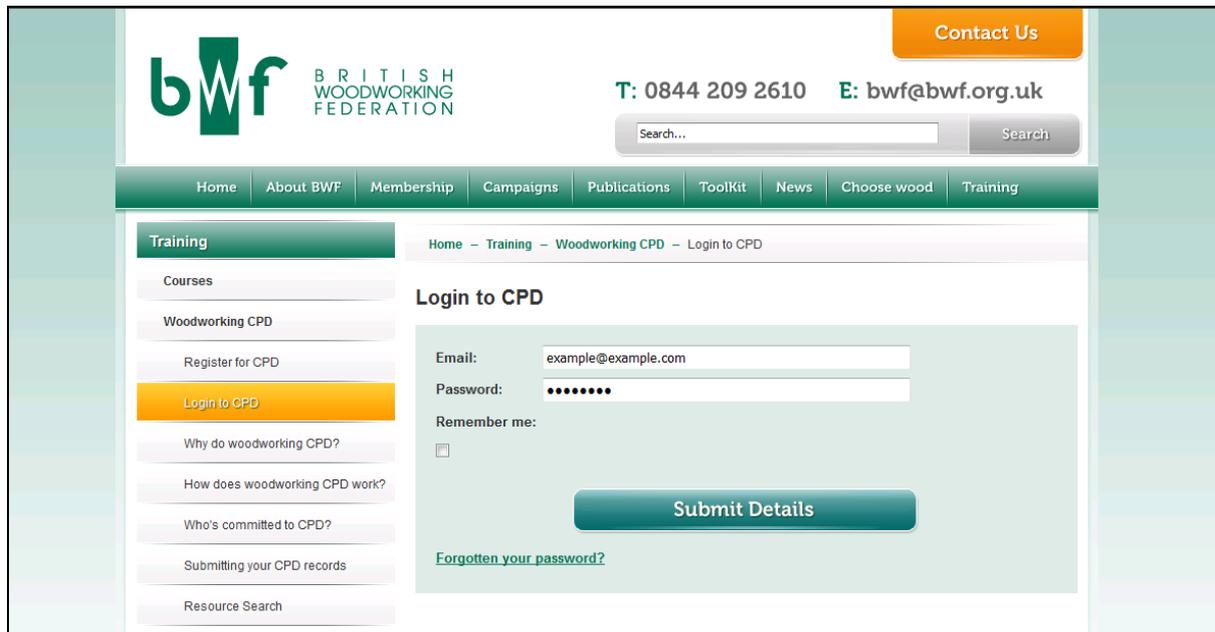


Quick CPD User Guide for logging

Logging in

Access via this link: <http://bwf.org.uk/training/woodworking-cpd/login/>

Simply put in your username and password into the boxes below and 'submit details'.



Please note: these details will be different to your BWF member area login details, if you are a member of the BWF.

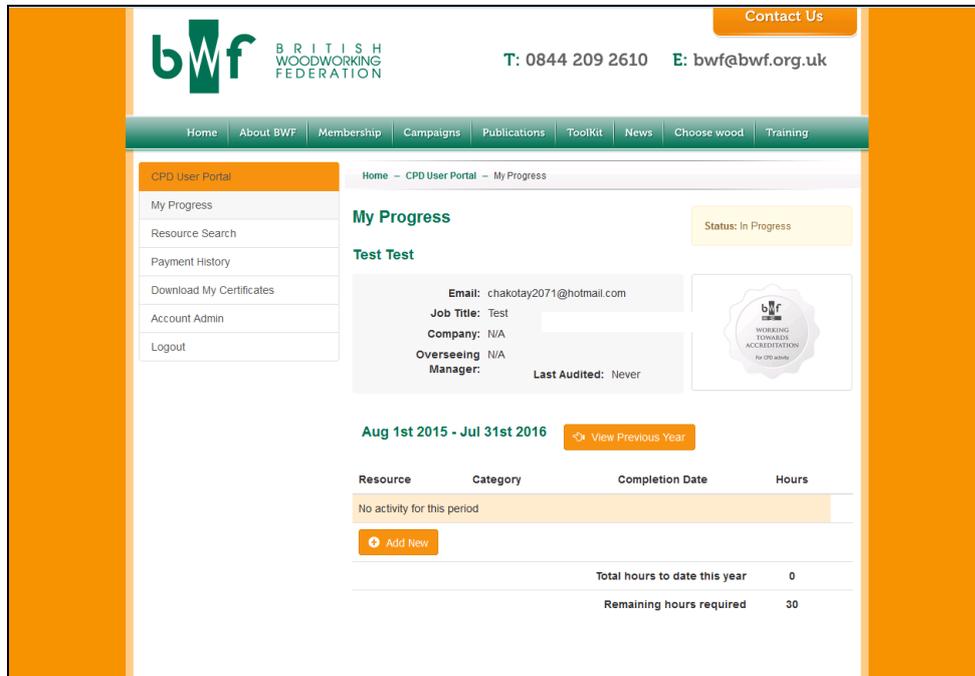
If you have forgotten your password, click on the 'Forgotten your password?' link on this page and enter your email address. If you're not sure what email address you used, please contact Surajith Surendran at surajith.surendran@bwf.org.uk to find out your log in - or call 0844 209 2610.

More overleaf...

Logging a CPD activity

Once you have logged in, you will be presented with the 'My Progress' Screen.

Please note: if you are a manager within the system, you will see a summary of your staff's progress, rather than 'my progress'. Simply click on the 'my progress' tab on the left-hand side menu to see the below.



CPD User Portal

Home - CPD User Portal - My Progress

My Progress Status: In Progress

Test Test

Email: chakotay2071@hotmail.com
 Job Title: Test
 Company: N/A
 Overseeing Manager: N/A
 Last Audited: Never

Aug 1st 2015 - Jul 31st 2016 [View Previous Year](#)

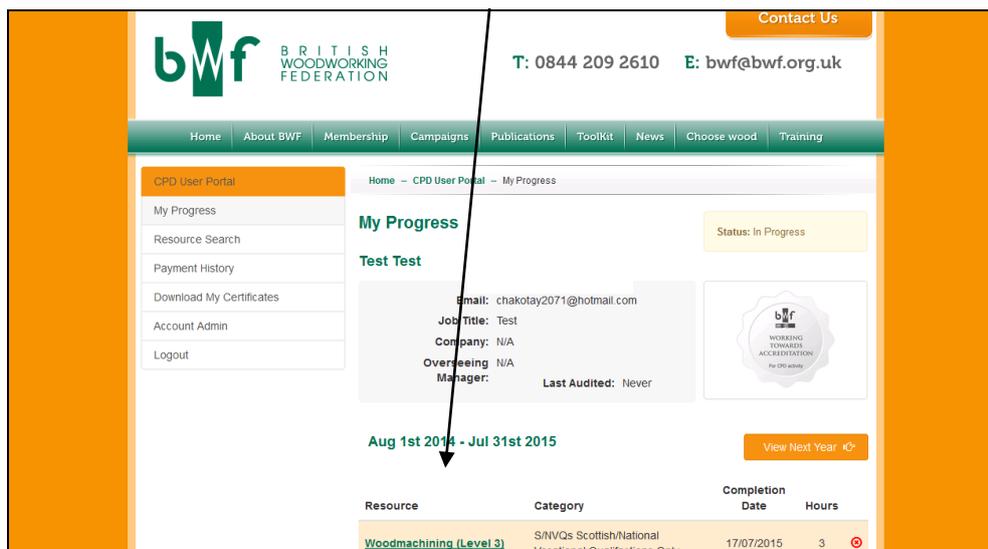
Resource	Category	Completion Date	Hours
No activity for this period			

[Add New](#)

Total hours to date this year: 0
 Remaining hours required: 30

[View Previous Year](#)

Click on the [View Previous Year](#) button to log an activity for the CPD year. This will then take you to a similar page, where the dates have changes to the previous year's.



