

## CPD User Guide

To login to the CPD Functionality – go to the standard NSARE Login page

<http://nsare.skillsbackbone.com>

Helplines: 07890 791373 / 07904 811045

The National Skills Academy RAILWAY ENGINEERING

SkillsBackbone™

» Login

SkillsBackbone Login

Username

Password

Sign in

Forgot your password? Click here

Log in here to access the SkillsBackbone.  
All details are held securely and we will not share them with any third parties.

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

Helplines: 07890 791373 / 07904 811045

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Change password Logout

NSARE CRM Training Directory Training Accreditation Reference Library SkillsID

» Home

NSARE CRM  
NSARE employees can search for contacts here.

Training Directory  
Looking for who can deliver a specific course? Want to see which courses and assessments our accredited providers deliver? Search here.

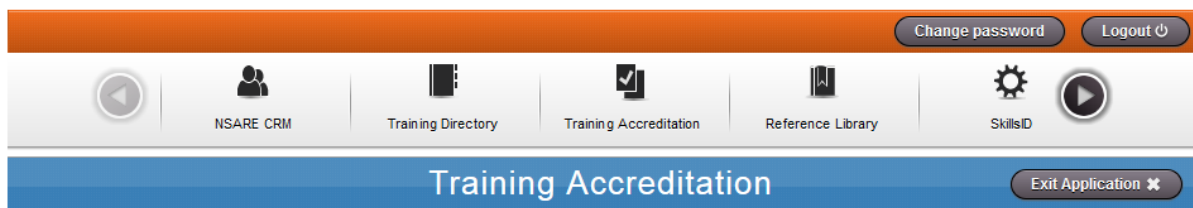
Training Accreditation  
Training and assessment organisations and individual trainers and assessors can complete or update their online accreditation application here.

Reference Library  
Reference Library

SkillsID  
SkillsID

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

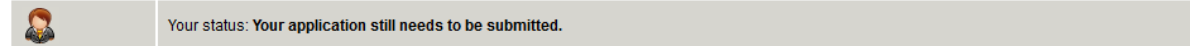
There is now a CPD Section above the Training Accreditation section that you can enter:



» Home > Training Accreditation

Welcome to your dashboard

FAQs ?



### Current CPD

CPD Framework	Messages	Last active	Total Hours	Your status and progress	
Main NSARE CPD Framework		21 June 2013 12:51:10	12	More Information Required	<a href="#">Continue assessment</a>

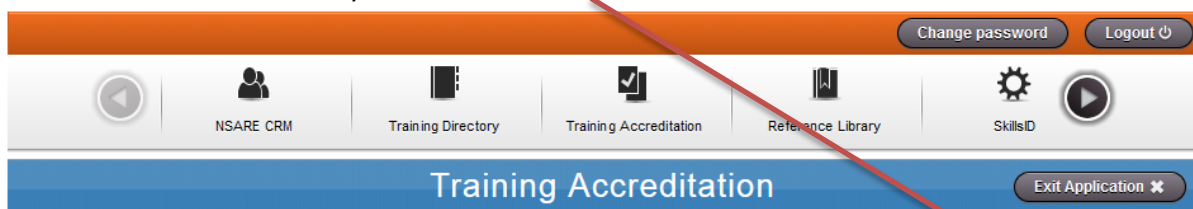
### Current Applications

	Messages	Last active	Your status and progress		
Application		31/05/2013	Not started	<a href="#">Begin assessment</a>	

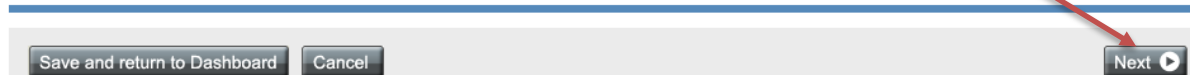
Under the Current CPD section there will be a button that either says 'Begin Assessment' or 'Continue Assessment' dependant on whether you have already started this round of CPD.

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



» Home > Training Accreditation



### Main NSARE CPD Framework - Period Date:31/05/2013

This is the main NSARE CPD Framework for Trainers and Assessors to complete on an ongoing basis

All Trainers and Assessors need to complete a minimum of 30 Hours CPD of varying types to maintain their Trainer/Assessor Accreditation.

There are maximum numbers of hours to be completed in different types of CPD Activity



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

The screenshot shows the 'Training Accreditation' header with an 'Exit Application' button. Below the header is a breadcrumb trail: » Home > Training Accreditation. A navigation bar contains buttons for 'Save and return to Dashboard', 'Cancel', 'Previous', and 'Next'. The main content area is titled 'Main NSARE CPD Framework - Period Date:31/05/2013' and includes the text 'Below are the current activities added for this CPD period.' At the bottom of this area is a button labeled 'Add New Activity'.

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

You will now see the following screen:

This screenshot is similar to the previous one, showing the 'Training Accreditation' header and breadcrumb trail. The main content area is titled 'Main NSARE CPD Framework - Period Date:31/05/2013' with the text 'Below are the current activities added for this CPD period.' Below this text is a 'Cancel' button. A dashed horizontal line separates this from a form section. The form has a label 'Please select an activity type' and a dropdown menu labeled 'Select Activity'. Another dashed horizontal line is below the dropdown, and at the bottom of the form area is another 'Cancel' button.

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

**Main NSARE CPD Framework - Period Date:31/05/2013**

Below are the current activities added for this CPD period.

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Please select an activity type

Now the following page will appear (See next page)

**Main NSARE CPD Framework - Period Date:31/05/2013**

Below are the current activities added for this CPD period.

Please select an activity type

Undertaking Structured Development Schemes

Please enter your hours

Upload a Supporting Document

Please enter a description

What have I learnt ? (Reflection)

What will I do differently ? (Application)

What will I do next ? (Future Development)

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

The screenshot shows a web interface for 'Training Accreditation'. At the top, there is a blue header with the title 'Training Accreditation' and an 'Exit Application' button with a close icon. Below the header, a breadcrumb trail reads '» Home > Training Accreditation'. The main content area is divided into three horizontal sections. The top section contains three buttons: 'Save and return to Dashboard', 'Cancel', and 'Previous'. The middle section is titled 'Main NSARE CPD Framework - Period Date:31/05/2013' and contains a message: 'If you are ready to submit your CPD, please click the submit button. Please note, you will not be able to edit this CPD once it is submitted.' To the right of this message is a 'Submit' button. The bottom section contains three buttons: 'Save and return to Dashboard', 'Cancel', and 'Previous'.

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.