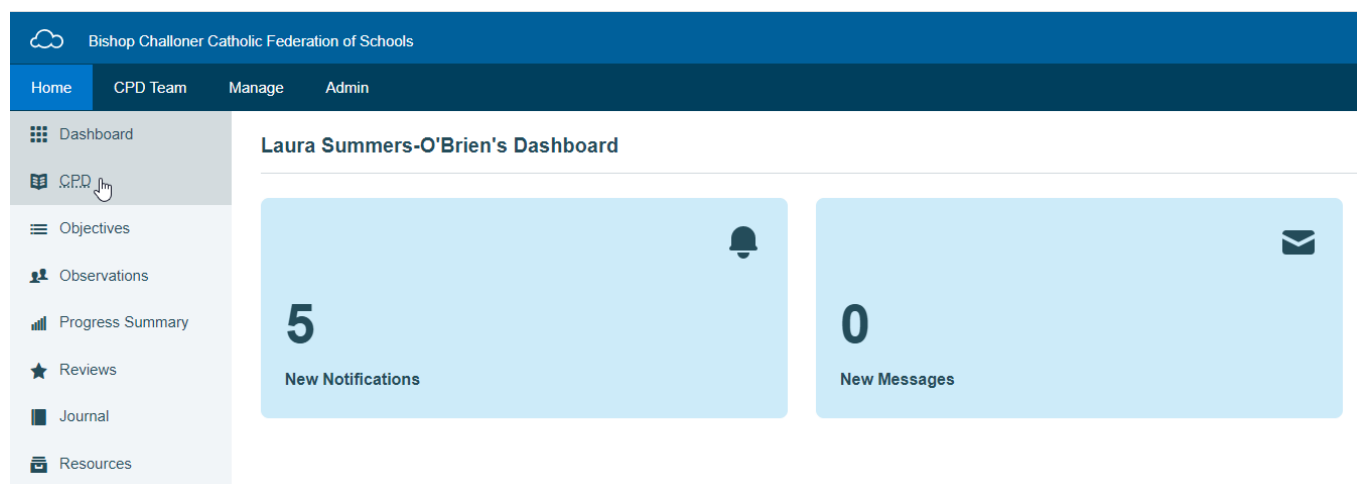


## Requesting External CPD via BlueSky

All CPD will be logged via BlueSky so colleagues have an electronic record of what CPD they have engaged with. The system also allows you to evaluate the usefulness of courses which will help colleagues in the future, should they want to complete the same course or a course from the same company.

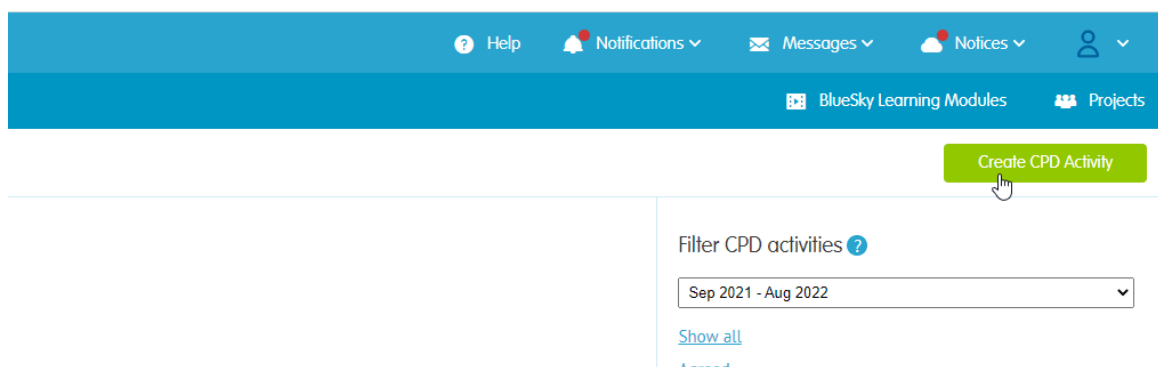
Please discuss any external CPD with your line manager before applying.

