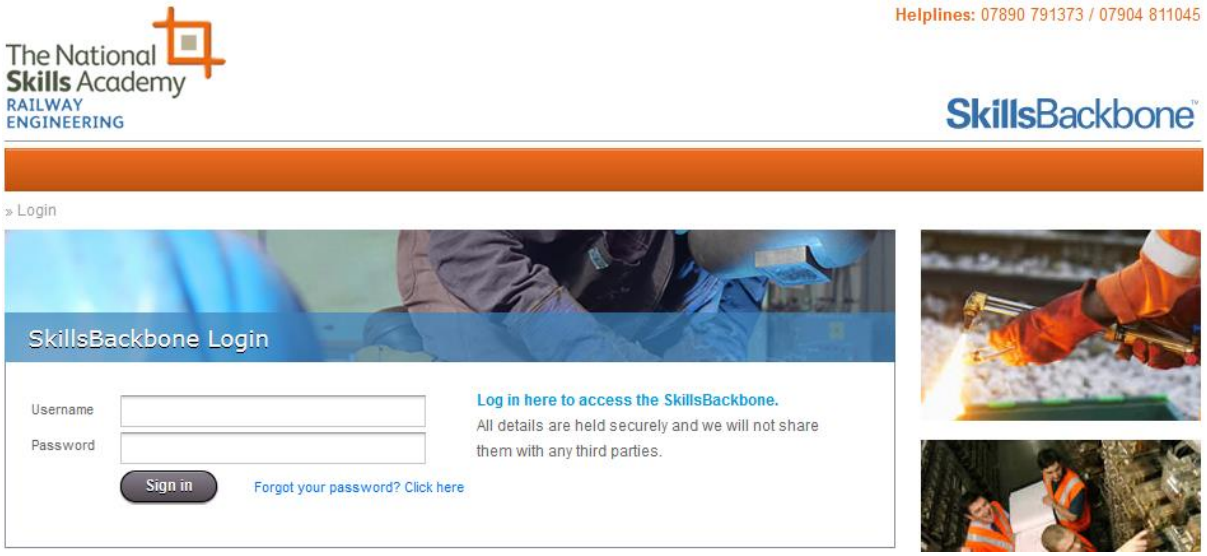
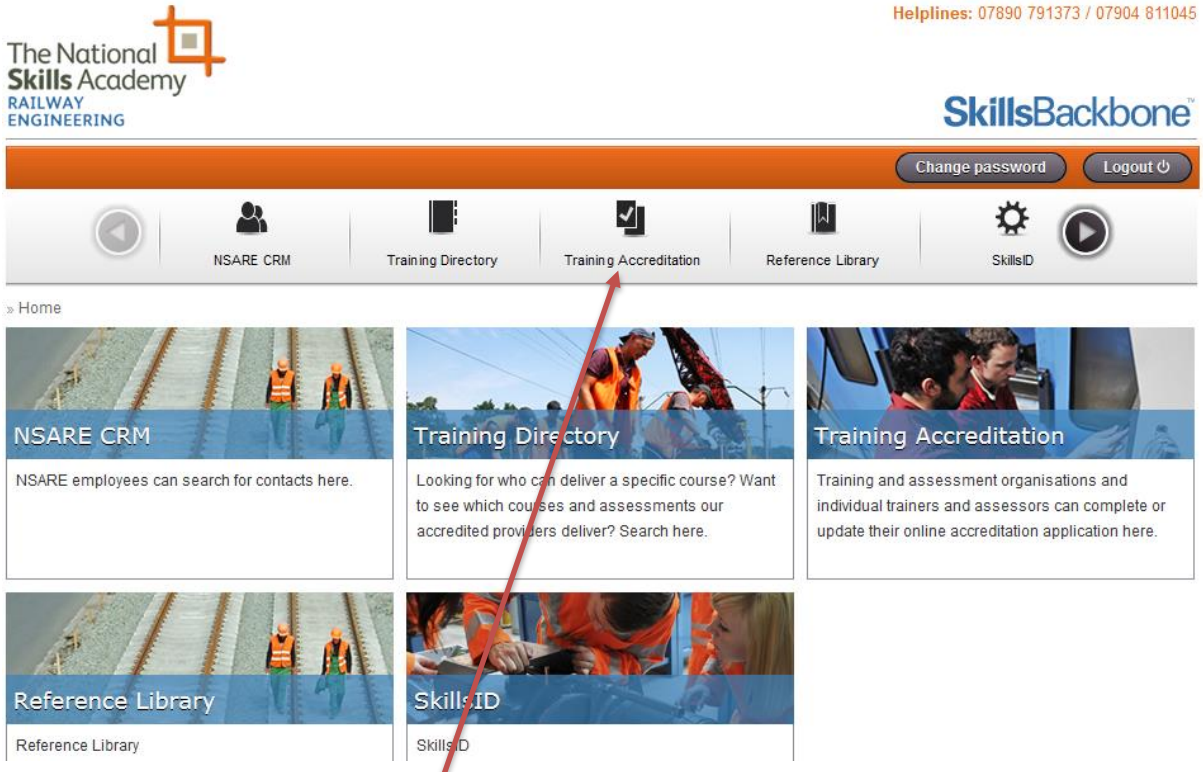
CPD User Guide

