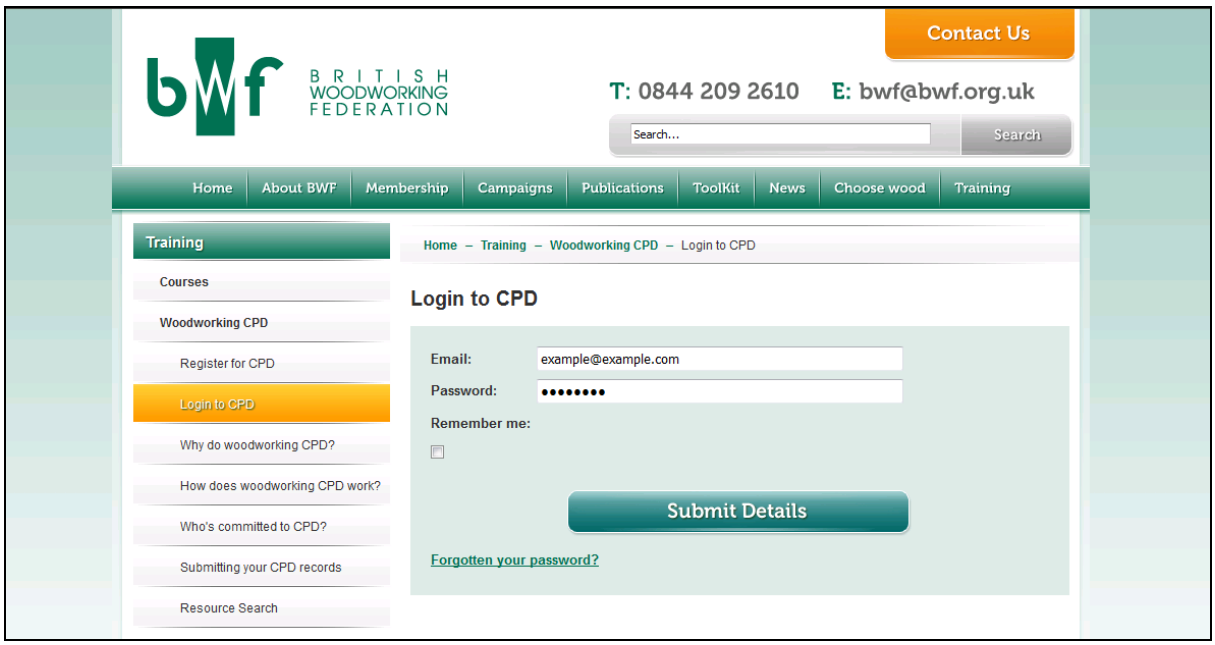
Quick CPD User Guide for logging

Logging in

Access via this link: http://bwf.org.uk/training/woodworking-cpd/login/

Simply put in your username and password into the boxes below and 'submit details'.



Please note: these details will be different to your BWF member area login details, if you are a member of the BWF.

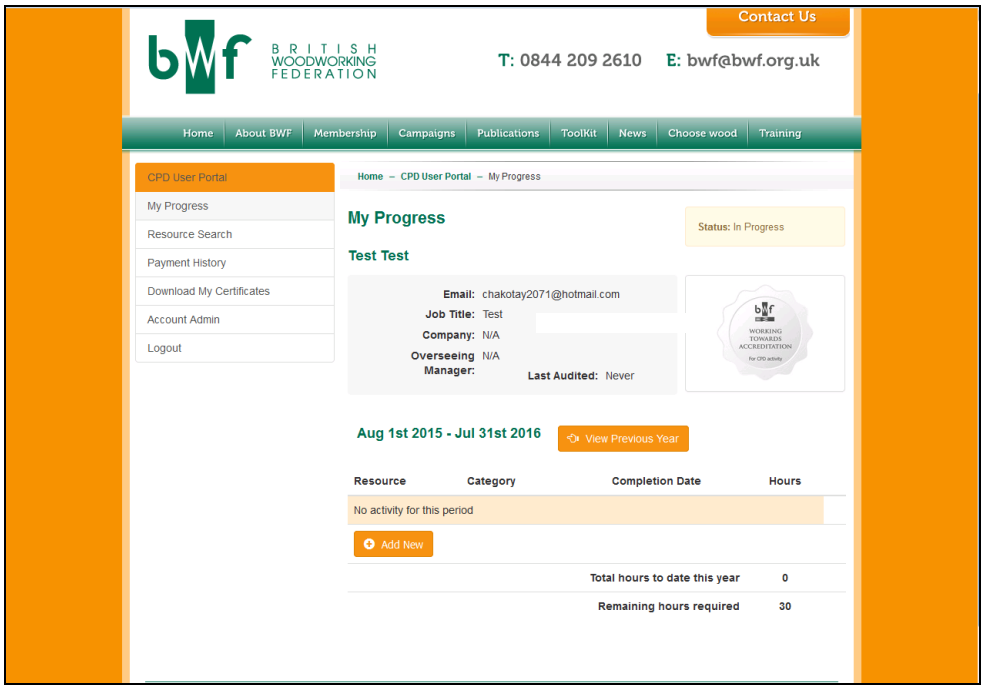
If you have forgotten your password, click on the 'Forgotten your password?' link on this page and enter your email address. If you're not sure what email address you used, please contact Surajith Surendran at surajith.surendran@bwf.org.uk to find out your log in - or call 0844 209 2610.

