

## CPD Request\_Cheltenham CPD Form

Record Date: 13/04/2021 Status: New

Owner List	Wilkinson; Jenna (JAW), Plews; Kath (KP)
Faculty/Subject/Staff	Faculty: Humanities Subject: History Staff: Plews; Kath (KP)

## Course Request Form

\* = Mandatory sections

### Course Name and Provider\*

---

Comments:

### Date\*

---

Comments:

### Location\*

---

### Timings of course\*

---

### Lessons requiring cover

*Please select the number of lessons that require cover in the dropdown. Cover is £40 per covered lesson. If your course is approved by LH, you will then need to complete a staff absence form for which lessons require cover.*

Outcome:

---

**Cost of course\***

Please enter as £xx.xx. If applicable also enter anticipated travel costs in brackets (£xx.xx).

Comments:

**Equivalent course by a webinar?**

Checked if the training provider offers an equivalent course by a webinar rather than face-to-face (these are often cheaper, avoid travel costs and may be flexible in when you watch them)?

Outcome:

**Free course via our Online CPD Database?**

Looked to see if there is an equivalent free online course on our Online CPD Database, or through our subscription to the National College?

Outcome:

**Location of the course limits travel expenses?**

Ensured that the location of the course limits travel expenses?

Outcome:

**Expertise within school?**

Explored whether there is expertise within the school that could provide the knowledge you are seeking to acquire?

Outcome:

**Considered the following (free!) alternatives?**

Considered whether the following (free!) alternatives may be more cost-effective (even if they incur cover costs) whilst meeting your needs:

visiting a local school / arranging a phone or video call with a school elsewhere in the UK and speaking to a peer rather than attending a paid-for course (speak to LH if you need support in finding a suitable school)?

reaching out on social media (Twitter or Facebook in particular) for support or guidance?

Outcome:

**External speaker?**

Reflected whether it may be more cost-effective to bring an external speaker to the school through CETA (and sharing the costs)? (Speak to LH if you would like to explore this.)

Outcome:

### Training links to objectives or priorities\*

*Please explain how this training links to either your individual performance development objectives or the school or department's development priorities.\**

Comments:

### Approved by your line manager?\*

*Has this course been approved by your line manager with the expectation of feeding back to the rest of your department?\**

Outcome:

## Course Evaluation Form

*Please rate the following aspects of the course [on a scale of very dissatisfied to very satisfied]\**

Speakers

Outcome:

Materials provided

Outcome:

Location

Outcome:

What new knowledge did you learn from this course?

---

Comments:

How do you plan to disseminate this knowledge?

*How do you plan to disseminate this knowledge with your team/ the school more widely?*

\*

Comments:

Course Rating

Outcome:

---

Would you recommend this training provider?\*

Outcome:

---

Any other comments?

*Do you have any other comments about the quality of this training?*

Comments:

## Criteria Appendix

### Lessons requiring cover

1 - 1  
2 - 2  
3 - 3  
4 - 4  
5 - 5  
6 - 6

### Equivalent course by a webinar?

Yes - Yes  
No - No  
N/A - N/A

### Free course via our Online CPD Database?

Yes - Yes  
No - No  
N/A - N/A

### Location of the course limits travel expenses?

Yes - Yes  
No - No  
N/A - N/A

### Expertise within school?

Yes - Yes  
No - No  
N/A - N/A

### Considered the following (free!) alternatives?

Yes - Yes  
No - No  
N/A - N/A

### External speaker?

Yes - Yes  
No - No  
N/A - N/A

### Approved by your line manager?\*

Yes - Yes  
No - No

### Speakers

V Satisfied - Very Satisfied  
Satisfied - Satisfied  
Neutral - Neutral  
Dissatisfied - Dissatisfied  
V Dissatisfied - Very Dissatisfied

### Materials provided

V Satisfied - Very Satisfied  
Satisfied - Satisfied  
Neutral - Neutral  
Dissatisfied - Dissatisfied

V Dissatisfied - Very Dissatisfied

## **| Location**

V Satisfied - Very Satisfied

Satisfied - Satisfied

Neutral - Neutral

Dissatisfied - Dissatisfied

V Dissatisfied - Very Dissatisfied

## **| Course Rating**

Excellent - Excellent

Good - Good

Average - Average

Poor - Poor

V Poor - V Poor

## **| Would you recommend this training provider?\***

Yes - Yes

No - No