

MKPDP

User Guide

Level 2 – Manager/Approver

(External Users Only)

Contents

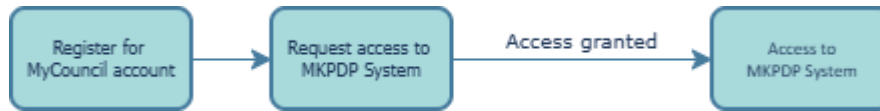
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Document Control

Version	Author	Date	Details
v1.0	Lisa Hughes	10/08/2026	Initial Version – External Users
V2.0	Rachael Parkin	07/09/2026	

To register for an account

Before accessing the new MKPDP platform, for the first time, all external users must complete the following registration process.



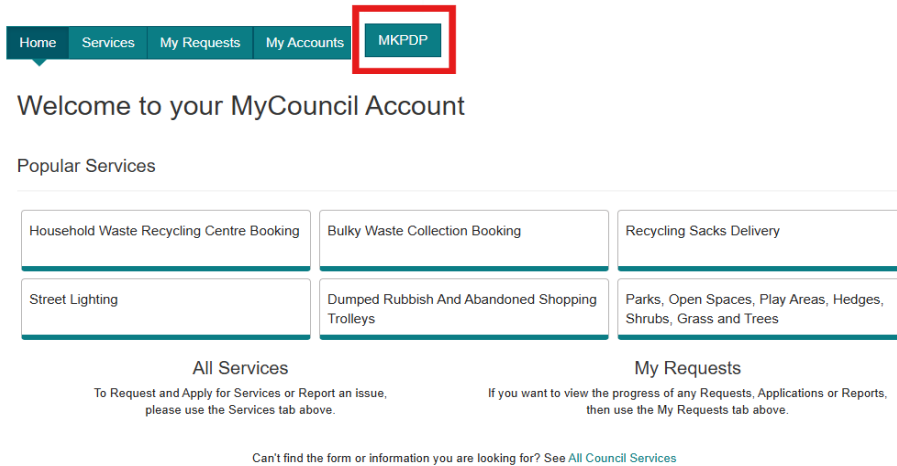
Please see separate User Guide – ‘(MKPDP) Register for an Account (External Users Only)’:
[Milton Keynes Professional Development Portal \(MKPDP\) | Milton Keynes City Council](#)

To book and manage training for yourself

This user guide sets those additional functions available to a Level 2 user (Manager/Approver). For information of how to manage and book training for yourself, please see the separate user guide - (MKPDP) How to book and manage your training (External Users Only): [Milton Keynes Professional Development Portal \(MKPDP\) | Milton Keynes City Council](#)

MKPDP – Homepage

After logging in to My Council look for and then **click** the **MKPDP** tab.



The screenshot shows the 'MyCouncil Account' homepage. At the top, there is a navigation bar with five tabs: 'Home', 'Services', 'My Requests', 'My Accounts', and 'MKPDP'. The 'MKPDP' tab is highlighted with a red rectangular box. Below the navigation bar, the text 'Welcome to your MyCouncil Account' is displayed. Underneath, there is a section titled 'Popular Services' which contains a grid of six service tiles: 'Household Waste Recycling Centre Booking', 'Bulky Waste Collection Booking', 'Recycling Sacks Delivery', 'Street Lighting', 'Dumped Rubbish And Abandoned Shopping Trolleys', and 'Parks, Open Spaces, Play Areas, Hedges, Shrubs, Grass and Trees'. Below this grid, there are two columns: 'All Services' and 'My Requests'. The 'All Services' column contains the text: 'To Request and Apply for Services or Report an issue, please use the Services tab above.' The 'My Requests' column contains the text: 'If you want to view the progress of any Requests, Applications or Reports, then use the My Requests tab above.' At the bottom of the page, there is a link: 'Can't find the form or information you are looking for? See [All Council Services](#)'.

Click on MKPDP Dashboard to open your training dashboard

Milton Keynes Professional Development Portal (MKPDP)

Welcome

This portal enables users to book training courses directly, receive booking confirmations and reminders, access supporting resources, provide feedback, download certificates (where applicable), and keep a personal record of their training.

