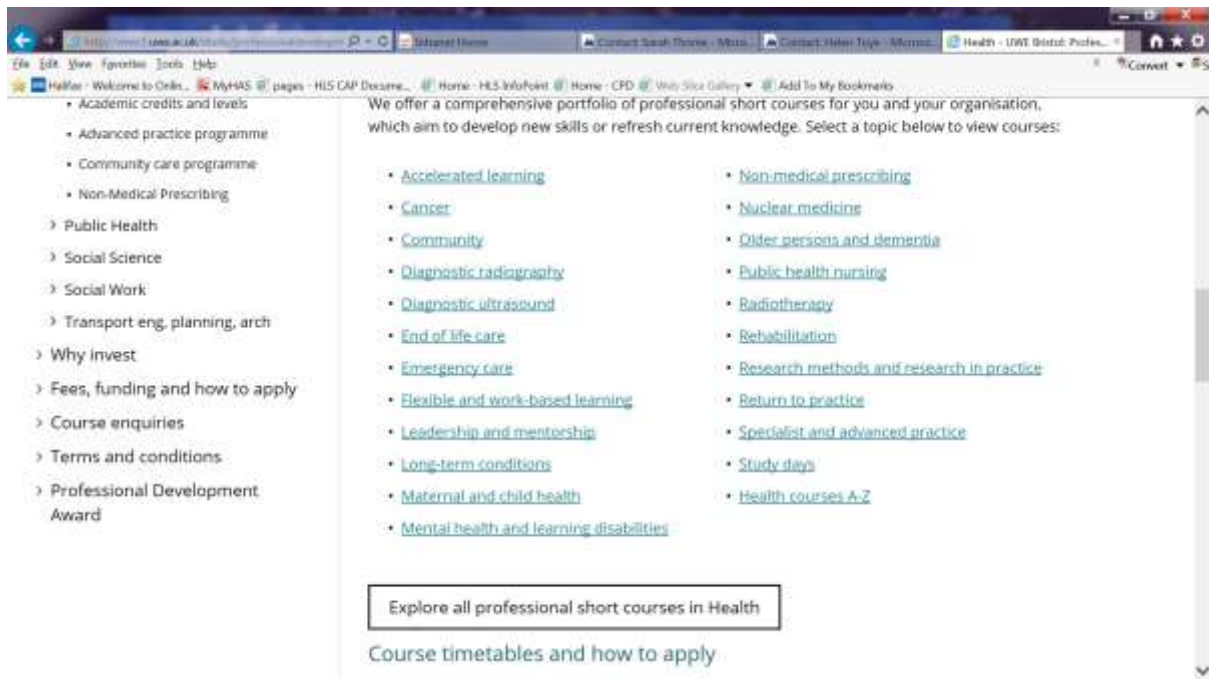


How to apply for a CPD Module at UWE:

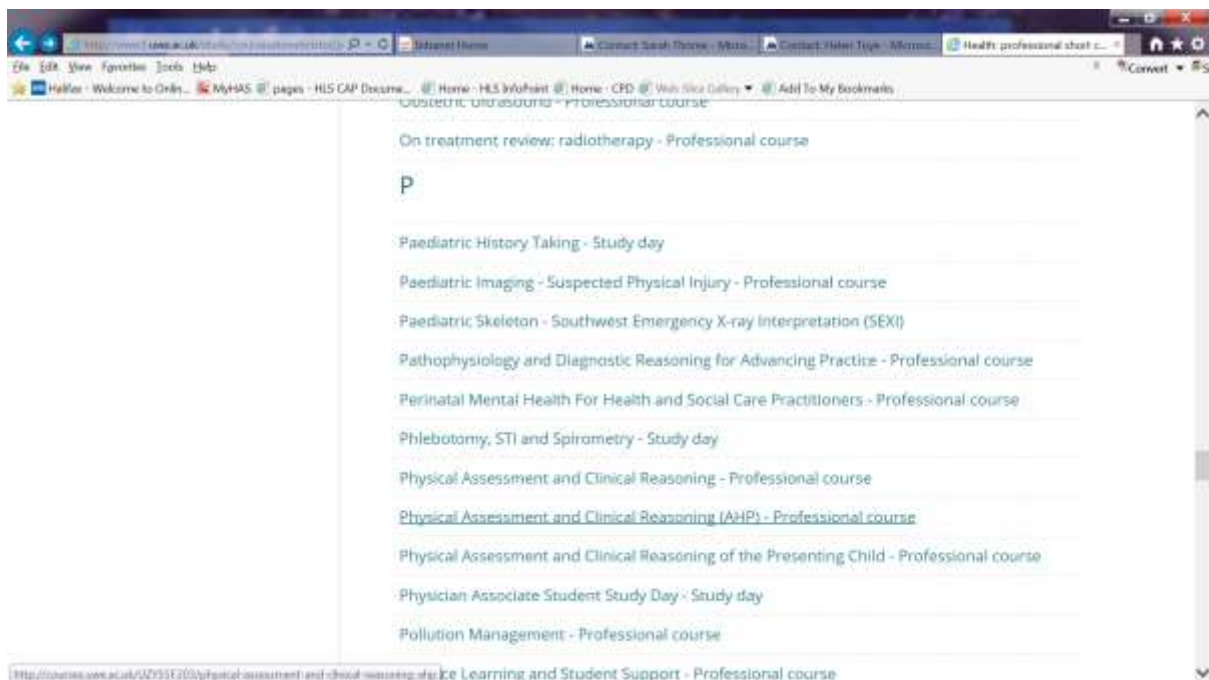
There are two ways in which you may be asked to apply, the first would be via the University Professional Development website:

<http://www1.uwe.ac.uk/study/professionaldevelopment/coursesbysector/health.aspx>

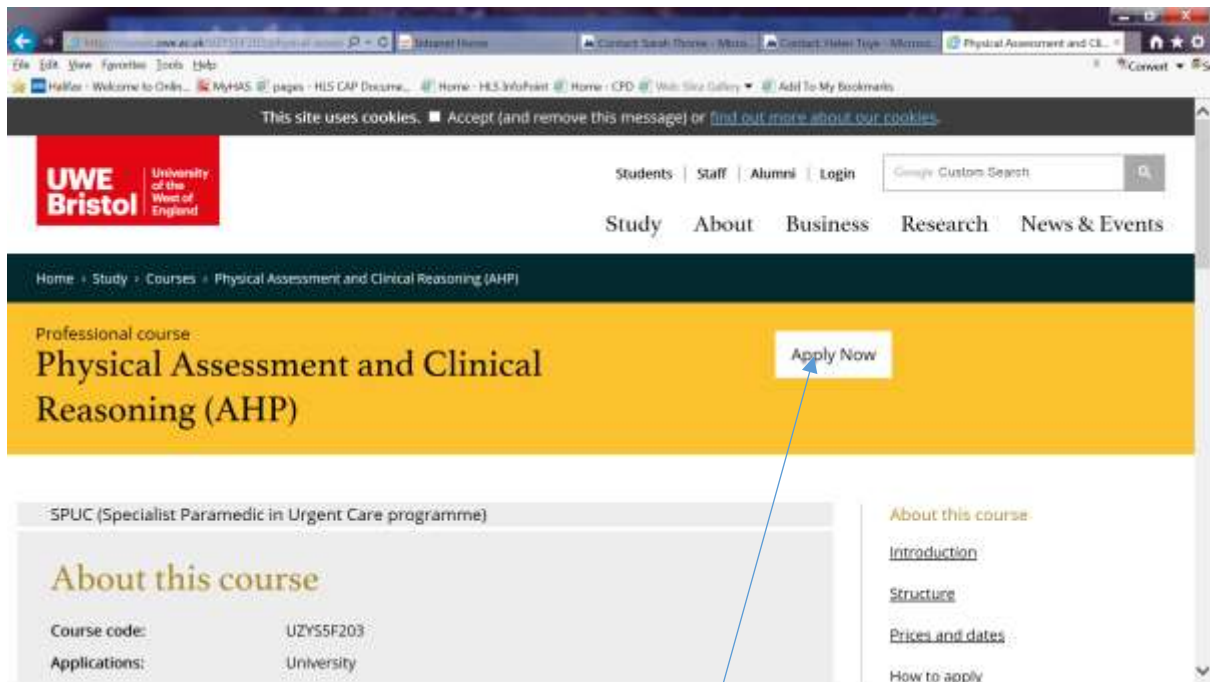
1. How to Apply:



Courses can be found easily under Health Courses A-Z.

