

## How to Approve a Booking Request

**Please Note: Course booking requests must be reviewed and processed within 72hours by the Strategic Lead, if a booking is not approved and paid for within this time frame the provisional booking will be auto declined. If your provisional booking has timed out you/ your staff member will receive an email notification that the booking request has been declined, at which point you/they are still able to login and attempt to book the same course again.**

Once you or your staff member has made a booking request for a course, as the Strategic Lead for your setting you will receive a confirmation email illustrating who has made the booking and the course information:

Dear EARLY YEARS PVI Test

Your colleague EARLY YEARS PVI Test has requested that the following course be booked:

**Title of Course/programme:** Effective Leadership & Management 07.02.19, 28.02.19 & 21.03.19

**Start:** Thursday February 07 2019 09:30

**End:** Thursday February 07 2019 16:30

**Venue:** Darwin Court , 1 Crail Row , London , England , SE17 1AD

**Map:** <http://maps.google.com/maps?q=SE17%201AD&z=15>**Start:** Thursday February 28 2019 09:30

**End:** Thursday February 28 2019 16:30

**Venue:** Darwin Court , 1 Crail Row , London , England , SE17 1AD

**Map:** <http://maps.google.com/maps?q=SE17%201AD&z=15>**Start:** Thursday March 21 2019 09:30

**End:** Thursday March 21 2019 16:30

**Venue:** Darwin Court , 1 Crail Row , London , England , SE17 1AD

**Map:** <http://maps.google.com/maps?q=SE17%201AD&z=15>

**Course Code:** 5272

**Cost:** £120.00

**Status:** Provisional

Please confirm and pay for this booking by logging into the website ([schools.southwark.gov.uk](http://schools.southwark.gov.uk)) and clicking on '**Course Resources and SLAs**'

Effective Leadership & Management 07.02.19, 28.02.19 & 21.03.19 course can only be confirmed once payment has been received. Once this process has been completed an email course confirmation will be sent. Please note by making this booking you are agreeing to the terms and conditions [www.schools.southwark.gov.uk/termsandconditions](http://www.schools.southwark.gov.uk/termsandconditions).

Many thanks,

Southwark's CPD Business Team

Contact [CPDenquiry@southwark.gov.uk](mailto:CPDenquiry@southwark.gov.uk)

To approve the booking you are required to click the link to the Southwark Schools page and log in:

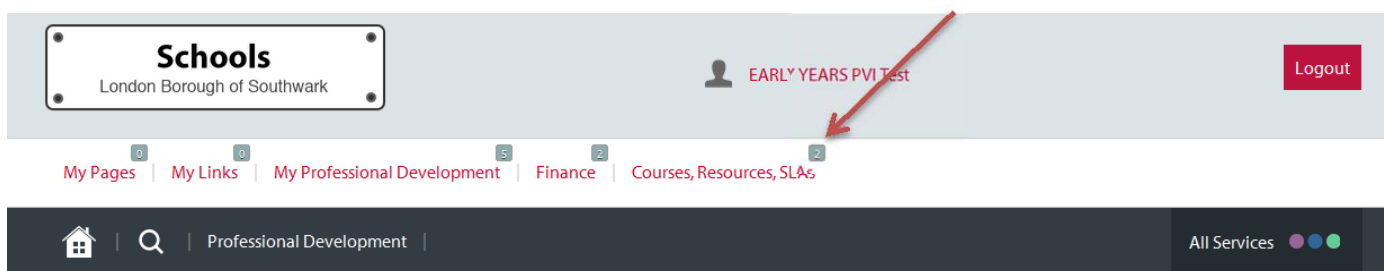


Please confirm and pay for this booking by logging into the website ([schools.southwark.gov.uk](http://schools.southwark.gov.uk)) and clicking on '**Course Resources and SLAs**'

