

CPD Essentials User Guide

A practical introduction to CPD Essentials



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The following user guide provides a practical introduction to CPD Essentials.

It works through the different areas of the tool, the key functionality that you will find and the terminology employed on the site.

We recommend that you take your time to read this and to familiarise yourself with the guidance it provides. This will enhance your user experience and help you get the most from CPD Essentials.

The Chartered Insurance Institute (CII) Professionalism in practice

As the premier professional body for the financial services profession, the CII promotes higher standards of integrity, technical competence and business capability.

With over 115,000 members in more than 150 countries, the CII is the world's largest professional body dedicated to this sector.

Success in CII qualifications is universally recognised as evidence of knowledge and understanding. Membership of the CII signals a desire to develop broad professional capability and subscribe to the standards associated with professional status.

The CII works with businesses to develop bespoke, company-wide solutions that ensure competitive advantage by enhancing employees' technical and professional competence.

Individually, CII's members are able to drive their personal development and maintain their professional standing through an unrivalled range of learning services and by adhering to the CII's Code of Ethics.



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Contacting the CII

If you have any queries regarding the information in this brochure please contact Customer Service.

The CII is committed to delivering a first-class service and, to this end, we welcome feedback on any aspect of your relationship with our organisation.

Please forward any views you may have on the service you receive, whether they are positive or otherwise.

We take all such comments seriously, answer them individually, and use them to help ensure that we continually improve the service we provide.

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Glossary and terminology

Terminology

Portlet

A window which retrieves data from another part of CPD Essentials to provide you with quick access to the areas you most frequently use.

CPD

Continuing Professional Development.

Activity

An item on CPD Essentials which could be either a piece of learning or assessment.

Types of activity available in CPD Essentials



Reference

An individual item of learning that offers information in text format. Can be sent to you a page at a time by email.



Assessment

A test consisting of multiple choice questions.

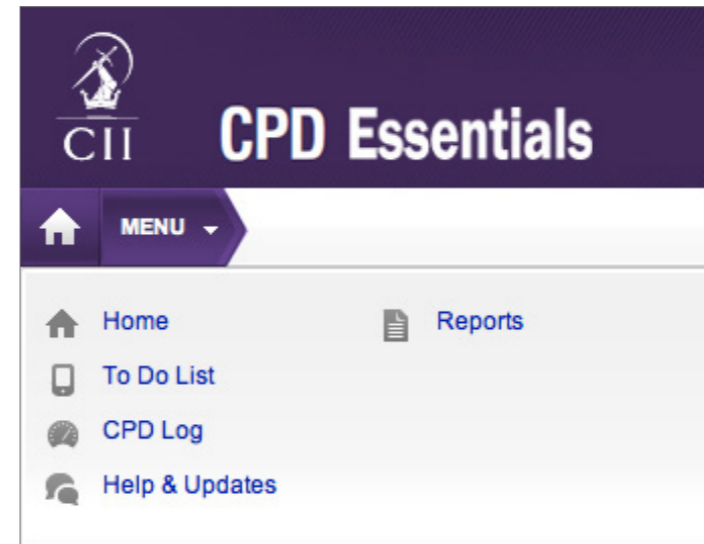


Programme

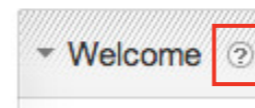
A combination of learning material and assessments.

If there is more information and/or further functions available for a portlet then clicking on the portlet heading will give you access to that.

You can navigate to any part of CPD Essentials by clicking on **Menu** next to the Home button, top left (screenshot below).



Additional guidance



? icons appear throughout the site and contain additional guidance to aid understanding and use. Mouse over the ? icon to see the additional guidance.

The home page

Current CPD status and direct access to view and record CPD activity.

CPD activities to complete. Each item is a programme containing a number of e-briefings to work through.

Activities which require further information before being included as CPD.

Useful links to external resources.

The screenshot shows the CII CPD Essentials home page. The header includes the CII logo, the title 'CPD Essentials', and links for 'Profile', 'Log out', and a 'MENU' dropdown. The main content area is divided into several sections:

- Continuing Professional Development:** Shows the 'CPD Scheme: Default' with a 'Current Status: Incomplete'. A progress bar indicates '5h 00m' remaining. A message states 'CII minimum requirements not met' and 'CPD Year starting on 1/1/2015' with '9 months left in your CPD period'. Buttons for 'View CPD Log' and 'Add CPD Activity' are present. Below are two tables:

CPD Category	CPD Hours
Structured	5h 00m
Unstructured	0h 00m

CPD Activity Type	CPD Hours
- To Do List:** A list of six items, each with a right arrow icon and the status 'Not Attempted':
 1. Financial services, regulation and ethics
 2. Investment principles and risk
 3. Personal taxation
 4. Pensions and retirement planning
 5. Financial protection
 6. Financial planning practice
- Welcome:** A welcome message and a 'To do' list description.
- CPD Essentials News:** Two news items: 'Budget 2015' (18 days ago) and 'Autumn Statement 2014' (3 months ago), each with a 'more »' link.
- Useful Links:** A list of external resources including the Chartered Insurance Institute, Personal Finance Society, Department for Work & Pensions, Financial Conduct Authority, HM Revenue & Customs, Money Advice Service, National Employment Savings Trust, Pensions Advisory Service, and Pensions Regulator.
- Incomplete CPD:** A section titled 'CPD Record' showing a record for '1.2.1 The obligations that the financial services industry has towards consumers' with an 'Edit' button.
- Synchronise My CPD:** A section explaining how to link a CII/PFS member's CPD record to their member record, with a 'Link My CPD Records' button.

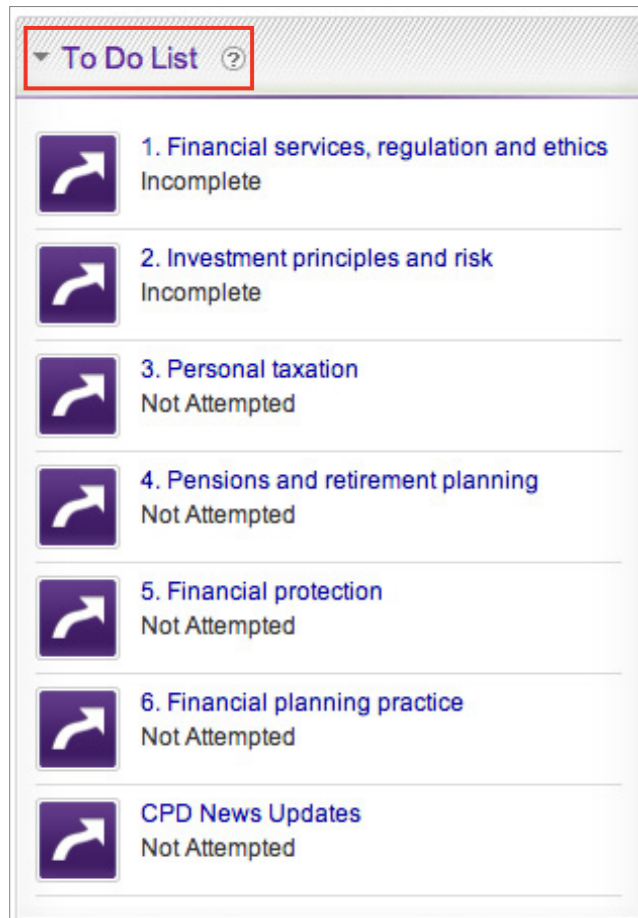
A central green button labeled 'HELP & FAQ' is also visible.

To do list

CPD Essentials activities for you to complete are displayed in the **To Do List** portlet on the Home page (screenshot below).

Once you have successfully completed an activity it will automatically be removed from this portlet.

To see a list of all your activities and their current status, click on the portlet title or select **To Do List** from the **Menu** at top left of the Home page.



Activity status

The typical status progression is:

- **Not Attempted** – you haven't begun the activity.
- **Incomplete** – you've accessed the activity but not finished it.
- **Complete** – you have successfully finished the activity.

Send learning via email

Firstly, access your learning by opening an item in your **To Do List**. This will present you with a **routermap**. Click on a title in the route map image to access the learning activities for that subject.

Select the **Send by email** icon beneath the activity title and set a date for when you wish to start receiving the material.

You can also choose whether to receive a page seven days a week or just on weekdays.



Setting reminders

You can set email reminders for your CPD activity in general. To edit your e-mail preferences, go to the **Profile** link at the top right of your screen and select **Settings** from the left hand menu.

Tick the **Send To Do List emails** checkbox then select the frequency (daily, weekly or monthly) you wish to receive the email reminders.

Select **Update** to save changes.

Editing time spent on programmes

CPD Essentials

1. Financial services, regulation and ethics

Structure of financial services

Activity	Details	Status	Planned Date
1.1.1 Role and structure of the UK and international markets: key participants Send by email	Info ▾	Incomplete ▾	None
Attempt Summary Status: Incomplete Time Spent: 00:00:00 Attempts: 2 Last Attempt: 8/1/2013			
1.1.3 The role of government and the impact of the EU on UK regulation Send by email	Info ▾	Not Attempted ▾	None
1.4.1 The role of the FCA, HMT and the Bank of England in regulating the market	Info ▾	Not Attempted ▾	None

