



Continuous Professional Development
(CPD) Guide for Competence
Programme Providers

Table of Contents

Table of Contents.....	2
1. Introduction	3
2. User Roles for Continuous Professional Development System	3
3. Approved Competence Programme Providers Process.....	3
4. How to Access the Continuous Professional Development System	3
5. Setting up Course Details in the Continuous Professional Development System	4
6. Managing Bookings.....	10
7. Entering Results in the Continuous Professional Development System.....	13
8. Attendees who are not on the Electrical Workers register	20

1. Introduction

This is a guide to support EWRB approved competence programme providers to use the learning management system. The learning management system provides:

- a platform to display your course information
- updates to Electrical Workers competency records following attendance at competency courses
- the ability for Electrical Workers to view competency providers, course offerings and book on-line.

2. User Roles for Continuous Professional Development System

Every practitioner who accesses the Continuous Professional Development (CPD) system logs in through their EW portal, using RealMe, Google or Microsoft accounts.

An approved Competence Programme (CP) Provider will be sent a login (using their email address) and initial password which they can then re-set.

One login is required for each role. For example if you are an electrical worker **and** an approved competence programme provider you will need a login for each of these roles. If you login through your OLP portal as a practitioner your view of the CPD system will be as that individual not as a CP Provider.

3. Approved Competence Programme Providers Process

The process to become a provider of competence programmes is set out in the Board's Practising License and Competence Programme rules published on its website [here](#).

Approved competence programme providers need to enter into an agreement with the Board and are recorded on the Boards website. When approved we will ask for details of the courses you plan to provide so they can be made available in your profile in the CPD.

Practitioners can search for competence programme providers by geographic area or time frames that a course is available.

When you list courses please include information about the content e.g. – a Competence Programme with professional development, or a Competence Programme with added Safe Working Practises.

List a unique course for each location where the course will be held.

Courses can be duplicated as **events** and copied when new dates are set for a course.

4. How to Access the Continuous Professional Development System

All approved competency providers will have a profile created in the CPD system. The EWRB licensing team will set up a basic profile with your supplied logo and course descriptions. You will be sent login instructions which will use your email address. If you have more than one person accessing the CPD we can add more than one user's email address and supply passwords for each user.

5. Setting up Course Details in the Continuous Professional Development System

You have already supplied course descriptions for your page on the CPD. We can provide you with access to editing course details at a later date should this be needed. However most providers should only need to change events by date and/or place. If you are a provider of in-house courses (that are not open to the public) then you can duplicate an earlier event and add the attendees, confirm their completion and submit. Once completed and closed they will not be viewable to the public. If you are using this platform to take bookings then you can also duplicate earlier events, manage your attendees and after confirming attendance submit their completion.

To create courses (events) either for booking by the public or as a record after a course has finished (an in-house course or one booked through your system:

Access the Dash Board

Once you log in, you will be redirected to your home page/ Dashboard

The screenshot shows the dashboard of the Electrical Workers Registration Board. At the top, it says "Dashboard / Program or Competency Provider". Below this, there's a header with "Kia Ora" and a blue bar. The main content area is divided into several sections:

- My Upcoming Events**: A button in the top left.
- Logged in user**: A section showing the user's profile picture and name.
- My Courses**: A table listing courses. The first row is "Electrical Workers - multiple events" with the region "Auckland". The second row is "Adaptive Electrical - In-House Electrical Competency Course" with the region "Wellington". There is a "View full report" link below the table.
- Upcoming events**: A section showing a list of events. The first event is "Adaptive Electrical - In-House Electrical Competency Course" with the date "25 September 2021, 9:00 AM - 10:00 AM (time zone: Pacific/Auckland)". There is a "Sign up" button next to it.
- Featured Links**: A section with a link to "Search the EWRB Register" and a "PUBLIC REGISTER" button.

A blue arrow points from the "Electrical Workers - multiple events" row in the "My Courses" table to a text box that says "Course page can be accessed by clicking on the course".