More overleaf...

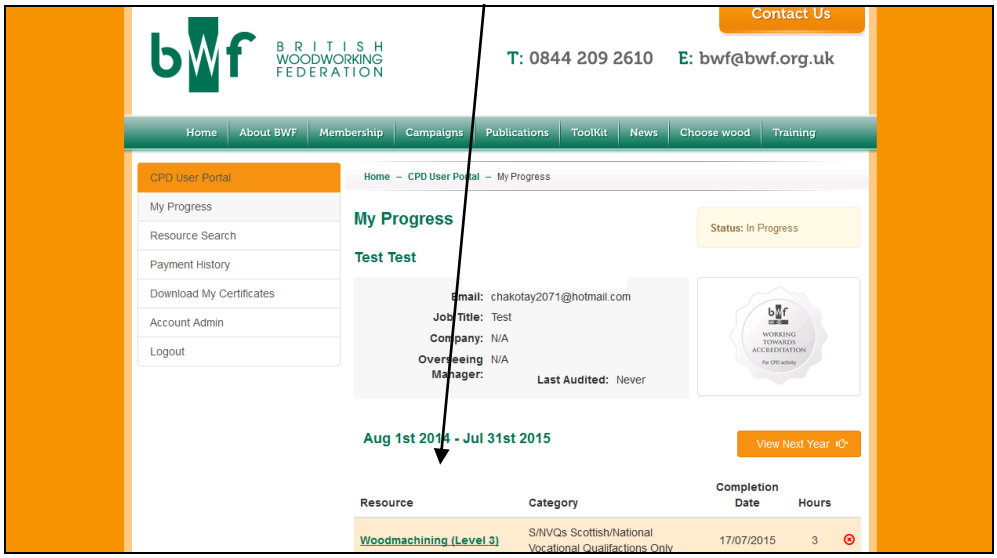
Logging a CPD activity

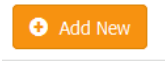
Once you have logged in, you will be presented with the 'My Progress' Screen.

Please note: if you are a manager within the system, you will see a summary of your staff's progress, rather than 'my progress'. Simply click on the 'my progress' tab on the left-hand side menu to see the below.



Click on the button to log an activity for the CPD year. This will then take you to a similar page, where the dates have changes to the previous year's.

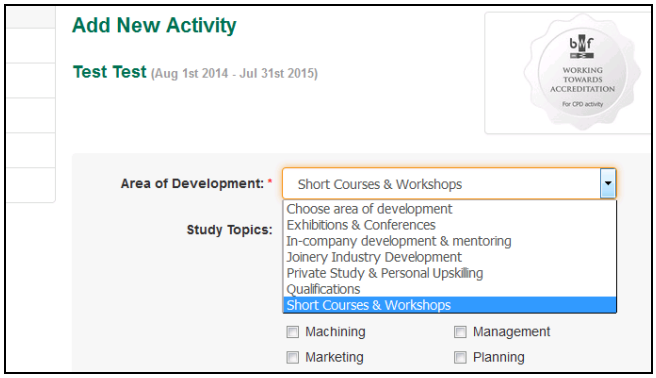


To add a new CPD activity, click on the 

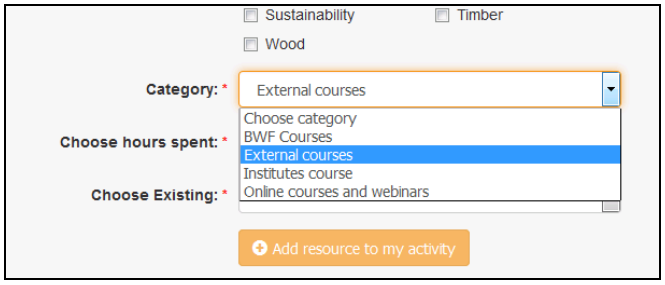
button. You then have the option to browse the CPD resources that have been registered on the system, or you can add a new resource.

