

## Learner Guidance for application of CPD modules using CPD-Apply

Health Education North West (January 2014)

All CPD modules must be identified in the individual’s appraisal/PDR and agreed with their line manager and also be included in the individual’s Personal Development Plan.

The skills and competences acquired through the CPD development has to be able to be used within the role which the learner is carrying out at the time.

CPD-Apply process

[www.cpd-applynw.nhs.uk](http://www.cpd-applynw.nhs.uk)

### 1. Before you start the application process

1.1 You should watch the explanatory video on CPD-Apply before attempting to complete the on-line application form. On the CPD-Apply home page and click on ‘Need help using the system’ and then ‘Overview- Application’. This requires flash player and sound to play.

1.2 A Learner Guidance is document is available at the HELP button.

[Home](#) | [Help](#) | [Accessibility](#) |



**CPD-Apply NW**  
Electronic Monitoring Tool



Health Education North West

#### Welcome to CPD-Apply

Are you a healthcare employee in the North West, wanting to apply for a CPD/Post Qualification training module? Follow the **Applications** box on the right.

Or watch **this video** of how to apply first.

**Please note:**

- You will see all courses from North West Universities which are funded by Health Education North West.
- CPD-Apply has your clinical CPD modules, NMP learning and Multi-Professional Support and Assessment of Learning in Practice (previously known as Preparation for Mentorship).
- CPD-Apply doesn't process Primary Care Workforce or North West Advanced Practitioner Workforce modules.
- Doctor or Dentist? Sorry, CPD-Apply doesn't process your training requirements.
- For all NMP applications please ensure that you have read the additional information to be found at [www.hecooperative.co.uk](http://www.hecooperative.co.uk)



New student? Apply here >

SHA/HEI/Trust Member?

Login here >

Need help using the system? >

[Find out more about CPD-Apply>](#)

1.3 Information that you have to know before you start your application is:

- Your home post code
- The email address you wish all contact via the University to go to.
- Line managers e mail address to add to 'Authorising Manager' section
- For NMP modules the Authorising Manager has to be an NMP lead so their email address is required.
- For NMP module applications ensure that you have completed the 10 page paper application form and all other pre-requisites which can be found at [www.hecooperative.co.uk](http://www.hecooperative.co.uk)
- Employing organisation's name
- The University and module title, level and start date

1.4 Ensure that you aware of your employers internal procedures which support your on line application.

The application form is a 'one-stop-shop' and cannot be bookmarked.

Incorrect data completed on the application form may mean that your application will not progress through the on-line approval process.

## **2. The Application process**

2.1 To start the application process, go to the home page of CPD-Apply and click the top right hand pink button named 'Applications'.

2.2 Complete all your personal details. The post code should have a gap between the two sections of the number e.g. M1 3BN.

2.3 Employment details – Click on the 'Employer' drop down box which is in alphabetical order and click on your employing organisations name. Ensure that you select the correct employer.

2.4 If you are employed by a GP Practice or a non NHS organisation which provides NHS care, select 'Non NHS' and then choose the correct type of organisation:

- GP Practice
- Charitable/voluntary sector
- Local Authority
- Independent sector
- Hospice

- Social Enterprise
- Other

Add the name of the organisation in the free text box next to the organisational drop down box. This is mandatory.

**Employment Details**

Name of Employer:

- 2.5 Add your line manager’s/NMP Leads email address in the ‘Authorising Managers’ box. This has to be input twice. If errors are made here the application will not be forwarded to the Authorising Manager. The line manager can approve or reject your application and you will receive an email to inform them of the decision taken.
- 2.6 Primary Clinical Profession – click on the relevant profession e.g. Nurse, and then add the level that you work at e.g. practitioner. ‘Other’ is used for Qualified Assistant Practitioners.
- 2.7 Module Information – Click on the required University from the drop down box. Click ‘module selector’ which will show the full prospectus for that University.

Module Start	Attendance	Time	Module Name	Level	Credit	Mode of Study	Campus	
27/01/2014	Weekly	Full Day	Addictive Behaviours (MSc Applied Psychology (Therapies)) <a href="#">[More Information]</a>	7	30	Classroom based learning	Frederick Road Campus	<a href="#">Select</a>
28/01/2014	Other	Full Day	Advanced Concepts of Nuclear Medicine (Can only be taken as part of MSc/PgD Nuclear Medicine Imaging) <a href="#">[More Information]</a>	7	30	Blended delivery	Frederick Road Campus	<a href="#">Select</a>
03/02/2014	Block	Full Day	Advanced Technique in Mammography Practice (MSc/PgD/PgC Advanced Medical Imaging)	7	30	Classroom based learning	Frederick Road Campus	<a href="#">Select</a>