This page holds details of the course you run. Editing course details can be done by you (see Appendix) but initially we would recommend that you ask us to do that for you. You can however make changes to events, and add and cancel them.

Go To Events

Events can be seen at the end of the page under the course details. You can see all the events if you click on "View all events"

Next time you want to renew your site access, you can expand your health and safety knowledge with a new course that's relevant to you. We now offer a suite of cost-effective four-hour Passport Plus courses on specific subjects, as well as a variety of one and two-day courses, all of which will renew your Site Safety Card/Passport.

Have a look at the [pathway examples](#) for more training options after successfully completing this course.

Check out our [Training CPD Matrix](#) to see Site Safe courses and credits at a glance.

Book your seat on the next course today, or contact us for more information.

For a full list of our training courses visit our [Training Courses page](#).

Course costs: \$500

Please contact the Suzanne East on 021 555666 directly to arrange payment.

Electrical Workers Safety Competence				
Event status	Booked	Session times	Actions	
Upcoming Booking open	0 / 15	10 October 2021, 1:00 PM - 2:00 PM Timezone: Pacific/Auckland	Go to event	...

View all events

Click to see all the events

See All the Events

HomeRecord of LearningReportsFind Courses

YOU ARE LOGGED IN SANKALP SHARMA

Dashboard / My courses / Registered Electrical Workers / Electrical Workers Competency Course / Electrical Workers Safety Competence

My Details

Seminar administration

Edit settings

Locally assigned roles

Permissions

Check permissions

Logs

Restore

Notifications

Course administration

Electrical Workers Safety Competence

Event: AllBooking: AllAdvanced: All

Upcoming events

Event status	Booked	Session times	Session status	Actions
Upcoming Booking open	0 / 15	10 October 2021, 1:00 PM - 2:00 PM Timezone: Pacific/Auckland	Upcoming	Go to event...

Past events

Event status	Booked	Session times	Session status	Actions
Over	0 / 15	7 August 2021, 9:00 AM - 8 August 2021, 10:00 AM Timezone: Pacific/Auckland	Session over	...
Over Attendance submitted	2 / 15	10 June 2021, 9:00 AM - 11 June 2021, 12:00 PM Timezone: Pacific/Auckland	Session over	...
		7 June 2021, 9:00 AM - 8 June 2021, 2:00 PM Timezone: Pacific/Auckland	Session over	

Export attendanceFormatExport to file

Additional Actions

Add an event

An event is the instance when the course is being conducted. Events can be added to an already created course. Once added they become available for practitioners to be booked. To create an event you can either add an event or copy an event. The latter is recommended if all other details but the date remain the same, though editing a copied event is also possible.

To add an event, open the course by clicking on it on your Dashboard.

My Courses

Course Name	Region
Registered Electrical Workers	Wellington

This will redirect you to Course Page with details of course. At the end of the page, you can see the events. You can click “View all events” to go to next page which contains all events related to the course.

Electrical Workers Safety Competence

Event status	Booked	Session times	Actions
In progress	0 / 15	17 June 2021, 9:00 AM - 18 June 2021, 2:00 PM Timezone: Pacific/Auckland	Go to event ...
		10 August 2021, 9:00 AM - 11 August 2021, 12:00 PM Timezone: Pacific/Auckland	
		7 October 2021, 9:00 AM - 8 October 2021, 10:00 AM Timezone: Pacific/Auckland	

View all events

On this page you can see the “Add Event” button

Electrical Workers Safety Competence

Event All Booking All Advanced All

Upcoming events

Event status	Booked	Session times	Session status	Actions
In progress	0 / 15	17 June 2021, 9:00 AM - 18 June 2021, 2:00 PM Timezone: Pacific/Auckland	Session over	Go to event ...
		10 August 2021, 9:00 AM - 11 August 2021, 12:00 PM Timezone: Pacific/Auckland	Session over	
		7 October 2021, 9:00 AM - 8 October 2021, 10:00 AM Timezone: Pacific/Auckland	Upcoming	

Add event

When you click “Add Event” you will be taken to a page similar to the page for creating an event. You will see the Course name to which this event is added, and can check that event is added to the correct course.