1. Log in to BlueSky and click the CPD tab on the left-hand side.



The screenshot shows the BlueSky interface for a user named Laura Summers-O'Brien. The top navigation bar includes 'Home', 'CPD Team', 'Manage', and 'Admin'. The left-hand navigation menu is open, with 'CPD' selected. The main dashboard area displays two cards: '5 New Notifications' and '0 New Messages'. The 'CPD' tab is highlighted in the left-hand navigation menu.

2. Click on 'Create CPD Activity' on the right-hand side.



The screenshot shows the BlueSky interface with the 'Create CPD Activity' button highlighted in green. Below the button, there is a filter for CPD activities, set to 'Sep 2021 - Aug 2022'. The filter is labeled 'Filter CPD activities' and includes a 'Show all' link and an 'Approved' status.

3. In the 'CPD Activity' box type the title of the course. In the 'Intended Outcome' box write what you hope to gain from the course.



4. In the 'Date of activity box' write the date the course will take place on. If the course is over multiple days, set the date as the first day of the course and write in the description the other days.

**BlueSky** Bishop Challoner Catholic Federation of Schools

Home | CPD Team | Manage | Admin

Dashboard | CPD | Objectives | Observations | Progress Summary | Reviews | Journal | Resources

### CPD Activities

#### Create CPD Activity

Visibility

Visible  
Visible to your Reviewer/Line Manager and Senior Managers with appropriate permissions in Bishop Challoner Catholic Federation of Schools.

Private/Confidential

CPD Activity\* ?

Intended outcome

Date activity set / submitted

30 June 2022

Date of activity (attended / began)

30 June 2022



5. Set an immediate impact evaluation reminder for 1 week after the date of the course. BlueSky will send you an evaluation form. This is required so we can track and monitor what companies are providing useful courses. You can remove the long-term impact evaluation if you wish.
6. In the description, write a brief overview of what the course will cover and any other information the CPD team will need to know in order to approve the request (e.g. if it is over multiple days, if you are on break duty/lunch duty that day).
7. Include a link to the website in the URL box and select the amount of cover needed.

Send immediate impact evaluation reminder on

1 July 2022

[Remove reminder](#)

Send long term impact evaluation reminder on

30 September 2022

[Remove reminder](#)

Description \*

Resources

URL



Please include http:// or https://

- No cover required
- Full AM/Full PM cover required
- Periods of cover required



Bishop Challoner  
Catholic School

8. You must tick the 'reveal additional event fields' box

#### Event information

If this event is mandatory, means you will be absent, requires travel information or costs are incurred by you please tick this box to reveal additional event fields.

Reveal additional event fields

Cancel

Next Step

9. Complete all the necessary information about the event provider, code and event fee. For source of funding, ensure you write 'Teaching and Learning'



Reveal additional event fields

Event provider

Event code

Is the event mandatory? Please only tick this box if this event is an absolute requirement e.g First Aid or Child Protection.


Send booking form?

Period of absence





Currency




Event cover cost 

Event fee 

Event expenses 

Event hotel fee 

Event flight fee 

Source of funding



10. Select the objectives the course links to. Ensure you pick relevant school wide objectives, as well as your own personal appraisal objectives

## CPD Activity

---

### Test

Please note that you must click the save button at the bottom of this page in order to save your CPD.

Select relevant Objectives, including organisation objectives and group objectives

Organisation Objectives for Bishop Challoner Catholic Federation of Schools (37) [Show details](#)

Objectives (4) [Hide details](#)

2022 (4) [Hide](#)

- Leadership Objective. Lead on staff training and development within the Humanities faculty and across the school.
- School Improvement Objective. Lead a whole school Professional Learning Community (PLC) on improving outcomes for boys.
- Departmental Objective. To audit the Social Science curriculum intent, develop an action plan to ensure the intent is clear and ensure staff implement any necessary changes from this plan.
- Teaching and Learning Objective To develop self and peer assessment strategies for KS4 Sociology groups.

### Select CPD Activity Types

---

Context CPD Activity Types (3) [Show details](#)

11. The request is now complete. Please remind your line manager to review the request and approve. The request will also go to the CPD team which includes finance, cover and Deputy Head for T&L. Each member of the team will write a note approving the cost and cover. Once all have approved, the Deputy Head for T&L will sign off. The Activity Status list will turn green.