You can use the site to explore training opportunities offered by a range of Milton Keynes City Council teams, including:

- Children and Families
- Ethnic Minority Achievement Network
- Governor Services
- School Attendance
- School Improvement

If you have any questions, please contact us at MKPDP@milton-keynes.gov.uk



MKPDP – Dashboard

The Dashboard will display all the options available to you:

- **My Training Record** - View your past and current training and access certificates
- **Book Training** - Search for and book training courses
- **Feedback Form** – complete feedback
- **Manager Dashboard** - Access manager tasks, including approving training requests and viewing a colleague's training record. This option is only visible to Level 2 users.
- **Pending Approvals** – highlights number of course reservations that require approval

[My Training Record](#)

[Book Training](#)

[Feedback Form](#)

[Manager Dashboard](#)

0
Pending approvals

Upcoming training

Select provider *

Ethnic Minority Achievement Network (EMA)



Governor / Trustee

School Improvement

Month selection

Click on a course for more details.

September 2026 (2)

October 2026 (2)

December 2026 (1)



Click on a course in the Upcoming Courses table to view additional course details in a new window.

Course	Location	Start date	Delivery method
Prevent - what governors need to know	Civic Office	Tuesday 08/09/2026 19:00 - 21:00	In-person
Schools' Finance - Maintained	Civic Office	Wednesday 23/09/2026 09:00 - 12:00	In-person

Below the main dashboard options, you will see a section called **Upcoming Training**. This area automatically checks which providers you have access to, your assigned roles, and then displays the training that is relevant to you.

You can also filter the list by month to help you find upcoming courses more easily.

Upcoming training

Select provider *

Children and Families



Governor / Trustee

Month selection

Click on a course for more details.

September 2026 (2)

October 2026 (4)

November 2026 (3)

December 2026 (1)



Click on a course in the Upcoming Courses table to view additional course details in a new window.

Course	Location	Start date	Delivery method
Development Governor Seminar	Online	Monday 14/09/2026 19:00 - 20:30	Online
Single Central Record	Online	Thursday 24/09/2026 19:00 - 20:00	Online

When you click a row, a pop-up will appear with further details about the course.

Course Overview



Development Governor Seminar

Monday 14/09/2026 | 19:00 - 20:30

Trainer: Rachael Perkins

Online | Online

Course Information

This termly briefing provides Development Governors with an opportunity to stay informed about current education issues, policy developments, and key updates from Milton Keynes City Council (MKCC) Governor Services. In addition to sharing relevant information and guidance, the session enables Development Governors to network with colleagues and exchange good practice.

The briefing also focuses on the important responsibilities of the Development Governor role, which includes overseeing the training and development of the governing board, supporting the recruitment and induction of new governors, and contributing to regular reviews of the board's effectiveness to ensure strong governance and continuous improvement.

Audience

Development Governors or representatives

Booking Information

To close the tab, click the red X in the top-right corner.

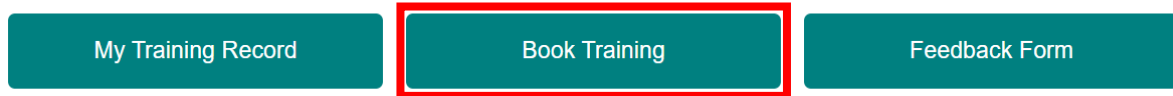
Course Overview



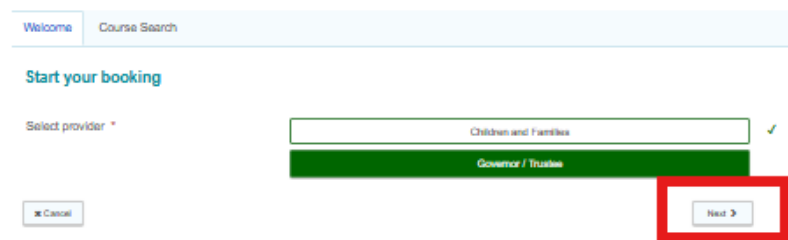
Development Governor Seminar

Booking Training for colleagues

To start a booking click on the **'Book Training'** tab.