Selecting a resource that already exists:

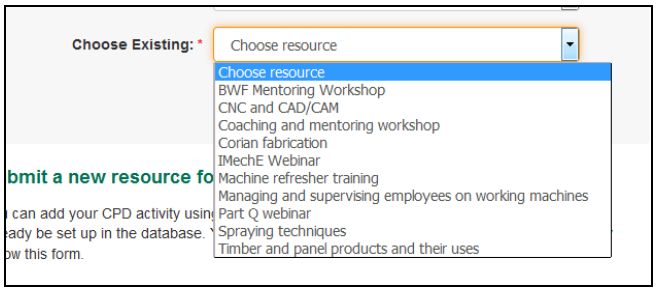
You can search for a CPD activity that already exists by selecting from the drop down. The 'Area of development' refers the 6 CPD 'types' from within the BWF's programme (e.g. Short Courses & Workshops, In-company Development & Mentoring etc).

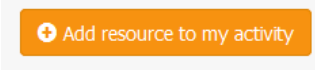


Then choose a 'category':



Then see if the CPD activity you have done is in the 'choose existing' drop down:

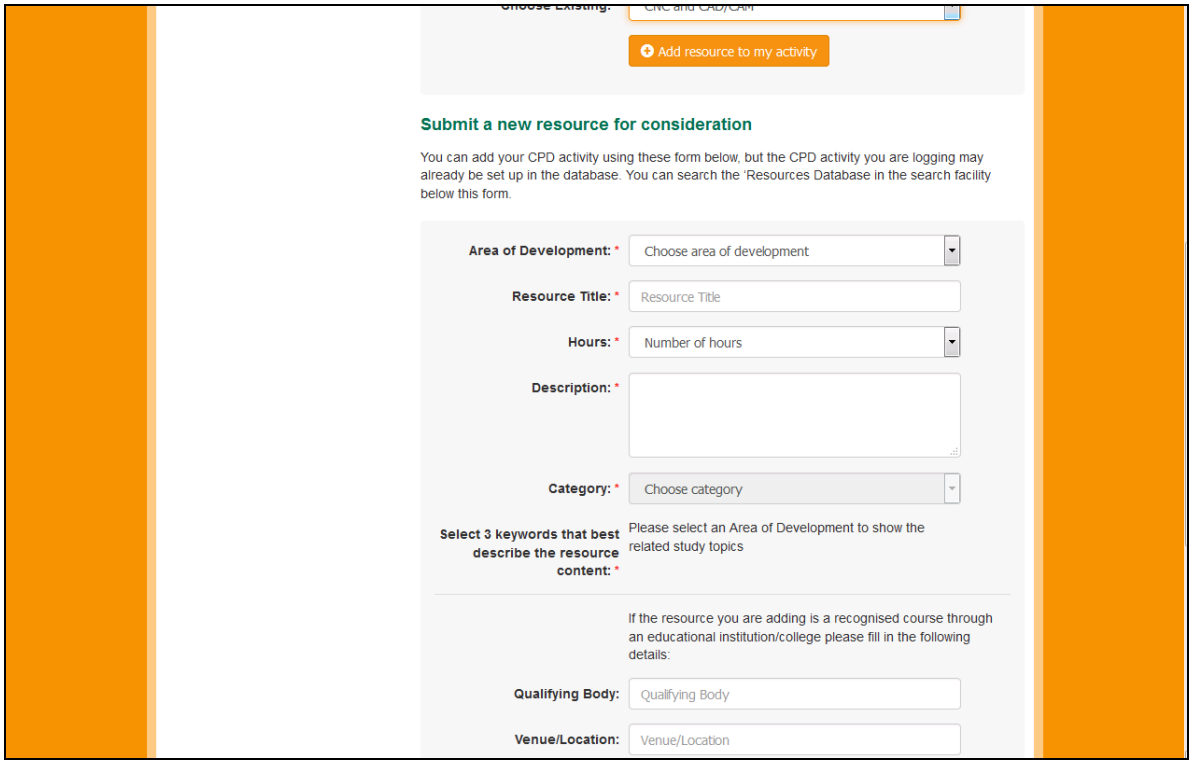


If the CPD activity you have complete is on this list, simply select it from the list and then click 

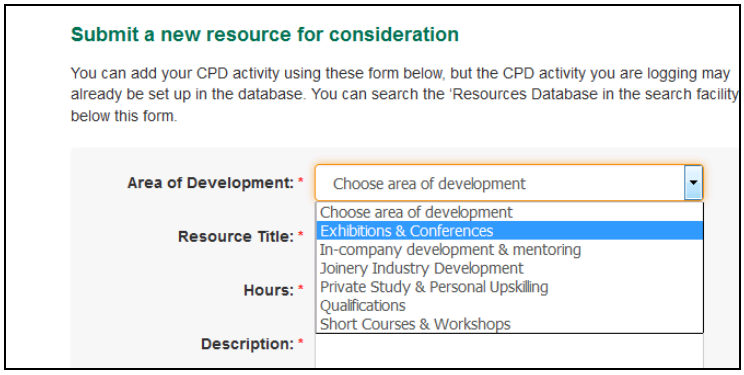
You will then be routed back to your 'my progress' page where your new resource will be listed on your record.

Submitting a new resource, not on our database already:

If you wish to submit a new CPD resource because it is not on our database already, scroll down the 'My Progress' page until you reach 'submit a new resource for consideration' section:

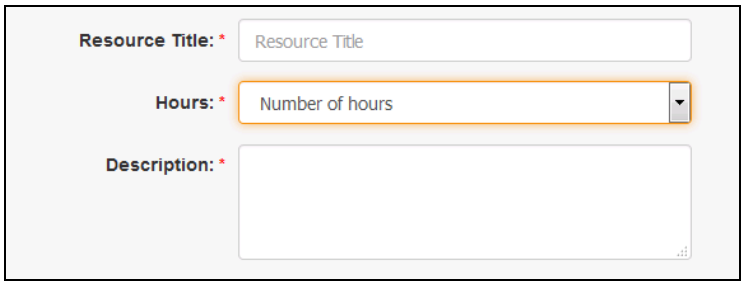


Select the 'area of development' your resource best fits into from the drop down:

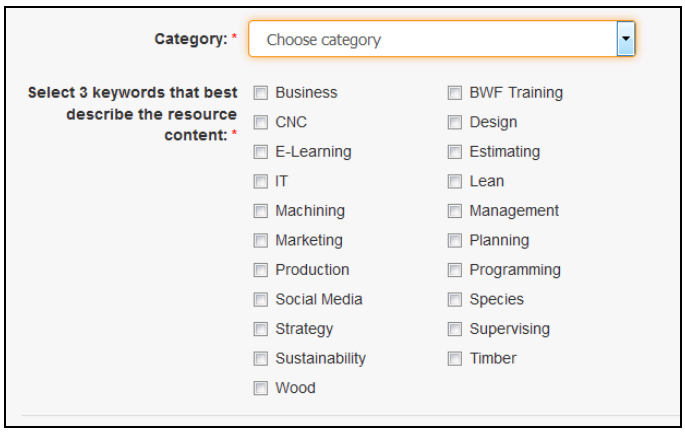


More overleaf...

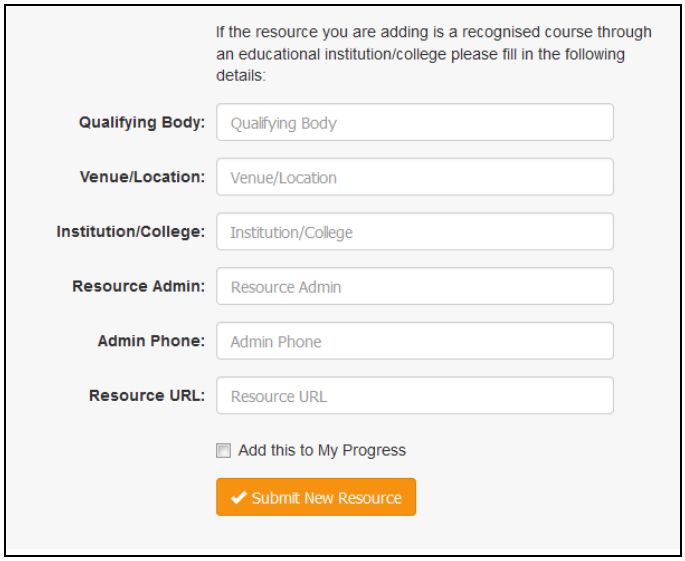
Enter the name of the course/activity you did in 'resource title', select the number of hours it is generally worth to complete (so, you may do this more quickly than the average person, for example – you'll get a chance to say how long you personally spent on/doing it in a moment), and add a brief description of what it was about:



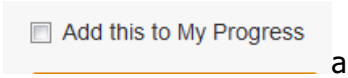
Then select an appropriate 'category' and click at least three keywords that are relevant to what the CPD activity was:



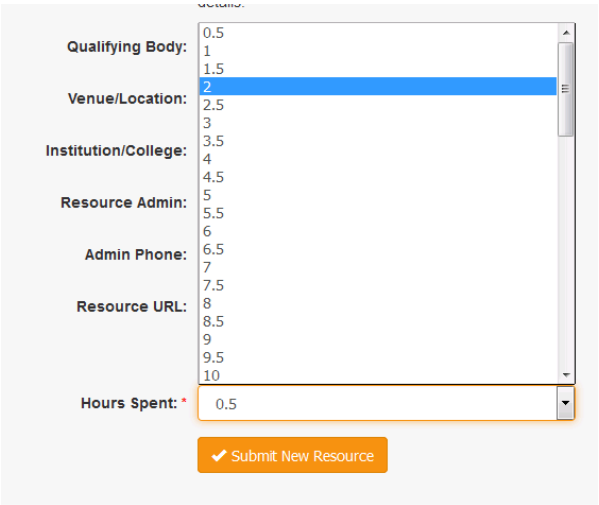
This is all the mandatory information you need to enter, but further detail can be provided below, which will help give more information to any other individual using the 'CPD database' to find potential CPD activities to do in the future.

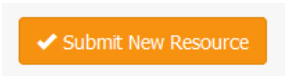


If the resource is not relevant to any one else, don't worry, any new additions you made are checked by the BWF, and only relevant ones will be added to the database. The activity will remain on your CPD record, however, so you can claim it towards your CPD hours.

Make sure you tick the box to 

and then select the number of hours you actually spent doing it (so if you did the activity in 2 hours, when you said most would take 3, select '2' here).



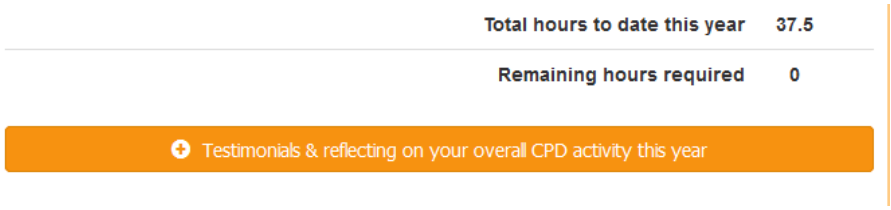
Then click 

You will then be routed back to your 'my progress' page where your new resource will be listed on your record.

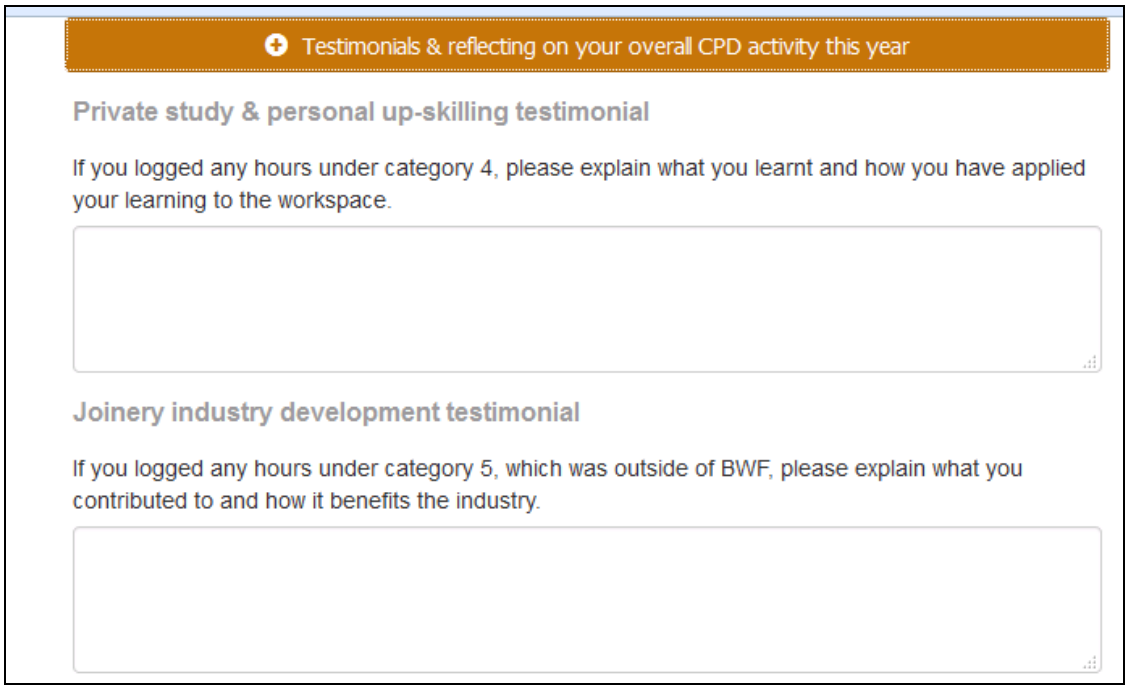
More overleaf...

