

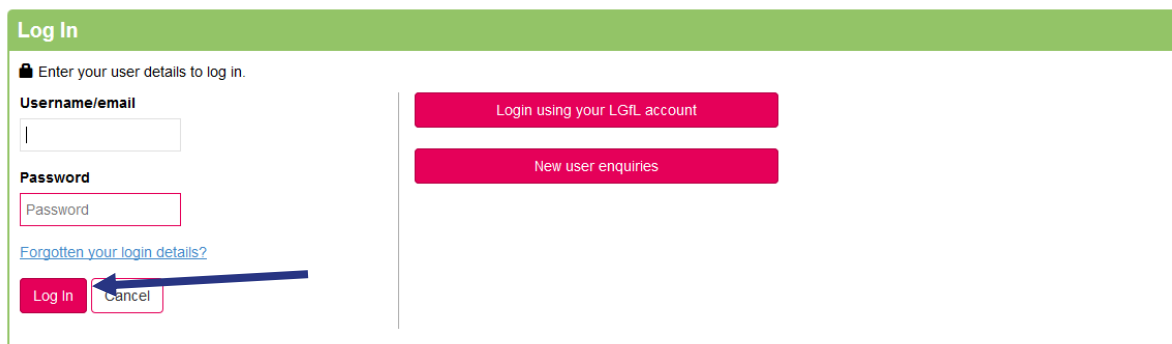
CPD Leader User Guide for Camden Learning

Continuing professional development (CPD) leaders have additional options on [Camden Learning CPD](#). They are setup to create and authorise any training requests made from their establishments.

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Logging on

Enter your username and password or use the LGfL single sign on to **Log in**.



The screenshot shows a 'Log In' form with a green header. It contains fields for 'Username/email' and 'Password', a 'Forgotten your login details?' link, and 'Log In' and 'Cancel' buttons. A blue arrow points to the 'Log In' button. To the right, there are two buttons: 'Login using your LGfL account' and 'New user enquiries'.

For users who have access to multiple establishments you will be prompted to select.



The screenshot shows a 'Login - Select an Establishment' form with a green header. It contains a dropdown menu labeled 'Select an establishment' and a 'Select this establishment' button. A blue arrow points to the 'Select this establishment' button.

CPD leader(s) can create accounts for their establishment using **My staff list** in **My Account**. If you have forgotten your password please use our [forgotten password](#) function.

Search Events

Using **Search Events**, select your search criteria or leave blank to view all events. You can also search by the start date on the **Event Calendar**.

Home | My Account | Search Events | Conferences | Catalogue | Our Services ▾ | Contact us | Take Evaluation

Event Calendar

◀ April ▶

◀ 2018 ▶

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					

Search Events

Search

Starts during or after

Categories

Target Audience

100 events found [Printer friendly](#)

◀ 1 2 3 4 5 6 7 8 9 10 ▶

Once you have selected your search criteria, you have the options for each event to **Book Now**, view the **Full Details** (including the event cost), **Print Event** or download an **Event Flyer**.

Clerks Briefing

Starts: Wednesday 18 April 2018 - 18:00 - 20:00

Venue : 5 Pancras Square - 2.1 Waterlow, 5 Pancras Square, London, N1C 4AG Map

Who is this event for
Clerks to Governing Bodies.

What does this event cover
 This event provides a termly update to clerks to Governing Bodies. The session will include a summary of relevant recent changes to legislation and guidance, an update on current issues within Camden and a termly model agenda for attendees.

Please note
 This event is at no charge to subscribers to the Governor Support or Governor Clerking SLAs.

Book Now

Full Details

Print Event

Event Flyer

Make a booking for yourself

Select **Book Now** to bring up the event **Request a Place** booking form.

Request a Place

[Book Now](#) [Full Details](#) [Print Event](#) [Save Event](#) [Event Flyer](#) [Event List](#)

Complete the form below to request a place on the event
[Click here if you would like to request a place on behalf of a colleague](#)

Event Title	Clerks Briefing (CAM09/13919)
Venue	5 Pancras Square - 2.1 Waterlow, 5 Pancras Square
Start time and date	Wednesday 18 April 2018
Your name	Stuart Beveridge Request a place on behalf of a colleague
Your email address	stuart.beveridge@camden.gov.uk
Your Directorate	Camden Learning
Cost	£0.00 (Camden Learning Associates Cost)
Payment Method	<input type="radio"/> Invoice: Invoiced external organisation <input type="radio"/> Journal: Camden Council staff only (cost code required) <input type="radio"/> Online Payments: Credit/Debit card payment
CPD Leader(s)	Please select your CPD Leader If your CPD leader is not listed send your enquiries to customersupport@camdenlearning.org.uk or call on 020 7974 1122.