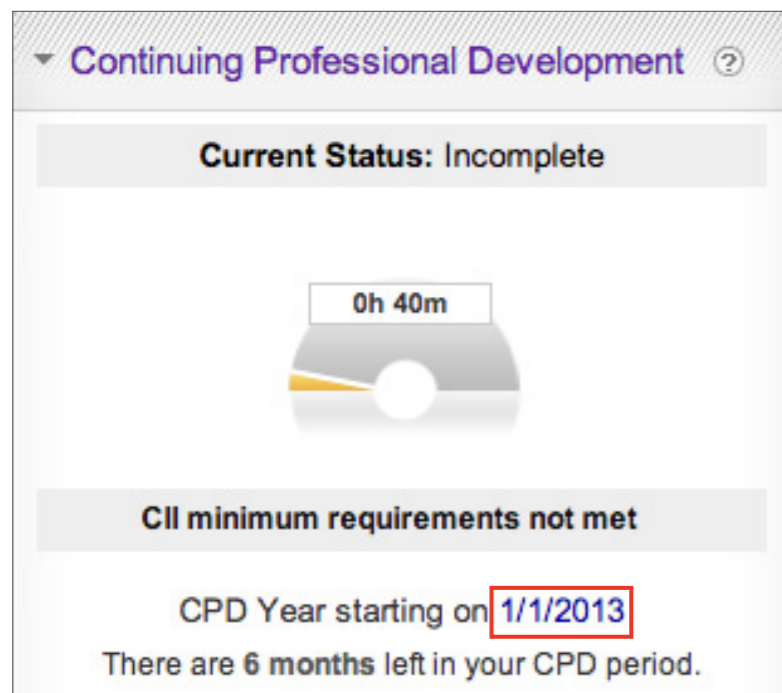
Double click on the time spent and a dialogue box will open to allow you to edit it.

Click on the downward arrow by the status for the activity you want to amend.

Recording and managing Continuing Professional Development (CPD)

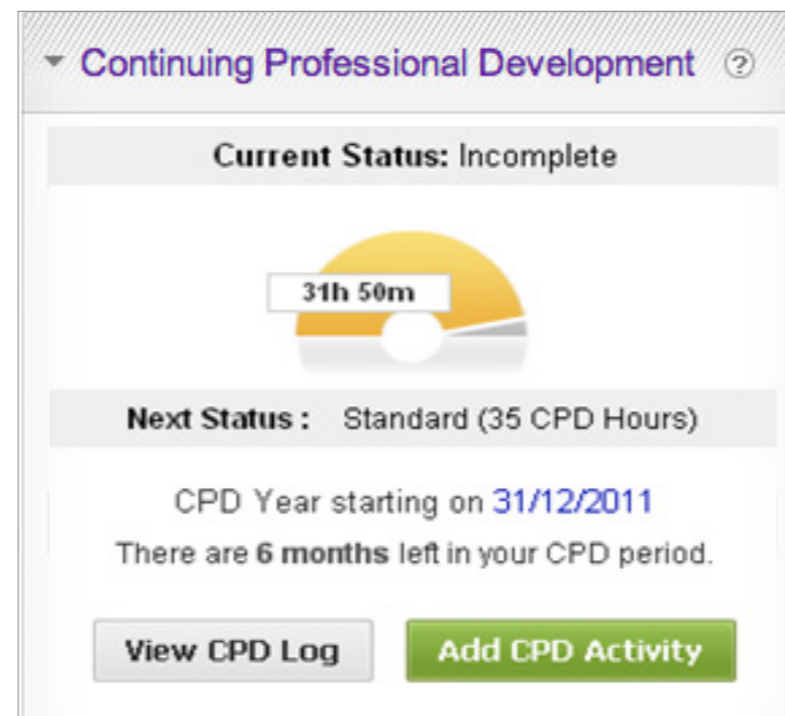
Setting your CPD year start date

When you first access CPD Essentials you will need to set your CPD year start date to activate the CPD log. The **Continuing Professional Development** portlet on the home page will prompt you to do this. Once set, you can update the start date at any time by clicking on the chosen date in the CPD portlet (highlighted in a keyline below) or by clicking on the **Profile** link at the top right of the Home page and then selecting **Settings** from the menu on the left side of the screen.



