


How to set up a CPD account for DSCB – Training

To book onto any courses provided by DSCB you will need to create a CPD account. To do so, please follow this link: www.devoncpd.co.uk/dscb

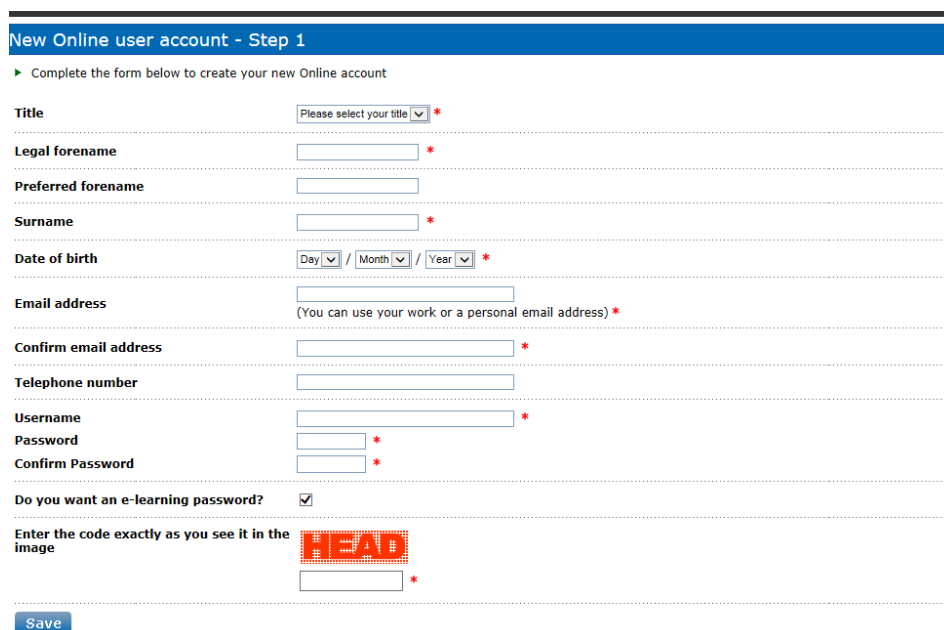
If you work in Early years, please follow this link instead: www.devoncpd.co.uk/ey

In the bottom right hand corner of the screen you will see “Log in to Devon.” If you have not booked a course through DSCB **since June 2015** you will need to set yourself up with an account so click on “New User”



The screenshot shows the Devon Safeguarding Children Board website. The navigation bar includes links for Home, My CPD Online, Search Qualifications, Search Courses, Search E-Learning, General Enquiry, and Help. The main content area features an 'About DSCB - Learning and Development Hub' section, a 'News' section with articles on Domestic Abuse Training and the Booking System, and a 'Course Calendar' for June 2016. The 'Log in to Devon' section is highlighted, showing fields for Username and Password, and a 'New User' link circled in red with an arrow pointing to it.

You will then see the following. Complete all the details – **Please include phone number**



The screenshot shows the 'New Online user account - Step 1' registration form. The form includes the following fields and options:

- Title: Please select your title *
- Legal forename *
- Preferred forename
- Surname *
- Date of birth: Day / Month / Year *
- Email address: (You can use your work or a personal email address) *
- Confirm email address *
- Telephone number
- Username *
- Password *
- Confirm Password *
- Do you want an e-learning password?
- Enter the code exactly as you see it in the image: **HEAD** *

A 'Save' button is located at the bottom of the form.

Click on “Save” and move onto page 2.

In the drop-down menu "Organisation/Establishment" please highlight **the organisation you work for, not the department!** Most organisations in Devon will be listed here. **If you cannot find your organisation, please make use of the keyword search** (for example type "Devon" as a keyword if you work for Devon County Council).

Click on the drop down arrow next to "Current location" Select your work address. If the listed address does not show your postcode select "My address is not listed" and type in your full address. Similarly if your address is not shown on the list select "My address is not listed" and type in your full work address (including your postcode).

Please continue by filling out the rest of the form: Job Role (Statutory or commissioned service), Job Title, Work Status, Contract Type and Sector

Enter the date your started in your current role (and location) in the "start date" fields. Do not complete the "End date" unless you are on a fixed term contract and know the date that you are leaving.

