Professional Development Platform User Guide

Jan 2021

Presentation summary

Welcome

This document provides a user guide to support navigation through the Professional Development

Platform (PDP).

Accessing the PDP

Setting Up An Account

Visit the Professional Development Platform (PDP) https://pdp.etfoundation.co.uk/

HOME   LOGIN

WELCOME TO THE ETF T LEVEL PROFESSIONAL DEVELOPMENT PLATFORM.

This platform is designed to support you on your professional development journey. After creating your account and completing your profile, you will receive access to CPD, networks and wider resources from the ETF, gathered in one place and tailored to your particular role and needs.

What you need to do:

- Step 1: Create an account
- Step 2: Answer some questions to create your profile
- Step 3: Access relevant resources and tools for the programme you are interested in

T LEVELS

Most of the T Level offer is online, meaning that there is always training and support available to suit your schedule. There is a range of face-to-face activity planned and its method of delivery will be in line with current government guidelines. Once you have created an account and profile you can access the full list of resources, but we strongly recommend that you take the further steps to complete the Training Needs Analysis to be sure of getting the most out of the resources available.

T LEVELS

CREATE YOUR ACCOUNT

If this is your first visit – select Create an account

If you are a return visitor with a set up account select login & go to page 9

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Developed by SkillsLogic

GET IN TOUCH

Telephone enquiries: Call-back request

Email enquiries: bookingsupport@etfoundation.co.uk

Education and Training Foundation,
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London SW1W 9SP

LEGAL INFORMATION

ETF Privacy Notice

ETF Terms of Usage

Professional Development Platform: Accessibility Statement

T Level Professional Development Privacy Notice

Registration Form

- Enter personal details, email account for verification
- Job title and role
- ESFA funded – if yes, additional drop down for the provider (your college/school).

EDUCATION & TRAINING FOUNDATION

HOME

CREATE YOUR ACCOUNT

First Name *

Last Name *

Email *

Job Title *

Job Role *

Are you employed in a publicly funded (ESFA) education provider that teaches 16-19 year olds in England? *
○ Yes ○ No

Do you work part-time at more than one FE provider? *
○ Yes ○ No

Where did you hear about this resource?

☐ I would like to receive updates about T Levels from the Education and Training Foundation in line with the ETF Privacy Policy and Terms of Usage
☐ I would like to receive communications, information and updates from the Education and Training Foundation and the Society for Education and Training in line with the ETF Privacy Policy and Terms of Usage
☐ I have read and accept the ETF Privacy Policy and Terms of Usage and the T Level Professional Development Privacy Notice *

CREATE YOUR ACCOUNT

Are you employed in a publicly funded (ESFA) education provider that teaches 16-19 year olds in England? *
◉ Yes ○ No

Which provider do you work for / Which provider has recommended you undertake this Training Needs Analysis?
◉ Look for an existing provider
○ Enter provider details manually

Please select the provider that you work for from the list provided: if your provider is not listed, please select 'Enter provider details manually' and enter the provider's name, 'type' (school / general FE college etc) and region

- Please select -

Please use the drop to find your provider name. Manual input should only be completed if your provider name does not appear on the list.

Taking It Further – Your Profile

Outline your role, your experience and the T Levels that you, or your provider, are undertaking.

Please note, these questions are optional, so if they don't apply to you, don't worry.

T LEVELS - YOUR PROFILE

Use this page to update your profile information. Changes to your profile may update the content of your TNA and action plan.

WHICH OF THE FOLLOWING BEST DESCRIBES YOUR ROLE?

- ☑ I am/will be teaching T Level learners
- ☐ I am a member of support staff and I am/will be working on T Levels in a learning support role
- ☐ I am a member of support staff and I am/will be working on T Levels in a business support role (eg. in IAG or employer engagement)
- ☐ I am a manager or leader in a Provider that is/will deliver T Levels
- ☐ I am a governor of a Provider that is/will deliver T Levels

WHICH OF THE FOLLOWING STATEMENT BEST DESCRIBES YOU?

TLPD offers a range of courses to support teachers with a variety of previous experience. This question will help us to direct you to the most suitable courses for you.

- ○ I am new to teaching (by 'new' we mean that you'll usually have less than a year's teaching experience and / or you may not hold a recognised teaching qualification)
- ● I am an experienced teacher, but new to technical teaching (by 'technical teaching' we mean teaching that aims to develop learners' skills and competencies for progression to certain occupations)
- ○ I am an experienced technical teacher

ON WHICH T LEVEL ROUTES WILL YOU TEACH?

- ☐ Education and Childcare
- ☐ Construction
- ☐ Digital
- ☑ Health and Science

WHICH HEALTH & SCIENCE COURSES WILL YOU TEACH?

Pick all that apply. Leave blank if currently unknown.

- ☐ Health
- ☐ Healthcare Science
- ☑ Science

WHICH SCIENCE OCCUPATIONAL SPECIALISMS WILL YOU TEACH?

Pick all that apply. Leave blank if currently unknown.

- ☑ Technical: Laboratory sciences
- ☐ Technical: Food sciences
- ☐ Technical: Animal sciences
- ☐ Technical: Metrology sciences

SAVE AND START MY TRAINING NEEDS ANALYSIS

Email Confirmation

An account has been created for you at ETF Professional Development Platform.

Click the following link to activate your account. Alternatively paste https://pdp.etfoundation.co.uk/users/setpassword?add=1&guid=00005ffda8c4c6a0c into the address bar of your browser.

If you have any further enquiries, please contact bookingsupport@etfoundation.co.uk. The resources you can access through our platform may depend on the organisation you work for. To ensure that you have the correct access we may sometimes need to amend the organisation you are linked to.

