CPD-Apply

Guidance for learners, service provider organisations and education providers

Version 1 – October 2011

CPD-Apply is the only mode of access for Continuing Professional Development (CPD) SLA PQ modules funded by NHS North West. The modules can be accessed by all healthcare practitioners (bands 5 to 8 including qualified Assistant Practitioners) who work clinically in a healthcare setting, except for medics and dentists.

CPD-Apply must be used for applications to any of the North West universities for CPD modules including:

• Clinical development modules for continuing professional development
• Non Medical Prescribing
• Preparation for Mentorship for non NHS organisation employees (identified by the Practice Development Network)
• Advanced practice modules.

It does not include:

• Primary care workforce modules
• North West Advanced Practitioner Framework.

www.cpd-applynw.nhs.uk
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Introduction

NHS North West and its partner organisations have developed a new online system for processing and tracking continuing professional development (CPD) module applications. For the first time, CPD-Apply brings the interfaces for staff, education providers and Service Management together into one seamless process.

From 2012/13, this online system will be the only approved process for accessing Multi Professional Education and Training (MPET) Service Level Agreement (SLA) CPD modules funded by NHS North West.

CPD-Apply has been shaped by the experience and advice of frontline staff and workforce management, and its development informed by wider consultations. The system has been built at the request of NHS stakeholders following the review of our Continuing Professional Development and Post Qualification (CPD/PQ) strategy.

This strategy identified the need for NHS North West to manage the provision of learning through:

- **core modules**... directly commissioned by the Strategic Health Authority (SHA)
- **flexible provision**... identified by health providers but accessed through the SHA contract with Higher Education Institutions (HEIs)
- **cash allocation**... enabling direct procurement by service provider organisations based on specific local needs, usually from the wider health community (from spring 2012).

CPD-Apply provides a flexible range of easily accessible and customisable reports to monitor effectiveness and value for money.
What CPD-Apply offers

For learners:
- an easily accessible way to apply for a wide range of CPD/PQ modules as agreed with their manager through their personal development review (PDR), in order to support their development and gain essential knowledge and skills to improve practice
- a responsive service where they can be kept clearly informed about the progress of their application
- a secure approach to reduce the need for paperwork during the application process.

For service provider organisations:
- a clear and efficient way to manage learner applications for CPD/PQ modules
- a means of monitoring the effectiveness of education provider modules and the value for money they receive, through easily accessible and customisable reports on the numbers of applicants, learners in progress and completions, as well as total spend
- the security and flexibility to reduce paperwork and save time by avoiding delays in the approvals process
- the ability to evaluate the impact of learners’ development on service provision.

For education providers:
- a streamlined way of managing learner applications for CPD/PQ modules
- an online catalogue that will demonstrate to service provider organisations the range of modules available
- a simple process for communicating provision and course information to learners, as well as keeping employers updated on learners’ progress
- the chance to save time and reduce the paperwork involved in the approval and monitoring process
- a way to monitor provision against allocation within the CPD/PQ contract
- an opportunity to view learner evaluations to help inform the annual review process.

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Guidance for learners

Using CPD-Apply

CPD-Apply allows you to apply online for continuing professional development/post qualification study modules from a range of education providers across the North West.

Your authorised manager will work with you to identify and agree learning opportunities in your personal development review (PDR). When a module has been agreed, your manager or CPD/PQ lead will tell you what kind of funding is available to support you. This could be from a range of sources, including:

- NHS North West MPET SLA modules
- CPD/PQ cash allocation
- Trust funding
- your own funds.

You can use CPD-Apply to make your application for any module(s) funded by NHS North West. The CPD/PQ cash allocation will be added to the system in spring 2012.

If you are funding your own learning, or the Trust is funding your development, then you do not need to use this system to apply unless asked to do so by your Trust.

You will need a working email address to use the system – if possible, please use your work email, or alternatively a personal account.

Filling out your application

1. If you want to attend an NHS North West funded module, you will have agreed this with your manager as part of your PDR, and can use the system to apply for funding. All sections of the application form must be completed.

   For your chosen module, the information on the education provider’s website will explain if any extra details – such as a personal supporting statement – are needed. You can easily access this information from the education provider through the application form. You may be required to provide your authorised manager’s email address, so please have this to hand.

2. If you want to apply for more than one module, please make a separate application for each one.

3. Under ‘Employment Details’ where the form asks for your primary clinical profession, ‘Qualified Assistant Practitioners’ and ‘Psychologists’ are identified using ‘Other’ from the drop-down list.
Completing the Equal Opportunity statements will help NHS North West to monitor its commitment to maintain equal opportunities for staff. However, if you would prefer not to share this information with us, please tick the box marked ‘do not wish to disclose’.

You will also need to confirm that you satisfy the course prerequisites for your chosen module. Please make sure this statement is accurate.

For some courses such as Non Medical Prescribing, there are very rigid requirements that your application will need to meet so as not to be rejected, including the completion of a numerical assessment and identification of a Designated Medical Practitioner (DMP) to direct and supervise your period of learning in practice.

Finally, you need to confirm that the information you have provided is true, complete and accurate so that your application can be processed.

Please read the statement carefully, as it includes a commitment to comply with education provider and service provider requirements for attending and successfully completing modules. It also confirms your permission for education providers to share information on your progress with your employer and the new regional structure and explains what happens in the event of proven plagiarism. This will help managers to support you on your learner journey.

Go online and watch a step-by-step video tutorial to find out how to complete your application using CPD-Apply at www.cpd-applynw.nhs.uk

What happens next?

When you submit your application, it is sent to your authorised manager and your organisation’s CPD/PQ lead to confirm their approval.

Your application is then sent to the education provider, which will get in touch to let you know whether you have been accepted onto the module. If you are successful, you will receive more information.
by email from the education provider about attending the module. If your application has not been accepted, the education provider will inform you and your CPD/PQ lead by email.

If your application is accepted, but the module cannot go ahead for any reason – for example, low numbers – the education provider will inform you and your CPD/PQ lead at least six weeks before the module is due to start.

Completing your module

Most universities expect you to achieve an 80 percent attendance record for classroom sessions before you submit your assessment. Please inform your authorised manager and education provider tutor if you cannot attend any sessions or decide to withdraw from the module. The same applies if you are unable to complete your assessment or if you change employer organisation during the module.

When you have completed the module, please tell your authorised manager the result you have achieved. They will talk you through a debriefing session to find out how your learning will support you in your job and how the information you have gained can be shared with the organisation.

Your employer will have access to information on attendance and pass rates to ensure that both you and your organisation get the most out of the allocated funding. In future, you will be able to complete an evaluation form through CPD-Apply. Both you and your authorised manager will be reminded by email when this is available to complete.

Changing employers while you study

If you change employer while studying for your module, please be sure to:

- inform your education provider
- ask the CPD lead at your previous employer to update your learner record on CPD-Apply, so that your new employer is shown as the ‘employing organisation’
- let your new employer know that you are studying so they can track your learning progress.

It is your responsibility to ensure this happens so that your information is kept up to date and is only shared with your current employer.
At a glance: CPD-Apply North West learner application process

Personal CPD needs agreed with line manager following personal development review

Learner completes CPD-Apply

Submit application for organisational approval

YES

NO

Education provider reviews application and completes selection process

YES

NO

Application approved by education provider – learner notified by email

Education provider checks that sufficient applications have been received to run the module and confirms to the learner six weeks before the start date

YES

NO

Module confirmed

YES

Learner commences module

Learner completes module

YES

NO

Learner completes evaluation questionnaire

Takes place with manager

Key point – please remember to:
• check all required additional information has been provided in your application
• check you have met the required module prerequisites

Authorisation process and approval process

Learner notified by email and discusses with manager

Education provider notifies learner and organisation

Education provider notifies organisation

Learner will be emailed a link to complete an evaluation questionnaire

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Guidance for service provider organisations

Using CPD-Apply

You can use CPD-Apply to process learner applications and monitor progress for all modules funded by the MPET SLA resource. A second part of the system will be available for the cash allocation in spring 2012.

All service provider organisations wishing to access the Higher Education Institution (HEI) contracts need to fulfil the responsibilities listed below before referring learners to use the system or accessing the contracts. CPD-Apply does not currently include Primary Care Workforce modules.

Roles and responsibilities

All service providers will have two nominated users who can access and amend data in the system. CPD/PQ managers also have an important part to play.

As a system user, you are responsible for:

• raising internal awareness and ensuring information about CPD-Apply and the new application process is available to staff across your organisation
• ensuring all learners have a work email address to use when submitting their application
• helping learners with the electronic application process
• monitoring internal authorisation of learner applications, and making sure that there are no delays in confirming approval
• making any necessary data changes to learners’ application forms
• tracking progress of learners
• flagging issues such as absences and failure to successfully complete assessments to be followed up internally
• ensuring all activity reports are shared within your organisation to make best use of available resources
• making sure an internal evaluation process is in place to show how learners and the organisation have benefitted from each module and how practice has improved.
As a CPD/PQ manager, you are responsible for:

- setting up a CPD/PQ email inbox to receive automated messages from the system and to use for contact with your education provider
- ensuring access to the email inbox for users, CPD/PQ leads and authorising managers – and updating access to accommodate staffing changes
- implementing CPD-Apply SLA modules in November 2011
- tracking learners’ progress using the system and overseeing internal processes to monitor and manage absences, plagiarism and failure to successfully complete assessments
- monitoring CPD/PQ resources to see how much of your allocation has been accessed
- ensuring the best value for money is achieved for your organisation from the available funding.

How does CPD-Apply work?

1. Any development needs identified for staff with their managers during personal development reviews (PDRs) are collated by your CPD/PQ lead to produce a Learning Needs Analysis for your organisation.

