

Professional Learning and Development

E-Training Website Guidance

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Accessing the Website

- Open a browser window (Internet Explorer), 'copy & paste' or click on this link <http://www.cpd.norfolk.gov.uk/sdms/>
 - I would suggest you add this link to your **Favourites**.
 - This opens the E-training page where you can either log directly into the '**E-training**' system to view and book delegates onto courses or go into the '**Practice Area**' first.
- Registered Users:** All schools and those Governors who have been issued with access codes to view and enrol onto courses.
- Unregistered Users:** All teachers/individuals who can view courses.



 **Norfolk** County Council
@ your service

To login enter your Staff Reference and Password and click on Login button

Staff Reference

Password


To return to the welcome page, [click here](#)

For help please call 01603 433276

Enter your school's Staff Reference and Password.
If you do not have this information email:
advisory.service@norfolk.gov.uk

Finding a Course - with a Known Course Code

- If you know the **Course Code** i.e. EPCA3 (5 characters ONLY) type it into the 'Course Code' field and click on the 'Go' field. **Now proceed to 'Course Details' on page 6.**

 **Training** **People** **Reports** **Log Out**

For help please call 01603 433276 [Home](#) [Back](#) [Contact Details](#)

Course Booking

To find the courses or scroll through the records using the Previous and Next buttons on the top of the courses table. To view more details about a course click on Details link at the end of the record.

Quick Search

From 13 May 2007 To 12 May 2008

Training Area Make a Selection

Keywords

Course Code

View ☒ All Courses ☐ Internal Courses ☐ Central Courses

Courses between 13/05/2007 and 12/05/2008

411 matching courses found, 25 results displayed per page, Prev 0 Next 386

Course Reference	Event Ref	Course Title	Venue	Start	End	Start Time	End Time	Status	Plac
ESXA1	A	Leadership Academy - Day 6	Norwich Professional Development Centre	14/05/07	14/05/07	09:30	16:00	Scheduled	3
EPYA8	A	Mantle of the Expert as a Learning Approach - Implications for Leadership	Norwich Professional Development Centre	14/05/07	14/05/07	09:00	12:00	Scheduled	15
ECSA2	A	Secondary Athletics	Sportspark (UEA)	14/05/07	14/05/07	09:00	15:30	Scheduled	29
ECAA6	C	Developing Partnerships with Creative Organisations	Wayland High School	16/05/07	16/05/07	16:15	18:15	Scheduled	30
ESFA2	A	Leading in a Culture of Change	Sproston Manor Hotel and Country Club	17/05/07	17/05/07	09:00	15:30	Scheduled	159
EPYA8	B	Mantle of the Expert as a Learning Approach - Implications for Leadership	West Norfolk Professional Development Centre	17/05/07	17/05/07	09:00	12:00	Scheduled	24
EPLA4	A	Effective Management - Managing People	Norwich Professional Development Centre	18/05/07	18/05/07	13:00	16:00	Scheduled	25

Finding a Course – without the Course Code

- If you do not know the Course Code or the full title, you can search by the first word of the course title.
- Click the [Course Code](#) link.

For help please call 01603 433276

Home Back Contact Details

Course Booking

Quick Search

From: 18 October 2007 To: 17 October 2008

Training Area: Make a Selection

Keywords:

Course Code

View: All Courses Internal Courses Central Courses

Advanced Search Go

31 Monthly Calendar

Courses between 18/10/2007 and 17/10/2008

458 matching courses found, 25 results displayed per page, Prev 0 Next 433

Next 25 >>

Course Reference	Event Ref	Course Title	Venue	Start	End	Start Time
ENWC5	A	NVQ3 Teaching Assistants City and Guilds 7327	Norwich Professional Development Centre	12/09/07	02/07/08	13:30
ENWB4	A	Nurture Groups 4-day Course	Norwich Professional Development Centre	24/09/07	08/11/07	09:30

- You can now see the 'Courses by Course Title' screen.
- Type in the first word of the 'Course Title' and click on 'GO'.