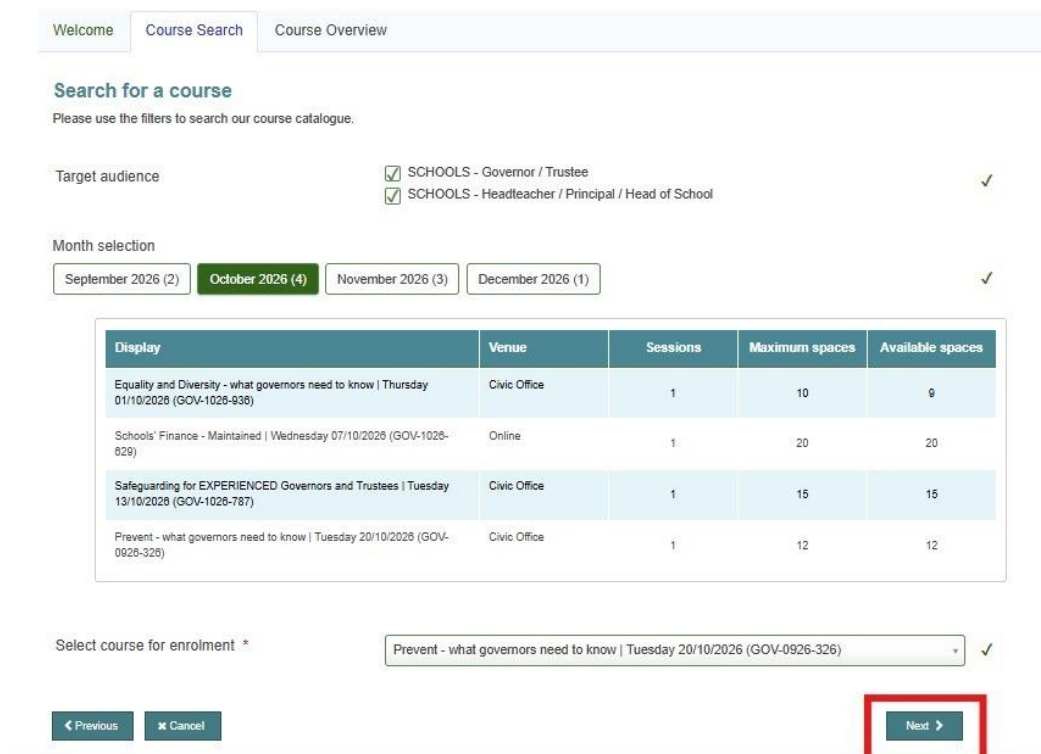
This opens the **Welcome** page. If you have access to more than one provider, you will be able to switch between them to find the training that best meets your needs. Once you have selected the most appropriate provider **click Next**



Course Search

On the **Course Search** page, you also have the option to filter the courses by **month**, **target audience** and **title**, helping you quickly find the appropriate training.

From the dropdown menu choose the course you are looking for.



Once you have selected a course click **'Next'**.

Course Overview

The **Course Overview** page provides detailed information about the course, including the trainer, location, delivery method, course description, target audience, and booking information.

[Welcome](#) [Course Search](#) [Course Overview](#)

Course Overview

Prevent - what governors need to know

Tuesday 20/10/2026 – Tuesday 20/10/2026

Trainer: Naima France

Civic Office | In-person
1 Saxon Gate East, Milton Keynes, Bucks, MK9 3EJ

Course Information

This introductory Prevent workshop focuses on supporting and protecting individuals who may be vulnerable to radicalisation, helping them and their communities develop resilience to violent extremism.

The session includes background information on radical organisations and their methods of influence, an overview of schools' responsibilities under the Prevent Duty, key challenges, and available resources.

By the end of this training session delegates will have knowledge and understanding of:

- an understanding of the Prevent agenda and your role within it
- the ability to use your existing expertise and professional judgement to recognise potentially vulnerable individuals and know when an intervention may be necessary to support them
- knowledge of when, how and where to refer concerns about vulnerable individuals
- an understanding of what your governing body needs to do to fulfil its statutory duty under the Prevent Duty

Audience

Safeguarding governors, trustees and all other governors who wish to attend

Booking Information

Cancellation/ non-attendance charges

Governing Boards who have purchased the Governor Development Package – if a governor does not cancel their place on a course or send apologies in advance of training session the school will incur a £25 non-attendance charge.

The page also provides information of the session(s) and the course fee.

Session(s)

Session date	Time	Delivery method	Location	Trainer
20/10/2026	19:00 - 21:00	In-person	Civic Office Room 1.25	Naima France
Fee				
£95.00				

To make a booking, click the tick box next to the appropriate person(s), followed by 'Create Reservation'.