Completing your CPD record and submitting

You must complete 30 hours of CPD activity within the CPD to submit your record. Once you have done this you will have a new button appear on your 'my progress' screen for 'Testimonials & reflecting on your overall CPD activity this year':

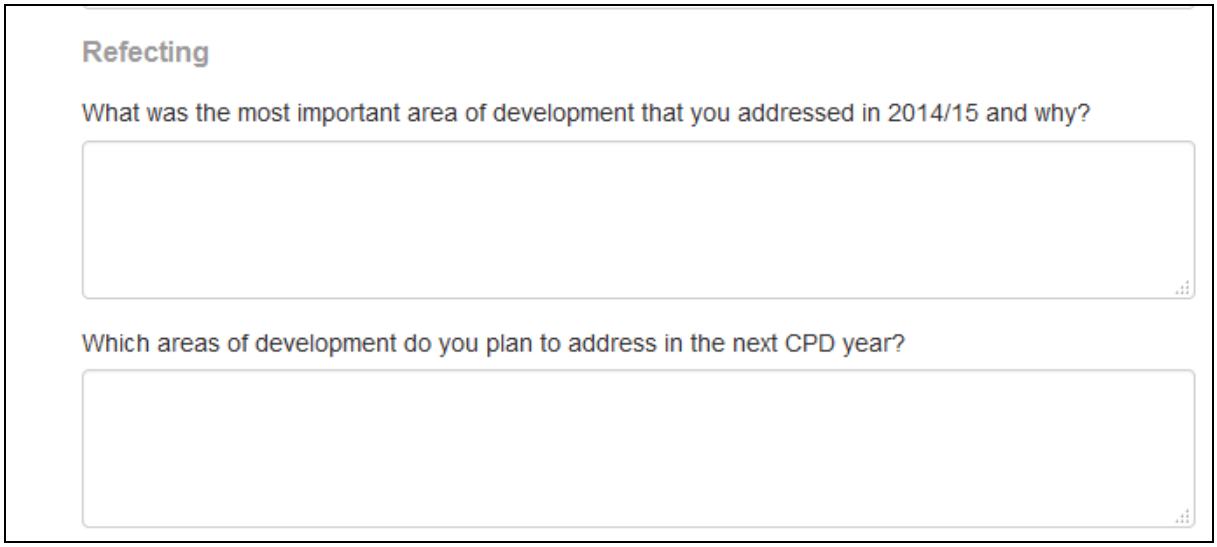


Click on this button and it will open up a section of four boxes. The first two you only need to fill out if any of your CPD activity falls into the 'Private Study & Personal up-Skilling' (category 4) and 'Joinery Industry Development' (category 5) Areas of Development. You need only give a brief overview of what benefits and learning you achieved from this activity.



More overleaf...

Once completed, or if they do not apply to your CPD activity in this year, complete the remain two boxes under the title 'Reflecting', which you should highlight the most important part of your CPD learning this year, and what you plan on looking at in the next CPD year:



Once you have completed the relevant boxes, click

Next to this button, is

. Once you are happy that all of your CPD record is correct, clcik this button to submit your Log sheet.

Further help

If you have any further questions or are having any technical deiificulties, please contact Dave Campbell on our CPD helpline 0844 815 9981 or email dave.campbell@bwf.org.uk