Automatically recorded activity

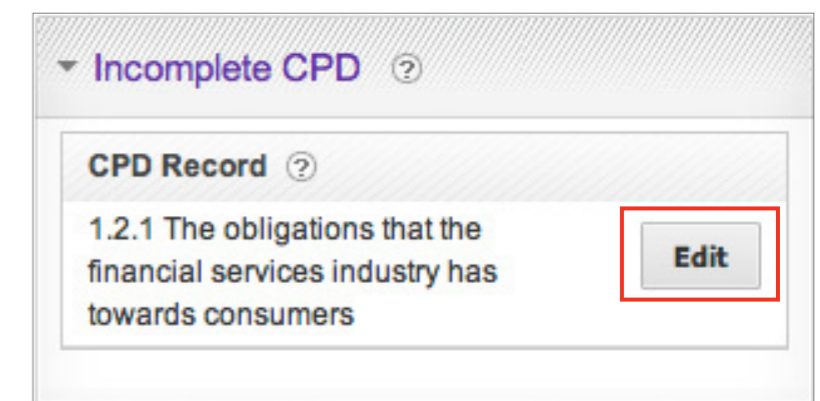
Once you complete an activity within CPD Essentials (including the knowledge check tests) it will be added to the **Incomplete CPD portlet**. Note that each individual item of learning, rather than the programme as a whole, will be added to the CPD log upon completion.



Adding a reflective statement

To ensure an activity is eligible for CPD you will need to add a reflective statement which explains if the activity met the learning needs it was intended to cover.

Click on the **Edit** button to add your reflective statement.



Recording and managing Continuing Professional Development (CPD)

Adding other activity

You will need to manually add any CPD activities you complete outside of CPD Essentials, for example, attending training courses or conferences.

The **Current Status** field above the dial (see first column of preceding page) will remain as **Incomplete** until you have recorded 35 hours of CPD activity including a minimum of 21 hours structured CPD activity.

Clicking on the **Add CPD Activity** button lets you record the details of the activity.

You must complete all the mandatory fields, indicated with a red asterisk*, then click the **Add** button for it to count on your CPD log.

Add CPD Activity ?

See example of completed CPD record

Please complete all mandatory fields (*) to ensure your CPD is recorded as complete on the system.

Development Need* ?

Activity* ?

Activity Description/Learning Objectives* ?

Start Date ?

End Date* ?

Activity Status ?

Time Spent* ?

Completed

0 hours 00 minutes

CPD Activity Type* ?

See examples

CPD Category* ?

(Select)

(Select)

File Attachments ?

Browse... No file selected.

Reflective Statement* ?

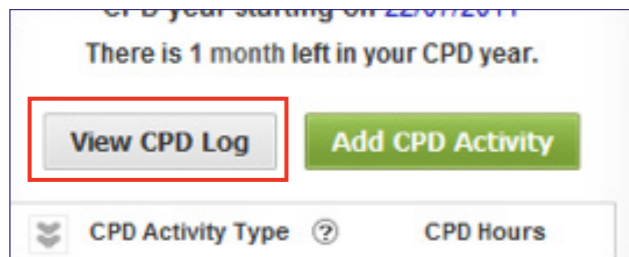
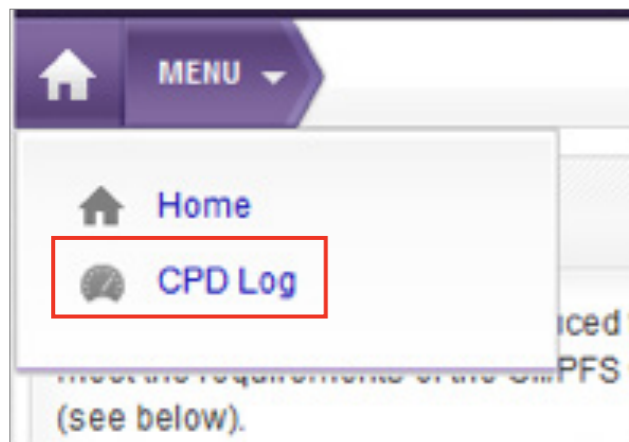
Add

Cancel

Recording and managing Continuing Professional Development (CPD)

CPD log

To print, export (download) or view historical CPD activity, go to your CPD Log which can be accessed by clicking on the **CPD Log** link under Menu or by clicking on the **View CPD Log** button in the **Continuing Professional Development** portlet.



From the **Actions** box you can add a new CPD activity, view Removed CPD, Print or Export a copy of your CPD record or amend your CPD start date in Settings.

The export/import functionality enables you to download a copy of your CPD Log or export/import your records between the various CII CPD recording tools (CII CPD online planning and recording tool or CII Assess systems).

The **CPD Status** box contains the same information as the Continuing Professional Development portlet on your Home page but with the added ability to select the CPD Year you wish to view. This enables you to select previous years to view your past CPD history. To change the year, select the year you wish to view from the dropdown list.

CPD Activity	Date Completed	CPD Status	Hours
1.2.1 The obligations that the financial services industry has towards consumers	3/25/2015	Incomplete	3h 00m
Example activity	1/23/2015	Completed	5h 00m

Incomplete	3h 00m
Eligible CPD	5h 00m
Total	8h 00m

You can sort the information by clicking on one of the column headings.

Beneath the table of CPD records you will see subtotals for **Completed** and **Incomplete** time and an overall **Total**.