Adding a new event in Electrical Workers Safety Competence

There are required fields in this form marked *

General

Specify sessions details

Date and time	Rooms	Facilitators	Assets
27 August 2021 9:00 AM - 27 August 2021 10:00 AM Pacific/Auckland	Select rooms	Select facilitators	Select assets

Add a new session

Sign-up opens 26 August 2021 10:25 Pacific/Auckland

Sign-up closes 26 August 2021 10:25 Pacific/Auckland

Maximum bookings 10 Use room capacity

Enable waitlist

Allow cancellations

At any time
Never
Until specified period

1 weeks before event starts

Same as “Create an event”. Can be used to browse / Search / create a room/ facilitator / assets

Edit Date/Time etc.

Alter the number of bookings you can take.

Minimum bookings ⓘ

Notify about minimum bookings ⓘ ☐ hours before event starts

Normal cost ⓘ

Discount cost ⓘ

Details ⓘ

1 A B I

Table icon, Link icon, Image icon, Print icon, Refresh icon, Undo icon, Redo icon

Save changes Cancel

Copy Event

My Details

- Seminar administration
 - Edit settings
 - Permissions
 - Logs
 - Notifications
- Course administration

Copying as a new event in Electrical Workers Competency Course

There are required fields in this form marked *.

▼ General

Specify sessions details

Date and time	Rooms	Facilitators	Assets	
21 October 2021 9:00 AM - 21 October 2021 3:00 PM Pacific/Auckland	Queenstown, A* × Select rooms	Select facilitators	Select assets	✕

Add a new session

Sign-up opens ⓘ 20 September 2021 09 40 Pacific/Auckland Enable

Sign-up closes ⓘ 20 September 2021 09 40 Pacific/Auckland Enable

Maximum bookings* ⓘ 10 Use room capacity

Enable waitlist ⓘ ☐

Allow cancellations ⓘ ☒ At any time
☐ Never
☐ Until specified period

hours before event starts

Minimum bookings ⓘ

Notify about minimum bookings ⓘ ☐ hours before event starts

Normal cost ⓘ \$250

Discount cost ⓘ

Details ⓘ

1 A B I

Table icon, Link icon, Image icon, Print icon, Refresh icon, Undo icon, Redo icon

Save changes Cancel

You will need to change the date:

My Details

- Seminar administration
 - Edit settings
 - Permissions
 - Logs
 - Notifications
- Course administration

Copying as a new event in Electrical Workers Competency Course

There are required fields in this form marked *.

▼ General

Specify sessions details

Date and time	Rooms	Facilitators	Assets	
21 October 2021 9:00 AM - 21 October 2021 3:00 PM Pacific/Auckland	Queenstown Select rooms	Select facilitators	Select assets	

Use this icon to change the date

Select date

Timezone displayed User timezone

Start time 28 October 2021 09:00 Pacific/Auckland

Finish time 28 October 2021 15:00 Pacific/Auckland

You can also change the site of the event at this stage by changing the Room.

My Details

- Seminar administration
 - Edit settings
 - Permissions
 - Logs
 - Notifications
- Course administration

Copying as a new event in Electrical Workers Competency Course

There are required fields in this form marked *.

▼ General

Specify sessions details

Date and time	Rooms	Facilitators	Assets	
21 October 2021 9:00 AM - 21 October 2021 3:00 PM Pacific/Auckland	Queenstown Select rooms	Select facilitators	Select assets	

Choose rooms

Search Create

Selected

Queenstown (Capacity: 15) (Room unavailable) (Seminar: Electrical Workers Competency Course)

Choose/ Create a room or facilitator

If you would like to add or change a room or a facilitator, click on the room or facilitator link. The screen below will give you an option to select a room/facilitator or create a room/facilitator. If you decide NOT to show a room or facilitator, then the session will not display either option.

A room can be a different building and even a different town. This enables you to copy an event to a different area if you have a variety of sites.