To login to the CPD Functionality – go to the standard NSARE Login page
http://nsare.skillsbackbone.com



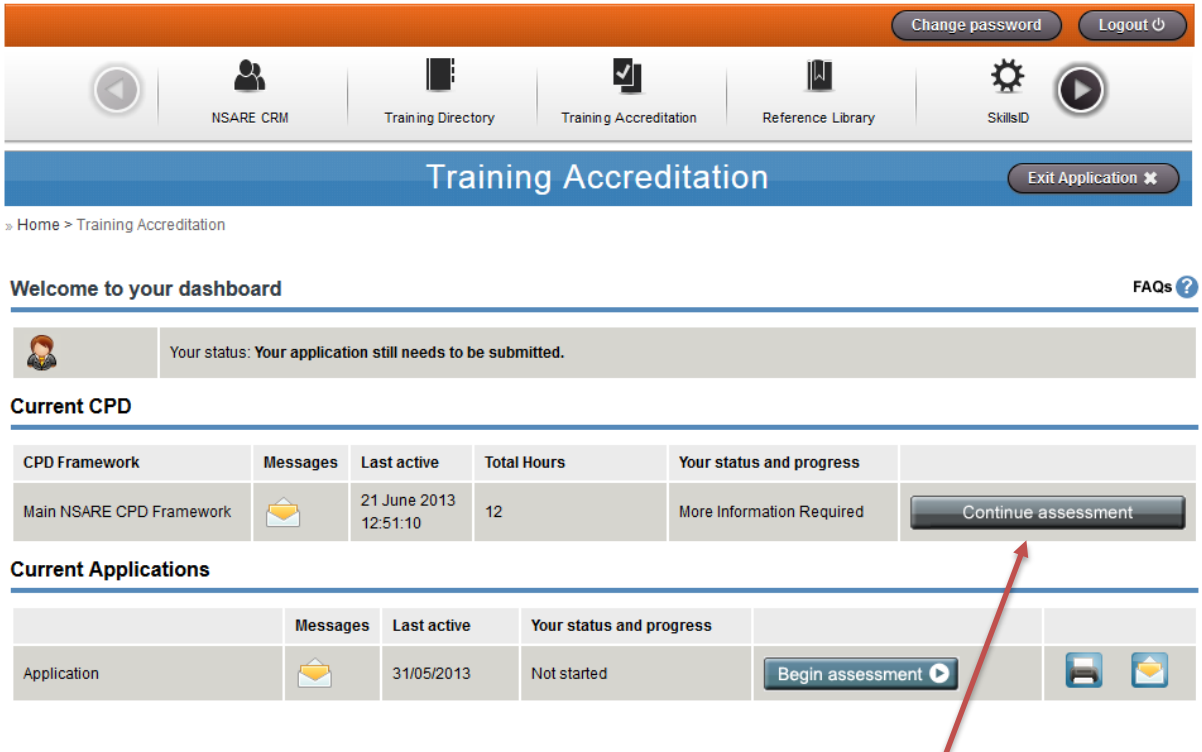
Enter the username and password that you use for the Trainer/Assessor Accreditation application and click the Sign in button.

You will now be directed to the SkillsBackbone Home Page



Click on the Training Accreditation Link in the carousel and this will take you to you Training Accreditation Dashboard.