Select your **Payment method** from **Invoice** (external organisations), **Journal** (Camden Council staff only – cost code required) or **Online Payments** (Credit/Debit card payments).

Payment Method

Invoice: Invoiced external organisation

Journal: Camden Council staff only (cost code required)

Online Payments: Credit/Debit card payment

Read the **Terms and Conditions** before ticking **Submit**.

I have read and agree to the terms and conditions | [Terms and Conditions](#)

[Submit](#) [Cancel](#)

CPD leader(s) will authorise their own booking requests automatically.

Make a booking on behalf of a colleague

On the **Request a Place** form select **Request a place on behalf of a colleague**.

Request a Place

[Book Now](#) [Full Details](#) [Print Event](#) [Save Event](#) [Event Flyer](#) [Event List](#)

Complete the form below to request a place on the event

[Click here if you would like to request a place on behalf of a colleague](#) ←

Event Title	Clerks Briefing (CAM09/13919)
Venue	5 Pancras Square - 2.1 Waterlow, 5 Pancras Square
Start time and date	Wednesday 18 April 2018
Your name	Stuart Beveridge

| [Request a place on behalf of a colleague](#) | ←

Select your colleagues name before completing the remaining mandatory fields. If their name doesn't appear you can add them using **My Staff List**.

Complete the form below to request a place on the event for a colleague

Event Title	Clerks Briefing (CAM09/13919)
Venue	5 Pancras Square - 2.1 Waterlow, 5 Pancras Square
Start time and date	Wednesday 18 April 2018
Colleague's department	Camden Learning
Colleague's name	Learning, Camden - Camden Learning
Cost	£0.00 (Camden Learning Associates Cost)

You can select who receives email messages regarding an event, including booking confirmations.

Who would you like to receive email messages regarding this event

Colleague ←

Me

I have read and agree to the terms and conditions | [Terms and Conditions](#) | *

[Submit](#) [Cancel](#)

Once you have submitted a booking request on behalf of your colleague it will be automatically authorised.

Request a Place

[Book Now](#) [Full Details](#) [Print Event](#) [Save Event](#) [Event Flyer](#) [Event List](#)

Thank you for completing your booking with Camden Learning. A confirmation email will be sent to you soon.
[Request another place on Clerks Briefing](#)
[Back to event list](#)

There is a limit of three bookings per event for CPD leaders. To request further places please contact Camden Learning.

My Account

In **My Account** you can update your password, contact details and sign up for course alerts (keeping you up to date with new events as they become available).

Home **My Account** Search Events Conferences Catalogue Our Services ▼ Contact us ⚙️ My Panel ▼

My Account

[🔒 Change password](#) [📞 Change contact details](#) [👤 Course Alerts](#)

In **Events** you can view **Events you are due to attend** and the **booking status** (unauthorised, unconfirmed, confirmed or cancelled), **Events already attended** or **Cancel a booking**.

Events

[📅 Events due to attend and booking status](#) [✖️ Cancel a booking](#) [✔️ Events attended](#) [📌 Saved events](#)

In **CPD Leaders Tools** you can view events colleagues **have booked**, are **due to attend**, **have attended** or authorise any **booking requests** sent to you to authorise.

CPD Leader Tools

[📅 Events I have booked for colleagues](#) [📅 Events colleagues are due to attend](#) [📅 Events attended by colleagues](#) [🚫 Unauthorised booking requests](#)

[📊 Colleague report](#) [📊 Event reports](#) [📋 My staff list](#) [📋 Membership categories](#)

[📊 Evaluation report](#)

My Staff List

In **My Account** select **My staff list** from the **CPD Leaders Tools**.

CPD Leader Tools

- [Events I have booked for colleagues](#)
- [Events colleagues are due to attend](#)
- [Events attended by colleagues](#)
- [Unauthorised booking requests](#)
- [Colleague report](#)
- [Event reports](#)
- [My staff list](#) ←
- [Membership categories](#)
- [Evaluation report](#)

To add a new user account to your staff list click on **Add Colleague**.