CPD User Portal

Home - CPD User Portal - My Progress

My Progress Status: In Progress

Test Test

Email: chakotay2071@hotmail.com
 Job Title: Test
 Company: N/A
 Overseeing Manager: N/A
 Last Audited: Never

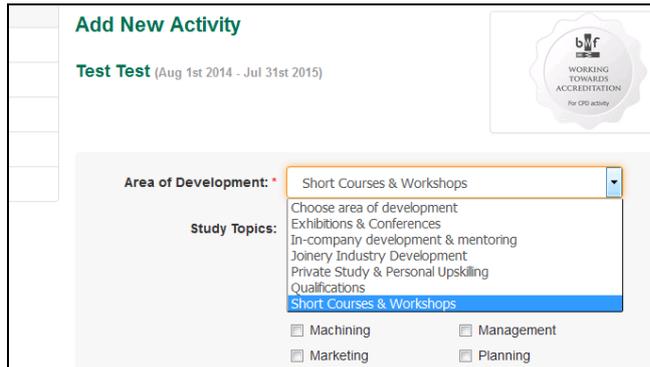
Aug 1st 2014 - Jul 31st 2015 [View Next Year](#)

Resource	Category	Completion Date	Hours
Woodmachining (Level 3)	S/NVQs Scottish/National Vocational Qualifications Only	17/07/2015	3

To add a new CPD activity, click on the  button. You then have the option to browse the CPD resources that have been registered on the system, or you can add a new resource.

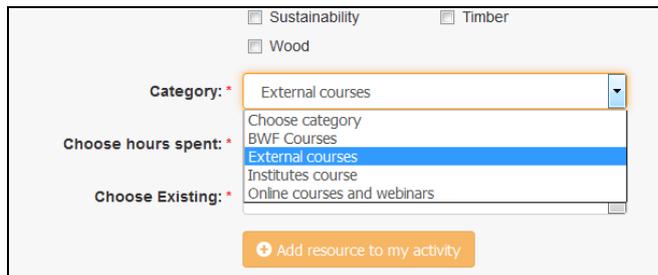
Selecting a resource that already exists:

You can search for a CPD activity that already exists by selecting from the drop down. The 'Area of development' refers the 6 CPD 'types' from within the BWF's programme (e.g. Short Courses & Workshops, In-company Development & Mentoring etc).



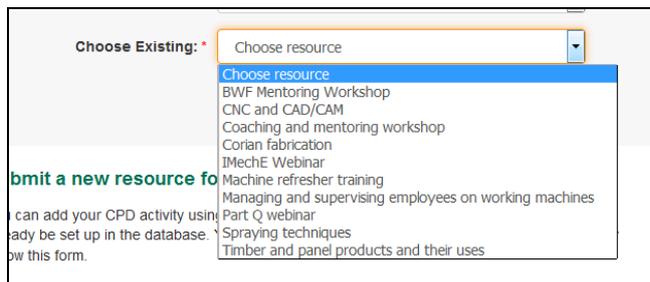
The screenshot shows the 'Add New Activity' form. At the top, there is a title 'Add New Activity' and a sub-header 'Test Test (Aug 1st 2014 - Jul 31st 2015)'. On the right, there is a circular logo for 'WORKING TOWARDS ACCREDITATION For CPD activity'. The main form area has a label 'Area of Development: *' next to a dropdown menu currently showing 'Short Courses & Workshops'. Below this, there is a 'Study Topics:' section with a list of options: 'Choose area of development', 'Exhibitions & Conferences', 'In-company development & mentoring', 'Joinery Industry Development', 'Private Study & Personal Upskilling', 'Qualifications', and 'Short Courses & Workshops' (which is highlighted in blue). At the bottom of the form, there are four checkboxes: 'Machining', 'Management', 'Marketing', and 'Planning'.

Then choose a 'category':



The screenshot shows the 'Add New Activity' form with the 'Category: *' dropdown menu open. Above the dropdown, there are three checkboxes: 'Sustainability', 'Timber', and 'Wood'. The dropdown menu lists several options: 'External courses' (highlighted in blue), 'Choose category', 'BWF Courses', 'External courses', 'Institutes course', and 'Online courses and webinars'. Below the dropdown, there is a label 'Choose Existing: *' and an orange button with a plus sign and the text 'Add resource to my activity'.

Then see if the CPD activity you have done is in the 'choose existing' drop down:



The screenshot shows the 'Add New Activity' form with the 'Choose Existing: *' dropdown menu open. The dropdown menu lists several options: 'Choose resource' (highlighted in blue), 'BWF Mentoring Workshop', 'CNC and CAD/CAM', 'Coaching and mentoring workshop', 'Corian fabrication', 'IMEchE Webinar', 'Machine refresher training', 'Managing and supervising employees on working machines', 'Part Q webinar', 'Spraying techniques', and 'Timber and panel products and their uses'. To the left of the dropdown, there is a section titled 'submit a new resource for' with some text: 'You can add your CPD activity using the form below. It can already be set up in the database. Please use this form.'