Click "Save" to save your details – **You now have a new account on CPD On-line**

New Devon County Council user account: Your establishment(s)

▶ Complete the form below to add a new establishment to your online account

Organisation/Establishment keyword search

Organisation/Establishment

 *

Department

Current Location (for this establishment) *

Your name

Job Role *

Job Title keyword search

Job Title (for this establishment)

 *

Work Status *

Contract Type *

Hours worked at provision

Sector (for this establishment)

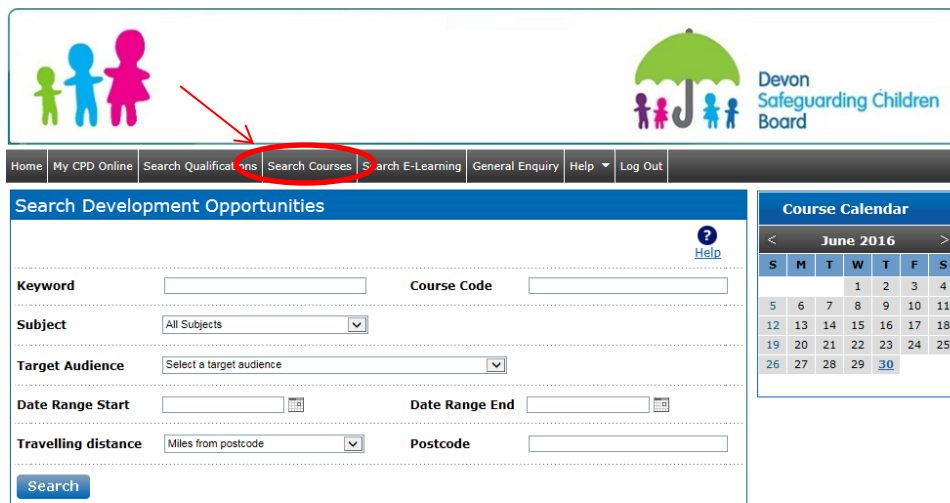
If working with children what Age group? from to

Start Date / / *

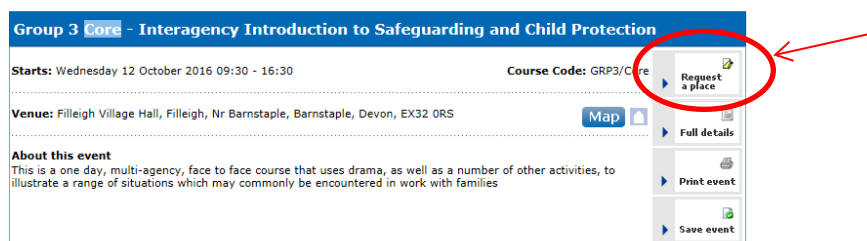
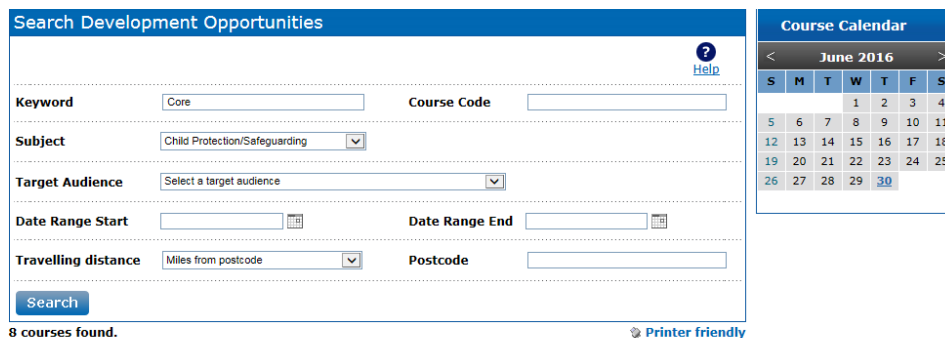
End Date / /

How to book a course on CPD Online

To book a place on any of the DSCB Training courses click on **“Search Courses”**



If you know the date of the course, you can use the calendar on the right hand side to find it. If you don't know the date, you can use the keyword search option to find what you are looking for (e.g. “Core” or “Refresher”). Once you have found the course you are looking for click on **“Request a place”** to book.



Follow the instructions on the screen and complete the form. If your line manager is not listed in the drop down menu, please enter your line manager's name and e-mail address to complete the booking.

Request a place

[Request a place](#)
[Other course dates](#)
[Full details](#)
[Print event](#)
[Save event](#)
[Event list](#)

▶ Complete the form below to request a place on the event

.....

Event Title Group 3 Core - Interagency Introduction to Safeguarding and Child Protection (GRP3/Core)

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Venue Filleigh Village Hall, Filleigh, Nr Barnstaple, Barnstaple, Devon | [Map](#) |

.....

Start time and date 09:30 - 16:30 Wednesday 12 October 2016

.....

Cost £0.00

.....

Other Cost £90.00

.....

Your name Test Instructions

.....

Your email address the-wiggle@hotmail.de

.....

Your establishment DCC - Devon County Council *

.....

Do you have dietary requirements or accessibility needs?

.....

I have read and agreed to the privacy statement | [Privacy Statement](#) | *

.....

I have read and agreed to the Eligibility Criteria | [Eligibility Criteria](#) | *

.....

Do you have line manager approval to go on this course (if relevant)? [My line manager is not listed](#) * *

.....

Line manager name *

.....

Line manager e-mail *

.....

[Next](#) [Cancel](#)

If you experience any difficulties with the booking process, after having followed these instructions, please contact the DSCB training team on safeguardingelearning-mailbox@devon.gov.uk or call 01392 383000 and ask for “Safeguarding Children Training”