In the centre of your screen will be a table displaying your full list of CPD Activity for the year you have selected from the CPD Status box. Clicking on an activity name will open the item enabling you to edit it.

Recording and managing Continuing Professional Development (CPD)

Removing CPD activity from your log

If you wish to remove a CPD Activity from your CPD log, select the cross to the right of the CPD activity in the table

1.2.1 The obligations that the financial services industry has towards consumers	3/25/2015	Incomplete	3h 00m	X
E-learning	Structured			

then select **'Yes, remove the activity'** to confirm the removal. As detailed below you can restore removed CPD, however should you wish to permanently delete the activity you must also tick the 'I would also like to delete this CPD activity' box.

Would you like to remove this activity from your CPD log?

By removing the activity from your CPD log, it will no longer count towards your CPD year. Providing you don't permanently delete this, you can add at a later date.

☐ I would also like to delete this CPD activity.

Yes, remove the activity [Cancel](#)

Any CPD activities you remove will still be accessible under the **Removed CPD** button in the **Actions** box.

Removed

If you wish to reinstate an activity, locate the activity and select it by ticking the checkbox next to the activity name. Once selected, click on the **Restore** button.

Restore

Selected Activities: 1

1 item has been selected. [Select all 2 items](#)

Activity Name	Details	Progress	CPD Credits
<input type="checkbox"/> 1.1.3 The role of government and the impact of the EU on UK regulation	Info	Completed	0h 00m
<input checked="" type="checkbox"/> 1.2.1 The obligations that the financial services industry has towards consumers	Info	Completed	3h 00m

Restore **Cancel**

Synchronising your records across various CPD tools

Synchronising your records across various CII CPD tools

If you currently hold CPD records across more than one of the CII's CPD systems: CPD Essentials, the CII CPD planning and recording tool or Assess you can now combine this into one single record.

There are two main options available to you:

1. Create a combined record within the free CII CPD planning and recording tool. To do so, log in to CPD Essentials or Assess and select **'Synchronise My CPD'**.
2. Alternatively, you can create a combined record by exporting and then importing your records into any one of the three designated systems: CPD Essentials, the free planning and recording tool, or Assess. To do this, log-in to the system that you want to export your records from. Then go into **'View CPD log'** and click on the **'Export'** button where you will see a message asking you to confirm which year's records you wish to export, and follow the on screen instructions.
Once your record has been exported and saved, log in to the system you wish to import to. Then go into **'View CPD log'** and click on the **'Import'** button. Select your file from the saved location and click the import button once more. Your imported record will appear in your CPD log.

Please note that it is not possible to export and import records for multiple years simultaneously, they must be done one year at a time.

The screenshot shows the CPD Essentials web interface. The top navigation bar includes the CII logo, the title 'CPD Essentials', and links for 'Profile', 'Log out', and a 'MENU' dropdown. The main content area is divided into several sections:

- Continuing Professional Development**: Shows the 'CPD Scheme: Default' with a 'Current Status: Incomplete'. A progress bar indicates 5h 00m. A warning states 'CII minimum requirements not met' and 'CPD Year starting on 1/1/2015' with '9 months left in your CPD period'. There are buttons for 'View CPD Log' and 'Add CPD Activity'.
- To Do List**: A list of six topics, each with a 'Not Attempted' status and a right arrow icon:
 1. Financial services, regulation and ethics
 2. Investment principles and risk
 3. Personal taxation
 4. Pensions and retirement planning
 5. Financial protection
 6. Financial planning practice
- Welcome**: A message welcoming the user to CPD Essentials, the CII's complete adviser learning and development programme.
- CPD Essentials News**: Recent news items including 'Budget 2015' and 'Autumn Statement 2014'.
- Useful Links**: A list of external resources such as 'Chartered Insurance Institute', 'Personal Finance Society', and 'Department for Work & Pensions'.
- Incomplete CPD**: A table showing incomplete records. One record is visible: '1.2.1 The obligations that the financial services industry has towards consumers'.
- Synchronise My CPD**: A section with instructions on how to link records and a 'Link My CPD Records' button. This section is highlighted with a red box.

Activity and progress reports

You can run reports on your activity within CPD Essentials by selecting the **Reports** link from the **Menu** button.

Using the My Activity Completion Status report as an example:

- Leaving the **Activity Name** filter blank will show all activities.
- The information can also be filtered to only show activities you've completed, for example, by selecting the appropriate filter within **Completion Status**.

You will need to have actually used CPD Essentials for the reports to show meaningful information. Reports can also be scheduled to run automatically and emailed to you. Click on the **Email Report** link to set this up. Reports can also be exported in a number of formats for use outside of CPD Essentials including CSV, Excel and PDF.

Complete any filters (if applicable) as required.

