

1. Registering with e-PD (if not already registered)

The website can be found at www.e-pd.org.uk

Your school needs to have someone registered on the website who will be responsible for booking students onto G&T courses. **It is important that you notify e-PD who this person will be (known as the G&T Coordinator) as soon as they register, so they can be allocated appropriate access levels.**

All teachers are encouraged to register on the e-PD site to view G&T course information.

- i. Click on the register button



- ii. Add your details, selecting your school from the drop down list

The image shows the registration and login forms on the e-PD website. The registration form is on the left, titled 'Register', and contains fields for Title (a dropdown menu with 'Mr.' selected), First Name, Last Name, E-mail, Password, Retype Password, Area of Expertise, and School (a dropdown menu with 'Please Select' and a list of schools including 'Albourne CofE Primary School' and 'All Saints CofE Primary School'). A blue arrow points from the word 'Register' above to the 'Please Select' dropdown menu. The login form is on the right, titled 'Log in', and contains fields for E-mail and Password, a 'Forgot your password?' link, and a 'Log in' button. A blue arrow points from the word 'Log in' above to the 'Log in' button.

- iii. When you have successfully registered and notified e-PD that you will be the G&T Coordinator approved by your school, you can log in to the site with the details you used on registration. The first page that you see is your home page and can be returned to at any point by using the 'My Account' button at the top of the page.

NB. When you are logged in there is a Help Button which will take you to a comprehensive user guide

My Account

Please check your school details are correct 'Edit Our Details'

The buttons on the left hand side of the screen offer a variety of functions some of which are outlined below.

2. To search for a G&T Course

Click on courses

You can also search for courses by entering the course name here

All G&T courses begin with **G&T Student**, so select G

The screenshot shows the e-PD website interface. At the top, there is a navigation menu with links: Home, Our Services, Courses, My Account, Contact Us, and Help. Below the menu is a search bar with a dropdown menu set to 'Courses' and a 'Search' button. On the left side, there is a search filter form with fields for 'From:', 'To:', 'Keyword', 'Name', 'Location', and 'Post Code', and a 'Search' button. Below the form are sections for 'See Also' (with links to CPD Coordinators and Lead Practitioners) and 'Latest news' (with a link to Able Pupil Enrichment). The main content area displays a list of courses under the 'Full A-Z' filter, with the letter 'G' selected. The courses listed are:

- GT Student: Maths, Maps & Money-Making**
Design your own personal Farm here at... [Read more](#)
Starting date: 04 May 2013 10:00
Location: Saddlescombe Farm, Brighton
- GT Student: Mighty Mathematicians!**
Mighty Mathematicians! is for Years 3&4, ... [Read more](#)
Starting date: 11 May 2013 09:30
Location: Chichester Cathedral
- GT Student: Lords and Ladies**
Pupils will know more about life in the ... [Read more](#)
Starting date: 11 May 2013 10:00
Location: Lewes Castle
- GT Student: Mighty Mathmeticsians!**
This Mighty Mathematics! course is for Y... [Read more](#)
Starting date: 11 May 2013 13:15
Location: Chichester Cathedral

Click on any course for further details:

You can also search for a course relevant to a particular Key Stage, using the buttons on the left hand side.

The screenshot shows the Enabling Learning website's search interface. At the top, there is a navigation menu with links for Home, Our Services, Courses, My Account, Contact Us, and Help. Below the navigation is a search bar with a dropdown menu set to 'Courses' and a 'Search' button. The main content area is divided into two sections. On the left is a search form with the following fields: 'From:', 'To:', 'Keyword' (containing 'KS1'), 'Name' (containing 'GT Student'), 'Location', and 'Post Code'. A blue arrow points from the text 'Type in keyword' to the 'Keyword' field, and another blue arrow points from 'Type in GT Student' to the 'Name' field. A 'Search' button is located at the bottom of the form. On the right is the 'Search Results' section, which displays three search results. Each result includes a placeholder image, a title, a description, a starting date, and a location. The results are: 'GT Student: Lords and Ladies' (starting 11 May 2013 10:00, location Lewes Castle), 'GT Student: I Spy Maths!' (starting 18 May 2013 09:30, location Chichester Cathedral), and 'GT student: A Castle Under Attack' (starting 08 Jun 2013 10:00, location Lewes Castle).

This will show all the G&T courses relevant to KS1.

Other combinations also work ie:

Keyword: Secondary (or Primary)

Name: GT

Will pull up all courses starting with GT, relevant to Secondary (or primary) phases.

3. **Course information**

Details on the course are available under each of the headings on the course information page.

The screenshot shows a course information page for 'GT Student: Mighty Mathematicians!'. On the left, there is a placeholder for an image with the text 'No Image Yet'. To the right, the following details are listed: Course venue: Chichester Cathedral; Offered by: [Chichester Cathedral](#); Course Phase: Primary; Starting date: 11 May 2013, 13:15; End date: 11 May 2013, 16:15; Places: 18; Week Days: Sat; Credit value: 16. Below these details is an orange button labeled 'Reserve your place'. At the bottom of the page, there are sections for 'Course Prerequisite' (with text: 'Please book at least 2 weeks before the date. Please bring a drink and a snack as well as completed Parents Consent Form.') and 'Course Description'. Two blue arrows point from external text to the 'Chichester Cathedral' link and the 'Reserve your place' button.

GT Student: Mighty Mathematicians!

