

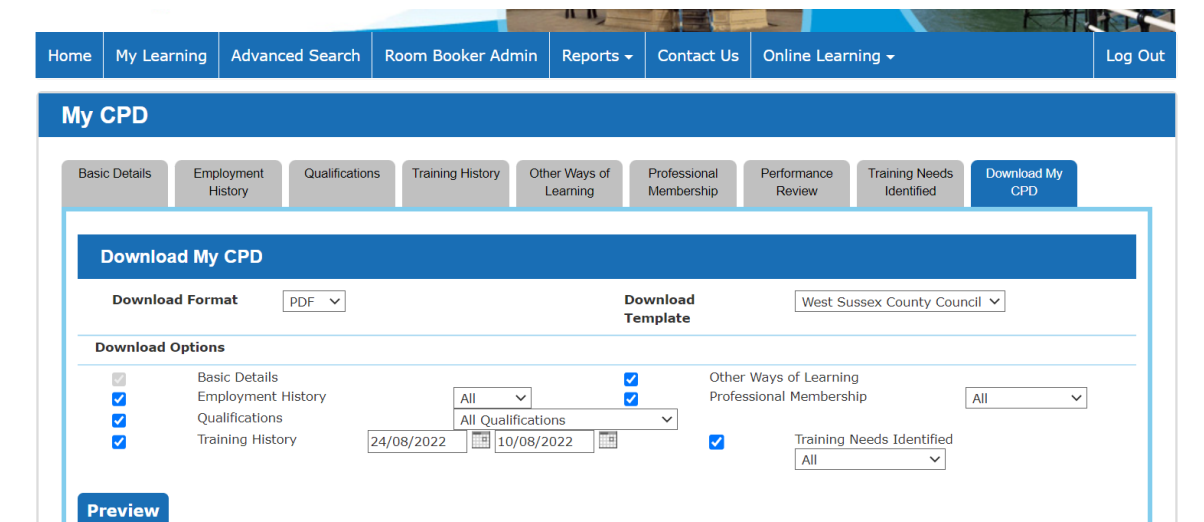
L&D Gateway Changes Frequently Asked Questions

What will happen to my training records?

The records of course attendance and e-learning completion will be retained, and the plan is that records covering the previous four years will transfer to the new learning management system. Data records which are older than this will be retained separately and will cover the complete training history. If you don't want us to transfer your records to the new system, please contact us by emailing learninganddevelopment@westsussex.gov.uk

What will happen to my CPD log?

Please download and save locally any documents you have uploaded to your CPD log, for example any documents held in the Performance Review Tab as these will not be migrated to the new system.



The screenshot shows the 'My CPD' section of a web application. At the top is a navigation bar with links: Home, My Learning, Advanced Search, Room Booker Admin, Reports, Contact Us, Online Learning, and Log Out. Below this is a 'My CPD' header. Underneath are several tabs: Basic Details, Employment History, Qualifications, Training History, Other Ways of Learning, Professional Membership, Performance Review, Training Needs Identified, and a 'Download My CPD' button. The 'Download My CPD' button is active, showing a form with the following options:

- Download Format:** PDF (selected)
- Download Template:** West Sussex County Council (selected)
- Download Options:**
 - ☒ Basic Details
 - ☒ Employment History
 - ☒ Qualifications
 - ☒ Training History
- Other Ways of Learning:** Professional Membership (selected)
- Training Needs Identified:** All (selected)

There are also date range selectors for 'All Qualifications' (24/08/2022 to 10/08/2022) and a 'Preview' button at the bottom left.

What do I need to do if I need to cancel a course?

Please continue to cancel courses through the [L&D gateway](#). We will provide guidance on what you will need to do when we migrate to the new system.

What do I need to do if I need to book onto a course?

Please continue to book on courses through the [L&D gateway](#). We will provide guidance on what you will need to do when we migrate to the new system.

What do I need to do about any supervision/appraisal/performance management documents I have saved on the system?

Updated 14/12/2022

Please save a local copy of these for your records as these will not be available once we migrate to the new system.

Will my data be safe?

Your attendance on courses and e-learning completion will be safely stored and our plan will be to securely migrate the previous 4 years records to the new learning management system.

I need to register a/as a new user account?

You can continue to [register a new account](#) on the L&D Gateway until we migrate to the new system.

Will I be able to access my certificates?

When we migrate to the new system, you'll be able to access the previous four year's certificates. If you require a certificate for an event prior to 2018 please download from the Gateway and store safely for your personal records.

When will we get further updates?

We will provide updates when there are changes to the arrangements outlined in these FAQs or in the original communication.