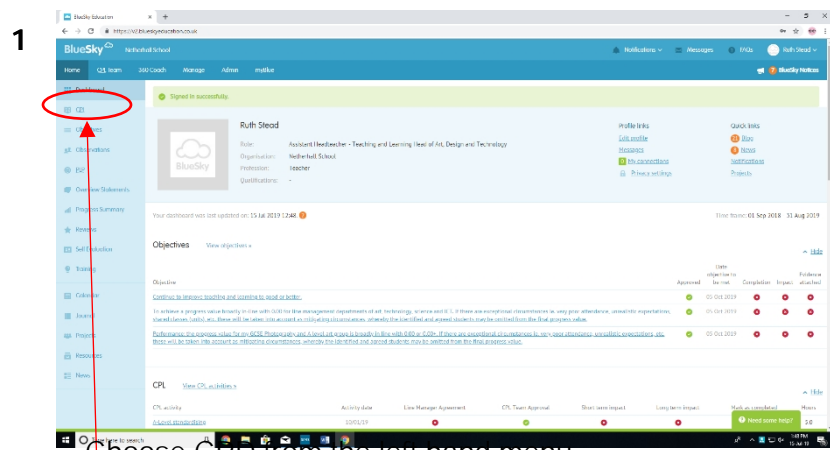


# CPD Request Procedure

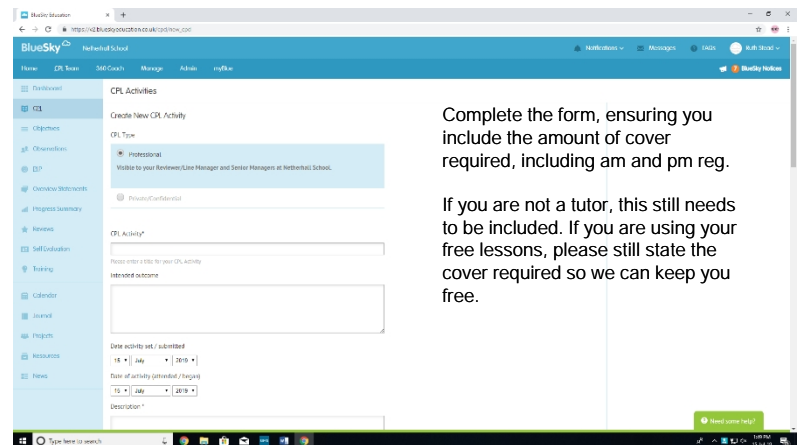
Please follow the procedure set out below when requesting any CPD.

CPD is anything which contributes to your own professional development or that of your department, including visits to other schools, first aid training, health and safety, safeguarding, observing others, moderation etc.

1. Complete a CPD request on BlueSky. This will automatically come to RMS who will check cover availability.
2. Once the course/training has been approved, Sam Potts will book the course. This is also the case if **external** courses are free but incur cover/travel costs. You will then need to complete a cover request slip, which needs to be signed by DWT and RMS before handing **it** to GO, who will arrange **the** cover.

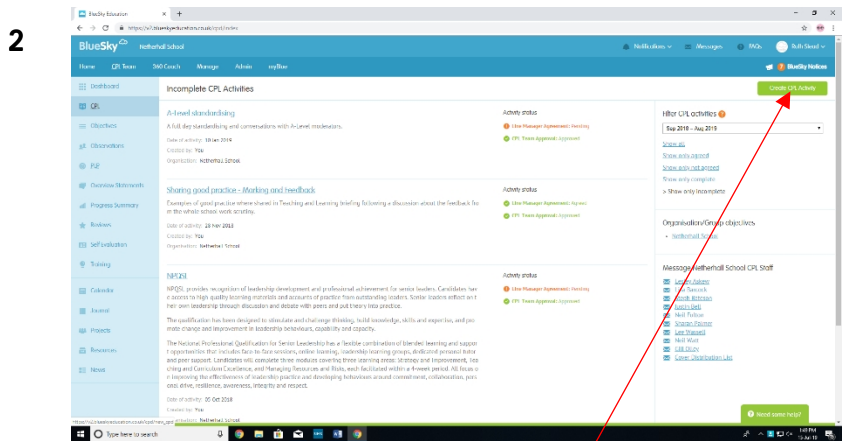


1 Choose CPD from the left hand menu.

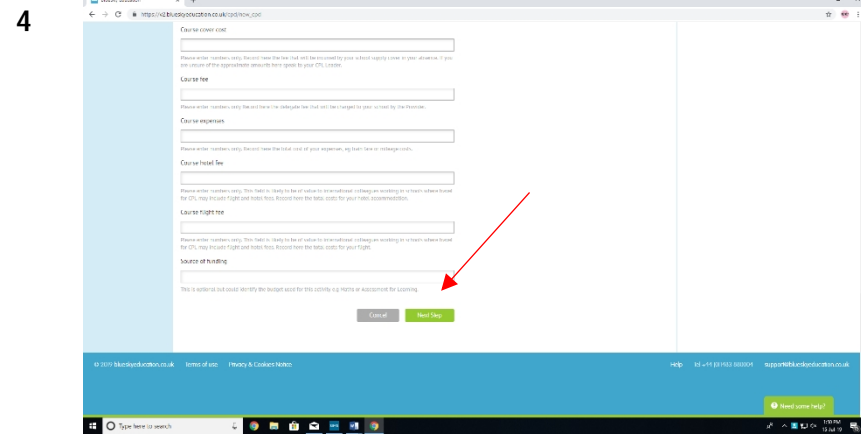


Complete the form, ensuring you include the amount of cover required, including am and pm reg.

If you are not a tutor, this still needs to be included. If you are using your free lessons, please still state the cover required so we can keep you free.



2 Select CREATE CPD ACTIVITY



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