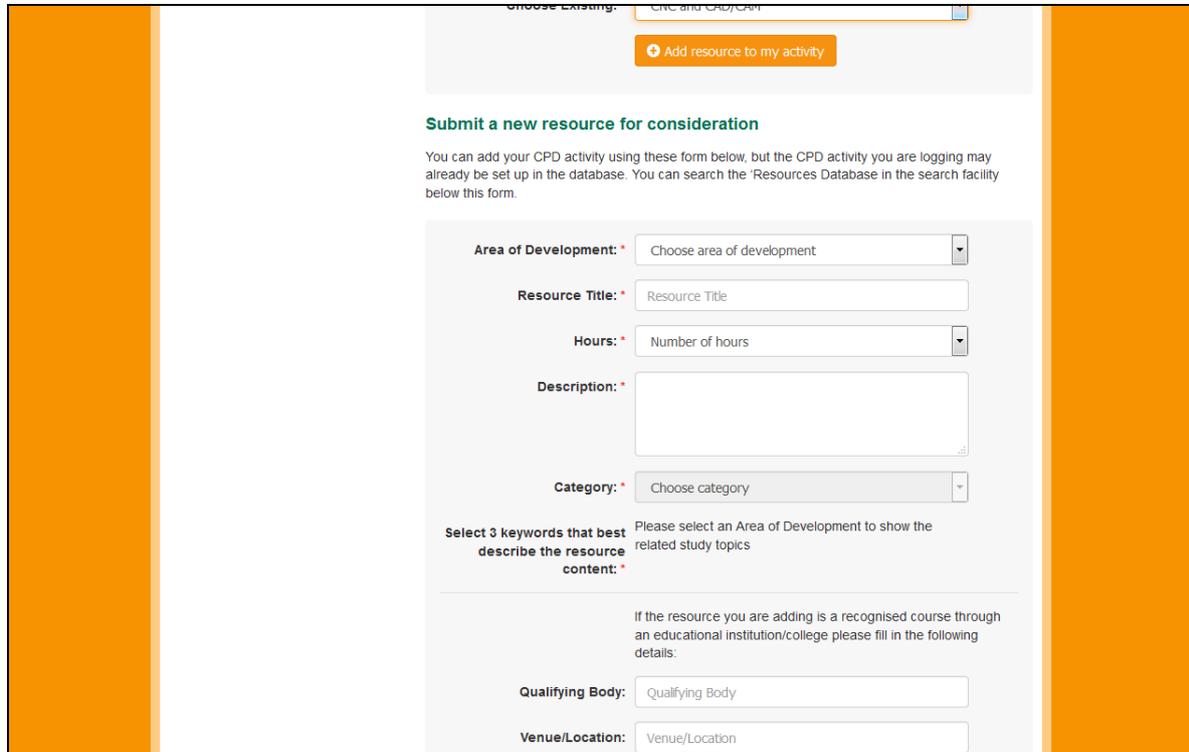
If the CPD activity you have complete is on this list, simply select it from the list and then

click 

You will then be routed back to your 'my progress' page where your new resource will be listed on your record.

Submitting a new resource, not on our database already:

If you wish to submit a new CPD resource because it is not on our database already, scroll down the 'My Progress' page until you reach 'submit a new resource for consideration' section:



Choose Existing:

[Add resource to my activity](#)

Submit a new resource for consideration

You can add your CPD activity using these form below, but the CPD activity you are logging may already be set up in the database. You can search the 'Resources Database in the search facility below this form.

Area of Development: *

Resource Title: *

Hours: *

Description: *

Category: *

Select 3 keywords that best describe the resource content: *

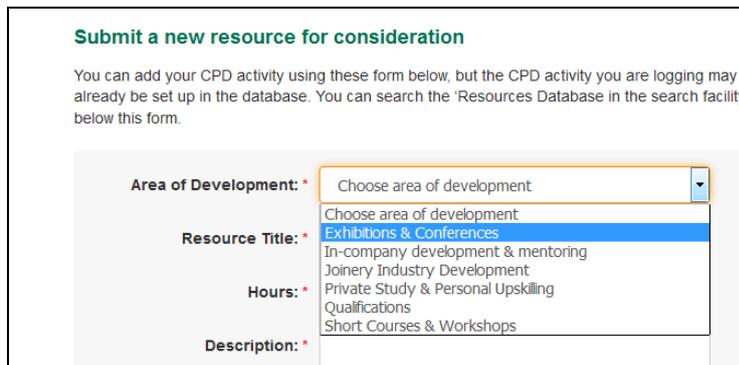
Please select an Area of Development to show the related study topics