Norfolk Online Booking System - Courses by Course Title - Microsoft Internet Explorer

Click on a row to select it Click on table column headers to sort the list

Enter the text to search for the records that it begins with (Note: search is case sensitive)

Course Reference Course Title

Go

Next 10 >>

241 matching records found, Prev 0 Next 231

Course Reference	Course Title
EPFA1	A Guide to the new Norfolk Syllabus for RE
FCNA1	A Practical Insight into the Risk Management of Trees for Outdoor Learning

- When you find the course, click on the course title.
- This brings you back to the main screen. Notice the 'course code' is in the Course Code field. Click 'Go'. Now proceed to 'Course Details' on Page 6

Click on a row to select it Click on table column headers to sort the list

Enter the text to search for the records that it begins with (Note: search is case sensitive)

Course Reference Course Title

Go

407 matching records found, Prev 0 Next 397

Course Reference	Course Title
EPCF2	Social and Emotional Aspects of Learning - SEAL Training
ESTA8	'A' Level Geography Network Meeting
EPCG8	2-Day course for Teaching Assistants for Literacy
EPCG8	2-day Literacy course for Teaching Assistants
EPMB1	3 Day Maths Course for Teaching Assistants

Click here to select this Course

Course Code: EMGA2

View: All Courses Internal Courses Central Courses

Advanced Search Go

Finding a Course by Specific Area

The **Advanced Search** facility enables you to find a course by Training Area, Specific Subject Area and Phase.

- From the Course Booking screen click on the '**Advanced Search**' button

The screenshot shows the SDMS Course Booking interface. At the top, there are navigation tabs: Training, People, Reports, and Log Out. Below these, a help message states: "For help please call 01603 433276". There are links for Home, Back, and Contact Details. A "Quick Search" section includes fields for "From" (24 October 2007), "To" (23 October 2008), "Training Area" (Make a Selection), and "Keywords". A "View" section has radio buttons for "All Courses", "Internal Courses", and "Central Courses". A red arrow points to the "Advanced Search" button. Below the search fields, a status bar indicates "Courses between 24/10/2007 and 23/10/2008" and "460 matching courses found, 25 results displayed per page, Prev 0 Next 435". A "Next 25" button is also visible.

- The search screen opens allowing you to select from the drop-down lists, the Training Area, Specific Area, Course Type, Phase and date range you are interested in.
- Click on '**Search Courses**'

The screenshot shows the "Advanced Search" window in Microsoft Internet Explorer. The window title is "Advanced Search - Microsoft Internet Explorer". On the left, there is a "Keyword Search" text area. On the right, there are several drop-down menus: "Training Area" (Character and Innov.), "Specific Area" (ICT), "Course Type" (Course), and "Phase" (Primary Schools). Below these, there is a "Start Dates Between" section with radio buttons for "week", "month", and "term". The date range is set from 24 October 2007 to 23 October 2008. A red arrow points to the "Search Courses" button at the bottom left, and another red arrow points to the "Training Area" drop-down menu. A "Reset" button is also present. At the bottom right, there is a "Close Window" button with a red X icon.

Course Details

- This screen displays the course reference, event reference, course title, venue, start and end dates, time, status and number of available places.
- Click on the **'blue arrow'** to view further course details.

Courses between 14/05/2007 and 13/05/2008

1 matching courses found, 25 results displayed per page, Prev 0 Next 0

Course Reference	Event Ref	Course Title	Venue	Start	End	Start Time	End Time	Status	Places
EMGA2	B	Test Course 2	West Norfolk Professional Development Centre	12/11/07	14/11/07	09:00	16:30	Scheduled	508

- Click on the **'Scope'** tab below to view course context and target audience and the **'Programme'** tab to view the course objectives.