Choose/ Create a room

Choose rooms

Browse Search **Create**

Selected

- 15 Stout Street, Wellington (Capacity: 10)
- 15 Stout Street, Wellington (Capacity: 10)
- wellington central, Stout Street, 15 Stout street (Capacity: 10)

To create a room you can:

- create a physical location and use the Map functionality to pin point the location
- create a virtual room for conducting the course and insert a web link for the practitioners

Create new room

There are required fields in this form marked *.

▼ Collapse all

Name* [text input] → Naming convention example - Auckland, Queen St, Room 4B

Capacity* [text input] → This has to be a whole number

Allow booking conflicts ☐

Description

▼ Virtual room

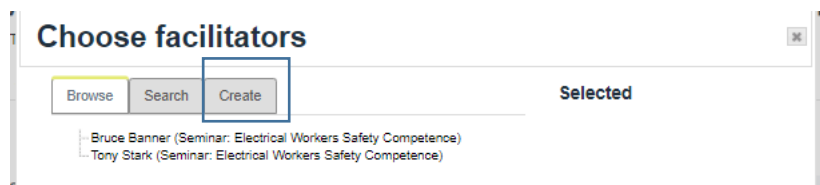
Add virtual room link [None ▼]

▼ Custom fields

Address [text input]

OK Cancel

Choose/Create a facilitator



You can choose from the list of facilitators or create another facilitator by completing the fields below:

6. Managing Bookings

Minimum Bookings

As a facilitator you can set the number of minimum bookings for a course and decide when you want to be notified should your event fail to amass sufficient bookings. You can then choose to cancel an event and send cancellation notices.

To access or change the minimum bookings you can click on edit an existing event or add a new event.

Our Events

Event

All

Booking

All

Advanced

All

Add event

Event status	Booked	Sign-up period	Session times	Rooms	Facilitators	Session status	Actions
Upcoming Booking open	0 / 10		11 October 2021, 9:00 AM - 10:00 AM Timezone: Pacific/Auckland			Upcoming	<div style="display: flex; align-items: center;"> Go to event <div style="margin-left: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; font-size: 0.8em;"> Event details Attendees Edit event Cancel event Copy event Delete event </div> </div> </div>
Past events							
Over Booking closed	0 / 15		23 July 2021, 11:00 AM - 5:00 PM Timezone: Pacific/Auckland	Queenstown		Session over	
Over Booking closed	0 / 15		23 July 2021, 9:00 AM - 3:00 PM Timezone: Pacific/Auckland			Session over	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; font-size: 0.8em;"> Event details Attendees Edit event Cancel event Copy event Delete event </div> </div>

Maximum bookings* ⓘ Use room capacity → Increase or decrease as required to take public bookings

Enable waitlist ⓘ ☐

Allow cancellations ⓘ ☒ At any time
☐ Never
☐ Until specified period

before event starts

Minimum bookings ⓘ → Set when you wish to be notified of your minimum number not being met

Notify about minimum bookings ⓘ ☒ days before event starts

To close an event to any further booking because you have a group that you want to add later (perhaps an employer has phoned or emailed a request) or reduce the maximum number of attendees. This will stop any further bookings.

Cancelling events

If minimum numbers are not met, or for other reasons you need to cancel an event, select the Cancel event option:

Electrical Workers Safety Competence

Event
All
Booking
All
Advanced
All

Add event

Event status	Booked	Session times	Session status	Actions
Upcoming Booking open	0 / 15	10 October 2021, 1:00 PM - 2:00 PM Timezone: Pacific/Auckland	Upcoming	<div> Go to event </div> <div> Event details Attendees Edit event Cancel event Copy event Delete event </div>

Event status	Booked	Session times	Session status
Over	0 / 15	7 August 2021, 9:00 AM - 8 August 2021, 10:00 AM Timezone: Pacific/Auckland	Session over
Over Attendance submitted	2 / 15	10 June 2021, 9:00 AM - 11 June 2021, 12:00 PM Timezone: Pacific/Auckland	Session over
		7 June 2021, 9:00 AM - 8 June 2021, 2:00 PM Timezone: Pacific/Auckland	Session over

My Details

- ▼ Seminar administration
 - Edit settings
 - Permissions
 - Logs
 - Notifications
- ▶ Course administration

Cancelling event in Electrical Workers Competency Course

▼ Event

Booked/Capacity
0 / 10

Event booking
Booking open

Normal cost
\$250

Details



▼ Sessions

Status	Times	Rooms
Upcoming	21 November 2021, 9:00 AM - 3:00 PM Timezone: Pacific/Auckland	Queenstown

Cancelling this event will remove all of its booking, attendance and grade records. All attendees will be notified.