- 2.8 Clicking the [More Information] link will take you to the relevant page (in a new window) on the Universities website. You should read all the pre-requisites for the module and all other module details. This ensures that the module is what is required for you.
- 2.9 Click on ‘select’ (on the far right) to choose the correct module (by title, level, campus and start date). This will auto-fill the application form.
- 2.10 If the module that you have chosen is full you will see this message in red when you see the full prospectus list for the relevant University underneath the module title – ‘This module is now full and you cannot be allocated a place on this module. Please contact your Trust CPD Lead to discuss alternatives.’
- 2.11 If the University you have chosen has reached the ceiling of its CPD contract you will see this message in red when you see the full prospectus list for the relevant University underneath the module title – ‘Modules at this University are closed to this funding route. Other forms of funding may be available, please contact your Trust CPD Lead.’

- 2.12 Ensure you click on 'confirm you have the pre-requisites for the module'. If you do not do this the application will not be accepted.
- 2.13 Complete the 'Trust Additional Information' box answering yes or no to every question. This is important as it influences decisions made by your line manager and the Trust CPD lead.
- 2.14 Complete the 'HEI Additional Information' box, reading the prompts carefully. This information is used by academic staff at the University to base their selection decision on.
- 2.15 Add your professional registration number e.g. NMC PIN number, and the expiry date. If your role does not provide you with a registration number, add '00000'.
- 2.16 Add the highest relevant academic qualification.
- 2.17 Read the 'Terms and Conditions' carefully and click to accept them. This is mandatory.

I confirm that, to the best of my knowledge, the information given in this form is true, complete and accurate and no information requested or other material information has been omitted.

I understand that any offer of a place on the programme I have applied for is subject to approval by my employer and acceptance of the identified education provider's terms and conditions.

I accept that if I do not fully comply with these requirements, my employer and/or the education provider reserves the right to cancel my application and I shall have no claim against them in relation to this application.

I understand that if plagiarism is proven this information will be shared with my employer.

I agree to comply with University attendance requirements.

I agree to comply with trust requirements for access to SLA funded modules

I agree to the University providing information to my employer on my progression and completion – This will include attendance, withdrawal from modules, confirmation of passing the module, details of the qualification awarded, or notification if you did not successfully complete the module, including non submission of assessments.

If incorrect information is on your application form, it may not be processed.

Tick here to confirm your acceptance to the terms

 Please enter the digits you see in the box. Doing so helps prevent automated programs from abusing this service.  
[Generate a new code](#)

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[Submit Application](#)

- 2.18 Press the 'Submit Application' button (just single click please).
- 2.19 If all information required is not completed on the form. Missing information is listed in red at the bottom of the form.

2.20 If the submitted form has been successful a unique number is generated by CPD-Apply. All number start with PQFA.... Keep a note of this number as it will assist with tracking your application and you may be asked to quote it by the Trust CPD Lead or the University.

2.21 You will receive an email confirming that they have applied for a module and a printable version of the application is attached for your records.

### **3. After the application is submitted**

3.1 The application is sent automatically to your identified line manager (whose e mail address the learner provided on the application) – to approve or reject. You will receive an email identifying the decision.

3.2 If the line manager approves the application it will be forwarded electronically to the Trust's CPD Lead who will approve/reject the application. If the Trust CPD Lead rejects or approves the application, you will receive an email stating this.

3.4 If the Trust CPD Lead approves the application it is then viewable by the relevant University which will complete their selection process. When the University approves/rejects the application you and the Trust CPD lead will receive an email informing you of the decision. If you are rejected by the University and you want to know the reason for the rejection you should approach the Trust's CPD Lead.

3.5 If you have been accepted by the University for the module applied for, there is still a module viability decision has to be taken by the University. This is carried out between 4-6 weeks before the module start date.

3.6 You and the Trust CPD Lead are informed if the module is not viable and has been withdrawn from the prospectus. You then need to discuss alternative provision with the Trust CPD Lead.

3.7 If the module is viable the University will provide you with the module start details by email.

3.8 Attendance at the University is monitored and if you do not attend 2 consecutive sessions the University will register you learner as 'stopped attending' on CPD-Apply which automatically informs the Trust CPD Lead.

3.9 The Trust CPD Lead is also informed of other non-attendance, none submission of assignments and results of assessments.

3.10 Once the module attendance is completed, within 2 weeks you will receive an automatically generated survey monkey questionnaire asking your views on the module delivery and content.

3.11 Completion of this questionnaire is mandatory and if it is not completed it may have an impact on funding for future CPD modules that you require.

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