External CPD Course Request and Evaluation

Created by Cheltenham Bournside School and Sixth Form Centre.

This form can be used in a variety of ways and provides some meaningful results within reports.

CHELTENHAM BOURNSIDE SCHOOL

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Focus Areas

Course Name and Provider*

Date*

Lessons requiring cover*

Cost of course*

Fields

Label - *= Mandatory sections

Location*

Timings of Course*

Fields are used when information is needed – such as contextual information – but it does not need to be quantified in any way. If you need to see the responses, use a focus area.

Course Request Form

* = Mandatory sections

Course Name and Provider*
Comments:
AQA GCSE Literature paper training.

💬 0 📎 0 📝 0   Add +

Date*
Comments:
25/5

💬 0 📎 0 📝 0   Add +

Location*	Timings of course*
School	9-2

Lessons requiring cover   Outcome: 6

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.

6

💬 0 📎 0 📝 0   Add +

Cost of course*

Please enter as £xx.xx. If applicable also enter anticipated travel costs in brackets (£xx.xx).
Comments:
£250

💬 0 📎 0 📝 0   Add +

The first part of this form is a course request and collects informative details regarding the proposed course.

Labels can be used to provide additional information for those completing records. In this case it is to specify which areas of the form are mandatory for completion.

You do not need to link these focus areas to an outcome and could have them as fields. However, I find this provides some qualitative analysis within reports to be able to quickly view and filter focus area comments.

Outcome set
"Lessons Requiring Cover"

Outcomes:
1-6

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Focus area add options allow for staff to upload any booking information, scanned receipts, reflections and they can set follow up actions as a reminder to complete their evaluation after the training.

Equivalent course by a webinar?   Outcome: No

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

No

💬 0 📎 0 📝 0   Add +

Free course via our Online CPD Database?   Outcome: No

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

No

💬 0 📎 0 📝 0   Add +

Location of the course limits travel expenses?   Outcome: N/A

Ensured that the location of the course limits travel expenses?

N/A

💬 0 📎 0 📝 0   Add +

Expertise within school?   Outcome: No

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

No

💬 0 📎 0 📝 0   Add +

Outcome set
"CPD Checklist"

Outcomes:
Yes
No
N/A

Comments have been disabled for these questions. This allows for staff to quickly enter their responses which saves time and helps reduce teacher workload while still providing valuable analysis.

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Focus Areas

Considered the following (free) alternatives?

External speaker?

Training links to objectives or priorities?*

Approved by your line manager?*

Any comments entered into focus areas will pull through into the details reports.

Considered the following (free!) alternatives?
Outcome: **N/A**

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?*

N/A

💬 0 📎 0 📋 0   Add +

External speaker?
Outcome: **Yes**

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.)

Yes

💬 0 📎 0 📋 0   Add +

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:

Links to engaging students with the Literature paper and to try and increase the current progress and engagement within lessons.

💬 0 📎 0 📋 0   Add +

Approved by your line manager?*
Outcome: **Yes**

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

Yes

💬 0 📎 0 📋 0   Add +

Outcome set
"CPD Checklist"

Outcomes:
Yes
No
N/A

Outcome set
"CPD Approved by LM?"

Outcomes:
Yes
No

This focus area requires the CPD attendee to confirm that they have had approval from their line managers for the course.

I would suggest having Line Managers as a joint "Owner/Observer" on the record so they can manually select this outcome and add any of their own notes/reflections to the record.

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Course Evaluation Form

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

Speakers   Outcome: **V Satisfied**

Very Satisfied

💬 0 📎 0 📝 0   Add +

Materials provided   Outcome: **Satisfied**

Satisfied

💬 0 📎 0 📝 0   Add +

Location   Outcome: **V Satisfied**

Very Satisfied

💬 0 📎 0 📝 0   Add +

What new knowledge did you learn from this course?

Comments:

Ways to teaching and engage students with the Literature AQA paper.

💬 0 📎 0 📝 0   Add +

Fields

Label field – "Please rate the following aspects of the course"

Focus Areas

Speakers

Materials Provided

Location

What new knowledge did you learn from this course?

This focus area allows for staff to reflect on the course and what knowledge they have gained from attending. Any comments entered into a focus area will pull through into the details reports for easier analysis.

The second part of this form is a course evaluation and collects feedback regarding the quality of the course.

Using this outcome scale, some really nice analysis can be created within reports. It allows for leaders to easily identify courses which have been effective and those which should be avoided.

Outcome set
"CPD Evaluation"

Outcomes:
V Satisfied
Satisfied
Neutral
Dissatisfied
V Dissatisfied

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Focus Areas

How do you plan to disseminate this knowledge?

Course Rating

Would you recommend this training provider?