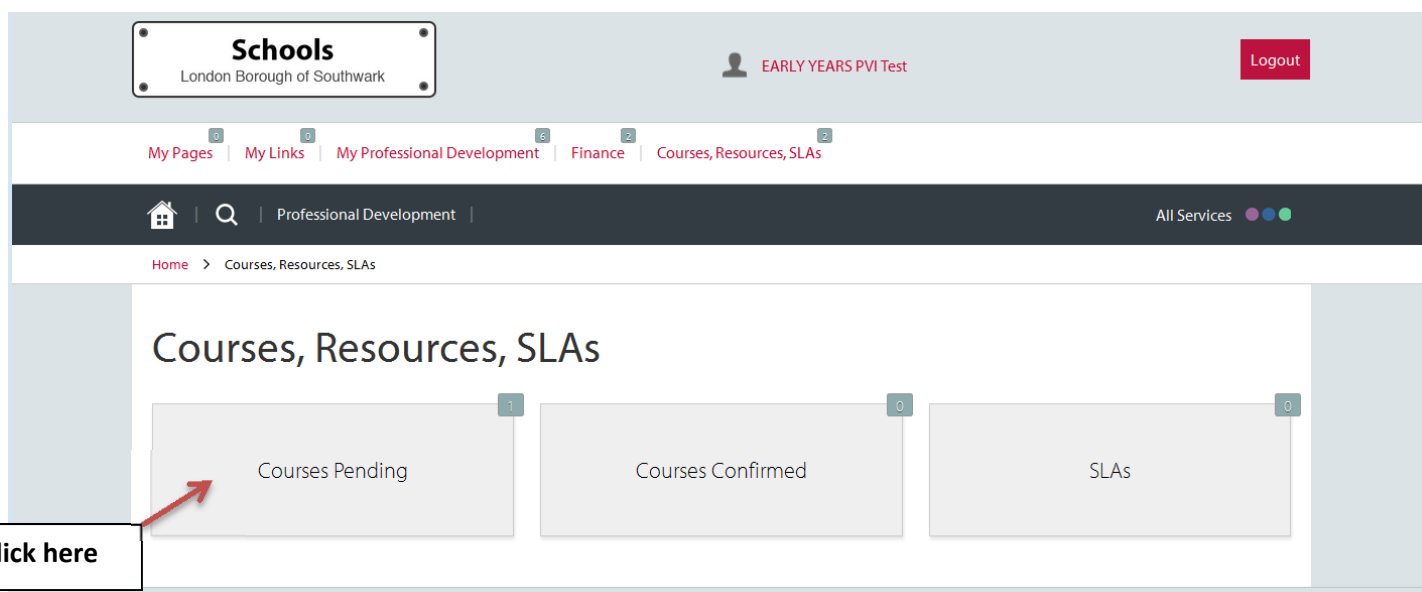
Effective Leadership & Management 07.02.19, 28.02.19 & 21.03.19 course can only be confirmed once payment has been received. Once this process has been completed an email course confirmation will be sent. Please note by making this booking you are agreeing to the terms and conditions [www.schools.southwark.gov.uk/termsandconditions](http://www.schools.southwark.gov.uk/termsandconditions).

Once logged in click the tab to access the **'Course Resources and SLAs'** area within your tool bar:

Click here to view course bookings



Within the **'Courses, Resources, SLAs'** tab select **'Courses Pending'** to view any courses that are awaiting approval/ rejection:




Here you will be able to view the course/s you or your staff members have provisionally booked:


## Courses Pending Payment

All courses need to be paid within 72 hours of booking otherwise they will be automatically removed for your course list. Please note that courses will not be confirmed until payment has been taken.

Date booked	Payment	Booked by	Course	Date	Time	Cost	Action	Action
20/09/2018	2 days and 9 hours remaining	EARLY YEARS PVI Test	Early Years PVI-Effective Leadership & Management 07.02.19, 28.02.19 & 21.03.19	07/02/2019	09:30am	£120.00	Reject	Pay






To approve the Booking select **'Pay'** to go to the Southwark payment page and follow the on screen instructions to make a payment using a credit/debit card:


Accessibility



[Do it online](#) > Pay for it

**WARNING - This website is for internal testing only. You cannot buy or pay for goods or services here.**

All fields marked \* are mandatory  
Amount £90.00

Card Number\*

Expiry Date\*  /

Security Code\*

Reset
Back
Continue

**Please Note:** You do not have to wait for an auto notification from CPD Enquiry to approve and pay for a course booking. Once you or a staff member has made a booking request it will appear in your **'Courses, Resources, SLAs'** tab automatically, you can then follow the payment process as illustrated straight away to secure a place on the course register.