



CPD online: Autumn term 2019 update

11 Oct 2019

Ealing schools CPD online

Users are reminded to keep their details up to date - including name, school, job role, contact number and email address.

To do this log into [Ealing CPD online](#), and click the 'My CPD online' tab. See screenshot under downloads.

CPD leaders are reminded to keep their staff lists up to date, including deleting and archiving accounts. This will stop the large number of bounce back emails we receive.


Please encourage staff to update their account by ticking areas of CPD and training they are interested in. Staff will then receive weekly alerts on events that have been added to the programme and updates on booked events.

Cancellation policy charges

From 28 October 2019 the following cancellation policy will be implemented. This is in line with Ealing Council corporate training and details are included in all confirmation emails when training events are confirmed:

- See event details for specific cancellation terms as they do vary
- For most events there will be no charge for cancellations made on CPD Online 5 working days or more before the course start date
- Cancellations received within 4 days of the course will incur a charge. The charge will not be enforced if the school enrolls a suitable substitute on CPD online
- Failure to attend on the day without notice will incur the full cost or in the case of SLA schools, an administrative fee of 50% of the the course cost.

Downloads

 [My CPD online update screen shot.PNG \(PNG\)](#)

Related content

[Career and professional development](#)

Related Services

[Continuing professional development \(CPD\) and training 2019/20](#)

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