If the resource you are adding is a recognised course through an educational institution/college please fill in the following details:

Qualifying Body:

Venue/Location:

Select the 'area of development' your resource best fits into from the drop down:



Submit a new resource for consideration

You can add your CPD activity using these form below, but the CPD activity you are logging may already be set up in the database. You can search the 'Resources Database in the search facility below this form.

Area of Development: *

Resource Title: *

Hours: *

Description: *

- Choose area of development
- Exhibitions & Conferences**
- In-company development & mentoring
- Joinery Industry Development
- Private Study & Personal Upskilling
- Qualifications
- Short Courses & Workshops

More overleaf...

Enter the name of the course/activity you did in 'resource title', select the number of hours it is generally worth to complete (so, you may do this more quickly than the average person, for example – you'll get a chance to say how long you personally spent on/doing it in a moment), and add a brief description of what it was about:

Resource Title: *

Hours: *

Description: *

Then select an appropriate 'category' and click at least three keywords that are relevant to what the CPD activity was:

Category: *

Select 3 keywords that best describe the resource content: *

<input type="checkbox"/> Business	<input type="checkbox"/> BWF Training
<input type="checkbox"/> CNC	<input type="checkbox"/> Design
<input type="checkbox"/> E-Learning	<input type="checkbox"/> Estimating
<input type="checkbox"/> IT	<input type="checkbox"/> Lean
<input type="checkbox"/> Machining	<input type="checkbox"/> Management
<input type="checkbox"/> Marketing	<input type="checkbox"/> Planning
<input type="checkbox"/> Production	<input type="checkbox"/> Programming
<input type="checkbox"/> Social Media	<input type="checkbox"/> Species
<input type="checkbox"/> Strategy	<input type="checkbox"/> Supervising
<input type="checkbox"/> Sustainability	<input type="checkbox"/> Timber
<input type="checkbox"/> Wood	

This is all the mandatory information you need to enter, but further detail can be provided below, which will help give more information to any other individual using the 'CPD database' to find potential CPD activities to do in the future.

If the resource you are adding is a recognised course through an educational institution/college please fill in the following details:

Qualifying Body:

Venue/Location:

Institution/College:

Resource Admin:

Admin Phone:

Resource URL:

Add this to My Progress

Completing your CPD record and submitting

You must complete 30 hours of CPD activity within the CPD to submit your record. Once you have done this you will have a new button appear on your 'my progress' screen for 'Testimonials & reflecting on your overall CPD activity this year':

Total hours to date this year	37.5
Remaining hours required	0

[+ Testimonials & reflecting on your overall CPD activity this year](#)

Click on this button and it will open up a section of four boxes. The first two you only need to fill out if any of your CPD activity falls into the 'Private Study & Personal up-Skilling' (category 4) and 'Joinery Industry Development' (category 5) Areas of Development. You need only give a brief overview of what benefits and learning you achieved from this activity.

[+ Testimonials & reflecting on your overall CPD activity this year](#)

Private study & personal up-skilling testimonial

If you logged any hours under category 4, please explain what you learnt and how you have applied your learning to the workspace.

Joinery industry development testimonial

If you logged any hours under category 5, which was outside of BWF, please explain what you contributed to and how it benefits the industry.

More overleaf...

Once completed, or if they do not apply to your CPD activity in this year, complete the remain two boxes under the title 'Reflecting', which you should highlight the most important part of your CPD learning this year, and what you plan on looking at in the next CPD year:

Reflecting

What was the most important area of development that you addressed in 2014/15 and why?

Which areas of development do you plan to address in the next CPD year?

 Save Changes

Once you have completed the relevant boxes, click

 Submit Final 2014/15 Log Sheet and Declaration

Next to this button, is . Once you are happy that all of your CPD record is correct, click this button to submit your Log sheet.

Further help

If you have any further questions or are having any technical difficulties, please contact Dave Campbell on our CPD helpline 0844 815 9981 or email dave.campbell@bwf.org.uk