

CPD TRAINING REGISTER - STEP BY STEP GUIDE

Heading	Information Required – Complete Green Columns Only
Payment Method	Please select if this course is payable by raising a PO and the training provider sending an invoice for payment or if the course is online booking and payment only - if online booking is selected the staff member will need to book and pay for the course online (once its approved in column AS) and reclaim the cost via Easy Expense - https://elht.easy.giltbyte.com/user/login/
Payment Instruction	This will automatically populate with instruction to state that we will raise a PO or the staff member will need to book the training online.
Status	We can't raise any PO's for training until the status is green and states complete - if this column is red you have further information to complete.
Division	This will be pre-populated with your Division.
RGN or Registered AHP	For Hee Reporting purposes please select if the staff member attending training is a AHP or RGN - Y or N.
Cost Centre (4 Digit Code)	Please input the cost centre of the staff member that is attending the training.
Cost Centre Name	Please input the cost centre name of the staff member that is attending the training.
Record Added - Date	Please add the date that the request was added.
Recorded By - Name	Please add the name of the person who has completed this request.
Is the Learner Currently Employed?	Please state Y or N.
Learners ESR Number	If Y please add the staff member who is attending the training ESR number.
Learners Name	Please add the full name of the staff member who is attending the training.
Learner's Email	Please add the email address of the staff member that is attending the training.
Requesting Manager's Name	Please add the managers name of the staff member that is attending the training.
Manager's Email	Please add the managers email address.
Education Provider	Please select the training provider from the drop down list - if they are not included on the list you will need to send them the new supplier form to return to procurement - we can't raise a PO until they are set up on ELHT E-proc system.
Title of Training Course/Event	Please add the full course title including any codes.
Training Supplier No. - Eproc	If the supplier is set up this will auto-populate - if not you will need to ask the supplier to complete the new supplier form.
Date Training Commences	Please select the exact date or select not known.
Date Training Complete	Please select the end date of the course or select not known.
Activity Category – Star Tool Criteria	Please select the most appropriate option for HEE reporting purposes.
Course Priority (RAG Rating)	Please select the most appropriate option from the drop down box.
Activity Type	Please select the most appropriate option from the drop down box.

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Professional Group – AHP or Nursing	Please select if the staff member is an AHP or a RGN
Nursing Staff Group	If the staff member is a RGN please select the most appropriate option from the drop down box.
AHP Staff Group	If the staff member is a RGN please select the most appropriate option from the drop down box.
Do You Know The Exact Cost Of The Course?	Please state Y or N - we will not raise a PO until this states Y.
Course Cost Status	This will auto populate with instruction.
Unit Cost Before VAT (Value Before VAT Is Added)	If you do know the exact cost please input it here - before VAT.
Unit Cost – Including VAT	This will auto populate.
Reason For Funding – ELHT Criteria	Please select the most appropriate option from the drop down box.
Approved Funding – Y/N	We will advise in this column if the course is funded - Y or N, if Y the manager who completes the spreadsheet will need to advise the staff member of the funding and ask them to book on the course.
Funding Approved - Date	We will advise the date we approved the funding.
If Funding Declined - Reason	We will state the reason if funding is declined.
Learner Informed?	Once funding is approved you will need to inform the learner - please state here that the learner is aware of the course and funding.
Learner Will Attend Training?	Please confirm if the learner has advised that they are are/not attending the training.
Reason Learner Will NOT Attend Training?	If the learner does not require the funding please select the most appropriate reason from the drop down options.
Learner – I Have Attended This Course	When the learner has attended and completed the course please select Y from the drop down, if they are not completing the course please select N.
Learner – Course Feedback Score	We will send this to the learner once column AL states Y.
Learner – Course Feedback Link	We will send this to the learner once column AL states Y.
Course Has Been Paid For Using?	Please select from the drop down - either Paid for By PO or staff member paid and reclaimed the cost.
Requisition Number	We will complete this with the requisition number once generated (if applicable).
PO Number	We will complete this with the purchase order number once generated (if applicable).
Invoice Number	Once the supplier has sent the invoice the invoice number will appear here.
Invoice Value	Once the invoice has been paid the invoice number will be auto populated here.
GRN Number	We will complete this with the GRN number.
Date Invoice Paid	This will be auto populated with the date the invoice was paid.
Funding Budget Stream	This will be auto populated with the cost centre that is funding the training.