Activity Name:

Completion Status: All

Activity Type:

☒ All

☒ Completed

☒ Incomplete

☒ Not Attempted

Note: Report only shows first 1000 records

1 of 1

My Activity Completion Status Report

Profile

You can access your **Profile** using the link at the top right of the Home page. Within the personal details area you can view the personal information against your account. Personal details cannot be updated on CPD Essentials, should you need to update the details on your account please contact Customer Service on +44 (0)20 8989 8464.

Settings

You can also change your CPD start date here (or by clicking on the date in the CPD portlet on the Home page) and set up regular CPD status emails.

If you wish to receive regular reminders about learning activities in your **To Do List**, tick the checkbox under the **Reminder Email Preferences** section on your **Settings** page and choose the frequency and day of the month.

Click on the **Update** button beneath the sections to save your changes.

Password

To change your password, select **Password** from the left hand menu and complete the fields. Select **Change** to save your new password.

If you forget your password, you will need to click on the **Can't access your account?** link on the pre-login page to reset.

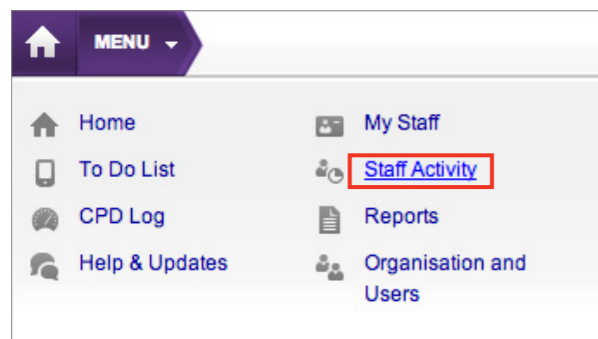
Administrator functionality – monitoring staff activity

This section will only be relevant where a firm has purchased CPD Essentials for staff and elected to make one person responsible for monitoring and reporting on usage.

The following information is only for users who have been given that role.

Staff activity page – basic functions

Select the **Staff Activity** link in the **Menu**.



This page displays a list of all the CPD Essentials users in your organisation and the activities assigned to them. By default, this will be all the learning material provided in the system.

Print a copy of the current view or **Download** a copy.

The screenshot shows the Staff Activity page with the following annotations:

- Print a copy of the current view or Download a copy.** (Points to the Print this View and Download links in the Toolbox)
- Use the View and Sort By dropdown lists to filter by staff activity.** (Points to the View: Group By Programme and Sort By: Due Date dropdowns)
- Select a member of staff using the check box to the left of their name to activate the Actions list.** (Points to the checkbox next to Terry Glen Spendley)
- Search and filter options to narrow and sort what is displayed.** (Points to the Filters section on the left)
- Selecting the arrow next to Info displays further details about the activity.** (Points to the Info dropdown arrow next to the first activity)

Name	Activity Name	Due Date	Status
<input type="checkbox"/> Terry Glen Spendley	6. Financial planning practice	8/14/2013	Not Attempted
<input type="checkbox"/> CPD Manager	1. Financial services, regulation and ethics	8/14/2013	Incomplete
<input type="checkbox"/> CPD Manager	2. Investment principles and risk	None	Incomplete
<input type="checkbox"/> CPD Manager	3. Personal taxation	None	Not Attempted
<input type="checkbox"/> CPD Manager	5. Financial protection	None	Not Attempted
<input type="checkbox"/> CPD Manager	6. Financial planning practice	None	Not Attempted
<input type="checkbox"/> CPD Manager	CPD News Updates	None	Not Attempted

Click on **Activity Name** to see all the individual activities that make up that programme of learning.

Add or edit a **Due Date** for the activity

The screenshot shows the Staff Activity page with the following annotations:

- Click on Activity Name to see all the individual activities that make up that programme of learning.** (Points to the Activity Name column header)
- Add or edit a Due Date for the activity** (Points to the Due Date column header)
- Selecting a Name will take you into that person's Profile.** (Points to the Name column header)
- Expand to show further information about the activity.** (Points to the Info dropdown arrow next to the first activity)

Name	Activity Name	Due Date	Status
<input type="checkbox"/> Terry Glen Spendley	6. Financial planning practice	8/14/2013	Not Attempted
<input type="checkbox"/> CPD Manager	1. Financial services, regulation and ethics	8/14/2013	Incomplete
<input type="checkbox"/> CPD Manager	2. Investment principles and risk	None	Incomplete
<input type="checkbox"/> CPD Manager	3. Personal taxation	None	Not Attempted
<input type="checkbox"/> CPD Manager	5. Financial protection	None	Not Attempted
<input type="checkbox"/> CPD Manager	6. Financial planning practice	None	Not Attempted
<input type="checkbox"/> CPD Manager	CPD News Updates	None	Not Attempted

Select a member of staff using the check box to the left of their name to activate the **Actions** list.

