09.00 - 16.00	Llysfaen Primary School	Map	£114	£166	£0	

\*Cost charged per Whole Course \*\*Additional Fees charged per Course

Colleagues department: WebBased ltd \*

Colleagues name: Select a colleague \*

Your email address: liz.pitkeathly@webbased.co.uk

Special requirements: (eg access, dietary requirements)

Who would you like to receive email messages regarding this event:  
 Colleague  
 Me

Cost code: \*

Funding Stream: Select Funding Stream \*

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

Submit Cancel

b) This will take you to a similar screen but you will see new drop down fields

Colleagues department: WebBased ltd \*

Colleagues name: Select a colleague \*

Your email address: liz.pitkeathly@webbased.co.uk

Special requirements: (eg access, dietary requirements)

Who would you like to receive email messages regarding this event:  
 Colleague  
 Me

Cost code: \*

Funding Stream: Select Funding Stream \*

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

Submit Cancel

c) Select the department your colleague is from (if applicable) and your colleague from the drop down boxes.

d) You will then have the option to say whether you, or your colleague, or both should receive the e mail communications regarding the event.

Who would you like to receive email messages regarding this event

Colleague  
 Me



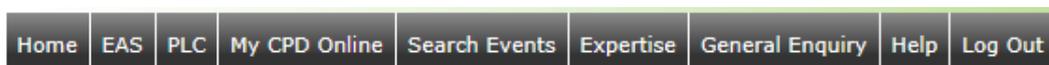
e) Once you have read the Terms and Conditions, Tick the box to confirm you have done this.

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

f) Click on Submit to book your colleague onto the event

## 6) My CPD Online

a) You will have access to these menu options



b) Clicking on **My CPD Online** takes you to a Control Panel as below:

**My CPD Online - My Account**

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

**My CPD Online - Events**

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

**CPD Leader Tools**

- [events I have booked for colleagues](#)
- [events colleagues are due to attend](#)
- [events attended by colleagues](#)
- [event reports](#)
- [colleague report](#)
- [unauthorised booking requests](#)

**Other CPD Events**

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

## 7) My CPD Online - My Account

a) This is where you have access to your own account

## 8) Change Password



- a) You can change your own password in My CPD online by clicking on **change username & password** icon

#### 9) **Change Contact Details**

- a) You can change the following information about your own account in My CPD online by clicking on **change contact details**

#### 10) **Update your user profile**

- a) This is where you can change the way you are updated with course information.
- b) From My CPD online click on **Update your user profile** and tick the areas you are interested in.

#### 11) **CV Builder**

- a) This tool allows you to incorporate your Consortium and non-Consortium events into a personal Curriculum Vitae which can be updated in a few clicks.

#### 12) **My CPD Online – Events**

- a) This is where you have access to your own events

##### **Events due to attend and booking status**

This is where you can see a list of event you are due to attend

##### **Cancel a booking**

This is where you can cancel your own bookings

##### **Events attended**

This is where you can see a list of events you have attended

##### **Saved events**

This is where you can see a list of events that you have saved for yourself

#### 13) **CPD Leader Tools**

- a) This is where you have access to your colleagues events

##### **Events I have booked for colleagues**

This is where you can see a list of bookings you have booked for colleagues

##### **Events colleagues are due to attend**

This is where you can see a list of events that your colleagues are due to attend

##### **Events attended by colleagues**

This is where you will see a list of events that your colleagues have attended

##### **Event reports**

Here you can run reports on Event Attendance History





## Colleague report

Here you can run reports on Colleagues

## Unauthorised Booking requests

This is where any bookings that are waiting to be authorised will be listed.

- b) **To Authorise Bookings** tick the Select all box at the top.
- c) If you want to authorise individuals tick the box next to each participant.
- d) Once the bookings are ticked, ensure an appropriate funding stream has been chosen for each ticked booking. Note at the bottom of the page is a drop down box

Authorise selected requests ▼

Next

- e) The default is **Authorise selected requests**, make sure this is still selected and click on **Next**.
- f) You will be asked to confirm that this.
- g) The booking will then be authorised and will be waiting to be confirmed by the LEA.
- h) To **Deny all bookings** tick the Select all box at the top.
- i) If you want to deny individuals tick the box next to each participant.
- j) Once the bookings are ticked, at the bottom of the page is a drop down box
- k) Click the drop down arrow and select **Deny selected requests**

Deny selected requests ▼

Next

- l) Click on **Next**. You will be asked to confirm this.