12. Once your line manager and CPD Team have approved the request, please complete a purchase order form and hand in to Kate Evans in finance.

CPD activity successfully created.

CPD Activity [View all your CPD activities >](#)

**Test**  
Created: 30 Jun 2022 by You    Activity date: 30 Jun 2022  
Immediate impact evaluation reminder: 01 Jul 2022    Long term impact evaluation reminder: 30 Sep 2022

**Overview**

Intended Outcome  
Test

Description  
Test

Resources  
None entered

Full AM cover required  
No

Full PM cover required  
No

Hours required  
-

**Evaluation**  
Evaluation has not been started.

**Actions**

- Mark as Completed/Attended
- Evaluate
- Edit
- Delete
- Download PDF

**CPD Activity Status**

- Completion: Incomplete
- Line Manager Agreement: Pending
- CPD Team Approval: Pending
- Evaluation: 0% complete

Message Bishop Challoner Catholic Federation of Schools CPD Staff

- Message Boes
- Tracey Finch

## Line Manager approval

If you are a line manager and need to approve absence requests, you will receive a notification via email from BlueSky. Please ensure you have your daily notifications from BlueSky turned on, otherwise you will not receive requests. This can be done in the 'edit profile' section.

1. Click on the notification to review the request

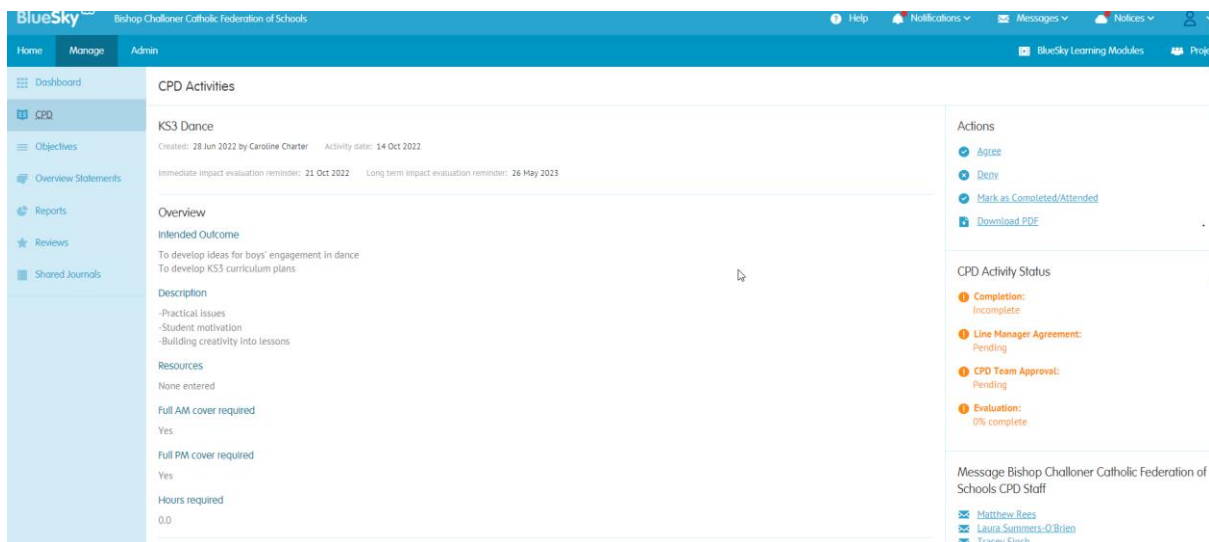
Bishop Challoner Catholic Federation of Schools