My Staff List

[Add Colleague](#) [Back to My Account](#)

CPD leaders for multiple establishments will need to select the establishment they are adding user accounts to.

Add Colleague

▶ Search our existing accounts on Camden Learning for your new staff member. If their account appears click on the 'Add User' button to add them to your establishment Camden Learning

▶ If you wish to change the establishment, [click here](#). ←

Firstname

Lastname

You will be prompted to search our existing accounts first. If a user account exists you can add it to your staff list by clicking on **Add User**. If no user account can be found select **Add New User**.

Add Colleague

▶ Search our existing accounts on Camden Learning for your new staff member. If their account appears click on the 'Add User' button to add them to your establishment Camden Learning

▶ If you wish to change the establishment, [click here](#).

Firstname

Lastname

No users could be matched

If no account is found create a new user using the 'Add New User' button below.

[Add New User](#) ←

Complete the mandatory fields before clicking **Save**. Usernames must be either an email address or mobile phone number. Only one account can be setup per email address or mobile phone number.

Add Colleague

► This process will allow you to book a place on behalf of a colleague. It will also create a Camden Learning online user account for your colleague.

Firstname *

Lastname *

Establishment *

Email address *

Mobile phone number

Their username will be their

You are then required to review the new user account and **Save**.

First name	<input type="text" value="User"/> *	Last name	<input type="text" value="Search"/> *
Job Title	<input type="text" value="Select a job title"/> ▼ If it is not here select 'other not listed' and contact the TDSONline support team.		
Email address	<input type="text" value="user.search@camden.gov.uk"/> *	Mobile number	<input type="text"/>
Their username will be their	<input type="text" value="Email address"/> ▼ Please note, their username will be set to their email or mobile number and will change if these are updated so please advise the user of any changes made.		
Dietary requirements (Please leave blank if not applicable)	<input type="text"/>	Other Special requirements (Please leave blank if not applicable)	<input type="text"/>
Start Date	<input type="text" value="17 April 2018"/> <input type="button" value="Calendar"/>	End Date	<input type="text"/> <input type="button" value="Calendar"/> <input type="button" value="Blank"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

To edit an existing user account, click on the **Edit** to amend a user account.

User Search		17/04/2018	Not a CPD Leader
Edit Training Record			

To remove a user account from your staff list add an **End date** and **Save**. They can still access their training history but cannot request training.

First name	<input type="text" value="User"/>	Last name	<input type="text" value="Search"/>
Job Title	Select a job title <input type="button" value="v"/> If it is not here select 'other not listed' and contact the TDSONline support team.		
Email address	<input type="text" value="user.search@camden.gov.uk"/> <small>(This is User's username)</small>	Mobile number	<input type="text"/>
Their username will be their	Email address <input type="button" value="v"/> Please note, their username will be set to their email or mobile number and will change if these are updated so please advise the user of any changes made.		
Dietary requirements <small>(Please leave blank if not applicable)</small>	<input type="text"/>	Other Special requirements <small>(Please leave blank if not applicable)</small>	<input type="text"/> <small>(e.g. access)</small> NB: Any new or existing bookings will be updated with this info.
Start Date	<input type="text" value="17 April 2018"/> <input type="button" value="calendar"/>	End Date	<input type="text" value="17 April 2018"/> <input type="button" value="calendar"/> <input type="button" value="Blank"/>
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

Authorise a booking

There are multiple ways of authorising a booking. Any bookings created by a CPD leader will be automatically authorised. When a booking request is made by a colleague, an email will sent to the CPD Leader to **Approve** or **Decline** the booking.

To approve this request click on the link below.

[Approve](#) ←

To decline this request click on the link below.

[Decline](#) ←

This is an automated email and you do not need to reply.

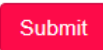

Alternatively, in **My Account** select **Unauthorised booking requests**.

CPD Leader Tools

Events I have booked for colleagues	Events colleagues are due to attend	Events attended by colleagues	Unauthorised booking requests
Colleague report	Event reports	My staff list	Set default department
Membership categories	Evaluation report		

Select the booking and choose to **Authorise**, **Delete** or **Deny** before you **Submit**.