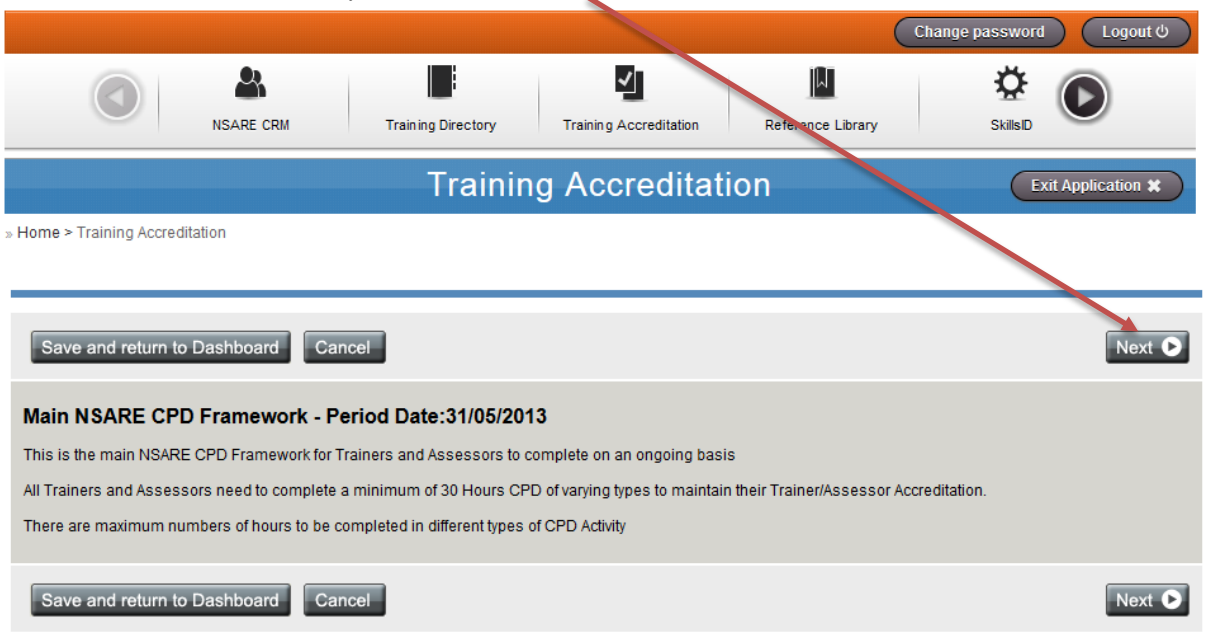
There is now a CPD Section above the Training Accreditation section that you can enter:



Under the Current CPD section there will be a button that either says 'Begin Assessment' or 'Continue Assessment' dependant on whether you have already started this round of CPD.

Click on this button and it will take you into your CPD.

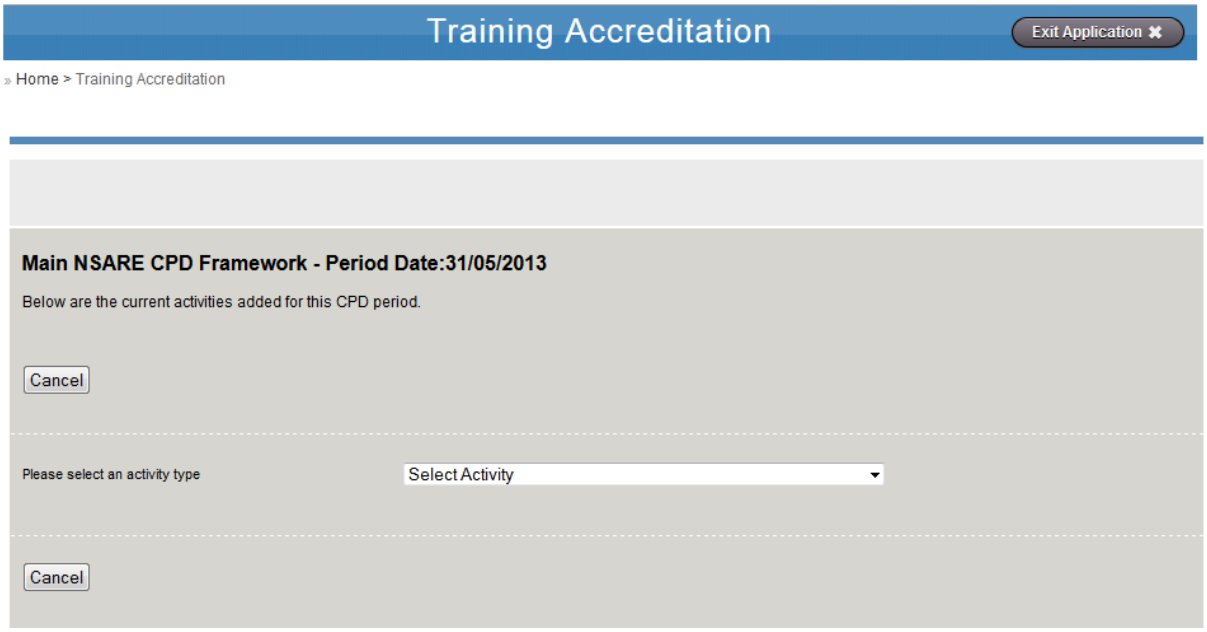
You will now see an Introduction Page with the following buttons: Save and Return to Dashboard, Cancel and Next to continue your CPD click on Next