Home    Manage    Admin

**Notifications**    Notifications have been successfully updated

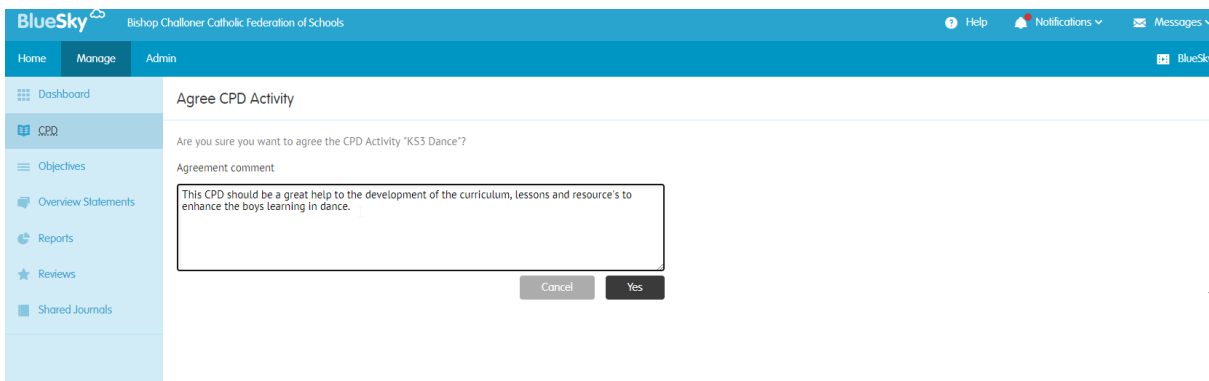
<input type="checkbox"/>	Notification	Date sent	Mark as read	Delete
<input type="checkbox"/>	Caroline Charter (Bishop Challoner Catholic Federation of Schools) has created a new <a href="#">professional CPD Activity</a> . You have been requested to agree or deny it.	28 Jun 2022 10:53		

2. Read through the course description, length of course and cost. Check to see if cover requirements will have minimal impact on teaching and learning for that day.



The screenshot shows the BlueSky interface for a CPD Activity titled "KS3 Dance". The activity was created on 28 Jun 2022 by Caroline Charter and has an activity date of 14 Oct 2022. It includes immediate and long-term impact evaluation reminders. The overview section lists the intended outcome: "To develop ideas for boys' engagement in dance" and "To develop KS3 curriculum plans". The description includes practical issues, student motivation, and building creativity into lessons. Resources are listed as "None entered". Cover requirements are noted as "Full AM cover required: Yes" and "Full PM cover required: Yes". Hours required are "0.0". On the right-hand side, the "CPD Activity Status" section shows: Completion (Incomplete), Line Manager Agreement (Pending), CPD Team Approval (Pending), and Evaluation (0% complete). Below this, there is a message from the CPD Staff with contact information for Matthew Bees, Laura Summers-O'Brien, and Tracey Finch.

3. Select 'Agree' or 'Disagree' on the right-hand side and write a note with a reason for your decision.



The screenshot shows the "Agree CPD Activity" dialog box. It asks, "Are you sure you want to agree the CPD Activity 'KS3 Dance'?" and includes a text area for an "Agreement comment". The comment entered is: "This CPD should be a great help to the development of the curriculum, lessons and resource's to enhance the boys learning in dance." There are "Cancel" and "Yes" buttons at the bottom.

4. Your section of the CPD Activity Status will now turn green. The CPD Team will also review the application and approve cover and finance.



✔ CPD Objective successfully approved

### CPD Activities

#### KS3 Dance

Created: 28 Jun 2022 by Caroline Charter Activity date: 14 Oct 2022

Immediate impact evaluation reminder: 21 Oct 2022 Long term impact evaluation reminder: 26 May 2023

#### Overview

##### Intended Outcome

To develop ideas for boys' engagement in dance  
To develop KS3 curriculum plans

##### Description

-Practical Issues  
-Student motivation  
-Building creativity into lessons

##### Resources

None entered

##### Full AM cover required

Yes

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#### Actions

✔ [Mark as Completed/Attended](#)

📄 [Download PDF](#)

#### CPD Activity Status

❗ **Completion:**  
Incomplete

✔ **Line Manager Agreement:**  
Agreed

❗ **CPD Team Approval:**  
Pending

❗ **Evaluation:**  
0% complete

Message Bishop Challoner Catholic Federation of  
Schools CPD Staff