

Booking Team Dates - DPT Online Course Programme

Managers or delegated staff can now book team dates for selected courses via the Devon Learning Network online programme. This gives you the opportunity to book training dates when trainers are available in your own team base or a suitable venue you may have access to locally. (To delegate this responsibility please see the separate instruction sheet: “Delegating Management Responsibility”).

To access this function:

1. Log-on to the Devon Learning Network Website
<http://www.devonlearning.net/jointlearningprogramme/>
2. Select “Courses” in the normal way and choose the team date course you would like to book. In this example we have chosen a manual handling course. At the bottom of the screen there now is a button called “**Apply For A Course Team Day**” – click on this

The screenshot displays the Devon Partnership Trust Online Course Programme interface. At the top, there are three colored squares (red, green, blue) and the text "Devon Partnership Trust Online Course Programme" alongside the "Devon Partnership NHS NHS Trust" logo. Below this is a navigation bar with buttons for "OCP Home", "Courses", "Skills", "PDR / Supervision", and "Contact". The main content area shows the course title "Manual Handling (Essential) Refresher Training for Community & Office Based Staff" and a "Back to Course Listings" link. On the left, there is a "Logged in as:" section for "Sinead Partridge" with an "Edit Your Details" link, and a "Text Size:" section with three "A" icons and a "SHARE" button. On the right, there are three buttons: "Apply for a place on this course »", "Send your staff on this course »", and "Apply for a course team day »". An arrow from the text above points to the "Apply for a course team day" button. At the bottom, there are logos for "Devon County Council" and "NHS".

3. From this screen you need to make several selections:
- Pick a date for your training from those available in the drop-down box
 - Select a listed venue (only if you know it is available – you will need to check and book this independently). Alternatively, you can add your own venue – for example your team base
 - You can choose which of your staff you want to book onto this training

Online Course Programme

OCP Home Courses Skills PDR / Supervision Contact

Manual Handling (Essential) Refresher Training for Community & Office Based Staff - Team Date Application

Back to Course Description

To apply for a team day, please complete the form below

Date:

Venue: Select an existing venue (use the drop-down menu below)
 Specify a new venue

Staff: Please select which members of staff you would like to go on this team day

- Fred Bloggs
- John Smith
- Mary Peters
- Harry Jones
- Jim Barton
- Steve Grimms
- Tony Patrick
- Harriet Blain
- Peter Smyth

When you have completed this screen click on “**Send Application**”

You will then be contacted by the Workforce Planning Administration Team to confirm this booking or to arrange an alternative.

If you have any difficulties with these functions or other aspects of the Online Course Programme, please email dpn-tr.training@nhs.net or phone Workforce Planning and Development **01392 674949**

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