

Booking a first aid course online

Click the blue box **book a course**

You will see this screen

The screenshot shows the North Somerset CPD Online website. The header includes the CPD logo and the text 'North Somerset CPD Online Developing the Workforce'. A navigation menu contains 'Portal Home', 'Home', 'Events', 'Help', and 'Contact'. The main content area is divided into several sections: a 'LOGIN' box with fields for 'Username' and 'Password', a 'SEARCH' box with a 'Keyword' field and a dropdown for 'Event' set to 'All events', and an 'EVENT CALENDAR' for 'APRIL 2018'. The calendar shows dates from 1 to 30. Below the search and calendar are 'Latest News' items, including 'Essential Maintenance Monday 30th April' and 'Log in Help'. A 'Folders' sidebar on the left lists various categories, with 'Voluntary, Community and Faith Groups' highlighted in green. The footer contains copyright information and links to 'Privacy Policy' and 'CPD Online'.

To the top left of the screen you will find the **LOGIN** box.

A close-up of the 'LOGIN' box. It features a green header with the word 'LOGIN' in white. Below the header are two input fields: 'Username' and 'Password'. A green button with a white play icon and the word 'LOGIN' is positioned below the password field. At the bottom of the box, there are two links: 'Forgotten your login?' and 'New user registration'. A mouse cursor is pointing at the 'New user registration' link.

Click the link **New user registration** to register your new account.

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New North Somerset user account - Pre-registration check

▶ How will we use the information about you?

Email address *
(You can use your work or a personal email address)

First name *

Last name *

Please EITHER select a local authority, establishment and department OR enter the postcode of your establishment

Local authority ▼

Establishment ▼

Department ▼ Wait for the establishment list to load, then select your team, organisation or school

OR

Postcode of your establishment

Enter your name and email address.

Choose **North Somerset** in the Local authority box.

Search for your establishment or if it's not listed choose **Member of the Public, Private Individual** in the Establishment box and the Department box.

If no match is found for an existing user account, you will be taken onto step two where you will be able to complete the registration process and choose a username and password.

Once you have saved this page you will be asked to complete the equal opportunities monitoring form and the user profile.

The account is live as soon as you have completed and saved the registration form.

If you ever forget your username or password please click the link 'forgotten your login?' to reset your login details.

Searching for courses

The easiest way to search for a first aid course is by date (see the webpage for dates of courses in the next few months).

To the right hand side of the **home page** is the **event calendar**. Dates shown in bold type have events scheduled for that day.

Navigate to the date of your preferred course and click on it.

Making a booking

1. Once you have found the event you wish to attend click the **request a place** button.

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Child Protection: Basic Awareness (For Foster Carers only)

Starts: Monday 8 July 2013 18:00 - 21:00

Venue: Partnership House - Room 3, Building 400, Worle Parkway, BS22 6WA

About this event

This is an essential course which aims to help Foster Carers feel more confident about what to do if they are concerned about the welfare of a child. The aims of the course are:

- To provide participants with a working knowledge around Safeguarding issues.
- To act as a foundation and a springboard for further learning about the co ...

1 attached document

2. Read and then tick the box to agree to the booking terms and conditions before clicking the **submit** button to make your booking request.

Request a place on an event

Complete the form below to request a place on the event

1 attached document

Event Title Child Protection: Basic Awareness (For Foster Carers only) (13-000208)

Venue Partnership House - Room 3, Building 400, BS22 6WA | Map |

Start time and date 18:00 - 21:00 Monday 8 July 2013

Your name Kate Boyce

Your email address Kate.Boyce@n-somerset.gov.uk

Your establishment Strategy and Improvement - Integrated Working Team

Price £ 0

Ledger code/cost centre (If you are unsure of your cost code please leave blank)

Special requirements

(e.g. access, dietary requirements, alternative formats for documents or communication etc.)

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

3. The screen will then refresh with a short message to say your booking has been requested.
4. You will then receive an email to tell you your booking is confirmed.

If you make a booking onto the **waiting list** your booking is **not confirmed** until a place becomes available. You will only receive an email confirming your booking if we can offer you a place.

If you would like help with using CPD Online then please contact us at cpdonline.support@n-somerset.gov.uk