Guidance for Foster Carers: Completing a Continued Professional Development form

Guidance for Foster Carers on how to know you have been sent a Continued Professional Development form, how to complete and save the form and how to, when requested, submit the form

Opening and adding CPD activities to the form

1. When you have been sent a Continued Professional Development (CPD) Form to complete, you will receive an email titled 'New Children's Services form section'

2. The email will contain a link you can use to access your Portal. You may also login to your Portal account as you normally would, without using the link provided in the email

3. **The form will have been sent to your own Portal account**, so you need to access **your own** account dashboard, not the Portal account of the child/ren you care for

4. From your Portal dashboard page, select the 'Items to complete' tile

5. You will be taken through to the full 'Items to complete' page, containing all forms which have been sent to you that you have not yet completed. You should be able to see the form titled 'Foster Carer Continued Professional Development'

6. Select the form to open it

7. Select **Record of CPD** (the form may automatically open on the Record of CPD page)

Form

Please complete the form

1	**Foster Carer Continued Professional Development**
2	Record of CPD
3	Submit
4	Supporting Documents

Name: Kevin QQ Kiwi **DOB:** 01-Jan-1990
Address: Democratic Services, County Hall, Martineau Lane, Norwich, NR1 2DH
Form Type: Foster Carer Continued Professional Development v2

Required By: 27-Jul-2021
Sent By: Polly Anna Gooch
Department: SCSR Project
Address: SCSR Project
County Hall, Martineau Lane, Norwich
NR1 2DH

FOSTER CARER CONTINUED PROFESSIONAL DEVELOPMENT

Next →

Print   PDF   Close   Save   Submit Contribution

8. Complete the boxes (marked with red asterisks) with the corresponding information regarding your professional development

Note: Contact your worker if you are unsure what information you need to give

Form

Please complete the form

1	Foster Carer Continued Professional Development
2	**Record of CPD**
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RECORD OF CPD

Continued Professional Development

Record any CPD you have undertaken here:

Date *

Provide a description of the activity *

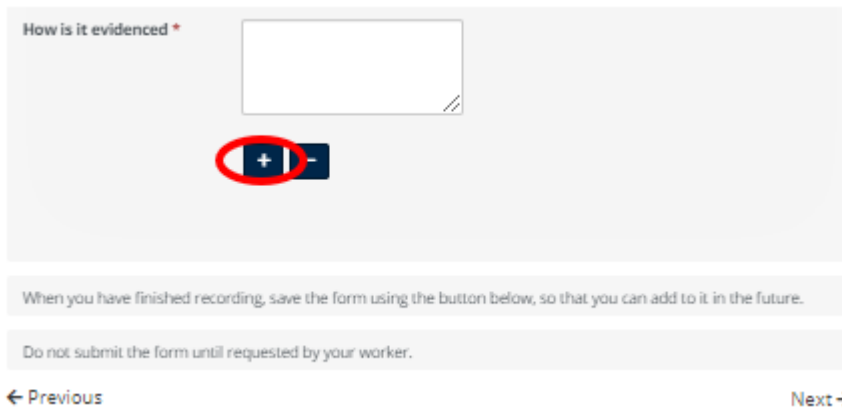How has it helped improve your skills and understanding *

How is it evidenced *

＋ －

When you have finished recording, save the form using the button below, so that you can add to it in the future.

Do not submit the form until requested by your worker.