An automated message will be sent to all attendees. You may wish to follow up with an email of suggested alternative dates.

The email message defaults to the following (below) but these notifications can be edited.

This is to advise that your booking on the following course has been cancelled:

*****BOOKING CANCELLED*****

Participant: [firstname] [lastname]

Course: [coursename]

Face-to-face: [facetofacename]

Duration: [duration]

Date(s):

[alldates]

Location: [session:location]

Venue: [session:venue]

Room: [session:room]

Message users using CPD

Message user functionality can be used to communicate with Electrical Workers booked on a course. This can be used to send updates, changes of location, results, or other messages.

Event details

Attendees

Wait-list

Cancellations

Take attendance

Message users

There are required fields in this form marked *.

▼ Recipient Groups

Attended and Passed - 2 user(s) ☐

▼ Message

Subject*

Body*

↵

A ▼

B

I

☰

☷

🔗

🔗

🖼

↶

↷

7. Entering Results in the Continuous Professional Development System

Practitioners book directly to attend a course. The system has functionality to manage attendees. This is available from the Attendees page as shown below.

Event

All

Booking

All

Advanced

All

Upcoming events

Event status	Booked	Session times	Session status	Actions
Upcoming Booking open	0 / 15	10 October 2021, 1:00 PM - 2:00 PM Timezone: Pacific/Auckland	Upcoming	Go to event <div> ... <div> Event details Attendees Edit event Cancel event Copy event Delete event </div> </div>

Past events

Event status	Booked	Session times	Session status
Over	0 / 15	7 August 2021, 9:00 AM - 8 August 2021, 10:00 AM Timezone: Pacific/Auckland	Session over
Over ✔ Attendance submitted	2 / 15	10 June 2021, 9:00 AM - 11 June 2021, 12:00 PM Timezone: Pacific/Auckland	Session over
		7 June 2021, 9:00 AM - 8 June 2021, 2:00 PM Timezone: Pacific/Auckland	Session over

My Details

- ▼ Seminar administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Logs
 - Restore
 - Notifications
- Course administration

Electrical Workers Safety Competence

Event All Booking All Advanced All

Upcoming events

Event status	Booked	Session times	Session status	Actions
Upcoming Booking open	0 / 15	10 October 2021, 1:00 PM - 2:00 PM Timezone: Pacific/Auckland	Upcoming	Go to event ...

Past events

Event status	Booked	Session times	Session status	Actions
Over	0 / 15	7 August 2021, 9:00 AM - 8 August 2021, 10:00 AM Timezone: Pacific/Auckland	Session over	<div>Event details</div> <div>Attendees</div> <div>Edit event</div> <div>Copy event</div> <div>Delete event</div>
Over Attendance submitted	2 / 15	10 June 2021, 9:00 AM - 11 June 2021, 12:00 PM Timezone: Pacific/Auckland	Session over	
		7 June 2021, 9:00 AM - 8 June 2021, 2:00 PM Timezone: Pacific/Auckland	Session over	

Export attendance Format Export to file

Actions on Past Events can be done in similar manner

Once an event is closed and the session is over you can manage attendees. Options are available from the drop down menu to:

- add Users
- remove Users
- add Users in Bulk –
 - by individual
 - By list of EW number (recommended)
 - By csv file (see Appendix for further instructions)

Note : If you are adding users booked through an external system (eg. Course provider website) then this must be done here.

If you are creating an event and loading attendees of a course held in the past this must be done here.

The below instructions are for both upcoming events and can also apply for an event that has already occurred.