Camden Learning	
<input type="checkbox"/> Umar Masood (Umar.Masood@camden.gov.uk)	Booking received: Tuesday 17 April 2018
Adviser - Camden Learning	Booking Reference: 239905
CPD Leader: StuartBeveridge	
Event: Management of Asbestos	
Starts: Tuesday 24 April 2018 from 09:30 to 12:30	
Venue: Camden Learning, 11th Floor, 5 Pancras Square, , N1C 4AG	
Cost: £132.00	
Sessions: 1	
Membership category: Camden Learning Associates	


Authorise selected requests ▾  

Online Payments

To pay for bookings using a credit/debit card, online payments is available. Users can request a place but only CPD leaders can complete the payment.

Once a booking request has been authorised it will be added to the CPD leaders **Basket**. Bookings will remain in the CPD leaders basket for 72 hours. After 72 hours the bookings will be removed from the basket and cancelled if no payment has been made.



Welcome Stuart Beveridge |  [Basket \(3 Items\)](#)

Camden Learning



To pay for items in your **Basket**, proceed to **Checkout**.

Basket

Early Years Establishment

CAM09/13978 - Maths is much more than numbers! ▶ Show details ▶ View bookings	Start date: Thursday 10 May 2018 Venue: Camden City Learning Centre (CLC), Charrington Street, Somers Town, London, NW1 1RD
<input checked="" type="checkbox"/> NQT Headteacher (stuart.d.beveridge@gmail.com) Cost: £40.00	Booking ref: BRCPD/239960 Booking date: Tuesday 24 April 2018 Booking made by: NQT Headteacher

Total: £40.00
All costs are displayed less any applicable VAT

In **Checkout** you can review your items before selecting **Pay now**. You will then be redirected to our payment portal.

Checkout

Early Years Establishment

CAM09/13978 - Maths is much more than numbers!

[▶ Show details](#)

[▶ View bookings](#)

Start date: Thursday 10 May 2018

Venue: Camden City Learning Centre (CLC), Charrington Street, Somers Town, London, NW1 1RD

NQT Headteacher (stuart.d.beveridge@gmail.com)

Cost: £40.00

Booking ref: BRCPD/239960

Booking date: Tuesday 24 April 2018

Booking made by: NQT Headteacher

Total: £40.00

All costs are displayed less any applicable VAT

Pay Now

Cancel

In the payment portal enter the debit/credit card details you would like to use and **Continue**.



[Help](#) [Cancel](#)



All fields marked * are mandatory

Amount £40.00

Card number*

Expiry date*

 /

Security code*

Continue

Back

Reset

Note: Clicking on the links below will open a new browser window.

**MasterCard.
SecureCode.**

[Learn more](#)

Verified by
VISA

[learn more](#)

Trustwave
Trusted Commerce

[Click to Validate](#)



Additional information will then be required before you **Continue**.

Help Cancel

Additional information

All fields marked * are mandatory

Cardholder's name* ⓘ

Address 1 ⓘ

Address 2


Postcode

A receipt for this payment will be sent to the email address provided below.

Email

Confirm email

Continue **Back** **Reset**



The final stage is to proceed to **Make a payment**.

Account details

Please confirm your payment details before proceeding

You are about to make a payment for the transaction shown below. Please check that these details are correct and then either click on the "Make a Payment" button to continue with your payment or click on "Back" if any details need to be amended.

Once you click on 'Make a payment' your transaction will be authorised on-line. This will typically take about six seconds but could take longer depending upon your internet connection. If the process stops responding for any reason please do not attempt to make the payment again. If you have entered an email address with your card details, check that you have received email confirmation.

If you haven't received a confirmation email, please contact London Borough of Camden and make it clear what type of payment you are trying to make: Telephone Number: 0207 974 4444 Office Hours: Monday to Friday 8:00am to 6:00pm. Out of hours emergency (6pm – 8pm, 24 hours weekends and bank holidays)

Website: <http://www.camden.gov.uk>


Payment Summary

Please check that the details below are correct:

Payment	Reference	Amount	Price
██████████	██████████	£5.00	£5.00
Total			£5.00

Card details

Card number ██████████
Cardholder ██████████
Expiry date ██████████



Make a payment **Back**

Once your payment is complete you will receive your receipt by email.