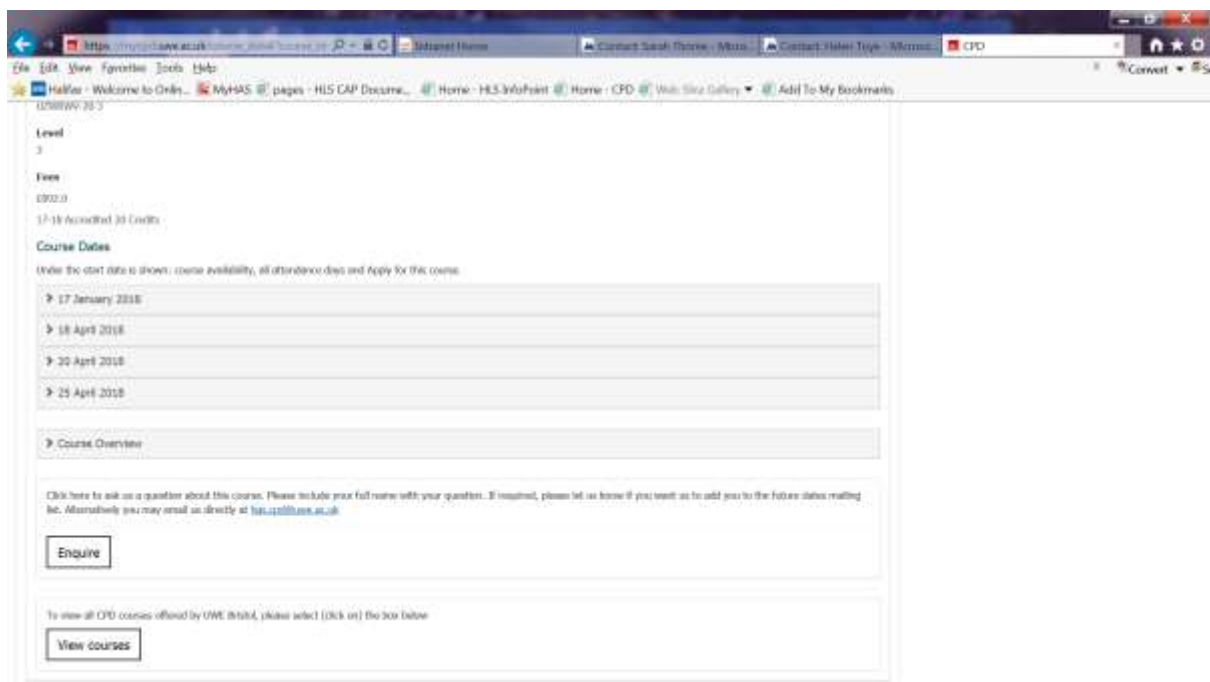


Select the course that you wish to apply for:

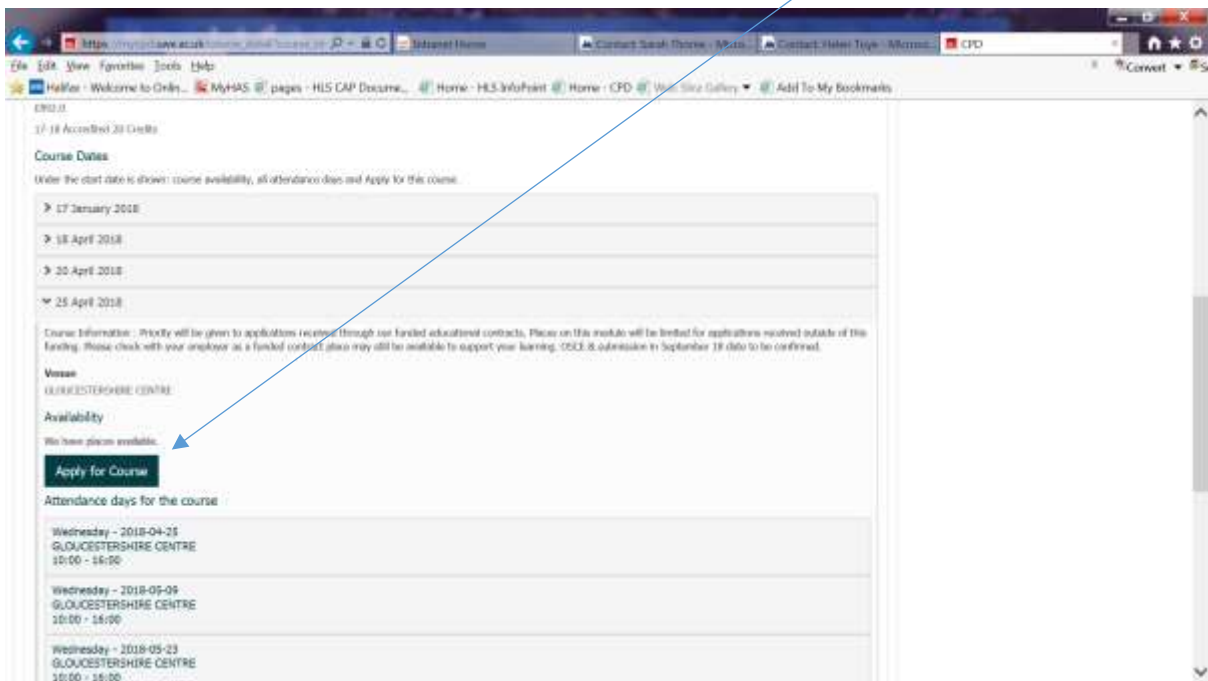


You will then need to click on the 'Apply Now' button:

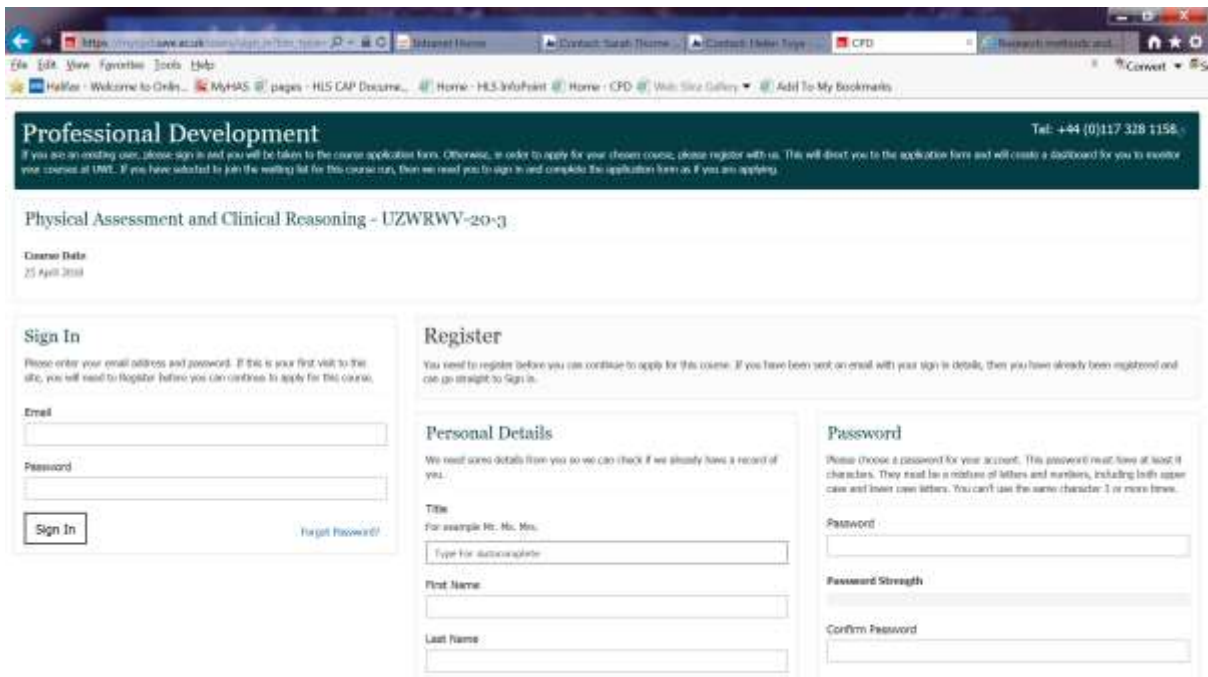
This will bring up an overview of the module itself and the date or dates that it is running:



Select the date of the course you want and click on the 'Apply for Course' button:



This will take you to the Professional Development Portal:



If you have **NOT** already created an account you will need to register in the first instance.

You will then be taken to the application form where you will need to complete all the mandatory information.

