### health & care professions council

# Training

You will be able to book your training via your Partner Portal account. Please note that the Training tab allows you to review all the available courses and book your place according to your HCPC role/s. The Partner Portal will only allow you to book training for a role that you are contracted for. Currently, there is no provision for e-seminars / e-courses via the Partner Portal system.

In this session, we will examine the following actions;

- book in a training course
- cancel a training course

### **Book in a Training Course**

1. From the Navigation Menu, click on Training.



#### 2. The My Training History and Book A Course widgets will be displayed.



3. From Book A Course, click on Search.

Book A Course	<b>-</b>	EARCH	ACTIONS -
Enter Keywords			
Select Category			•
Location			•

4. All courses will be displayed under the Search Results list.

Enter Keywor	ds	Start	Date 👼	Category	•			
Location	•	End D	late 💼	Туре				
						RESET	APPLY	
Search Res	sults (10) <sub>Course</sub>		Description	Category	Schedule Dates			
PARLAR	Legal Assessor Training - Ref	resher	The session is an opportunity for you to meet with fellow legal assessors and colleagues from HCPTS and share learning and insights	Legal Assessor Refresher Training	No scheduled courses		:	*
PARPCR	Panel Chair Training - Refrest	ner	The event will build on your existing knowledge and experience as Panel Chairs. There will be a mix of presentations on key areas of work, group discussion and activity, Q&A and there will be an opportunity to meet key	Panel Chair Refresher Training	No scheduled courses		:	

5. To book your course, click on the details button [...] and select **Request to Attend Course** from the drop down menu.

ook A Cou	rse ard > Book A Course					
Enter Keywor	ds	Start	Date 🖻	Category	*	
Location		End D	ate 🖻	Туре		
Search Res	sults (10) <sub>Course</sub>		Description	Category	Schedule Dates	RESET APPLY
PARLAR	Legal Assessor Training - Rei	resher	The session is an opportunity for you to meet with fellow legal assessors and colleagues from HCPTS and share learning and insights	Legal Assessor Refresher Training	g No scheduled courses	View Course Details
PARPCR	Panel Chair Training - Refres	her	The event will build on your existing knowledge and experience as Panel Chairs. There will be a mix of presentations on key areas of work, group discussion and activity, Q&A and there will be an opportunity to meet key people in the FTP department, network	Panel Chair Refresher Training	No scheduled courses	Request to attend course

6. Click and highlight the date that the training course is available.

nployee Dashboard 🔰 Book A Course	> Request	a Course Boo	king	
Select a Course				
Schedule Location Cost per P	Objectives	Course ID	Course Na	Availability
16-Jan-2 Hcpc - 18	The objec	C01988	Panel Me	Spaces Ava
Add to w	No suitab	WaitList	Panel Me	
Your Request Details				
Reason*	•	Appointme	ent*	•
Select reason for training		Please select	an appointment	28 C
Comments*				

7. If the status of the course is showing **No Available Spaces** click on and highlight the **Add to Waiting List** box. This will let the Partner team know that you would like to attend the course if any places become available.

Select a Course						
Scheduled Dates	Location	Cost pe	Objecti	Course	Course	Availability
16-Jan-2020 - 16-Jan-2	Нсрс		The ob	C01988	Panel	Spaces Ava
Add to waiting list			No sui	WaitList	Panel	
Your Request Det	ails	Ŧ	Арро	pintment?	k	
Select reason for training			Please	select an a	ppointment	
Comments*			_			
Enter comments if required						

#### 8. In both cases, **Please enter a reason for training** and **Please Select an appointment** by selecting your relevant HCPC role from the drop down menu. **Please Enter a Comment** e.g. dietary requirements or insert 'N/A' in the free text box and click **Submit**. Please note that if you have more than one role, you need to populate the correct role with the relevant training. For instance, if you want to book a training course for visitors, select your visitor role from the dropdown menu on the **Appointment** box.

Select a Course		
Scheduled Dates Location Co	st pe Objecti Course Course Availability	
16-Jan-2020 - 16-Jan-2 Hcpc	The ob C01988 Panel Spaces Ava	
Add to waiting list	No sui WaitList Panel	
Your Request Details		
Reason*	Appointment *	
Select reason for training	ID - 502436-1 : Job Title - Panel Chair : Dep	
	ID - 502441-1 : Job Title - Cpd Assessor : D	
Comments*	ID FORMO 1 - Int Tale Ministry Department	
Comments * This field is required	ID - 502439-1 . Sob Title - Visitor : Departm	

9. A message will be displayed confirming that you have booked in a course.

equest a Course Booking		Course successfully booked.
ployee Dashboard 🗲 Book A Course 🕽	Request a Course Booking	Contract Contract
Select a Course		
chedule Location Cost per P	Objectives Course ID Course Na Availability	
6-Jan-2 Hcpc - 18	The objec C01988 Panel Me Spaces A	
.dd to w	No suitabl WaitList Panel Me	
Your Request Details	Appointment *  ID - 502437-394 : Job Title - Panel	
Your Request Details eason * Ccheduled Refresher elect reason for training	Appointment *       ID - 502437-394 : Job Title - Panel       Please select an appointment	
Your Request Details eason* ischeduled Refresher elect reason for training omments* est	Appointment *  ID - 502437-394 : Job Title - Panel  Please select an appointment	
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Your Request Details leason * Scheduled Refresher ielect reason for training omments * est nter comments if required	Appointment *  TD - 502437-394 : Job Title - Panel  Please select an appointment	
Your Request Details	Appointment *  The se select an appointment  Please select an appointment	
<pre>/our Request Details eason* Echeduled Refresher elect reason for training omments * est nter comments if required</pre>	Appointment *  The set of the set	

## Cancel a Training Course

1. If you want to cancel your booking for a training course, log into your Partner Portal account and click on **Training**. All the training courses that you have booked will be displayed on **My Training History**, showing the status of your booking.

Panel Member Training - Refresher	1 Day	Нсрс - 186 Ке	Scheduled	:
Visitor Training - New	No Duration	No Venue	Pending	:
Panel Chair Training - Refresher	No Duration	No Venue	Pending	:

2. Identify the course you would like to cancel and click on the details button [...].

1	⊞My Training History …	🗢 Book a	Course
My Role	Selected View All Courses	Keywords	Enter Keywords
availability	OCT     Test For Panel Member       O6	Category	Select Category
rformance sessments	SEP     Test For Panel Member       27     ① 1 Day       ♀ No Venue	Location	Q Search
reement enewal			
<b>Y</b> Training			

3. From the drop down menu, select **Cancel Course**.



14. The **Cancel Course** window will come up. **Select a Reason for Cancelling** from the drop down menu, provide additional comments in the **Enter Comment** box and click **OK.** 

Delete Training (	Course			
Select a Reason for Can Non Attendance	celing	×	Ļ	
Enter Comments				
	CANCEL		ок	

5. A confirmation message will be displayed on top of your screen.



\*Please note that if you want to rebook the training course that you have previously cancelled, you will need to contact the Partner team at partners@hcpc-uk.org.