ADD EXTERNAL LEARNING EVENTS

The Gateway records West Sussex learning events. What happens if you attend an event that is external? Or read a journal or book relevant to your work? Or attend an

online event? You can record all these different types of events within your **My Learning** area.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway

- 1 To record an external learning event click on My Learning
- Click on my cpd
- 3 Click Other Ways of Learning

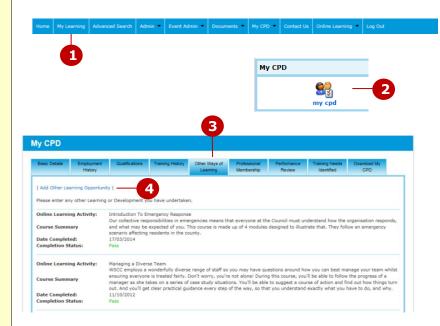
Your other ways of learning history will appear

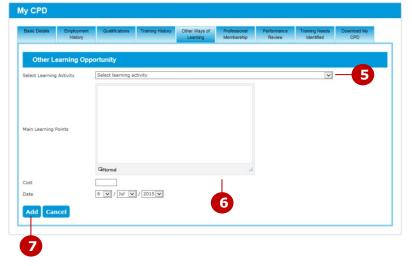
- To add new learning click
 Add Other Learning
 Opportunity
- Click the drop down arrow and select the learning activity you have carried out
- 6 Complete the rest of the form with the relevant information
- 7 Click Add

A message appears saying You have successfully added a new learning opportunity

Click Back to other Learning Opportunities

Your learning will now be added





For Your Reference...

 All events you add will stay in your Other Ways of Learning area for the lifetime of the Gateway

Handy to Know...

Other Learning Opportunity

You have successfully added a new learning opportunity

- If your event has no cost involved, for example, reading a book, enter £0 in the cost box
- You can edit or delete these external events at any time