Any other 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:

Through teaching and sharing resources as a department

⌄ 💬 0 📎 0 📝 0   **Add +**

Course Rating
Outcome: **Excellent**

Excellent

⌄ 💬 0 📎 0 📝 0   **Add +**

Would you recommend this training provider?*
Outcome: **Yes**

Yes

⌄ 💬 0 📎 0 📝 0   **Add +**

Any other comments?

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

Comments:

Comment Not Entered

⌄ 💬 0 📎 0 📝 0   **Add +**

Outcome set
"CPD Rating"

Outcomes:
Excellent
Good
Average
Poor
V Poor

Outcome set
"Recommend this training?"

Outcomes:
Yes
No

These outcome sets allow for some quick analysis in reports to evaluate the usefulness of courses. It means senior leaders can then assess whether a course should be used again by staff or avoided.

The "Add" option included in focus areas, allows for staff to engage with their records and keep everything in one place. Evidence can be uploaded such as notes from the course, receipts, handouts etc.

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Lessons Requiring Cover ?

Focus Area Name	1 (%)	2 (%)	3 (%)	4 (%)	5 (%)	6 (%)	Record Count
Lessons requiring cover	0.0	0.0	25.0	25.0	25.0	25.0	4
Total	0	0	1	1	1	1	

0%   100%

Lessons Requiring Cover

Lessons requiring cover — 25% | 25% | 25% | 25%

0 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100
Record Percent

■ 1 (%) ■ 2 (%) ■ 3 (%) ■ 4 (%) ■ 5 (%) ■ 6 (%)
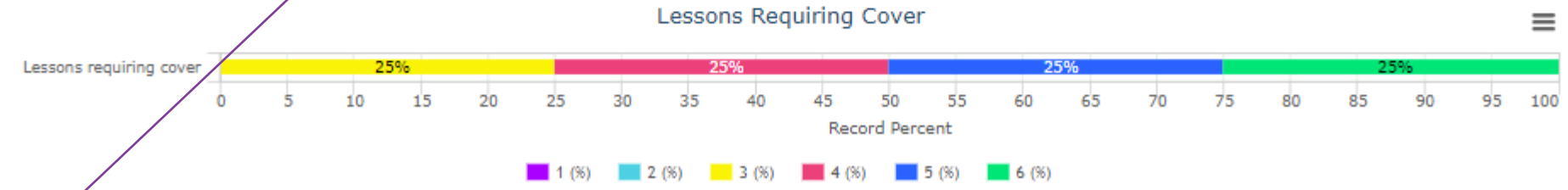
You do not need to link this focus area to an outcome and could have this as a field. However, I find this provides nice analysis within reports and allows you to see the time spent on CPD and assess the cost of providing this cover.

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CPD Checklist ?

Focus Area Name	Yes (%)	No (%)	N/A (%)	Record Count	Average Outcome ?
Considered the following (free) alternatives?	25.0	0.0	75.0	4	⚫ N/A
Equivalent course by a webinar?	25.0	25.0	50.0	4	⚫ N/A
Expertise within school?	25.0	75.0	0.0	4	🔴 No
External speaker?	33.3	0.0	66.7	3	⚫ N/A
Free course via our Online CPD Database?	25.0	50.0	25.0	4	🔴 No
Location of the course limits travel expenses?	25.0	0.0	75.0	4	⚫ N/A
Total	6	6	11		

0% ———————————————————— 100%

CPD Checklist

	Yes (%)	No (%)	N/A (%)
Considered the following (free) alternatives?	25%		75%
Equivalent course by a webinar?	25%	25%	50%
Expertise within school?	25%	75%	
External speaker?	33.3%		66.7%
Free course via our Online CPD Database?	25%	50%	25%
Location of the course limits travel expenses?	25%		75%

Record Percent

Legend: 🟩 Yes (%) 🟥 No (%) ⬛ N/A (%)

CPD Approved by LM? ?

Focus Area Name	Yes (%)	No (%)	Record Count	Average Outcome ?
Approved by your line manager?*	100.0	0.0	3	● Yes
Total	3	0		

0%   100%

CPD Approved by LM?

Approved by your line manager?*   100%

0   10   20   30   40   50   60   70   80   90   100
Record Percent

■ Yes (%)   ■ No (%)

This provides simple at a glance analysis for busy T&L leads to check which requests they have yet to action.

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Focus Areas

Speakers

Materials Provided

Location

Outcome set "CPD Evaluation"

Outcomes:
V Satisfied
Satisfied
Neutral
Dissatisfied
V Dissatisfied

CPD Evaluation ?

