Introduction to CPD Booking System

September 2021

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Our CPD Offer is central to the SWIFT partnership. We want to make sure that it is easy for staff to find the right courses and make bookings and that for schools it is easy to manage their staff's booking and accounts.

The new site – which you can visit here https://sw-iftcpd.org.uk/cpd/portal.asp replaces tsswcpd.org.uk. South West Institute for Teaching retains a website for information about what we do www.sw-ift.org.uk

What are the benefits to schools and staff with using the new site?

Benefits for staff	Important because
It makes it easier to find courses through a more advanced search tool	As our partnership CPD Offer has grown to over 100 courses we want to make sure staff can find what they are looking for quickly
Staff can set up alerts for courses/subject areas they are interested in	Staff can save time looking for courses and have less chance of missing out
Staff can have an account to see their bookings and keep a history of their CPD	Gives staff more control and records of their CPD for appraisal, for instance
Benefits for schools	Important because
Managers have the option to approve bookings made by staff	All schools want some degree of control of staff bookings
Managers can view all their staff's bookings	Allows schools to manage usage, cost, time out
Other benefits	Important because
Personal data we gather can be kept with even greater levels of security	Protecting people's privacy is a number one priority and required by the law.
It automates the administration of CPD	We can use more admin time to support schools and staff

What do schools need to do next?

Step	Guidance
Check your establishment/school has been pre-registered on the system	Some SWIFT member schools will have been set up on the system prior to launch; these are arranged by **'Organisation Area'**. You can check if your establishment/school is set up by following the steps to create a new user account: 1. Click on the **'Register'** button on the home page. To search for your establishment/school, first click on **'Organisation Area'**. 2. Choose the appropriate organisation area for your establishment. All schools with an address in Devon will appear in the 'Devon' organisation area, EXCEPT for those schools in Plymouth or Torbay which have separate organisation areas. 3. Ignore the **'Sector'** field 4. Click on the **'Select an establishment'** field and a drop-down box will appear. If your establishment/school does not appear in the drop-down list, then it will need to be created. 5. You can submit a request to add the details for your establishment, by ticking the **'My establishment is not listed'** box and completing the details. This will then go to the SWIFT administrator in your area for approval. Alternatively, you can email your SWIFT administrator directly using the details on the Contact Us tab on the home page.

Assign a 'Line Manager'	Each establishment/school needs to assign a 'Line Manager', responsible for verifying any requests for user accounts linked to that establishment/school. In addition, this role can also authorise/decline requests for bookings that have been made direct to the system by users. It can also book places on events on behalf of colleagues. Please see FAQ on supplementary sheet for more details. 1. Check with your SWIFT administrator (email address under Further Support below) if a 'Line Manager' function has been applied to your establishment/school. If it has, they will be able to tell you who has been named. It is possible to change those named as 'Line Managers' and add more than one 'Line Manager' to an establishment, if required.
Booking authorisation control	If your establishment/school has already been set up on the system, then it will have 'booking authorisation required' as default. If you do not require booking authorisation control for your establishment, then your SWIFT administrator can disable this function. If authorisation needs to be on a departmental basis, then this is also possible to set up. Staff will need to be joined to the correct department when they first set up their user account. Departments will need to be created first by the SWIFT administrator.
Setting up staff with user accounts	All staff in establishments/schools will need a user account with a direct school email address (not a school admin address), in order to book places on events. This process is simple and can be undertaken by each member of staff (with a request for verification going via email to the Line Manager at that establishment/school) or by the Line Manager in the establishment/school. **NOTE:** The Line Manager role must be assigned before users register for an account. New user accounts can be set up in several ways and also at the point of booking a place on an event, if this is being undertaken by the Line Manager.

Further Support

What	Access
Contact us with any questions	Wendy.Vreony@sw-ift.org.uk
Access a short training video demonstrating the 'Line Manager' functionality in the TSSW CPD Booking system. A Line Manager user guide is also available.	See here
Access a short orientation video for new users. A General User Guide is also available.	See here