Kind regards,
Booking Support Team
The Education and Training Foundation
bookingsupport@etfoundation.co.uk

You should receive an email like this.

It is important you confirm your new account by selecting the link within the email.

Once you have done this your account is created and you will be able to log into the PDP

If you do not receive an email please contact bookingsupport@etfoundation.co.uk

Making a booking

Accessing Resources

EDUCATION & TRAINING FOUNDATION

HOME

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ETF PROFESSIONAL DEVELOPMENT PLATFORM

The Education and Training Foundation is here to support you on your professional development journey. There are a number of ways the ETF can assist you in your development. Please select the area of support you are interested in from the options below.

T LEVELS

Select T LEVELS

Currently only the TLPD offer is available on this platform. This supports staff delivering T Levels with the teaching skills, subject knowledge and confidence they need for the benefit of their learners.

More offers will be available here soon.

This platform is designed to support you on your T Level Professional Development (TLPD) journey.

| T LEVELS - HOME ⌂ | TNA ⏲ | RESOURCES ⎚ | ACTION PLAN ▤ | YOUR PROFILE ⚙ |

T LEVELS TNA (13/11/2020)   VIEW YOUR TNA FEEDBACK

UNDERSTANDING T LEVELS

ROLE AND ROUTE SPECIFIC TRAINING

LEADERSHIP CPD

NETWORKS

T LEVEL RESOURCE IMPROVEMENT PROJECTS (TRIPS)

INDUSTRY INSIGHTS

✓ **Recommended**

UNDERSTANDING T LEVELS FOR LEADERS AND GOVERNORS (TLPD02)

A first introduction to the T Level course and wider technical education policy. Targeting useful information for senior leadership and governance staff, strategic considerations and changes they will need to make as T Levels are rolled out.

TLPD Online (flexible)

✓ **Recommended**

UNDERSTANDING T LEVELS FOR SCHOOLS (CO939)

A first introduction to the T Level and wider technical education policy for staff in schools. Targeting useful information for teaching and support staff, enabling them to better support pupils and parents as T Levels are rolled out.

TLPD Live online/face to face course

Select this option

Understanding T Levels for Schools (Code: C0939)

This course will provide a first introduction to the T Level and wider technical education policy for staff in schools. It will target usefu[l] information for teaching and support staff, enabling them to better support pupils and parents as T Levels are rolled out.

Upcoming

Online - Understanding T Levels for Schools	Date: 25/02/2021	Price: no charge	Book 📅
			More
Online - Understanding T Levels for Schools	Date: 04/03/2021	Price: no charge	Book 📅
			More
Online - Understanding T Levels for Schools	Date: 05/03/2021	Price: no charge	Book 📅
			More
Online - Understanding T Levels for Schools	Date: 11/03/2021	Price: no charge	Book 📅
			More
Online - Understanding T Levels for Schools	Date: 15/03/2021	Price: no charge	Book 📅
			More
Online - Introducing T Levels	Date: 23/03/2021	Price: no charge	Book 📅
			More
IN HOUSE	Enquire about running this course at your location		Run In-House 🏠

When you have found the event or course you want to book on the PDP the link will take you to ETF's Booking System.

Here you might see more than one event which can be booked.

You will need a Booking System account as well as your PDP account to book a place. You can either create a new account or login to an existing one. Once this is done your accounts will be linked and future bookings should be much easier.

If creating a new Booking System account you will receive a confirmation email. As with the PDP, follow the link in the email and set a password to complete account creation. This will mean you can view your bookings and applications as well as speed up future bookings

Click more to overview event / course times and other information

Click book on the event you wish to reserve a place on

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YOUR DETAILS

Please add **YOUR** details here so we know who to contact about this booking. Delegate details are added at the next stage.

Your phone number *

[   ]

Your job title *

[   ]

Your job role

| Other   ⌄ |

☐ I would like to receive communications, information and updates from the Education and Training Foundation and the Society for Education and Training in line with our **Privacy Policy** and **Terms of Usage**.

Where did you hear about this course?

[⌄]

YOUR ORGANISATION

◉ Look for an existing organisation
○ Enter organisation details manually

Organisation *

| Education and Training Foundation, London   ▾ |

YOUR BOOKING

Are all the places you are booking for people who work at an ESFA funded organisation in the FE and Skills sector? *

| Yes   ⌄ |

T Levels: Curriculum Design and...
TLPD: Networks

BOOKING DETAILS

● ● ● ● ●

BOOKING SUMMARY

Location: Online
Date: 12/01/2021 14:00-16:00
Price: From £0.00 per delegate
Bookings above £250.00 can be paid by invoice others must be paid by credit card. If you wish pay by invoice you **must** provide a PO number is not applicable for free courses.

[Next]

Complete the booking process by filling in required details.
Once you have submitted your booking you will receive a follow up email confirming your place.

If you are creating a new account some of the information needed will be prepopulated with information from your PDP account to make the process easier.

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Booking Confirmation

We are pleased to confirm that you have been booked to attend the Education and Training Foundation course "T Levels: New Teacher Programme".

Please find a summary of your booking details below.

Course: T Levels: New Teacher Programme
Programme: TLPD: T Level Role and Route Specific Training

Session 1

Date	25/02/2021 10:00 - 12:00
Registration	25/02/2021 09:45
Venue & Joining Instructions	Not yet confirmed

You will receive an email with the details of your booking.

If the booking has been made far in advance don't be alarmed that you might not yet receive links to join, for example if it is an online event or session. These will be sent nearer the scheduled time.

Additional Support

For Enquiries, please contact:

bookingsupport@etfoundation.co.uk

0800 0 831 830