Focus Area Name	V Satisfied (%)	Satisfied (%)	Neutral (%)	Dissatisfied (%)	V Dissatisfied (%)	Record Count	Average Outcome
Location	75.0	25.0	0.0	0.0	0.0	4	🟡 Satisfied
Materials provided	25.0	50.0	25.0	0.0	0.0	4	🟡 Satisfied
Speakers	100.0	0.0	0.0	0.0	0.0	4	🟢 V Satisfied
Total	8	3	1	0	0		

0% —————————————————— 100%
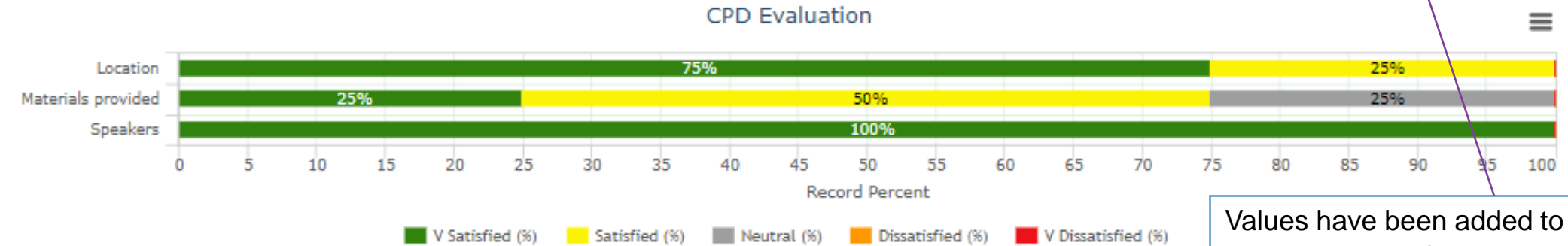
CPD Evaluation

Location: 75% | 25%
Materials provided: 25% | 50% | 25%
Speakers: 100%

Record Percent (0 to 100)

🟩 V Satisfied (%) 🟨 Satisfied (%) ⬜ Neutral (%) 🟧 Dissatisfied (%) 🟥 V Dissatisfied (%)

Values have been added to this outcome set. This allows for averages to be calculated within reports.
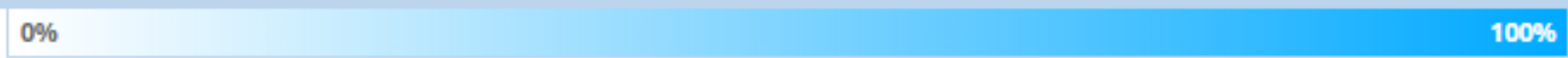
<u>Outcome set</u>
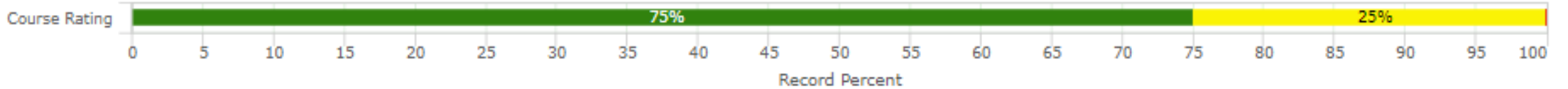"CPD Rating"

Outcomes:
Excellent
Good
Average
Poor
V Poor

CPD Rating ❓

Focus Area Name ⇕	Excellent (%) ⇕	Good (%) ⇕	Average (%) ⇕	Poor (%) ⇕	V Poor (%) ⇕	Record Count ⇕
Course Rating	75.0	25.0	0.0	0.0	0.0	4
Total	3	1	0	0	0	

0% ────────────────────────────── 100%

CPD Rating   ≡

Course Rating | ██████████ 75% ██████████ | ▒▒ 25% ▒▒ |

0   5   10   15   20   25   30   35   40   45   50   55   60   65   70   75   80   85   90   95   100

Record Percent

🟩 Excellent (%)   🟨 Good (%)   ⬜ Average (%)   🟧 Poor (%)   🟥 V Poor (%)

This outcome set allows for some quick analysis in reports to evaluate the usefulness of courses. It means senior leaders can then assess whether a course should be used again by staff or avoided.

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Focus Area

Would you recommend this training provider?*

Recommend this training? ?

Focus Area Name ⇕	Yes (%)	No (%) ⇕	Record Count ⇕	Average Outcome ⇕ ?
Would you recommend this training provider?*	100.0	0.0	4	● Yes
Total	4	0		
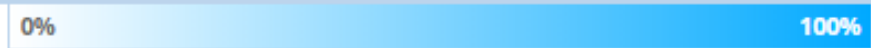
0%   100%

Recommend this training?

Would you recommend this training provider?*   100%

0   10   20   30   40   50   60   70   80   90   100
Record Percent

■ Yes (%)   ■ No (%)

This outcome set allows for some quick analysis in reports to evaluate the usefulness of courses. It means senior leaders can then assess whether a course should be used again by staff or avoided.