For help please call 01603 433276

[Home](#) [Back](#) [Contact Details](#)

Course Details

Activity Reference	Event Title	Event Dates
ECAC9	Starting Drama - the Basics	15/10/07
Central Course	Available to All	Course Fee

Available Spaces: 23

Training Area	Character and Innov.	Specific Area	Drama
Phase	Primary Schools	Course Type	Course
Event Status	Scheduled	Closing Date	14/10/07
Event Reference	A		
Provider			
Main Trainer	Patrice Baldwin		
Admin Contact	Gill Seaton		

[E-Mail](#) 01603 433276

[Enrol Delegate](#) [Print Course Advert](#)

[Return to Course List](#)

Sessions **Scope** **Programme** **Trainers**

Scope

This non-threatening and basic course is designed for teachers, teaching assistants and others working with children and young people, who recognise the need to teach it but maybe lack the confidence and knowledge to get started.

Venue Maps

- View location maps by clicking the '**Sessions**' tab and then click '**Venue Details**'.
- Click on the web address link for a map in PDF format or click on the Multi Map link.

Norfolk Online Booking System - Venue Details - Microsoft Internet Explorer

Norwich Professional Development Centre

Venue Map

Address:
Woodside Road
Norwich
Norfolk

NR7 9QL

Telephone: 01603 433276

Fax: 01603 700236

[Get map from Multi Map](#)

Owners Name:

E-Mail Address:

None

Web Address:

<http://advisoryserviceactive.norfolk.gov.uk/inset/maps/m01.pdf>

FOR A MAP PLEASE CLICK ON THE WEB ADDRESS OR MULTIMAP LINK.

[Close Window](#)

Sessions | **Scope** | **Programme** | **Trainers**

Session Date	Times	Venue
12/11/07	09:00 to 16:30	West Norfolk Professional Development Centre
13/11/07	09:00 to 16:30	West Norfolk Professional Development Centre
14/11/07	09:00 to 16:30	West Norfolk Professional Development Centre

[Venue Details](#)
[Venue Details](#)
[Venue Details](#)

Venue Maps can also be obtained from the '**Login**' screen by clicking on the **website link** and selecting the appropriate venue. Maps will be presented in PDF format for printing.

Address [http://www.cpd.norfolk.gov.uk/sdms/e.sdms?APPNAME=StaffDev\(Web\)&PRGNAME=Login](http://www.cpd.norfolk.gov.uk/sdms/e.sdms?APPNAME=StaffDev(Web)&PRGNAME=Login)

Links [Customize Links](#) [Free Hotmail](#) [Windows](#) [Windows Media](#)

Norfolk County Council
@ your service

To login enter your Staff Reference and Password and click on Login button

Staff Reference

Password

[Login](#) [Reset](#)

To return to the welcome page, [click here](#)

For help please call 01603 433276

Forgotten Password? To receive a reminder, [click here](#)

Esinet <http://www.schools.norfolk.gov.uk/>

Venue Maps <http://advisoryserviceactive.norfolk.gov.uk/inset/venues.html>

Enrolling a Delegate (Registered Users only)

- **Step 1.** From the 'Course Details' screen, click on the 'Enrol Delegate' button.
- **Step 2.** From the staff list find your delegate and click on the ✓ **Enrol** button next to their name. **TIP: Find your staff member quickly by searching by surname. From the Enrolment Screen type in the surname and click on 'Search by Surname'**

The screenshot shows the 'Enrolment' system interface. At the top, there is a search bar with 'Test' entered and a 'Search by Surname' button. Below the search bar, there are radio buttons for 'All Staff', 'Approved', 'Waiting List', and 'Withdrawn'. A message indicates '22 matching people found. 10 results displayed per page. Prev 2 Next 10'.

The main section is titled 'Course Details' and shows information for 'EMGA2' and 'Test Course 2'. It includes event dates (12/11/07 to 14/11/07) and a course fee of £130.00. Below this, there is a table of 'Available Spaces' with columns for 'Session Date' and 'Times'.

A green box highlights the 'Enrol Delegate' button in the 'Display Other Options' section. A red arrow points to the 'Enrol' button next to 'Deputy, Dan' in the staff list. A yellow box with the number '2' contains the text: 'From the Staff List, choose your delegates and enrol by clicking the ✓ Enrol button'. A red arrow points from this box to the 'Enrol' button.

A confirmation dialog box from 'Microsoft Internet Explorer' is shown at the bottom, asking 'Please confirm if you wish to Enrol Deputy, Dan, School on Enrolment: NPDC Training School?'. It has 'OK' and 'Cancel' buttons. A green box with the number '3' highlights the 'OK' button.

- **Step 3.** Click 'OK' on the confirmation screen to confirm your booking.
- Once enrolled, a PINK notification will appear in the middle of the **Course Details** screen thanking you for your booking and confirming the booking has been approved via the website. The booking is now complete and you will receive an automatic email back.

Deputy, Dan : Thank you for your booking. Your application has been processed. Current Approval Status: Approved via the Web

- You can now enrol another delegate or return to the Course Details screen.

Please Note: Once a delegate has been enrolled the ✓ **Enrol** button will change to **XWithdraw** which will then enable you to **Withdraw** or **Replace** a delegate at a later date if necessary.

Staff List: If your staff list is not up-to-date, please email margaret.goddard@norfolk.gov.uk or the advisory.service@norfolk.gov.uk with the necessary changes.

Replacing a Delegate

- From the **Enrol Delegates Screen** – find the enrolled delegate and click on '**Replace**'.
- You will be asked to confirm your actions - click '**OK**'

The screenshot shows a table of delegates and a confirmation dialog box. The table lists delegates with columns for Surname, Other Names, Staff Reference, and School on Enrolment. The dialog box asks for confirmation to replace James Jones at NPDC Training School.

Surname	Other Names	Staff Reference	School on Enrolment
Coordinator	INSET	INSET9999	NPDC Training
Deputy	Dan	MG0011	NPDC Training
Duhig	Susan	MG0003	NPDC Training
Goddard	Margaret	MG0001	NPDC Training
Governor	Ted	MG0010	NPDC Training School
Head	Jane	MG00002	NPDC Training School
Hemmings	Chris	MG0007	NPDC Training School
Idiens	Jenny	MG00004	NPDC Training School
Jones	James	MG0013	NPDC Training School

Microsoft Internet Explorer
Please confirm that you wish to Replace Jones, James, School on Enrolment: NPDC Training School?
OK Cancel

Buttons for each delegate: Withdraw, Replace, Costs, No Notes, Evaluate. For James Jones, the Replace button is highlighted with a green starburst.

- You will now be able to pick the replacement from your list of delegates.

The dialog box shows a search for replacement enrollees. The text 'MG0007' is entered in the search field, and the 'List' button is highlighted with a green starburst. A red arrow points from the 'List' button in the previous screenshot to this 'List' button.

Select Replacement Enrollee for Idiens, Jenny - Microsoft Internet Explorer
Replacement Enrollee: MG0007
List Chris Hemmings
Enrol Cancel
Close Window

- Click the '**List**' button to display your staff list.
- Select the person by clicking on their '**Staff Reference**' number.

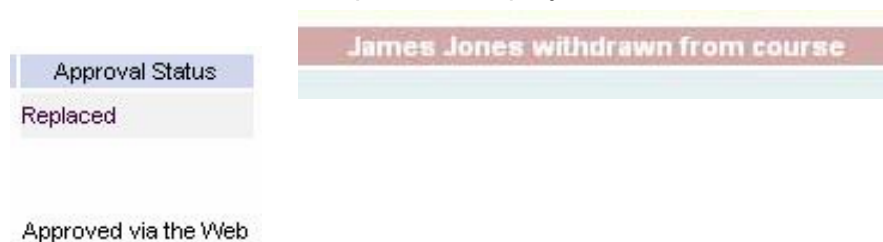
The screenshot shows a search results page for staff. A yellow box with a red border contains the text 'Click on the Staff Reference number'. A red arrow points from this box to the 'MG0013' staff reference number in the list.

Norfolk Online Booking System - Staff by Staff Name - Microsoft Internet Explorer
Click on a row to select it Click on table column headers to sort the list
Enter the text to search for the records that it begins with (Note: search is case sensitive)
Staff Reference Staff Name Go
18 matching people found, Prev 0 Next 10
Staff Reference Staff Name
INSET9999
MG0011
MG0003
MG0001
MG0010
MG00002
MG00004
MG0013
MG0018
MG0012
Goddard, Margaret
Governor, Ted
Head, Jane
Idiens, Jenny
Jones, James
Jones, Jed
Jones, Sarah

- Click the '**Enrol**' button and click '**OK**' on the confirmation screen if the selection is correct.