Above the delegate list, the maximum number of available spaces for your organisation is shown.

Session(s)

Session date	Time	Delivery method	Location	Trainer
20/10/2026	19:00 - 21:00	In-person	Civic Office Room 1.25	Naima France

Fee
£95.00

Select delegate(s) to enrol *

Maximum selections for your organisation 3*

- ☐ Ash-Level-One Book | Manage | Cancel Delegate
- ☐ Ash-Level-Two Book | Manage | Cancel Delegate

Level 2 Users – Pay-As-You-Go (PAYG)

As a level 2 user, when booking yourself and colleagues onto training, you are accepting the associated fee on behalf of your organisation. (Please ensure you have the appropriate financial authority to do this).

Level 2 users can enrol any colleague in their organisation who does not already have a confirmed booking. All enrolments submitted by a Level 2 user are confirmed automatically upon.

Select delegate(s) to enrol *

Maximum selections for your organisation 3*

☒ Ash-Level-One Book | Manage | Cancel Delegate

☒ Ash-Level-Two Book | Manage | Cancel Delegate

✓

Governor / Trustee - Pay As You Go (PAYG)

Fee £95.00 per delegate

Where training is charged on a per-delegate basis, an invoice will be issued to your organisation..

As you already have budget approval, your bookings will be confirmed as soon as you submit this form. All enrolled delegates will then receive a confirmation email with their booking details.

Create reservation

After you click **Create Reservation**, a timer will appear showing how much time you have left to complete your submission. If you need to make changes before submitting, select **Remove Reservation**. This will cancel the reservation and allow you to update the booking.

If you wish to continue with the booking click **Next** in the bottom right-hand corner.

 You have 0m 53s to complete your reservation.

Remove reservation

< Previous

✕ Cancel

Next >

Waiting List

If all spaces on the course have been filled and the course accepts learners onto a waiting list, you will be given the option to join it. The MKPDP team will contact you if a space becomes available.

Session date	Time	Delivery method	Location	Trainer
14/09/2026	19:00 - 20:30	Online	Online	Rachael Parkin

Fee

£0.00

Select delegate(s) to enrol *

Maximum selections for your organisation 0*

☐ Ash-Level-Two

Maximum delegates reached – Waiting List Available

Your organisation has reached the maximum number allowed, but you can join the waiting list. Please continue with the form, if a space becomes available, we will contact you.

Select delegate(s) to enrol *

Maximum selections for your organisation 0*

☒ Ash-Level-Two

Maximum delegates reached – Waiting List Available

Your organisation has reached the maximum number allowed, but you can join the waiting list. Please continue with the form, if a space becomes available, we will contact you.

Create reservation

Review

The **Review** page displays a summary of your reservation.

If the details are correct, click **'Yes'** to confirm:

[Welcome](#) [Course Search](#) [Course Overview](#) [Review](#)

Safer Recruitment

Tuesday 01/12/2028 – Tuesday 01/12/2028

Trainer: Tammie Redman

Civic Office | In-person

Full name	Job title

I acknowledge that the delegates listed are accurate and approved for submission. *

Yes

Training Booking and Learner Expectations

Learners are expected to take an active and responsible role in their training by attending on time, participating fully, and maintaining a professional and respectful approach throughout.

Key Expectations

- Arrive on time, prepared, and follow all joining instructions
- Engage actively in sessions and complete required activities and evaluations
- Treat trainers and peers with respect and contribute positively
- Maintain professional behaviour and minimise distractions (e.g. mobile phone use)
- Follow safety requirements and organisational policies
- Inform organisers promptly of any delays or absence
- Adhere to session schedules, including breaks
- Support an inclusive, safe, and respectful learning environment
- Accept feedback constructively and apply learning in practice

Please click 'Yes' to confirm that you have read and fully understood the Learner Expectations. *

Yes

You have 9m 43s to complete your reservation.

[Previous](#)

[Cancel](#)

Reference: PQR123789088

Once you have read the 'Training Booking and Learner Expectations', please tick '**Yes**' to confirm.

Once both statements have been acknowledged, the option to **Submit** (and complete your booking) will become available.

I acknowledge that the delegates listed are accurate and approved for submission. *

Yes

Training Booking and Learner Expectations

Learners are expected to take an active and responsible role in their training by attending on time, participating fully, and maintaining a professional and respectful approach throughout.

