

New Professional Learning and Development Website

Following my letter dated 12th February I am happy to report that our new website is now operational.

How to access the new website

A few courses previously advertised on the 'old' site will continue to be available there so, for a limited period of time we will be running two websites.

- The current website, 'INSET Opportunities', contains courses which have already been advertised with course reference nos. beginning with a '6'.
- The new website, 'Opportunities for Professional Learning and Development', contains the new courses advertised in the annual programme, with reference nos. beginning with an 'E'.

Both sites are accessible via ***<http://advisoryservice.norfolk.gov.uk>*** or ***via Esinet.***

Practice Area

The website contains a practice area which allows you to 'have a go', using the same data as the live system, but without affecting the live system.

Guest Access

Everyone with internet access will be able to access the site and browse the courses on offer. However, to book a place on a course, school staff will still need to approach the school's designated 'INSET Co-ordinator', who will hold the access codes.

Registered Users

As at present, only the Headteacher will be provided with access rights enabling the booking of school staff onto courses. It is then at the discretion of the Headteacher, which members of staff are authorised to make bookings. All schools have been set up as 'Registered Users' and a record has been created for an INSET Co-ordinator, with a unique staff reference and password. The password will be the same as the current 'PIN No.' being used by the school. The staff reference and password will be attached to hardcopy letters being sent to all schools shortly.

School Governors

Once registered, school Governors have the ability to book directly onto a course from the website. To register click into the area '*...to register as a Governor*'. After completing the registration form, Governors will be sent the necessary access codes which will enable them to book on-line. Alternatively, bookings can be made via the school office.

Searching the Website

After logging onto the site you will be granted access to a variety of search facilities in the form of a specific course code search, drop-down menus, date ranges and keyword searches.

- **Course Code Search:** If you already know the course reference no. this is the most expedient way of going directly to a course. You only need to type in the first **5 characters** of the course reference no. i.e. ENWA1 and select 'Go'.

The final character of the reference no. A, B, C etc represents the event reference - do not include this in your search.

- **Specific Subject Area:** For search purposes, courses have also been allocated to Training/Specific Subject areas representing the course brochures, which have been distributed to schools. You may wish to use the '**Advanced Search**' facility to access a list by Training/Subject area.

Once you have found a course, click onto the '**more details**' arrow at the end of the row to obtain further information.

Monthly Calendar View

The Monthly Calendar view option displays an overview of courses available on a daily basis. By selecting individual courses you can see full details of a specific course.

Making an on-line booking

Enrolments onto a course can be made from the Event Details screen. To book a place click on the '**Enrol Delegate**' button and a list of staff belonging to your school will be displayed. Select the person you wish to book onto the course by clicking on the '**Enrol**' button alongside the name. An automatic confirmation email will be sent to you confirming your booking and in due course a second confirmation will be sent to the school/delegate confirming the place.

Other facilities

Other facilities available include:

- links to venue maps and Multi-map
- viewing enrolled delegates and waiting lists
- viewing applications made
- viewing staff training history
- replacing/withdrawing course delegates on-line

I would like to thank you in advance for your co-operation over the next few months, whilst the implementation of the new website takes effect but, in the meantime, please don't hesitate to contact me on the number below or email margaret.goddard@norfolk.gov.uk if you have any questions, or require further information.

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