Select the event you are modifying, click on Attendees:

Upcoming Events

Event details

Attendees

Wait-list

Cancellations

Take attendance

Message users

Actions

Actions

Add users

Add users via file upload

Add users via list of IDs

Remove users

Manage archived users

There are no records in this report

Export as

CSV

Export

Upcoming Events

Event details

Attendees

Wait-list

Cancellations

Take attendance

Message users

Actions

Actions

Add users

Add users via file upload

Add users via list of IDs

Remove users

Manage archived users

There are no records in this report

Export as

CSV

Export

This upload uses lists of EW numbers, though attendees can be added by individual searches (see following section)

Select users to add (step 1 of 2)

▼ Add users

User identifier

User name ▼

Users to add

Enter one user per line:

ew105057

Allow scheduling conflicts

☐

Continue

Cancel

Enter EW numbers individually or copy and paste from a spreadsheet

Select users to add (step 1 of 2)

▼ Add users

User identifier

User name ▼

Users to add

Enter one user per line:

ew105057
ew105245
ew200009

Allow scheduling conflicts

☐

Continue

Cancel

Click continue

Add users (step 2 of 2)

Name	Email address	ID number
Christopher Furr	Christopher.Furr98@fakemail.fake	EW105245
Robert Thomas	Robert.Thomas59@fakemail.fake	EW105057
Zoey Zellerr	zoey@zeller.com	EW200009

Change selected users

► Expand all

▼ Notifications

☐ Send booking confirmation to new attendees

☐ Send booking confirmation to new attendees' managers



Bulk add attendees success - Successfully added/edited 3 attendees. View results



Upcoming Events

Event details

Attendees

Wait-list

Cancellations

Take attendance

Message users

Actions



Name	Practitioner ID	Time of sign-up	Status	Requests for session organiser	Actions
Christopher Furr	EW105245	24 September 2021, 1:58 PM Timezone: Pacific/Auckland	Booked		
Robert Thomas	EW105057	24 September 2021, 1:58 PM Timezone: Pacific/Auckland	Booked		
Zoey Zellerr	EW200009	24 September 2021, 1:58 PM Timezone: Pacific/Auckland	Booked		

Export as

CSV



Export

If no EW numbers are available you can do a search using names and add them individually

Select users to add (step 1 of 2)

Users to add

Search

☐ Allow scheduling conflicts

Continue

Cancel

◀ Add

▶ Remove

Add or Remove selected practitioners

18 potential users

Search results (18)

Stephen Goodall, EW059191, goodallsmith@xtra.co.nz, 272302007

Michael Martin-Smith, EW144460, michaelfransmartinsmith@gmail.co

Allan Smith, EW108988, bundymyamber@gmail.com, 35479288, 021

Azan Smith, EW155963, azan.smith@gmail.com, 021 1341194

Bruce Smith, EW043755, karenterrysmith@gmail.com, 021 743 668, 0

Cameron Smith, EW085574, camsmith@hotmail.com, 09 431 5522

Dennis Smith, EW025404, sue.densmith66@gmail.com, 21955522

Forest Smith, EW120664, nightdrive@gmail.com, 220417543, 220417

Gary Smith, EW041039, garysmith@xtra.co.nz, 0274 750 640, 0274 75

Geoffrey Smith, EW071054, geoff.smith220@gmail.com, 027 4734908

Jason Smith, EW082819, jason.s@laserelectrical.co.nz, 35439222, 027

Mark Smith, EW126685, smithmgla@xtra.co.nz, 09 407 8605, 027 556

Mark Smith, EW082544, findthebaron@outlook.com, 224540921

Michael Smith, EW141455, viscoenter@xtra.co.nz, 4300 833, 027 477

Paul Smith, EW155454, paulsmithinnz@gmail.com, 221230151

Peter Smith, EW035785, pcsmith.rotary@gmail.com, (09)4303186, 02

Raymond Smith, EW034035, gibsonsmith@xtra.co.nz, 021 648 711, 0

Waric Smith, EW059800, sitecare.services@gmail.com, (09)4340150, 0

smith

Search

Show all

☐ Show only users who declared interest in this activity

Search by names or EW Number

Mark Attendance

After an event has been closed, you need to record the attendance of the event and the outcome for the practitioner. This can be accessed from the “View all events” page. The Page will display both Upcoming and Past Events.