The screenshot shows a web browser window with the URL <http://mycpd.uwe.ac.uk>. The page displays an application form with the following sections:

- Personal Details:** Includes fields for Title, First Name (TEST), Last Name (CPDstudent), Email (cpdtest-student@uwe.ac.uk), Mobile (0086 1234567), Home (0017 807 6543), Date of Birth (27 October 1976), and Contact Address (with a "Find UK address" button).
- Work Details:** Includes a "Profession" field, a "Job Title" field, and a "Where do you work?" field.
- Professional Membership:** Includes a "Professional Body" field and a "Membership Reference Number" field.
- Qualifications:** Includes a "Registered Name" field, a "Highest Qualification Attained" field (with the value "DEGREE WITH HONOURS"), and an "Other Qualifications" section with a table:

Type	BACHELOR OF SCIENCE
Name	Science
Institution	UWE
Year	1998
- Emergency Contact Details:** Includes a "Title" field.

Additional elements include a "Submit" button, a "Please tick the box to confirm that you have been made aware of the Terms and Conditions and other key information" checkbox, and links for "View Terms and Conditions", "View Academic Regulations and Procedures", and "View Complaints Procedure".

Name

Phone Number

Relationship

Equality Data

Please check that your ethnic group and disability (if applicable) have been described correctly below. If not, then please amend accordingly.

Gender

Female

Male

Other

Country of Birth

Course Domicile

Nationality

Disability

If you have a disability and require support you should contact Disability Services to discuss your requirements (including examination adjustments). Visit [disability website?](#)

Ethnic Group

Do you have any criminal convictions?

Yes No

Please tell us why you would like to take this course. You may include any relevant information to support your application.

Add a Qualification

Qualification Type

Qualification Name

Issuing Institution (optional)

Qualification Year (optional)

Qualification Grade (optional)

Payment Details

Please tell us how you wish to study.

Accredited

If you select this you will be expected to submit an assignment and/or sit an exam.

Standard Price

Standard Price

Non Accredited

If you select this you will not be expected to submit an assignment and/or sit an exam.

Standard Price

Who will be paying for this course?

I'll

You will fund the whole course. We will send you an invoice before the start of the course.

My Employer/Spouse

Your employer/spouse will fund the whole course. You will be asked to select your employer/spouse from a list after clicking this option.

Once you have submitted this form you will have successfully applied for your module.

2. How to Apply

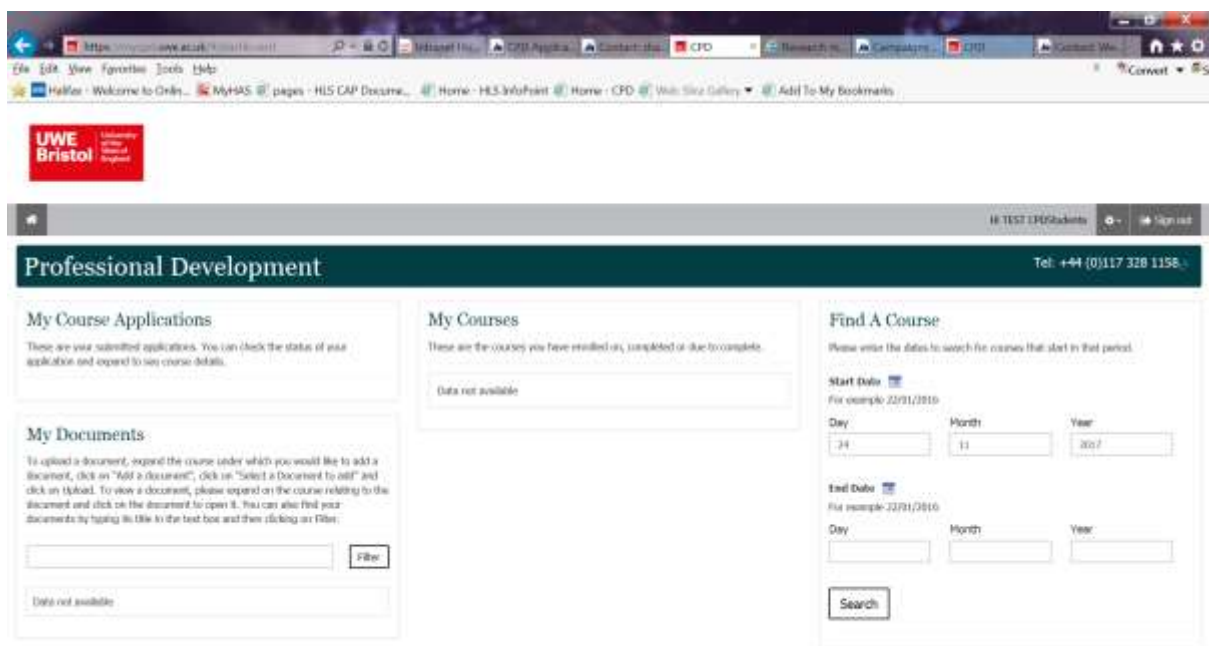
There may be times when you will need to apply for a closed run. To do this you will be emailed a link for a URL:

https://mycpd.uwe.ac.uk/users/sign_in?btn_type=Apply+for+Course&course_id=&course_title=REMOTE+CLINICAL+DECISION+MAKING+%28HEAR+AND+TREAT%29&module_code=&run_date=2018-01-08&run_id=CMP-01666-K7D7N0&selected_course=module

This will take you directly to the Profession Development Portal to either sign in or register as above.

Once you have registered on the Professional Development Portal you will be able to see the status of your application and any subsequent applications you might have. This can be accessed using the link below – you might want to save this as a favourite:

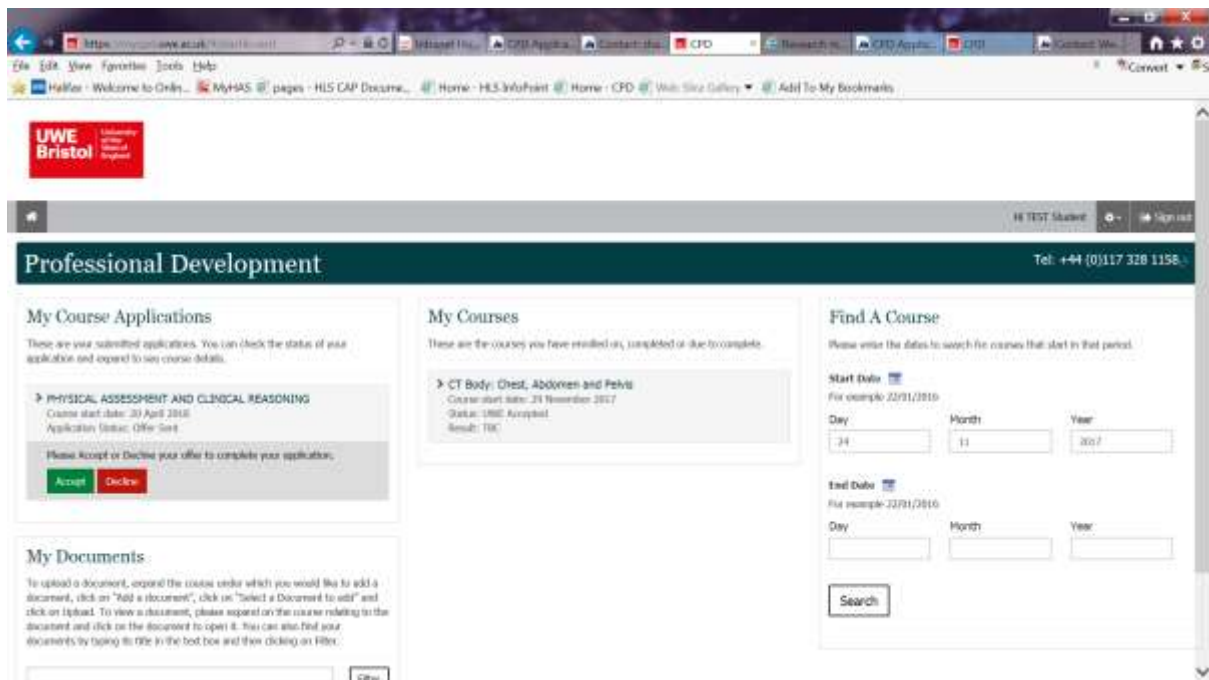
<https://mycpd.uwe.ac.uk/>



This is your Dashboard.

Post Application.