Values have been added to this outcome set. This allows for averages to be calculated within reports.

Observe
SISRA Inform · Share · Reflect | Equivalent course by a webinar? ❓

Summary Information

Outcome Name ❓	Count	%
🟢 Yes	1	25.0
🔴 No	1	25.0
⚪ N/A	2	50.0

Average Outcome : ⚪ N/A

Equivalent course by a webinar? - *Count* ≡

Equivalent course by a webinar? - *Percent* ≡

25%
50%
25%
Yes No N/A
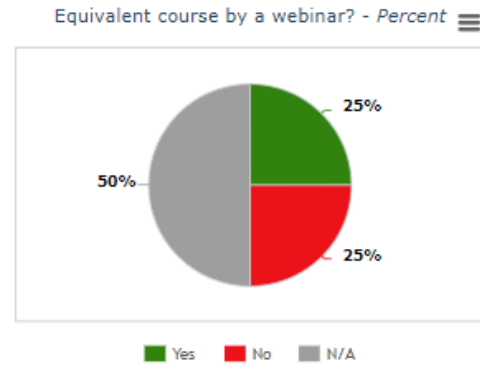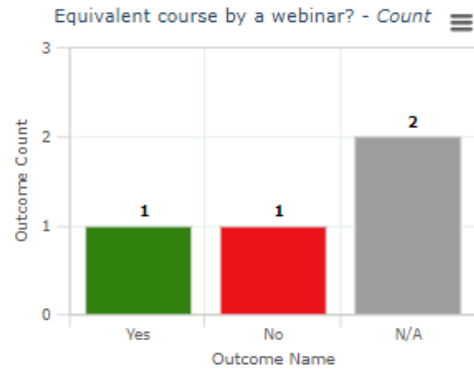
Detailed Information

| Category | Faculty | Subject | **Staff** |

Staff ⬍	Yes (%) ⬍	No (%) ⬍	N/A (%) ⬍	Total ⬍	Average Outcome ⬍ ❓
Clark; Ryan (RC)	0	0	100.0	1	⚪ N/A
Fletcher; James (JF)	100.0	0	0	1	🟢 Yes
Jarvis; Becca (BJ)	0	0	100.0	1	⚪ N/A
Killen; Cassie (CK)	0	100.0	0	1	🔴 No

Focus Area

Equivalent course by a webinar?

Outcome set
"CPD Checklist"

Outcomes:
Yes
No
N/A

Focus Area Reports

By clicking into a focus area (The blue title of the row within your table) you can see a detailed analysis of results. Charts and graphs can be exported if needed.

Detailed information
Allows for leaders to filter results by category, faculty, subject or staff. This allows for easy identification.

This template has been replicated within a SISRA system. All data is demonstrative.

Observe
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75.0	**12.5**	**0.0**	**12.5**	**8**
Quality Assurance (%)	Staff Appraisals (%)	NQT Mentoring / SEF (%)	CPD (%)	Total
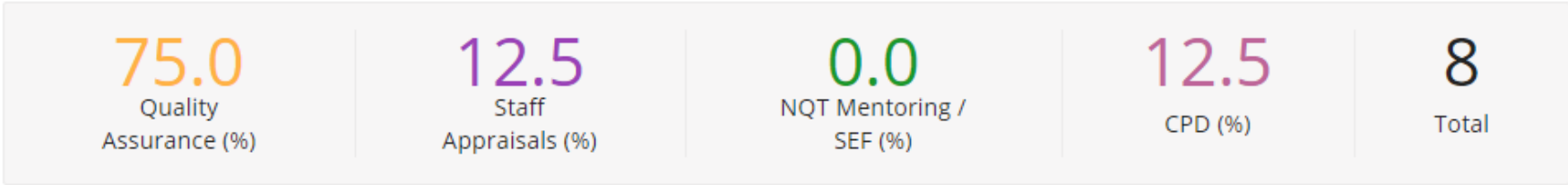
Filter By:

Quality Assurance	Staff Appraisals	NQT Mentoring / SEF	**CPD**

Category List

CPD Reflection (%)	Total
100.0	1

Focus Area

Showing the most recent records (up to 10) for **Cassie Killen** for the template: [Cheltenham CPD Form ▼]

Free course via our Online CPD Database?	Location of the course limits travel expenses?	Location	Materials provided	Speakers	Course Rating
🔴 No	⚪ N/A	🟢 V Satisfied	🟡 Satisfied	🟢 V Satisfied	🟢 Excellent

Our new staff report allows you to drill down into individual staff members. Here you can filter by template type and template. In this example, you can easily see the results from the CPD template.

This view provides a handy scrollable breakdown of the focus areas used on each template for up to the last 10 records. It will show a summary of their records as well as the analysis of their focus areas and outcomes for each template type.