

How to register on Suffolk CPD online

1. Go to www.suffolkcpd.co.uk
2. Select “Multi Agency” (this is called a “channel”)



3. If you haven't got an account on this website, click on “Register for the first time”



4. Select "Other Organisation Employee/Volunteer" from the drop down

Suffolk CPD
Your career is our business

Home Multi Agency Home Search Training Help ▾

New Online user account - Step 1

Complete the form below to create your new Online account

Are you looking for training as:

Email address

Confirm email address

Next

Dropdown menu options:
Select
Suffolk County Council Employee/Volunteer/Agency Worker
Self Employed (eg Childminder/Consultant)/Unemployed
Other Organisation Employee/Volunteer
Foster Carer/Adopter

5. Enter your email address (twice – once to confirm the spelling is correct)
6. If your manager has an account on the system, you will be able to join his/her team. Just add their name and click on "Search". When the organisation has been found – click on "select this organisation"

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New Online user account - Step 1

Complete the form below to create your new Online account

Are you looking for training as:

Email address

Confirm email address

Reset

> How will we use the information about you?

Title

First name *

Last name *

Organisation
Who do you work/volunteer for? Enter your manager's name in the boxes below.
First name Last name
*You must enter first name and last name.
If you work/volunteer for more than one organisation, please choose the main one at this stage. You can add more after you have registered, using the "My CPD" green tab.*

Search

Your Organisation
Select from the list below to add this to your account.
First Choice Home Care, Unit B, Harling Road, NR16 2JU **Select this organisation**

7. Complete the fields on the next page, where you can set your own user name and password:

Your Organisation	First Choice Home Care
Volunteer If you are a volunteer/other unpaid worker, or an agency worker within Suffolk County Council, then please tick here	<input type="checkbox"/>
Job role	Select <input type="text"/> *
Job title	<input type="text"/> *
Dietary requirements (Please leave blank if not applicable)	<input type="text"/>
Other special requirements (Please leave blank if not applicable)	<input type="text"/> e.g. access or requirement for a British Sign Language interpreter
Telephone number	<input type="text"/>
Mobile number	<input type="text"/>
Username	<input type="text"/> *
	Passwords must be at least 8 characters long and contain numbers and both upper and lower case letters. A strong password does not contain dictionary words. Users should not use passwords that include their phone number, date of birth, car registration or any other personal information that may be in the public domain.
Create password	<input type="text"/> *
Confirm this password	<input type="text"/> *
Our aim is to ensure that all employees are treated fairly and have equal access to training. The information you register is for the purpose of facilitating CPD and will not be used in any way incompatible with that purpose. Selected, approved third parties have access to your name, email address and establishment name if you book onto their events but not to any personal information.	
If you wish to update your profile information; log into your CPD Online account and click the 'My CPD Online' menu within the Channel homepage. The information you supply will be used for equal opportunities monitoring and held in strict confidence. At no point will we be able to view your individual response.	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

You will now be able to access your elearning:

1. Log in with the user name and password you created for the site
2. Click on "eLearning" to get to the Home Page for elearning, or on "Search Training"



This is the eLearning home page:

The 6 coloured boxes at the foot of the page help you to find courses you need – for example, “Safeguarding”

The screenshot shows the top navigation bar with links: Home, My CPD, Search Training, Contact Us, Logout. On the right is an eLearning search box and an Admin dropdown. Below the navigation is a 'Welcome, Karen' message. The main dashboard features two columns of statistics: 'Essential to role eLearning' (0 courses not started, 0 in progress, 0 overdue) and 'Latest eLearning' (31 courses not started, 1 in progress, 0 overdue). At the bottom, there are six colored boxes for quick access: Adult and Community Services (yellow), Care Act (dark blue), Case Management System (red), Children's Services (teal), Safeguarding (light blue), and SEND (orange).

If you hit the Search Training button, this gives you more options for filtering:

First of all, select “eLearning” for the Learning type:

This screenshot shows the 'Course Search' and 'Calendar' sections. The 'Course Search' form includes filters for Learning type (eLearning selected), Keywords, Category, Subcategory, Section, Target Audience, and Course completion status. A 'Submit' button is at the bottom left. The 'Calendar' section shows a monthly view for October 2019, with a legend for eLearning courses due for completion by date.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

Then, use the filters to narrow down your choice. In this example, I have searched for “Safeguarding”

Course Search

Calendar

Learning type: *

Keywords:

Code:

Category:

Target Audience:

Subcategory:

Section:

Course completion status:

Results per page:

October

2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

eLearning courses due for completion by date

15 results found

Child Sexual Exploitation level 1 Code: M-ECSE1

The course has been designed to help anyone who works with children and young people safeguard them from Child Sexual Exploitation (CSE).

Child Sexual Exploitation level 2 Code: M-ECSE2

Child Sexual Exploitation level 2 - eLearning

In the next example, I have searched for “Safeguarding” as the Category, and “Children” as the Subcategory:

Course Search

Calendar

Learning type: *

Keywords:

Code:

Category:

Target Audience:

Subcategory:

Section:

Course completion status:

Results per page:

October

2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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eLearning courses due for completion by date

7 results found

Child Sexual Exploitation level 1 Code: M-ECSE1

The course has been designed to help anyone who works with children and young people safeguard them from Child Sexual Exploitation (CSE).

Child Sexual Exploitation level 2 Code: M-ECSE2

Child Sexual Exploitation level 2 - eLearning

Click on "Take this course".

Wait for the course to load up, then click on the arrow to begin.

Scroll down to get to the "Submit" button once you have read each page/answered the quiz:

NB use the small "Exit" button to stop the elearning – it will register your progress, and allow you to resume from that same place next time:

The screenshot shows an e-learning interface with a dark grey header. The title "Gangs and Youth Violence: Introduction" is on the left, and "Exit" is on the right. Below the header is a white bar with the "MeLearning" logo (Learning made easy) on the left and "03 of 21" on the right. The main content area has a blue background and is titled "What is a gang?". It contains the text: "The kind of street gangs we're talking about lie in that space somewhere between:". Below this text are two images. The first image shows a group of young people hanging out, with the caption: "Non-criminal peer groups, who might hang around together in public places". The second image shows two men, one holding a gun, with the caption: "Organised crime groups, who are people for whom the business of crime is an occupation". At the bottom of the interface is a dark grey control bar with a speaker icon, a play button, a progress bar, a refresh icon, and a blue "SUBMIT" button. Red arrows point to the "Exit" button in the top right and the "SUBMIT" button in the bottom right.