← Previous   Next →

9. For each separate CPD activity you have undertaken, you need to fill out a new row. To create a new row, select the + (plus) button
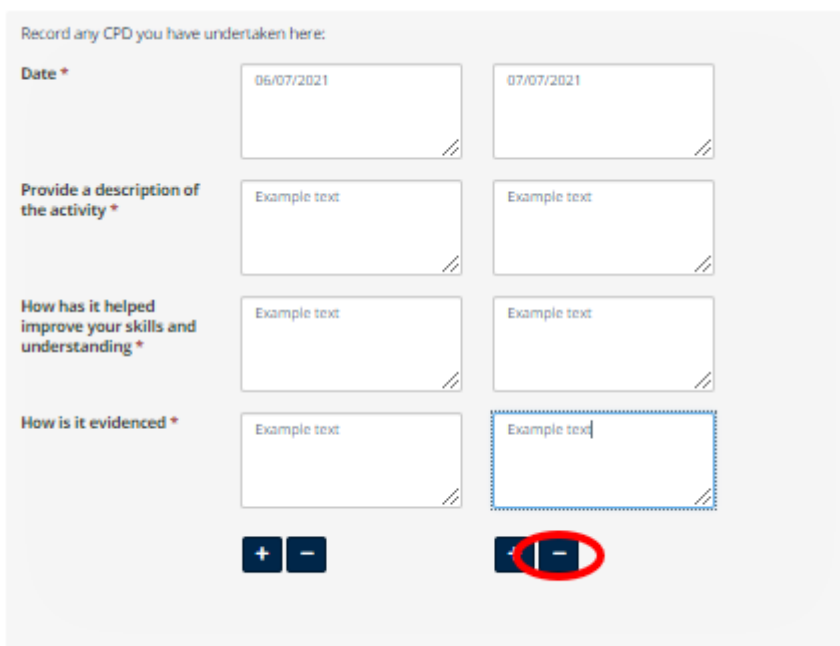
How is it evidenced *

+ | -

When you have finished recording, save the form using the button below, so that you can add to it in the future.

Do not submit the form until requested by your worker.

← Previous   Next →

10. If you change your mind, and no longer wish to use a new row you created, you can select the – (minus) button under the row you no longer wish to use, in order to delete the row

Record any CPD you have undertaken here:

Date *	06/07/2021	07/07/2021
Provide a description of the activity *	Example text	Example text
How has it helped improve your skills and understanding *	Example text	Example text
How is it evidenced *	Example text	Example text

+ —   ← | —

11. If you have any supporting documents you wish to upload, select **Supporting documents** in the left-hand menu

Form

Please complete the form

12. Select **Upload document** to upload a document saved to your device

You can repeat this as many times as you need, to add different files. Acceptable file types are photos, Microsoft Word documents and PDFs

13. When the document has been uploaded, you will see it now sits under the 'Supporting Documents' heading and above the 'Upload Document' button. You can delete a document you have uploaded by selecting **Remove**

14. When you have finished adding your CPD activities and supporting documents, you need to **Save** the form but **do not submit the form yet**. Your worker will tell you when it is time to submit the form. For now, you need to save the form and then reopen the form every time you wish to add a new CPD activity

15. To save the form, select **Save** at the bottom of the screen

16. Select **Close** on the popup that appears. You can then logout
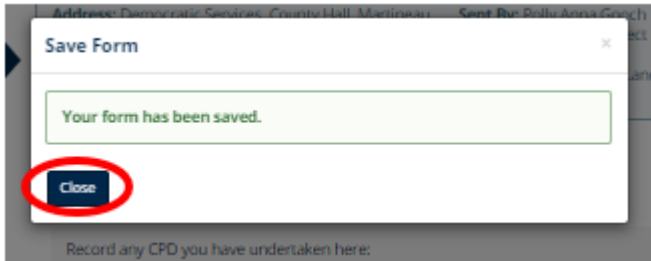
Adding further CPD activities to the saved form

1. When you have a new activity to add to your Continued Professional Development form, login to your account and navigate to the **Items to complete** section

2. The form will be sitting on this page, as it was previously, and you can follow the previous instructions to add your activities and save the form

Submitting the completed form

1. Once a year, your worker will ask you to submit the completed form. To do, this locate the saved form (as in the above instructions)

2. At the bottom of the form, select **Submit Contribution**

3. Your form has now been submitted and you may logout