# THE ROLE OF THE SCHOOL CPD COORDINATOR WITHIN e-PD

Once a school or organisation has subscribed to e-PD, all members of staff can register individually as a **Practioner.** They will then receive the automated Monday morning email informing them of courses, resources and events that have been added the previous week and can access the website to search and reserve a place on those events. However in order to confirm or pay for a reserved place, the reservation must be approved by the school's CPD Coordinator.

The **CPD Coordinator** has different, higher levels of access to e-PD, therefore it is important that the person nominated has responsibility for finance or CPD within the school. This could be a Headteacher, PA to Headteacher, Bursar or Business Manager or someone with CPD responsibility in the school.

What should a CPD Coordinator do?

It is important to check that the information on e-PD about your school is correct. You can amend this at any time by clicking on: **My Account** and then **Edit School Details**. This will bring up your School's Profile which you can edit and amend, upload your school logo etc.
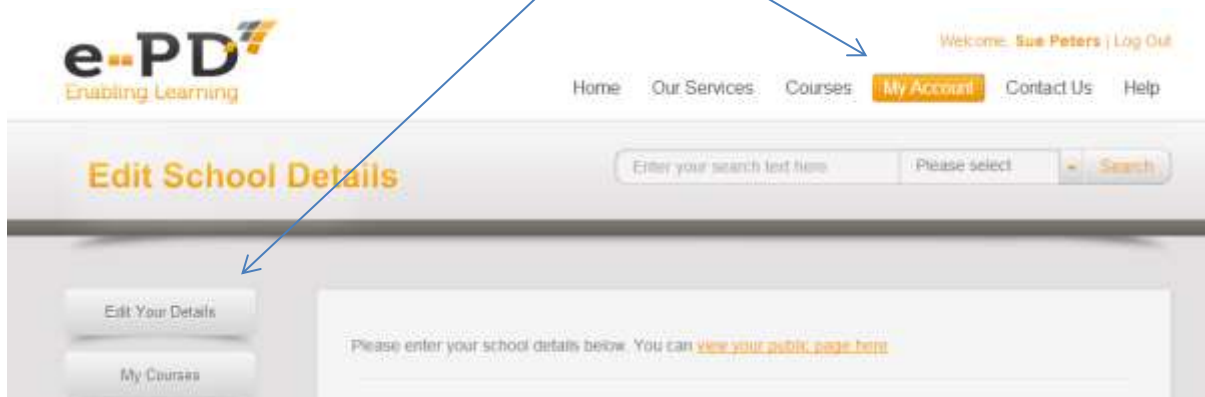
Who is registered from your School?

You can check who from your School has registered onto e-PD. This is useful to do at the start of a new academic year to ensure that you can delete people who have left your school and encourage new members of staff to sign up.

In order to identify who is currently signed up, click on **View Users** and it will bring up the names and email addresses, and whether they are a CPD coordinator or Practioner, Lead Practioner, Student or CPD Coordinator.

Deleting users from your School

If you wish to **delete** a person who has left your School, click on the Button to the left of their name and then click on the **Delete Button**.

Checking Course Bookings

You can check who has booked what courses from your School by clicking on My Account and then Our Bookings

This will bring up the courses, names, when the reservation was made, Credits paid and the Status. The Status is where you can **Approve** or **Cancel** any bookings made by members of your school's staff. A booking is not confirmed until you have changed the status of the booking from **Pending** to **Approved.** Once you do this, if there is a cost for the course, the credits then transfer from your School's account to the organisation running the course. If you cancel the booking, no credits transfer and the booking is cancelled.