

# YOUR STAFF MEMBERS' CPD

Alongside your own CPD you have access to the CPD sections of your staff members. Through this access you can view and add information to your staff member's CPD. (You cannot add to Employment History and cannot

view or add to Performance Review). For more information on using the My CPD area please see the "West Sussex Learning and Development Gateway My CPD User Guide" available on the Gateway.

## Try This Yourself:

Before trying this ensure that you have logged into the Gateway

To access the **Line Manager Tools** click **My Learning** on the shortcut bar

- 1 In the **My CPD** area, click **my staff list**

Your staff list will now appear

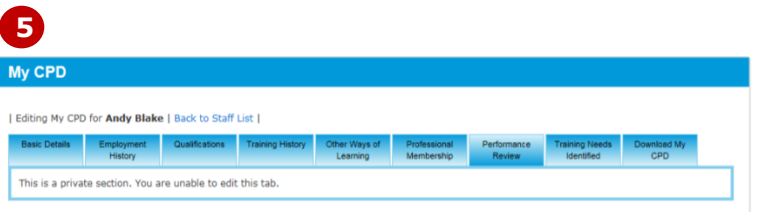
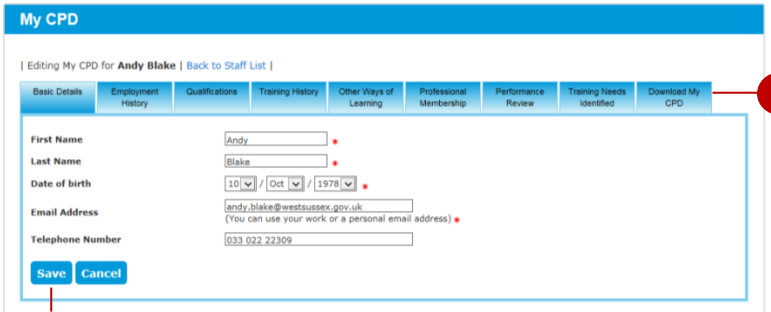
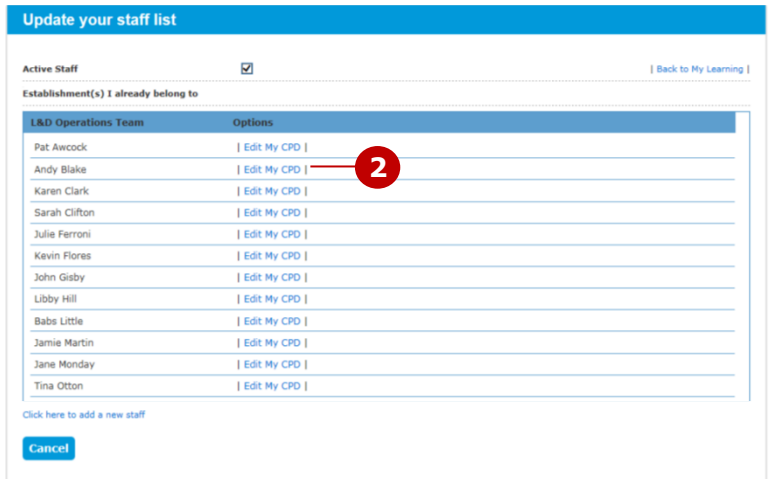
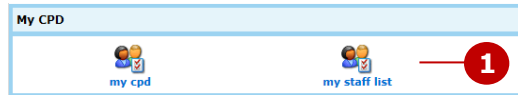
- 2 Click **Edit My CPD** for the staff member you wish to access

Your staff member's CPD will now appear

- 3 Click the section you want to view/edit

- 4 Click **Save** when you have finished

- 5 You will be unable to view/edit the **Performance Review** section



## For Your Reference...

1. If you have a lot of staff members there may be several pages to view
2. You can add a new staff member by clicking **Click here to add a new staff**

## Handy to Know...

- Any changes you make to your staff member's CPD will automatically appear when they log into their CPD
- You can click **Cancel** to leave the staff member's CPD at any time