You will now be in the first page of the actual CPD System (See below)

To add a new activity Click on the Add New Activity button

You will now see the following screen:



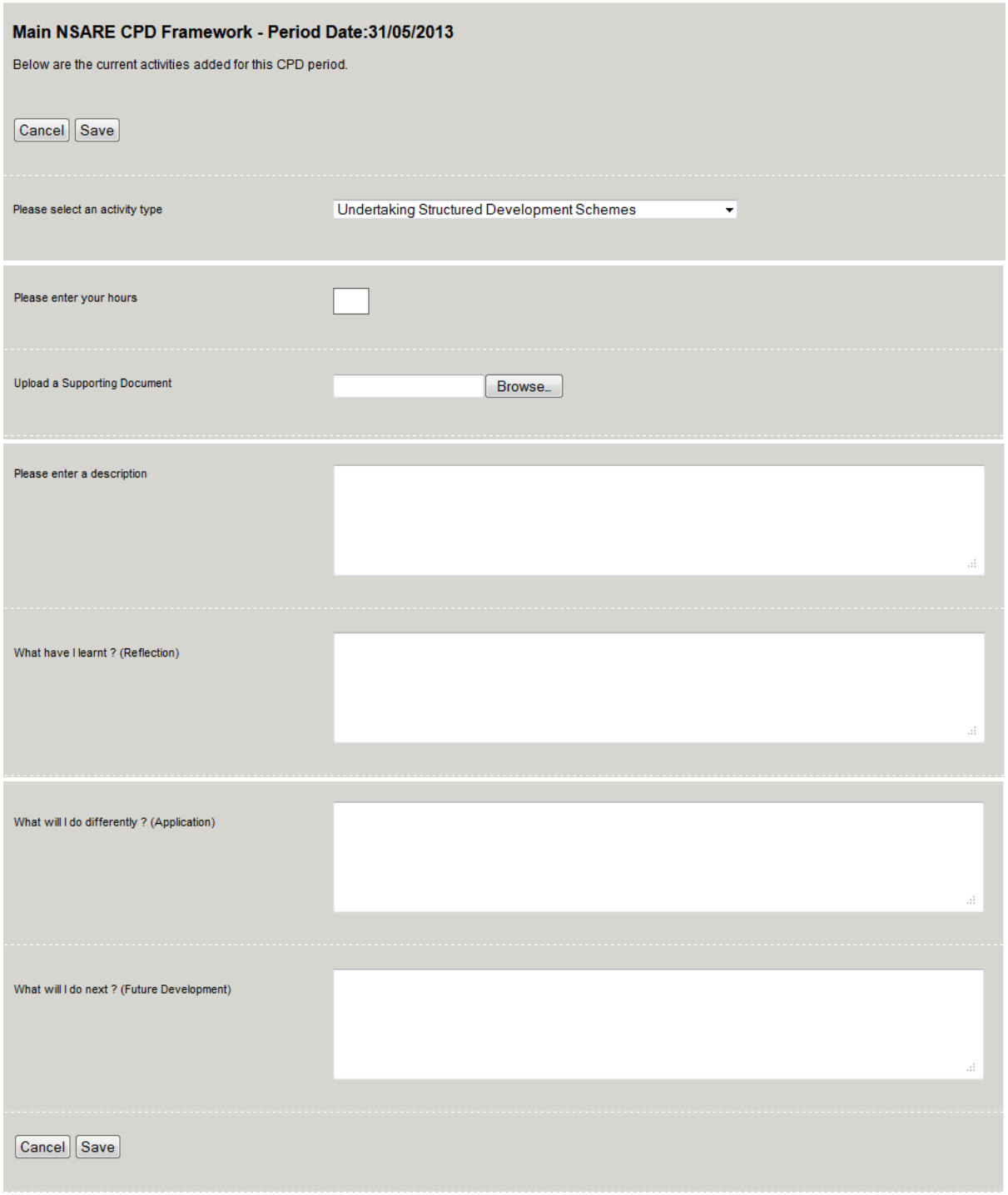
Click on the arrow next to the words Select Activity and you will see a list of the Activities that can be used as CPD (See next page)

CPD Activity List

Undertaking Structured Development Schemes
Attend Seminars/Conferences in Relevant Subjects
Attend Meetings of Professional Bodies i.e. CIPD/IRSE/PWI
Coaching other Trainers/Assessors
Contributing to Working Parties or Special Interest Groups
Developing new Training/Assessment packages
Attending Technical Training Courses
Networking with other professionals in your field
Reading relevant articles and professional journals
Undertaking additional duties
Updating knowledge through Internet or other media
Reading relevant text books
Attending a Train the Trainer course

Select an activity from the dropdown list

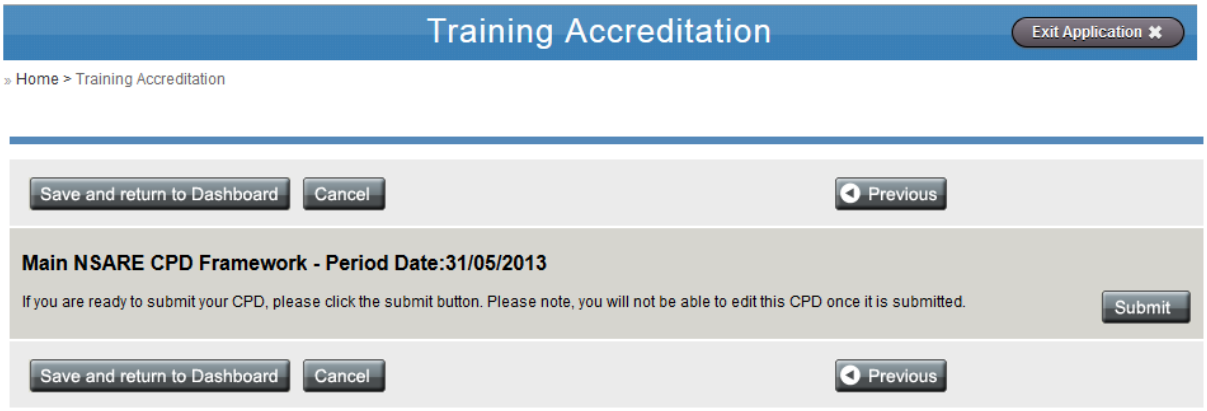
Now the following page will appear (See next page)



Fill in each field (Number of hours, Description of CPD Undertaken, What have I learnt, What will I do differently, What will I do next and if you have any supporting documentation you can upload this using the Upload Supporting Document link and the Browse Button)

Once you have completed all this, click on the Save button and you will be directed back to the main CPD page as previous.

Once you have entered all your CPD activity you can then submit it by going to the last page of the CPD application and clicking on the Submit button



Once your CPD has been submitted, our Training Accreditation Manager will then be able to view your CPD and assess it for your ongoing annual CPD. He can put the CPD to multiple statuses depending on whether it has met the criteria. These are Approved, More Information Required, and in Review.

When your CPD has been given one of these statuses you will normally also receive some feedback/comments to help you with moving forward, it could be that it has been approved and the comment just says this or if there is more information required then there will be some help towards this. Or pointers to specific areas.

Even though this CPD has been submitted you are still able to add more CPD using the same process.