The past events can be captured by selecting “...” under “Actions” for corresponding event. Clicking on “Attendees” will take you to the next page.

Electrical Workers Safety Competence

Event

All

Booking

All

Advanced

All

Upcoming events

Add event

Event status	Booked	Session times	Session status	Actions
Upcoming Booking open	0 / 15	10 October 2021, 1:00 PM - 2:00 PM Timezone: Pacific/Auckland	Upcoming	Go to event ...

Past events

Event status	Booked	Session times	Session status	Actions
Over	0 / 15	7 August 2021, 9:00 AM - 8 August 2021, 10:00 AM Timezone: Pacific/Auckland	Session over	...
Over Attendance submitted	2 / 15	10 June 2021, 9:00 AM - 11 June 2021, 12:00 PM Timezone: Pacific/Auckland	Session over	...
		7 June 2021, 9:00 AM - 8 June 2021, 2:00 PM Timezone: Pacific/Auckland	Session over	...

Event details

Attendees

Edit event

Copy event

Delete event

Export attendance

Excel

Export to file

The redirected page will show all the attendees who booked to attend the course and their status.

18

Electrical Workers Safety Competence

Event details	Attendees	Wait-list	Cancellations	Take attendance	Message users
---------------	-----------	-----------	---------------	-----------------	---------------

Actions					
Name	Practitioner ID	Time of sign-up	Status	Requests for session organiser	Actions
Suzanne East		4 June 2021, 12:11 PM Timezone: Pacific/Auckland	Attended and Passed	Vegan	⚙️
Josephine Haynes		4 June 2021, 1:19 PM Timezone: Pacific/Auckland	Attended and Passed	Test- jo	⚙️

Export as CSV **Export**

▼ Sign-in sheet

Download sign-in sheet:

[View all events](#)

For upcoming events, a sign-in sheet can be downloaded here with names of attendees, shown below

This exports the above info in the chosen format

	A	B	C	D
1	Email address	ID number	Learner	Event Attendance
2	bobroberts@clear.net.nz	EW023393	Robert Roberts	Attended and Passed
3	Robert.Thomas59@fakemail.fake	EW105057	Robert Thomas	Attended and Passed
4				
5				
6				
7				
8				
9				
10				
11				
12				

Note: This can be used to take physical Attendance, but cannot be uploaded on the CPD system. The format to be uploaded is shown in below example

Attendance can be noted on the “Take Attendance” tab. This can be done in bulk using the ‘Bulk Actions’ or individually for each practitioner.

Upload the results

Practitioner results can be uploaded by:

- Completing the results in the system either
 - in bulk: or
 - individuallyand press “Save Attendance”: OR
- Download the CSV template, complete it outside the system and upload event attendance” as shown in the appendix.

Upcoming Events

Event details

Attendees

Wait-list

Cancellations

Take attendance

Message users

Bulk actions

Select learners

Set

and mark as

Attended and Passed

Save attendance

	Learner	Event Attendance
<input checked="" type="checkbox"/>	Christopher Furr	Attended and Passed
<input checked="" type="checkbox"/>	Robert Thomas	Attended and Passed
<input checked="" type="checkbox"/>	Zoey Zellerr	Attended and Passed

Save attendance

Cancel

Click here to select all or individually select some

Once submitted these results will issue a certification that is placed on their EWRB licensing profile allowing them to renew a licence. Without this certification a renewal will not be possible and only Providers can enter this information.

8. Attendees who are not on the Electrical Workers register

If you have an attendee booked on your course who is not on the Electrical Workers register:

- Let them know that they will need to register with us so that their training can count towards their Limited Certificate.
- Provide them with a completion certificate that they can use as evidence of completing the course when completing a EWRB application.