The circles beside each activity change colour as the **Status** changes.

Grey – not attempted.

Orange – indicates the activity is in progress.

Red – past due date for completion (if date set).

Administrator functionality – tools

Adding, changing, removing

If no **Due Date** has been set then the word **None** will be displayed.

If you wish to edit a due date for an activity then click on the date (or **None** to add one).

To remove a due date, click on it and tick the box **No due date**.

Filtering and managing large lists

The default view will not show completed activities.

To view completed activities change the **Status** drop-down to **Completed**.

Alternatively, select **All** from the drop-down to view all activities whether not attempted, in progress or completed.

Filters [Clear All](#)

Status
Outstanding

User Status
Active

Activity Name

User Name

Line Manager Name

Due Date From

Due Date To

Search

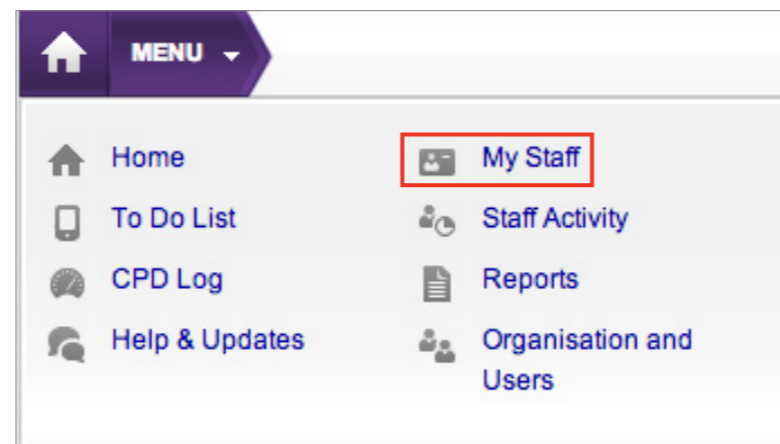
Other staff actions

If you select a staff member by clicking the tick box to the left of their name, the drop-down (located above the list of staff) will become active.

The **Actions** button will enable you to cancel a registration (i.e. delete an activity from the individual's **To Do List**) and provides an alternative way to change the due date for an activity.

My staff

The **My Staff** page lists all the CPD Essentials users in your organisation and can be accessed via the **Menu**.



First Name	Last Name	User Name	Mobile
CPD	Essentials	cpdessentials	
Harry	Doe	harry.doe@noemail1.com	
Jane	Smith	jane.smith@noemail1.com	

Click on a name to view their profile

Staff profile

Via the individual's profile you will be able to:

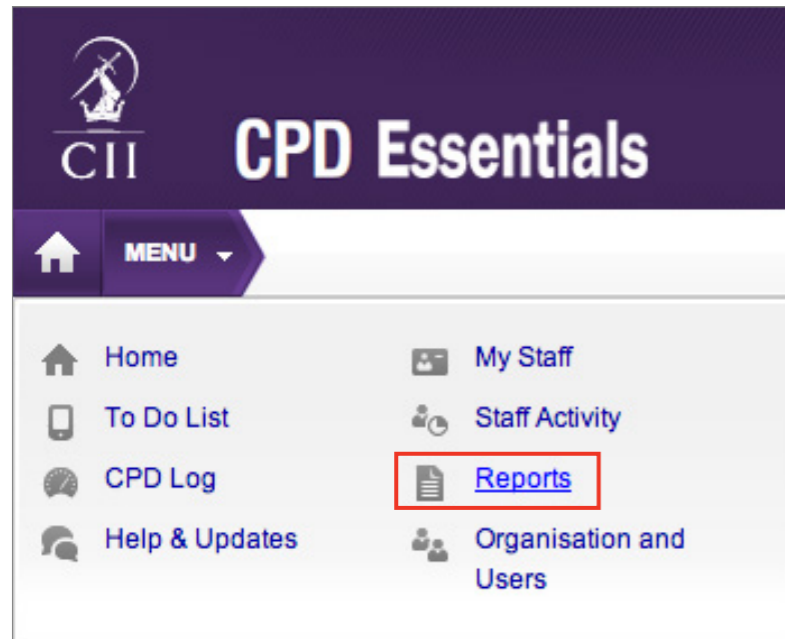
- View their Personal Details.
- View their Employment Details – Although you will see a number of fields within the **employment details** section, the only field populated will be your **started date**. All other fields in this area will be blank and cannot be edited. The functionality to edit these fields is available on other products using the same platform, however this is not available on CPD Essentials.
- Amend **Settings** such as their CPD year and email reminders.
- Upload relevant **Documents** to their profile.
- View their **To Do List**.
- View their **CPD Log**.

