

CPD Management for the FE Sector



What is 2develop?

2develop for the FE sector is an online system which enables training providers to plan, record and manage CPD activity for all staff. The tool includes:

- An 'About You' questionnaire and automatic correlation function to capture information on staff such as qualifications held and requirements for CPD. This questionnaire can be customised to the organisation's requirements.
- Individual staff development plan and CPD log to record future and past CPD including hours and impact.
- Organisation development plan and CPD log, correlates all staff reports to create an organisation plan.
- Event management to advertise and recruit staff on internal or external courses.
- Investors in People (IiP) audit questionnaire to measure where the organisation is against the standard and provide evidence for assessment.

What are the benefits?

To training providers

- Helps organisations to ensure that they are meeting mandatory CPD requirements, including the required 30 hours CPD for IFL, those required to achieve PTTLs.
- Provides assistance to meet quality standards including the Skills Pledge, TQS and IiP.
- Saves time, resources and money by ensuring CPD is planned effectively and is relevant.

To staff members

- Improves the CPD opportunities available and ensures that training offered matches requirements.
- Helps individuals to meet their CPD requirements e.g. recording 30 hours CPD for IFL.

How it works?

The tool is accessed via the web, through a secure site.

The organisation nominates a system administrator who is the person that can view the correlated data and who will allocate users their passwords. This person logs onto the system and creates the required amount of user accounts.

Once the individual has been given their password they log onto the site and complete the questionnaires available. They then continue to access the site as required to populate their CPD action plan and update

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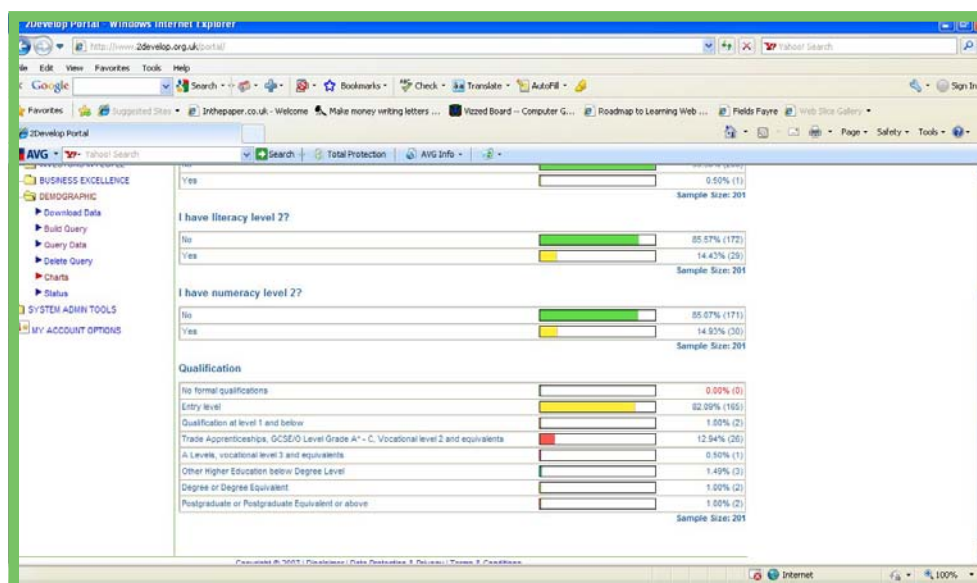
questionnaires once any changes have occurred, e.g. they complete a training course. The screen shot below is an example of the 'About You' questionnaire, this can be customised to collect any information required by the organisation. The site can also be customised to include a message from the organisation and logo etc, if desired.

The screenshot shows a web browser window displaying the '2develop Portal' 'About You' questionnaire. The form includes the following fields and options:

- Work Address Line 2
- * Town or City
- County: South Yorkshire (with a 'Lookup' button)
- * Post Code: S72 9BK
- * Do you live in Knowsley? No
- * Age Range: 40-44
- * Gender: Female
- Ethnicity: Other
- What is your religion?
- * Is English your first language? Yes (if No, please select Other)
- * I have a disability? No
- * Do you consider yourself to have learning needs? No
- * Please provide a secret word: ME (This will allow us to identify you should you contact us)

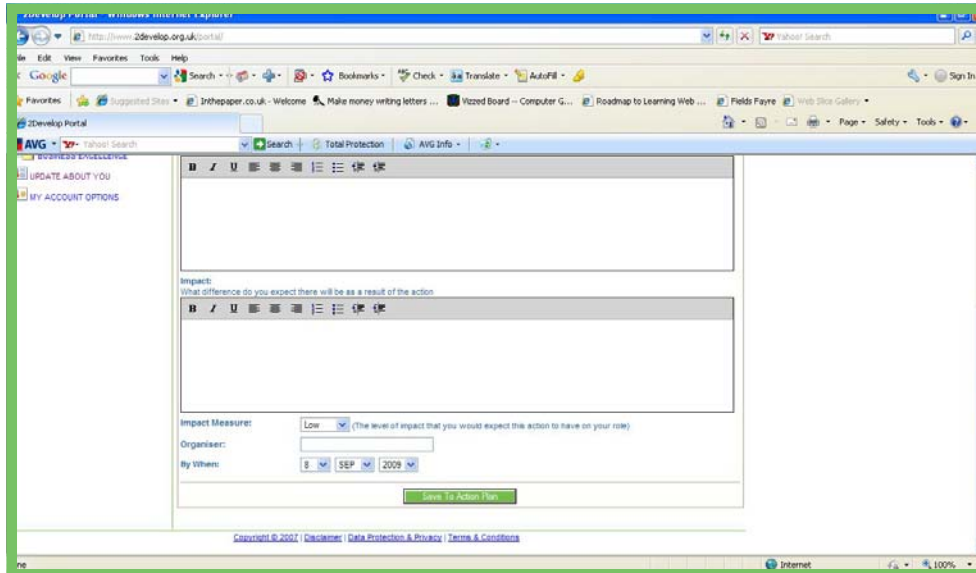
Below the form, there is a note: "Please save any changes made to this section. Once saved the questionnaire will close." and a green button labeled "Update Your Responses". At the bottom, there is a copyright notice: "Copyright © 2007 | Disclaimer | Data Protection & Privacy | Terms & Conditions".

Once staff have completed the questionnaires the system administrator can select to view the data in a range of formats. For example if the organisation wanted to know how many teaching staff have attained PTTLS the administrator would select teaching staff, have attained PTTLS and the graph would show how many staff have and haven't. If the organisation then wanted to, the system will produce a list of those that still need to.



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Staff record future CPD in the action plan and then once actions are complete this turns into a CPD record.



How do I find out more?

For more information or to access a free demonstration of the tool please contact us on 01904 612 231.

How much does 2develop cost?

2develop is £5000 plus vat for a two year licence which covers all staff.