- This brings you back to the '**Enrol Delegates**' screen where the transaction is confirmed in the '**Approval Status**' field and in the pink bar displayed in the centre of the screen.



Withdrawing a Delegate

- From the '**Enrol Delegates**' Screen – find your delegate and click on '**XWithdraw**' beside the delegate's name – then click '**OK**' on the confirmation screen if the selection is correct.
- A confirmation of the withdrawn delegate will be displayed in the pink bar in the centre of the screen and the Approval Status for the delegate will show 'Withdrawn'.



Special Requirements

After you have made an enrolment you may record any '**Special Requirements**' that a delegate may have i.e. dietary requirements, hearing loop or wheelchair access.

- Click on the '**Special Requirements**' button alongside the delegates name.

Test2, Joy : Because there are spaces this persons application has been processed. Current Approval Status: Approved via the Web




21 matching people found, 10 results displayed per page, Prev 0 Next 11

[Next 10](#)

Surname	Other Names	Staff Reference	School on Enrolment	Approval Status	Withdraw	Replace	Costs	No Notes	Evaluate	Special Requirements
Coordinator	INSET	INSET9999	NPDC Training School	Approved via the Web	X Withdraw	Replace	Costs	No Notes	Evaluate	Special Requirements
Deputy	Dan	MG0011	NPDC Training School	Approved via the Web	X Withdraw	Replace	Costs	No Notes	Evaluate	Special Requirements
Duhig	Susan	MG0003	NPDC Training School	Replaced	Enrol	Waiting List				
Doddard	Margaret	MG0001	NPDC Training School		Enrol	Waiting List				
Governor	Ted	MG0010	NPDC Training School	Approved via the Web	X Withdraw	Replace	Costs	No Notes	Evaluate	Special Requirements
Lead	Jane	MG00002	NPDC Training School		Enrol	Waiting List				
Hemmings	Chris	MG0007	NPDC Training School	Approved via the Web	X Withdraw	Replace	Costs	No Notes	Evaluate	Special Requirements
Liens	Jenny	MG00004	NPDC Training School	Replaced	Enrol	Waiting List				
Lones	James	MG0013	NPDC Training School	Replaced	Enrol	Waiting List				
Lones	Jed	MG0018	NPDC Training School		Enrol	Waiting List				

- Follow the instructions on the screen to add, delete or edit a **special requirement**.

Special Requirements for Governor, Ted

To enter new information click on the plus  image at end of the titles below.
 To change information, click on the pencil  image for that line.
 To delete information, click on the waste bin  image for that line.

Requirement Type	Requirement Description	Requirement Notes
WHEL	Need standard size wheelchair ramps into building	

- When you have finished entering the request, click '**Update**' and when prompted click on '**Close Window**'.

Norfolk Online Booking System - Special Requirements for Governor, Ted - Michael

Special Requirements for Governor, Ted

Enter the type of requirement

Enter the description of requirement

Enter the notes for requirement

Click 'Update' when finished entering the request

Requirement Type

Requirement Description

Requirement Notes

Make a Selection

Dietary

Hearing Loop

Wheelchair Access

Update **Reset**

Print Course Details (Advert)

- From the 'Course Details' screen click on the 'Print Course Advert' button.

The screenshot shows the 'Course Details' page. At the top, there are navigation tabs: Training, People, Reports, and Log Out. Below these, there's a help message and links for Home, Back, and Contact Details. The main content area is divided into two sections. The top section contains a table with course details:

Activity Reference	Event Title	Event Dates
ECAC9	Starting Drama - the Basics	15/10/07
Central Course		

Below this table, there's a section for 'Available Spaces' showing 23 spaces. To the right, there's a section for 'Specific Area' with details like Drama, Course Type, and Closing Date. At the bottom, there's a section for 'Enrol Delegate' and 'Print Course Advert' buttons. A red arrow points from the 'Print Course Advert' button in the top right to the 'Print Course Advert' button at the bottom.

