

## CPD Website: School Staff Lists and Online Bookings

 [www.cpd.norfolk.gov.uk/sdms/](http://www.cpd.norfolk.gov.uk/sdms/)

### A quick reminder to all schools

#### Online Course Bookings

All schools are able to search for and book delegate places on CPD courses run by the Norfolk Integrated Education Advisory Service via the CPD website. Using the online system, schools are also able to withdraw or replace delegates on courses, and transfer them to alternative course dates. A copy of the 'On-line Course Booking Website Guide' is available on the CPD website (link on the right hand side of the log in page)

#### Schools Staff Lists

Schools are reminded that they are responsible for amending their own school staff lists. Through the online system, schools are able to create, delete, amend and transfer staff on their lists. Please remember:

- New NQTS: If you create a record for a new NQT please make sure you have also registered the NQT with Kim Read at the PDC. Kim can be contacted on 01603 307748 or [kim.read@norfolk.gov.uk](mailto:kim.read@norfolk.gov.uk)
- Governors: Please do NOT create or delete Governors via this system. Governors must be administered by Governor Services based at the Norwich PDC. Contact Judy Trivett on 01603 303355 or email [judy.trivett@norfolk.gov.uk](mailto:judy.trivett@norfolk.gov.uk)

Staff that have moved to your school: The school that the member of staff is transferring from is responsible for updating staff records to reflect their transfer. However, if a member of your staff has transferred from another school and is not showing on your list please email [joanne.zipfel@norfolk.gov.uk](mailto:joanne.zipfel@norfolk.gov.uk) to transfer the person to your school (please include the member of staffs full name, the schools that they have transferred from and to, and the date that they commenced their new post).

For step by step instructions on how to create, delete, amend and transfer staff, please refer to the 'On-line Course Booking Website Guide' (available on the CPD website).

#### Username and Passwords

If you have misplaced or forgotten your user name and password please contact Jo Zipfel on 01603 307783 or email [joanne.zipfel@norfolk.gov.uk](mailto:joanne.zipfel@norfolk.gov.uk)