Key Expectations

- Arrive on time, prepared, and follow all joining instructions
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- Follow safety requirements and organisational policies
- Inform organisers promptly of any delays or absence
- Adhere to session schedules, including breaks
- Support an inclusive, safe, and respectful learning environment
- Accept feedback constructively and apply learning in practice

Please click 'Yes' to confirm that you have read and fully understood the Learner Expectations *

Yes

You have 9m 6s to complete your reservation.

[Previous](#) [Cancel](#) [Submit](#)

Reference: P2197376008

After submitting the form, a 'Submission Successful' confirmation will appear, displaying your unique reference number for future tracking.

Click **continue** to return to your MKPDP Dashboard.

Submission Successful

Your reference number is PDP627737146

[Continue >](#)

Manager Dashboard

The **Manager Dashboard** allows managers to review and approve training requests, as well as access the training records of colleagues in their organisation.



MKCC Professional Development Portal (MKPDP)

Welcome Ash-Level-Two to your Approvals Dashboard

On the MKCC Professional Development Portal (MKPDP) you can:

- Approve enrolment requests for your team

If you experience any issues, please contact the MKPDP team for assistance - MKPDP@milton-keynes.gov.uk

Pending Approvals

The **Pending Approvals** table displays all booking requests submitted by colleagues within your organisation that are awaiting budget approval.

Each row provides a summary of the booking request. To view the full details and take action, click the pencil icon on the left of the row. The request details will then be displayed beneath the table.

Review the information carefully and choose one of the following actions:

- **Approve** - Confirms the booking request and sends a confirmation email to the colleague.
- **Reject** - Declines the booking request, cancels the booking, and sends an email notification to the colleague.

Once you have made your decision, click **Save Decision and Email Colleague** to save your choice and send the appropriate email notification.

Please ensure you have reviewed all relevant details before making a decision.

	Name	Title	Event dates	Fee	Decision
	Ash-Level-One	Schools' Finance - Maintained	07/10/2026 - 07/10/2026	£95.00	

In the **Pending Approvals** section, all outstanding approval requests are listed. Select any row to review the request and take action.

	Name	Title	Event dates	Fee	Decision
	Ash-Level-One	Schools' Finance - Maintained	07/10/2026 - 07/10/2026	£95.00	

Below the table you'll see an enrolment summary along with buttons to either **Approve** or **Reject** the request.

	Name	Title	Event dates	Fee	Decision
	Ash-Level-One	Schools' Finance - Maintained	07/10/2026 - 07/10/2026	£95.00	

Name

Ash-Level-One

Email

Course title

Schools' Finance - Maintained

Event dates

07/10/2026 - 07/10/2026

Decision

Approve

Reject

✓

Save Decision and Email Colleague

Decision

Approve

Reject

✓

Reason for rejection

School represented.

✓

Save Decision and Email Colleague

After selecting **Approve** or **Reject**, click **Save**. A confirmation message will appear indicating whether the action was successful or not. Please wait for the box to close automatically. You will see your response in the updated table.

	Name	Title	Event dates	Fee	Decision
	Ash-Level-One	Schools' Finance - Maintained	07/10/2026 - 07/10/2026	£95.00	APPROVED

Also, under Manager Dashboard, as a Level 2 user you will be able to access the training records of colleagues within your organisation

My Teams Training

Select a colleague from the dropdown list to view their training record.

Once a colleague has been selected, a summary of their training activity will be displayed in the table below. This includes:

- Course details, including the course title and dates.
- Attendance information and course completion status, where available.

Please note that attendance information is not updated immediately. Attendance data may take up to 10 working days after the course end date to appear in the system.

My team *

Ash-Level-One

✓

Provider	Course Title	Date	Status	Attended / Total Sessions	Attendance %
Governor / Trustee	Schools' Finance - Maintained	07/10/2026 - 07/10/2026	Confirmed	0 / 1	0.00
Governor / Trustee	Equality and Diversity - what governors need to know	01/10/2026 - 01/10/2026	Confirmed	0 / 1	0.00
Governor / Trustee	Single Central Record	24/09/2026 - 24/09/2026	Confirmed	0 / 1	0.00
Governor / Trustee	Development Governor Seminar	14/09/2026 - 14/09/2026	Confirmed	0 / 1	0.00