

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**
- 2** Click on **my cpd**
- 3** Click **Other Ways of Learning**
Your other ways of learning history will appear
- 4** To add new learning click **Add Other Learning Opportunity**
- 5** 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

The screenshot shows the 'My CPD' (Continuous Professional Development) section of the Gateway. The navigation bar at the top includes 'Home', 'My Learning', 'Advanced Search', 'Admin', 'Event Admin', 'Documents', 'My CPD', 'Contact Us', 'Online Learning', and 'Log Out'. The 'My CPD' section has a sub-menu with 'my cpd' and 'my cpd' (with a user icon). The main content area is titled 'My CPD' and has several tabs: 'Basic Details', 'Employment History', 'Qualifications', 'Training History', 'Other Ways of Learning', 'Professional Membership', 'Performance Review', 'Training Needs Identified', and 'Download My CPD'. The 'Other Ways of Learning' tab is selected, showing a list of learning opportunities. The 'Add Other Learning Opportunity' button is highlighted. Below the list, there is a form to add a new opportunity, including a dropdown for 'Select Learning Activity', a 'Main Learning Points' text area, a 'Cost' field, and a 'Date' field. The 'Add' button is highlighted. A confirmation message at the bottom states 'You have successfully added a new learning opportunity' with a 'Back to Other Learning Opportunities' link.

For Your Reference...

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

Handy to Know...

- 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