- The following screen will appear - click on the 'Print' button to open your usual print options screen.

The screenshot shows the 'Course Advert' screen. At the top, there's a browser window title 'Norfolk Online Booking System - Course Advert - Micro...'. Below this, there's a menu bar with File, Edit, View, Favorites, Tools, and Help. The main content area is divided into two sections. The top section contains a table with course details:

Customisations
All courses
Course Reference ECAC9 Starting Drama - the Basics
Dates from 12/10/07 to 11/10/08
Actual Costs
Staff

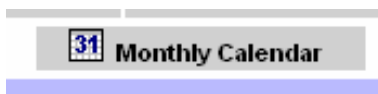
Below this table, there's a section for 'Finished' and 'Print' buttons. A red arrow points from the 'Print' button in the top right to the 'Print' button at the bottom. The bottom section contains a list of course details:

- Organisation: Children's Services, Norfolk Advisory Service
- Course Reference: ECAC9
- Course Title: Starting Drama - the Basics
- Places: 30
- Dates: Mon 15 Oct
- Venue: Unknown location
- Organiser: Gill Seaton
- Scope: This non-threatening and basic course is designed for teachers, tea
- Cost: 130.00

At the bottom, there's a status bar that says 'Report ran from 13:21:52 to 13:21:52 and found 1 event.'

Monthly Calendar

- If you wish to view courses by month, click on the '**Monthly Calendar**' button found in the middle of the Course Booking/Listing screen.



- Search by clicking on the month buttons at the top of the calendar. Each day can be viewed by scrolling down the page.

Monthly Calendar - Browse Courses

Print

Return to Course List

Previous Year Jan Feb March April May June July Aug Sept Oct Nov Dec Next Year

Previous Month Today Tuesday 08 May 2007 Next Month

May 2007 View All Courses Internal Courses Central Courses

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1. 09:00 to 16:30 Test Course 2	2. 09:00 to 16:30 Test Course 2	3. 09:00 to 16:30 Test Course 2 09:30 to 15:30 Working with REAL Art	4. 09:00 to 16:30 Test Course 2	5. 09:00 to 16:30 Test Course 2
6. 09:00 to 16:30 Test Course 2	7. 09:00 to 16:30 Test Course 2	8. 09:00 to 16:30 Test Course 2	9. 09:30 to 16:00 Understanding Autistic Spectrum Disorders and the Principles of TEACCH 16:15 to 18:15 Developing Partnerships with Creative Organisations	10. 09:30 to 16:00 Understanding Autistic Spectrum Disorders and the Principles of TEACCH 09:30 to 16:00 ICT for Teaching Assistants and other Classroom Support Staff (Primary)	11.	12.
13. 09:00 to 15:30 Secondary Athletics 09:00 to 12:00 Mantle of the Expert as a Learning Approach - Implications for Leadership 09:30 to 16:00 Leadership Academy - Day 6	14.	15.	16. 16:15 to 18:15 Developing Partnerships with Creative Organisations	17. 09:00 to 15:30 Leading in a Culture of Change 09:00 to 12:00 Mantle of the Expert as a Learning Approach - Implications for Leadership	18. 13:00 to 16:00 Effective Management - Managing People	19.
20. 09:15 to 16:00 Beginning to Implement the New Agreed Syllabus: Key Stages 1 and 2 09:30 to 16:00 Conciliation Skills Training for Front Line Staff in the SEN Sector 13:00 to 16:00 So You Want To Be A Deputy Head 16:30 to 18:00 Healthy Schools Introduction	21. 09:00 to 12:00 The Role of School Improvement Partners 09:30 to 16:00 How to Physically Assist and Support Pupils with Physical Disabilities 13:00 to 16:00 Individual Child Risk Management	22.	23. 09:00 to 12:00 The Role of School Improvement Partners	24. 09:15 to 16:00 Fund-raising for Arts and Creativity Initiatives 09:15 to 16:00 School Grounds: Designing and Utilising them Effectively 09:30 to 16:00 Nurture Groups Network Meeting 09:30 to 16:30 First Steps in Curriculum Re-design	25. 09:15 to 16:00 Art and ICT - Exploring Image Transfer Processes at KS1 and KS2	26.

- To view a course select the course by clicking on it and you will be taken to the Course Details screen. Refer to the appropriate sections to enrol delegates or view the course details (Page 8).

Costs

- You can also record financial information per delegate by clicking the '**Costs**' button next to your delegate's name.

Test2, Joy : Because there are spaces this persons application has been processed. Current Approval Status: Approved via the Web

21 matching people found, 10 results displayed per page, Prev 0 Next 11

Next 10 >>

Surname	Other Names	Staff Reference	School on Enrolment	Approval Status	Withdraw	Replace	Costs	No Notes	Evaluate	Special Requirement
Coordinator	INSET	INSET9999	NPDC Training School	Approved via the Web	✗	🔄	📄	📄	📄	
Deputy	Dan	MG0011	NPDC Training School	Approved via the Web	✗	🔄	📄	📄	📄	
Duhig	Susan	MG0003	NPDC Training School	Replaced	✓	🔄	📄	📄	📄	
Goddard	Margaret	MG0001	NPDC Training School		✓	🔄	📄	📄	📄	
Governor	Ted	MG0010	NPDC Training School	Approved via the Web	✗	🔄	📄	📄	📄	
Head	Jane	MG00002	NPDC Training School		✓	🔄	📄	📄	📄	
Hemmings	Chris	MG0007	NPDC Training School	Approved via the Web	✗	🔄	📄	📄	📄	
diens	Jenny	MG00004	NPDC Training School	Replaced	✓	🔄	📄	📄	📄	
Jones	James	MG0013	NPDC Training School	Replaced	✓	🔄	📄	📄	📄	

Estimated Costs for Coordinator, INSET

Select SubBudget to view/enter costs for: No Budget Assigned

EMGA2 Test Course 2

Cost Category	Actual Amount	Estimated Amount	Finalised	
Accommodation	0.00	0.00	No	Add Cost
Advisory Admin	0.00	0.00	No	Add Cost
Catering	0.00	0.00	No	Add Cost
Central Expenditure	0.00	0.00	No	Add Cost
Course Fees	0.00	0.00	No	Add Cost
Delegate Assessments		0.00	No	Add Cost
Fees from Non-LEA Schools		0.00	No	Add Cost
Inspection Fees		0.00	No	Add Cost
On site Consultancy Fees		0.00	No	Add Cost
Preparation		0.00	No	Add Cost
Printing and Materials		0.00	No	Add Cost
Residential Fees		0.00	No	Add Cost
Staff Replacement		0.00	No	Add Cost
Subsistence		0.00	No	Add Cost
TU Staff Cost		0.00	No	Add Cost
Trainer and Tutor Fees		0.00	No	Add Cost
Training Equipment	0.00	0.00	No	Add Cost
Travel	0.00	0.00	No	Add Cost
Totals	0.00	0.00		

Enter Cost Description

Submit Estimated Costs Return..

Please refrain from using letters in the description

Menu Navigation

By hovering over the drop down menus you can access various reports including Training History, Web Applications, Staff List, Weekly Events Lists etc.

Training Menu

- From the **Training** menu, you can navigate to the Course Booking screen; search the Training History of your staff and View Web Applications.

Links Customize Links Free Hotmail Windows Windows Media

Training People Reports Log Out

SDMS
Course Booking
Training History
My Training History
View Web Applications
View My Applications
Summary & News
Training Area

call 01603 433276 Home Back Contact Details

To find the courses or scroll through the records using the Previous and Next buttons on the top of the courses table. To view more details about a course click on Details link at the end of the record.

October 2007 To 04 October

Keywords

Course Code

View Web Applications

- From the 'Training' drop down list choose '**View Web Applications**'. After clicking on a name the following choices become available: Event Details; Person Details; Approve; Not Approve; Email Person.

View Web Applications

Course EMGA1
Training Area Character and Innov.
Phase Primary Schools
Event Reference
Start Date 08/10/07
Course Fee £130.00

Event Details Person Details Approve Not Approve E-Mail Person

Next 10

Click on the row below to manage the application

43 matching records found, 10 results displayed per page Prev 0 Next 33

Applicant Name	School
Coordinator, INSET	NPDC Training School
Deputy, Dan	NPDC Training School
Deputy, Dan	NPDC Training School
Duhig, Susan	NPDC Training School
Duhig, Susan	NPDC Training School

Reports Menu

Training History

- From **Reports Menu** select **People Reports> Training History**.

SDMS ? For help please call 01603 433276

Training **People** **Reports** **Log Out**

Staff List < People Reports
 Staff List by School < Financial Reports
 Untrained Persons < Course Scheduling
 Enrolment List
Training History (highlighted)
 Attendance List with Sessions
 Evaluation Summary by Employee

From: 2007
 Training Area: Make a Selection

... and the courses (buttons on the top click on Details link

- You will be presented with the following search screen where you can search for the Training History for all staff members or for an individual.

- **Step 1.** Select the appropriate '**List**' link and select the school or person from the list.
- **Step 2.** Check the **dates** are appropriate for your needs, especially the year.
- **Step 3.** Click on **Run Report**.

SDMS ? For help please call 01603 433276

Training **People** **Reports** **Log Out**

Home Back Contact Details

Training History

To enable you to filter the report, select the customisation options below.
 Selecting the **List** links will display a list of the choices available.

Course: [] List
 Status: []
 Training Area: []
 Specific Area: []
☐ Internal Courses
☐ Central Courses
☐ All Courses
 Courses Starting between 5 October 2007 and 6 November 2008
 Budget Period: []
 Sub-Budget: [] List

Group Name - Person Membership [] List
 Person [] List
 Staff Type: Make a selection
 Gender: Make a selection
 Ethnicity: Make a selection
☒ Current Staff
☐ Non-Current Staff
☐ Both

Run Report **Reset**

Example of Training History Report

Finished		Print	Internal courses are marked in red		Self study is marked in green	Go to bottom
Staff Reference		Name		Main School Name		
MG0011		Deputy Dan		NPDC Training School		
Ref./Training Area		Course Title/Description			Date(s)	
EMGB2		Test course 4			29/12/07	
Staff Reference		Name		Main School Name		
MG0003		Duhig Susan		NPDC Training School		
Ref./Training Area		Course Title/Description			Date(s)	Duration
Staff Reference		Name		Main School Name		
MG0001		Goddard Mags		NPDC Training School		
Ref./Training Area		Course Title/Description			Date(s)	
ECAE4		Working with REAL Art			03/05/07	
ECAA6		Developing Partnerships with Creative Organisations			09/05/07	
EPLB9		Performance Management Training for Schools			18/06/07	
EMG0000000011		Test course 4			02/07/07	
EMGB2		Test course 4			29/12/07	

- **Log off** by choosing '**Log Out**' from the drop down menu.

Frequently Asked Questions

A1. Email: margaret.goddard@norfolk.gov.uk or advisory.service@norfolk.gov.uk

A2. Check you have the correct **5 digit** Course Code and you have clicked on the 'GO' field.
Check the from and to dates on your search screen are correct and cover the period in which the course takes place.

A3. Possible reasons:

- *Some Literacy/Numeracy courses are marked for Specific School bands only – check the course is available to your school band.*
- *You may have been ‘timed out’ before the system completed it’s search.*
- *The course may not be on the website – contact the course organiser or fax a booking form in.*

A4. Some courses require certain criteria to be met or special hardcopy application forms to be completed – contact the course organiser.

A5. Email: margaret.goddard@norfolk.gov.uk or advisory.service@norfolk.gov.uk with your changes.

A6. Yes – if you don't receive one please email the organiser of the course to confirm your place and to check we have the correct email address for your school.

A7. Yes – you then have the option to Withdraw or Replace that delegate at a later stage if you wish to do so.