

CPD Newsletter - Edition 4 *Tuesday 26th March 2019*

Welcome to the fourth newsletter highlighting the EIS/ UCS CPD transition.

Go live date 1/4/2019



Days to GO

1. Light at the end of the tunnel.....

We are still working to the scheduled phased release dates of:

Phase 1 (25/3). Schools/ providers with current existing summer term bookings held by Shropshire Council.



Phase 2 (1/4). Schools/ providers wishing to make new summer term bookings.

2. Top tips/ hints

As you can imagine these are still being developed and will grow as we all become more accustomed to the new booking portal. Please consider the following when making bookings:

- The SLG has a direct link to the new booking portal. <https://www.shropshirelg.net/training-and-development/cpd-transition/cpd-transition/>
NB. This page also has support documents/ video and known FAQs.
- You will be sent the booking portal URL together with your unique username and password as per schedule above. This will give you access to your 'provider dashboard' page. **Google Chrome is the preferred browser.**
- The dashboard will show known details about school/ provider (**organisation**) as well as the ability to see '**people**' (known delegates) and '**bookings**'. (People/ bookings will currently be empty).
If any of these details are incorrect, or you need a password reset, then please contact UCS CPD team.
- To make a booking simply select the button ***ADD** in the Event Bookings section. This will then direct you to the catalogue to locate the event/course details you want, and then on that page click the green ***BOOK NOW*** button. You'll then be taken to a new page for completion where you can add existing '**people**' or add a new '**person**'

- Each time you add a new booking if the ‘**person**’ is within the system you can select them via a drop-down list or if they are not you will need to add a new ‘**person**’.
- You will then be asked to ‘**Book and Pay**’ as below:

Types of payment	Schools	Early Years Providers
Free of Charge	Booking made immediately	Booking made immediately
Credits	Confirm usage	Not applicable
Monetary Payment	Card payment required	Card payment required

- Monetary payment, if required, can be made with **either debit or credit card**.
- All bookings will be confirmed by email to the person booking, and the attendee/ delegate.
- This process must be repeated for all bookings – **bulk bookings are not available**.
- The **car parking permit/ event reminder** will be sent to the delegate **5 days prior to the event**. *(See car parking area on the map at the end of this newsletter)*
- Within the course catalogue search facility there are 3 options; **audience, category** and **month**. These are still under development. **Please use the date search as the default setting**.
- As SLAs are returned to Shropshire Council we will update the portal to reflect new financial year subscriptions and purchased credits.
- **Technical Glitches!** Thank you for your patience especially for those schools/ providers that have encountered the ‘whirring blue wheel of doom!’ The development team are making changes daily. **If you do encounter a booking process problem please take a ‘screenshot’ and email to cpd@chester.ac.uk**

3. Contact – who’s who!

Please make use of the dedicated CPD inbox (cpd@chester.ac.uk.) or telephone 01743 297168. Additional contacts: -

