Book on to Cornwall Learning Online

Go to the website - http://www.cornwalllearningonline.co.uk/cpd/

New users please follow all steps to create an account
Existing users please skip to step 3

1. Click New User

2. Follow the on screen step 1 – Personal Information and step 2 - preferences
   If establishment is not listed please choose 'OSCP Training, 3rd Floor, West Wing' and enter establishment in the ‘Special Requirements’ box.
   Please could you also enter which of the following organisations you are employed by in the ‘Special Requirements’ box:
   - CAFCASS
   - Community Interest Company (CIC)
   - Cornwall Council (not schools)
   - Cornwall Council Public Health Nursing (PHN)
   - Cornwall Partnership Foundation Trust (CFT)
   - Isles of Scilly Council (not schools)
   - NHS Kernow (contracted staff, not GPs)
   - Local Authority-maintained Education (not Governors)
   - Police
   - Probation
   - Registered Charity
   - Royal Cornwall Hospitals Trust (RCHT)
   - Youth Offending Service
   - Academy/other non-Local Authority-maintained Education
   - Careers South West
   - Childminder, GP/other independent health provider
   - Privately-run nursery (not Reg. Charity)
   - Other (e.g. private businesses, Governors, etc.) - Please State

3. Log in

4. Click on find course on the left

5. There are a couple of ways to search for a course:

6. In the course code box type the code of the course e.g. OSCP (this will only bring that course up)
   Or
   In the keyword box type a key word from the title i.e. safeguarding, neglect (This will bring up every course that has that word in the title or description.)

7. Click Submit once you have chosen your method of search

8. Find the course and date you want to book on to and click request a place

9. Tick the read Terms and Condition box
10. **Please ensure you let us know which of the Organisations (listed above) you are employed by. This can be added in the ‘Special Dietary or Access Required’ section on the form:**

11. Click Save

12. You will see a message come up on the screen saying you have not got a confirmed place, once we confirm your booking you will receive a confirmation email confirming you place on the course.

**Cancel a place on a course**

1. Click on My CPD Online of the left near the bottom
2. Click on Cancel a booking
3. On the course you wish to cancel click on cancel booking underneath it (it is in green writing)
4. In Establishment from the drop down menu choose OSCP Training
5. Enter in the code as displayed on the screen
6. Click Send

**If you have any problems creating an account or booking a course online please email us on OSCPtraining@cornwall.gov.uk**