2. Learners are informed whether their development can be funded from the SLA modules or CPD/PQ cash allocation so that they can complete their application using CPD-Apply.

3. Completed learner applications are sent to their authorising manager to grant study leave – this could be their line manager, matron, divisional manager or the person who carried out the PDR or appraisal. This may not be appropriate for some organisations, in which case applications will be sent direct to your CPD/PQ lead.

   *Any application that is not agreed within 28 days will be deleted.*

4. If study leave is agreed, the application will be automatically forwarded to your organisation’s CPD/PQ email inbox so that your CPD/PQ lead can agree funding from the MPET SLA resource.

   *If funding is not authorised after 15 days, an email reminder will be sent; if it isn’t authorised within 28 days, the application will be archived.*
5. Once authorised, an application enters the education provider’s selection process which they can access via CPD-Apply. Your CPD/PQ lead will be informed by email of the application’s outcome, and will be given a reason if it has been unsuccessful.

*If the application is successful but the module cannot go ahead for any reason, the education provider will inform your CPD/PQ lead at least six weeks before the module is due to start.*

6. Your CPD/PQ lead can track each learner’s progress through CPD-Apply and is responsible for monitoring and managing absences, plagiarism and failure to successfully complete assessments. Once the module has finished, the learner’s authorised manager should hold a debriefing session with them to find out how it has changed their practice and how they will share their learning within your organisation.

In future, an evaluation form will be available via CPD-Apply for the learner to complete, providing you with information on their learning and development and the impact it will have on service provision. Comments can also be fed back to the education provider to show whether the module offers value for money and meets your organisation’s service needs.

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**Go online and watch a step-by-step video tutorial to find out how to use CPD-Apply at www.cpd-applynw.nhs.uk**
Guidance for education providers

Using CPD-Apply

As well as managing learner applications, you can use CPD-Apply to demonstrate your portfolio of CPD/PQ modules to service provider organisations so that they can choose suitable modules as part of their planning process, based on their priorities for workforce development.

Your catalogue will be available to all service provider organisations up to the maximum value of the contract on a first come, first served basis. As an education provider, this will help to coordinate resource allocation and workforce planning.

Roles and responsibilities

Each education provider will have three nominated system users. As a nominated user or CPD/PQ lead, you are responsible for:

• publishing accurate and up to date information about your MPET SLA module prospectus through the CPD-Apply system, including any prerequisites for taking each module and any extra information needed to support applications – for example, a personal supporting statement

• ensuring the education provider’s selection process is carried out in a timely manner

• setting up internal processes to enable module tutors to view learner applications through CPD-Apply and update the system with the results of the selection process – including the reason why any application has been unsuccessful, so the learner and service provider can be informed in an automated email

• ensuring all students accepted onto modules are registered with the education provider

• ensuring that all relevant module information is sent to each learner

• ensuring a decision on the viability of each module is made at least six weeks before the start date – and updating CPD-Apply with this information so learners and service provider organisations are notified in an automated email

• tracking learners’ progress during each module – this should be carried out at least every quarter. However, monthly monitoring during peak times can provide useful ‘real time’ data to the service provider organisation

• informing the service provider organisation or Trust CPD/PQ lead using the CPD/PQ email address if a learner is absent from two teaching sessions at the education provider, or if a learner fails due to proven plagiarism
• maintaining learner completion data on the system
• ensuring the best value for money is gained from the MPET SLA resource
• producing any reports needed by your education provider using CPD-Apply.

Demographics are included among a wide range of options available to customise reports in CPD-Apply.

Information can be exported from CPD-Apply and saved in a variety of formats.
What should your prospectus include?

The CPD/PQ prospectus you publish through CPD-Apply should only feature modules funded by the MPET SLA with NHS North West. For each module, the following information should be included:

- title of the module or study day
- module code
- higher education level (5, 6 or 7)
- Credit Cost Accumulation and Transfer Scheme (non-accredited modules should be identified as 0)
- if the module is assessed – and how
- modes of delivery
- whether the module is core, flexible or specialist
- campus locations and delivery dates
- any prerequisites for studying the module, for example NMC pin number for mentorship
- a link to the module on the education provider website
- a start date for the module; if it involves e-learning or work-based learning with no specific start date, please use the relevant financial year, for example ‘2011/12’
- any extra information needed with learners’ applications – for example, personal supporting statements and what these should include
- minimum capacity for the module or study day
- maximum capacity for the module or study day
- contact details at the education provider for learners to find out more.

Full prospectus information for the next financial year should be published by the beginning of March at the latest.

Transferring learner information

If your education provider wants to transfer learner information from CPD-Apply to its own databases, you can use one of the following methods:

1. Print off individual learner applications from CPD-Apply and manually input the data into the education provider’s system.
2. Export data from CPD-Apply and import it into the education provider’s system.
3. Send each learner an additional education provider application form to complete.
Find out more:
For all queries, please contact info@cpd-applynw.nhs.uk