Graham Moore, CPD Commissioner and Co-ordinator

University Centre Shrewsbury

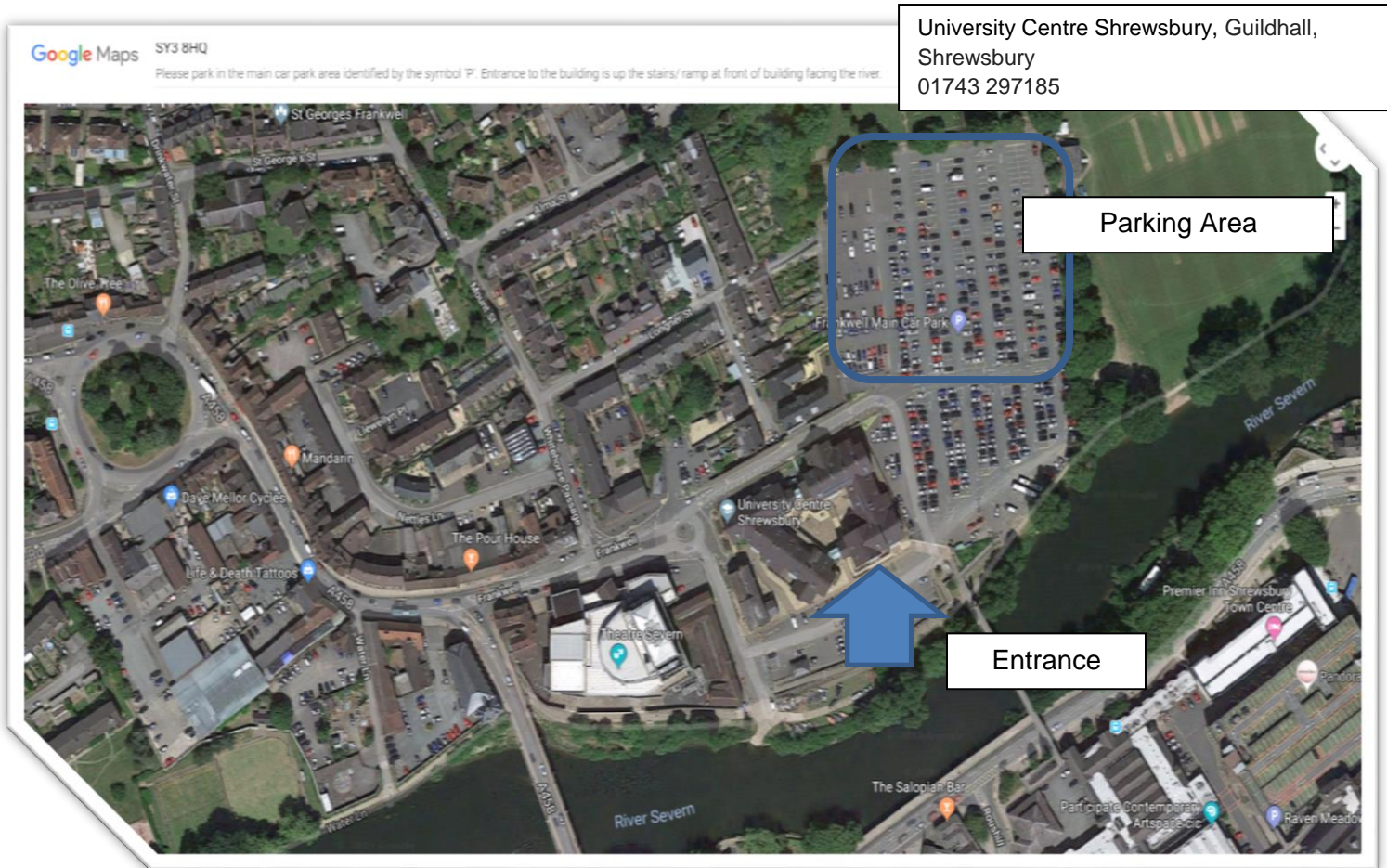
Email: graham.moore@chester.ac.uk

(Please note: its au revoir from me! My new post at UCS starts Tuesday 2nd April)

Pam Welsh, CPD Administrator, UCS

University Centre Shrewsbury

Email: p.welsh@chester.ac.uk



1. Directions/ Map. The map highlights the designated car parking area and the entrance to the main campus building. The post code for Sat Navs is SY3 8HQ.
If this is your first visit to UCS please allow time to negotiate town centre traffic. For those new to Shrewsbury town centre please note that some roads are 'one way' only. We suggest using sat navs OR use google maps prior to your journey.
2. Please ONLY park in the identified area on the map – place the parking permit on the dashboard. If the permit is not visible to the enforcement officers this may result in a parking ticket.
3. The CPD main entrance is via the ramp / stairs at the front of the building facing the river as highlighted on the map. (Do not follow signs to reception).
4. For more information telephone 01743 297185.