

Booking a course on e-PD is a two stage process:

1. Reserve a Place

Once you have found the course that you want to attend, click on the Reserve your place button.

Aspiring SENCO Course

THE MILLAIS ALLIANCE
In partnership for success

Course venue: Mitex centre, Millais School

Offered by: [The Millais Alliance](#)

Course Phase: Cross-phase

Starting date: 15 Oct 2014, 09:00

End date: 15 Oct 2014, 15:30

Places: 13 Left out of 18

Week Days: Wed

Credit value: 0

Reserve your place

You now have a **provisional booking** on that course. A **notification email** will be sent automatically to you and your school's CPD Coordinator. **It is your CPD coordinator's responsibility to approve or cancel your booking.** Credits to pay for the course will not leave your school's account until the booking is approved.

2. Confirming the Place

Your CPD coordinator needs to click on **My Account** and **Our Bookings** and where it says **Status** click on the downward arrow to **Approve** the booking.

My Courses	Delegate Name	Reserved on	Credit	Status	View
Secondary School Teachers' SENCO Seminar	E-PD Administrator	28 Feb 2014 14:54	15	Cancelled	Detail
Basic Food Hygiene Course	Sue Peters	20 Feb 2014 09:35	38	Approved	Detail
GT Student, Parents and Sports	Test Student	09 Jul 2013 12:47	15	Cancelled	Detail
GT Student One to One Mentoring 13th Jul	Sue Peters	06 Jul 2013 12:17	28	Cancelled	Detail
Exploring the Issues around Performance Related Pay in West Sussex	David Brewer	24 Jun 2013 08:50	50	Approved	Detail

Credits to pay for the course will then leave your school's account to pay for your place. There must be sufficient Credits in your school's account to pay for the course or the booking will not be confirmed.

labelling="Section-Header">Cancelling a Provisional Booking

If the CPD coordinator **does not want to approve the booking**, they click on the downward arrow and change the status to **Cancelled**.



The screenshot shows a web interface for managing CPD bookings. On the left is a sidebar with buttons: 'Edit Your Details', 'My Courses', 'Our Bookings', 'Our Courses', 'View Users', and 'Add Courses'. The main area contains a table with the following columns: 'My Courses', 'Delegate Name', 'Reservation', 'Credit', 'Status', and 'View'. A blue arrow points to the 'Cancelled' dropdown menu in the 'Status' column of the first row.

My Courses	Delegate Name	Reservation	Credit	Status	View
Secondary Headteachers' Simco Seminar	E-PPD Administrator	29 Feb 2014 14:54	15	Cancelled ▼	Detail
Basic Food Hygiene Course	Sue Peters	20 Feb 2014 09:35	30	Approved	Detail
GT Student Requests and Sports	Test Student	09 Jul 2013 12:47	15	Cancelled ▼	Detail
GT Student Shop from Animation 13th Jul	Sue Peters	09 Jul 2013 12:17	20	Cancelled ▼	Detail
Exploring the Issues around Performance Related Pay in West Sussex	David Brewer	24 Jun 2013 08:55	50	Approved	Detail

Your school's CPD coordinator should tell you that they have not approved the training request.