Details
Employment Details
Settings
Documents
To Do List
CPD Log

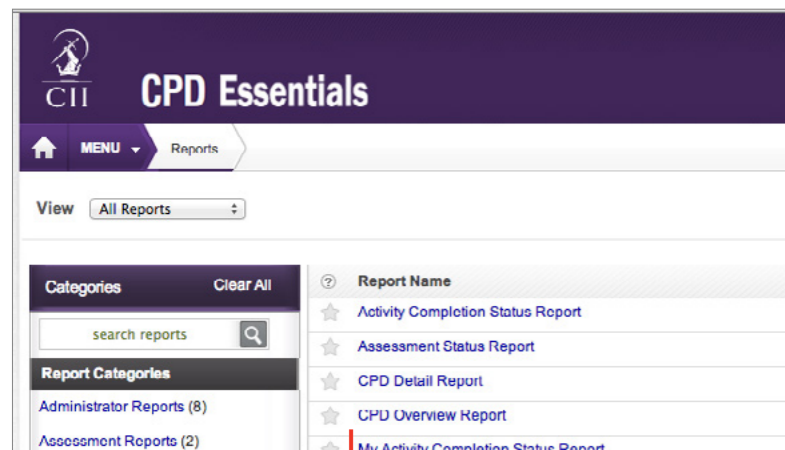
Administrator functionality – reporting

Reports

To access, select the **Reports** link under the **Menu**.



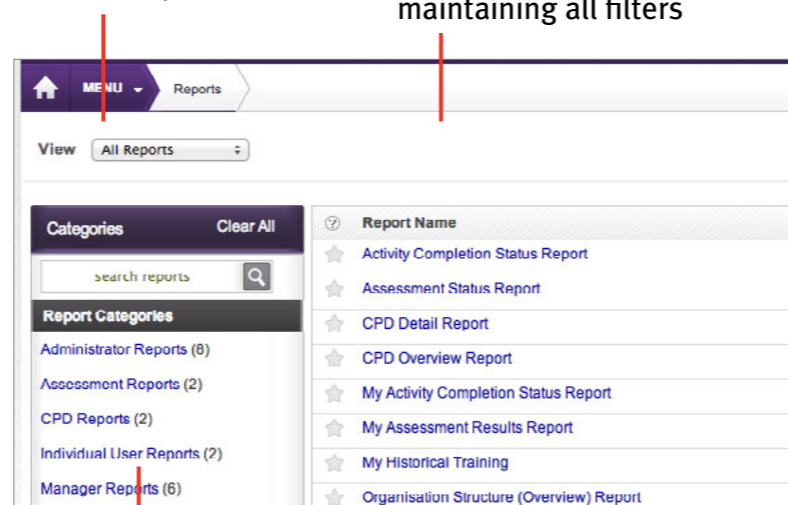
When you access the **Reports** section, you will see a list of pre-configured reports. These are the only reports available in CPD Essentials. It is not possible to create your own reports.



Click on a **Report Name** to run it.

Filter the results of your report, e.g. to show only completed activities, by selecting from the drop-down and/or typing text into the fields available, (e.g. show only Activity Names containing the word Taxation). Click on **Run Report** again to update the results.

Filter report results



Use **Save As...** to create a copy of this report, maintaining all filters

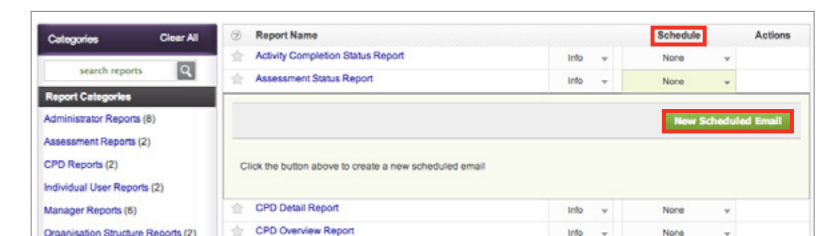
Export a copy of the report, choosing the format via the drop-down menu, and then clicking **Export**. Available formats are PDF, CSV, Excel, Rich Text Form, TIFF file, Web Archive.

Schedule a report

You can schedule a report to run and be emailed to you or another member of staff on a set date and time.

On the **Reports** home page, click on the downward arrow beside **None** in the column labelled **Schedule**. Click **New Scheduled Email**.

Work through the three step wizard.



Step one – filters

On the first step of the wizard you can choose any filters for the report. Click **Next** to choose who to send the report to.

Step two – recipients

Use the **Filter and Unit** search fields on the right to locate and then select the recipients. As you select the names of the recipients they will appear in the middle of the screen. Once you have chosen all the recipients, select **Next** to go to the final step.

Step three – frequency

Set the report to run at a single date in the future or to run on a regular basis starting from a set date and time. Once you have chosen, select **Finish**.