Course venue: Chichester Cathedral

Offered by: [Chichester Cathedral](#)

Course Phase: Primary

Starting date: 11 May 2013, 13:15

End date: 11 May 2013, 16:15

Places: 18

Week Days: Sat

Credit value: 16

Reserve your place

Course Prerequisite

Please book at least 2 weeks before the date. Please bring a drink and a snack as well as completed Parents Consent Form.

Course Description

Scroll down to the foot of the course information page to download additional resources under 'Course Resources'.

Map available to download

The screenshot shows the 'Course Resources' section at the bottom of the page. It features a heading 'Course Resources' and a link 'Map and Directions to Chichester Cathedral'. An arrow points from the text 'Map available to download' to the link.

Course Resources

[Map and Directions to Chichester Cathedral](#)

4. Selecting courses and students

Anyone who has registered with the e-pd site, can view G&T course information. Please encourage all teachers to register to view G&T courses information.

- i) Add names of selected students.

Click on **'My Account'** (top bar)

Enabling Learning Home Our Services Courses **My Account** Contact Us Help

Add Student GT Student Courses Search

Edit Your Details

My Courses

1 Our Bookings

Our Courses

View Users

Add Courses

2 Add Student

View Students

Edit School Details

My Resources

Buy Credits

3 Your credit balance

First Name:

Last Name:

Email Contact (Enrichment Coordinator):

Gender: Male Female

Year Group:

Areas of Talent or Expertise:

Additional Information: Looked After Child English as an Additional Language Statement of SEN Physical Need Medical Need

Nature of Additional Learning Need:

Make sure this email is read 5 days week

Add names of student(s)

a

Enter the name and relevant information for every child attending a G&T course. This information is important as it will be viewable by the course provider when you approve a booking for a student.

Remember to Save each record. (Click save at the foot of the page)

5. Reserving Places

Once you have chosen your course:

- select pupils to attend and add their names (see item 4 above)
- notify parents (a model letter has been prepared to help you)
- collect payment and send a cheque to e-PD who will convert your payment into credits (1 credit = £1.25) and add to your account, or purchase credits online.
- approve booking to confirm place.

Reserving a place is a three step process that is carried out by the **G&T coordinator**.

- Log on, select the course and click 'reserve your place'. This is only a *provisional* reservation, made in the G&T coordinator's name.
- Click 'Our bookings' – See 1 in the screenshot above - and select the course you have just booked, it will show your reservation as 'pending'.

The screenshot shows the 'Our Bookings' page. At the top, there is a search bar with 'GT Student' and 'Courses' selected. Below the search bar is a table with the following columns: My Courses, Delegate Name, Reserved on, Credit, Status, and View. The table contains three rows of bookings. The first row is for 'e-PD Roadshows for CPD Coordinators (Durrington High - morning session)' with a status of 'Approved'. The second row is for 'Mathematics Focus Group (Second Meeting)' with a status of 'Approved'. The third row is for 'e-Learning Conference' with a status of 'Approved'. A blue arrow points to the 'Detail' link in the 'View' column of the first row. A box labeled '2' highlights the 'Status' column of the second row.

Click on Detail to change the name the course is booked in to the name of the intended student.

The names of the students you have

added (4i) will appear in the drop down box that appears when you click 'Detail'. Select the appropriate student.

Repeat Step 1 & 2 above for each student you wish to reserve a place for.

To confirm a **pending** booking:

- The G&T Coordinator must confirm all 'pending' bookings, by changing 'pending' see 2 above, to '**approved**'. At this point credits leave the school account and transfer to the Provider's account. This step allows schools to keep track of spending.
- A 'pending' booking can be cancelled at any time by selecting 'cancelled' from the drop down box at 2 in the screenshot above.

A place is not reserved until the approval process (Step 3 above) is completed.

6. Purchase of Credits

Payments are made by the transfer of credits. Schools may need to purchase credits **before** making a reservation, places cannot be approved without funds in place to pay. One credit = £1.25. To purchase credits either buy online through the Paypal secure gateway ('Buy credits' button under 'My Account') or download a [credits and subscriptions form](#) and send it to e-PD with a cheque made payable to 'E-PD Trust'.

Credits do not 'expire'. At the end of each year, schools can request to have any credit balance refunded in cash if they wish, or to roll them over to the next year.

7. Emergency Contacts

A model parental consent form is available for parents to complete. We suggest you send out a copy to parents when you contact them with course information. Students must take a copy of this with them when they attend a course.

Parents are advised to contact the course provider on the day, to ensure it is going ahead. Phone numbers should be added to the course information when writing to the parent.

8. Cancelling bookings

Courses with too few bookings may be cancelled up to 14 days before the date of the course by the provider. G&T Coordinators will be notified by providers if any courses are cancelled and credits will be refunded via e-PD. .

A school may cancel a booking up to 28 calendar days before the course takes place; to cancel a confirmed booking, notify e-PD who will process the refund.

9. Checking your credit balance

Check the total number of credits shown on the 'Your credit balance' button under 'My Account'. Click this button to show a record of the individual transactions. A full list of G&T courses booked can be found here to assist with record keeping.

10. Evaluate Course

Once your students have returned from the course, the G&T coordinator will be sent an automated email requesting a course evaluation. Please ask the relevant teachers for feedback so courses can be monitored and evaluated. Your feedback is vital to ensuring the quality of courses provided meet expectations.