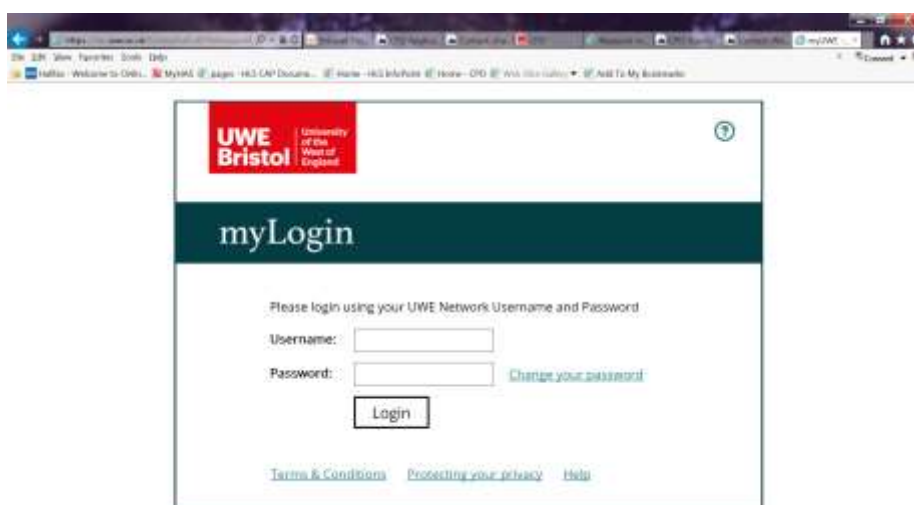
Once your application has been completed and you are sent an offer, you will need to log in to your Dashboard to accept:



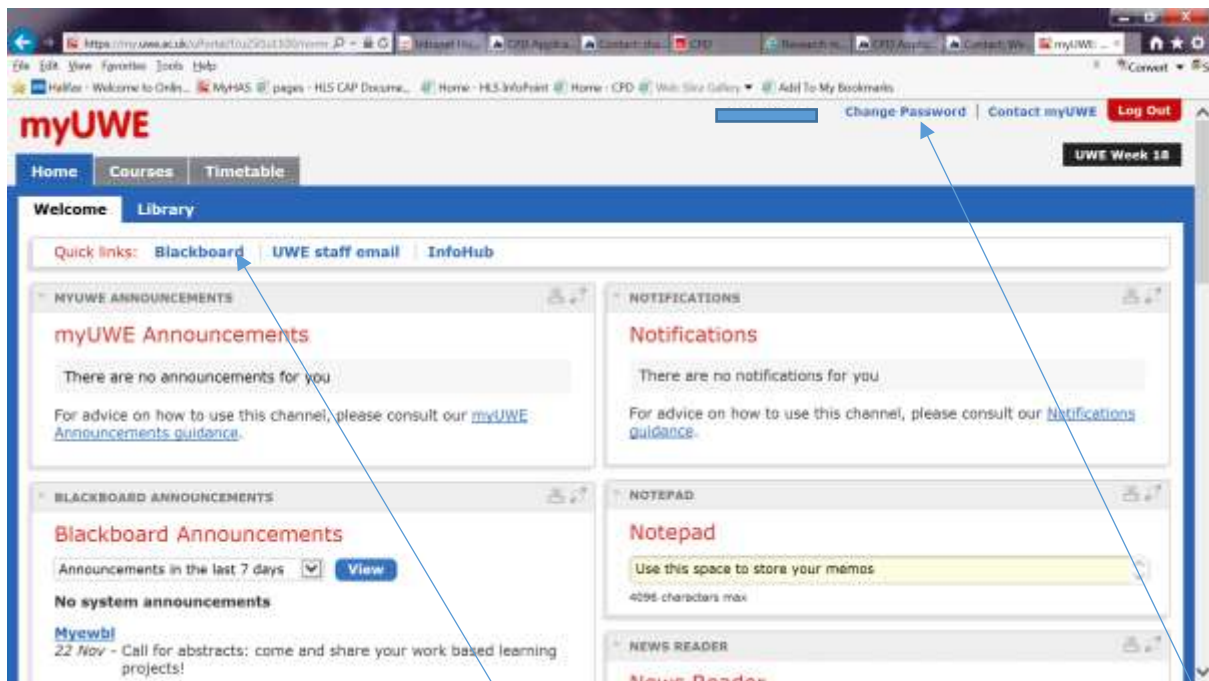
You will need to 'Accept' your offer so that your application moves on to the next stage which will allow us to register you.

Once you have been registered on the module you will be sent a 'Registration email' informing you of this and you will also receive an automated email for the University Student Information System, which will give you access to MyUWE and Blackboard.

This is an entirely different system and you will be given a User ID and a temporary password to log in.



This is MyUWE:



You can change your password here when you log in for the first time from the temporary password.
To access Blackboard, click on the tab above.

This is Blackboard – for all your course materials:

