

MKPDP

User Guide

How to book and manage your training

(External Users Only)

Contents

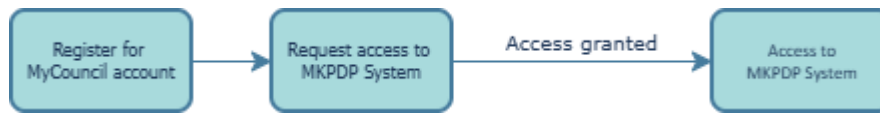
To register for an account.....	3
MKPDP – Homepage.....	4
MKPDP – Dashboard	5
To Book Training.....	7
My Training Record	14
How to cancel an upcoming booking	15
How to submit Feedback.....	16
Downloading a certificate for past training	17

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

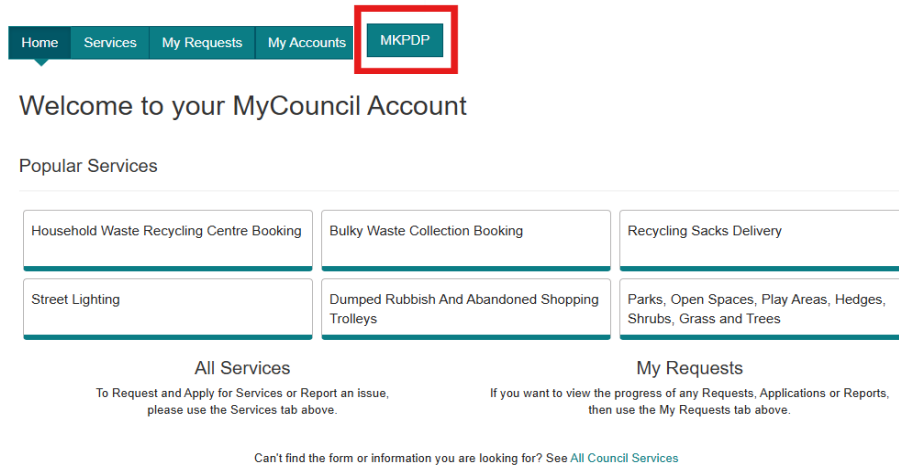
Before accessing the new MKPDP platform, for the first time, all external users must complete the following registration process.



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

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 six service cards arranged in two rows of three. The services listed are: '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 the service cards, 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 up your personal 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

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

My Training Record

Book Training

Feedback Form

Upcoming training

Select provider *

Children and Families



Governor / Trustee

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 and 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 Pielke

📍 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

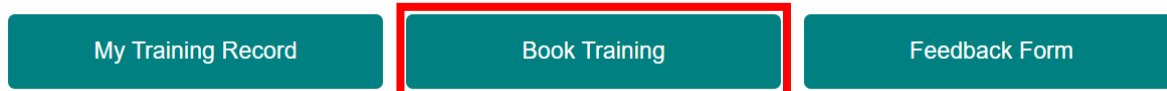
To close the tab, click the red **X** in the top-right corner.

Course Overview ✕

Development Governor Seminar

To Book Training

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

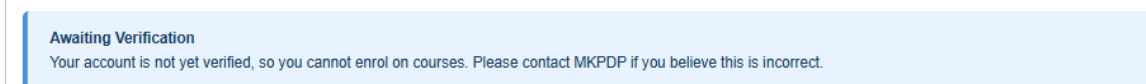


This opens the **Welcome** page. If you have access to more than one provider, you will be able to switch between them to find the training that best meets your needs. Once you have selected the most appropriate provider click **Next**

Start your booking



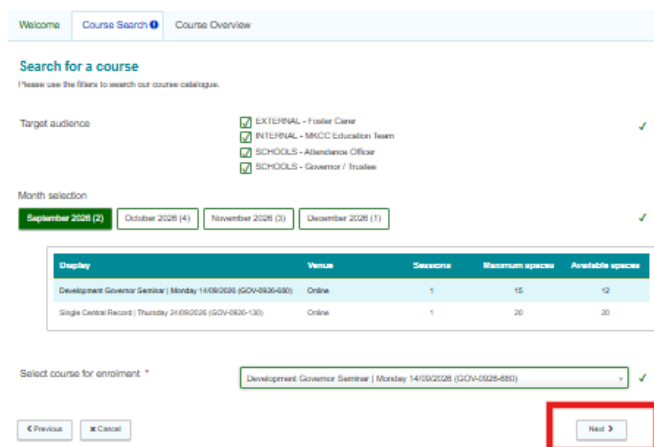
If your account has not yet been verified, you will see the following message.



Course Search

On the **Course Search** page, you also have the option to filter the courses by **target audience** and **title search**, helping you quickly find the training that matches your needs.

From the dropdown menu choose the course you want to enrol on, then click **Next**.



Display	Venue	Sessions	Maximum spaces	Available spaces
Development Governor Seminar (Monday 14/09/2028 (GOV-0928-480)	Online	1	15	12
Single Central Record (Thursday 24/09/2028 (GOV-0928-130)	Online	1	20	20

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

Development Governor Seminar

Monday 14/09/2026 – Monday 14/09/2026

Trainer: Rachael Parkin

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

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.

Governors who are attending training courses on a 'Pay as Use' basis do so under the following cancellation policy:

Courses cancelled within 2 days of the date will not be eligible for a refund.

Courses cancelled 3 or more days in advance of the date will receive a 100% refund less a cancellation administration charge of £25.

Leadership and Governance Team Email: governor.training@Milton-keynes.gov.uk

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

Session(s)

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

Fee
£0.00

To book/reserve your place, click the tick box next to your name, underneath the Session and Fee information at the bottom of the **Course Overview** page, followed by **'Create Reservation'**.

Pay As You Go (PAYG) Level 1 Users

Courses with a zero cost will be confirmed automatically. Where a course fee is being charged, a colleague(s) within your organisation with the relevant financial authority, will receive an email asking them to confirm your booking within 5 working days. Once your booking has been approved you will receive a 'Booking Confirmation' email.

Session(s)

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 2*

☒ Ash-Level-One ✓

Governor / Trustee - Pay As You Go (PAYG)

Fee £0.00 per delegate

There is no charge for this training.

Your booking will be confirmed as soon as you submit this form.

Create reservation

For Level 1 PAYG users, the names of your organisation's approvers will be displayed on the screen.

Session(s)

Session date	Time	Delivery method	Location	Trainer
24/09/2026	19:00 - 20:00	Online	Online	Karen Bateman

Fee

£40.00

Select delegate(s) to enrol *

Maximum selections for your organisation 3*

☒ Ash-Level-One Brook | Junior Colleague ✓

Governor / Trustee - Pay As You Go (PAYG)

Fee £40.00 per delegate

Your organisation does not currently have a Governors Development Package, so this course will be charged on a pay-as-you-go basis. The course fee will be invoiced to your organisation.

When you submit your reservation, your place will be held provisionally for up to five working days, unless the event is due to take place sooner. An email requesting budget approval will be sent to the colleagues listed below, with a copy sent to you. The email will include instructions on how to confirm the booking. If approval is not received within five working days, or before the event date if it falls sooner, the provisional reservation will be released.

Ash-Level-Two

School Governors – Governor Training and Development Package

If your board has purchased the relevant Governor Training and Development Package and the course is included in the package your booking will be automatically approved at point of booking.

Session(s)

Session date	Time	Delivery method	Location	Trainer
24/09/2026	19:00 - 20:00	Online	Online	Karen Bateman

Fee
£40.00

Select delegate(s) to enrol *
☒ Bow-Level-One

Maximum selections for your organisation 3*
✓

Governor / Trustee - Governors Development Package
Fee £0 per delegate
Your organisation has purchased a Governors Development Package, there will be no charge for this training.

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 your booking.

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

 You have 0m 53s to complete your reservation.

Remove reservation

◀ Previous

✖ Cancel

Next ▶

Review

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

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

Safer Recruitment

Tuesday 01/12/2026 – Tuesday 01/12/2026

Trainer: Tammie Radman

Civic Office | In-person

Full name	Job title
-----------	-----------

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

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. *

You have 9m 43s to complete your reservation.

[< Previous](#) [Cancel](#)

Reference: 1701/03/00000

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

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.

The screenshot shows a web form for training booking. At the top, there is a statement: "I acknowledge that the delegates listed are accurate and approved for submission. *". To the right of this statement is a green button labeled "Yes" with a checkmark icon, which is highlighted with a red rectangular box. Below this is a section titled "Training Booking and Learner Expectations". Inside this section, it states: "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." followed by a sub-header "Key Expectations" and a bulleted list of 10 items. Below this section is another statement: "Please click 'Yes' to confirm that you have read and fully understood the Learner Expectations *". To the right of this statement is another green button labeled "Yes" with a checkmark icon, also highlighted with a red rectangular box. Below these two sections is a light blue bar with a clock icon and the text "You have 9m 6s to complete your reservation." At the bottom of the form, there are three buttons: "< Previous", "Cancel", and "✓ Submit". The "Submit" button is highlighted with a red rectangular box. Below the buttons, the reference number "Reference: PDP82773780096" is displayed.

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.

The screenshot shows a confirmation page with the heading "Submission Successful" in blue. Below the heading, it says "Your reference number is PDP827737146". At the bottom of the page, there is a button labeled "Continue »".

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

My Training Record

Your **Training Record** is divided into two main sections:

My Upcoming Training

This section shows all future training sessions you are booked on, along with the status of each booking.

Booking Statuses:

- **Reserved** – Your place is held and is waiting for approval from your manager or approver.
- **Confirmed** – Your booking has been approved and is fully confirmed.
- **Cancelled /Approver Rejected**– Your booking has been cancelled.

Welcome Ash-Level-1

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

- View your upcoming training and your completed training record

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

My Upcoming Training

Provider	Status	Course Title	Date	Time
Governor / Trustee	Waiting List	Development Governor Seminar	14/09/2026 - 14/09/2026	19:00 - 20:30

Do you need to cancel your place on any upcoming training?

Yes

Training History

This section displays all the training you have completed, including attendance status and course details.

My Completed Training

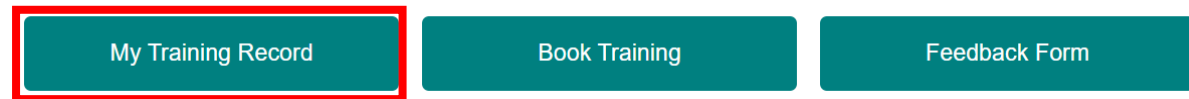
To print your attendance certificate, click the relevant course row. Certificates are available only after your attendance has been recorded and any required feedback questionnaire has been completed.

No completed training found.

Click the **Home** icon to return to the Dashboard.

How to cancel an upcoming booking

Log into MKPDP via MyCouncil - from your MKPDP Dashboard, Click **'My Training Record'**



Click **'Yes'** next to 'Do you need to cancel your place on any upcoming training?'

My Upcoming Training

Provider	Status	Course Title	Date	Time
Governor / Trustee	Reserved	Prevent - what governors need to know	08/09/2026 - 08/09/2026	19:00 - 21:00
Governor / Trustee	Cancelled	Schools' Finance - Maintained	23/09/2026 - 23/09/2026	09:00 - 12:00
Governor / Trustee	Reserved	Briefing for Chairs and Vice Chairs	01/10/2026 - 02/10/2026	09:00 - 12:00
Governor / Trustee	Confirmed	Z - Autumn Course - October 2026	12/10/2026 - 12/10/2026	14:00 - 16:00

Do you need to cancel your place on any upcoming training?

From the list select the training course you wish to cancel and then enter a reason for cancellation. Enter your reason for cancellation and then confirm by clicking **'Cancel enrolment'**.

Do you need to cancel your place on any upcoming training?



If you are unable to attend a course, select the course, provide a reason for cancelling, and click Cancel Enrolment.

Select training course to cancel *

☒

- Autumn Course - October 2026 - 12/10/2026 Confirmed



Cancellation reason *

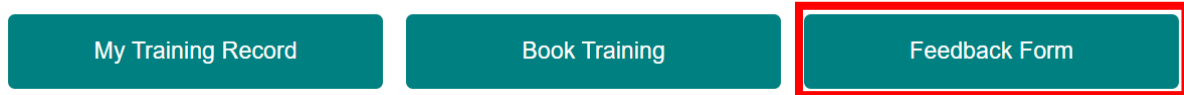
Unable to attend due to work commitments.



Cancel enrolment

How to submit Feedback

Log into MKPDP via MyCouncil - from your MKPDP Dashboard, Click '**Feedback Form**'



Click on the arrow in the right-hand side of the '**Select Course**' box to open drop-down list

Course/Event Feedback

Thank you for attending our training session. Your thoughts and experiences are incredibly valuable to us. This short feedback form is designed to help us understand what went well and where we can improve. Whether it's about the content, the delivery, or the overall experience, we'd appreciate your honest input. It only takes a few minutes and will help us make future sessions even better. All responses will be treated confidentially.

Once you submit the form, you'll automatically receive your certificate of attendance.

Select course *

Attendance

Learner's courses where feedback not already provided.

Select...

Select...

GOV-0826-342 | Prevent - what governors need to know (19/08/2026)

Once you have selected the relevant course, click '**Next**'

Select course *

Attendance

Learner's courses where feedback not already provided.

GOV-0826-342 | Prevent - what governors need to know (19/08/2026) ✓

Can proceed if attended - check.

✓

Once you have submitted your feedback, click **submit**, this will trigger a confirmation email which will include your **certificate** as an attachment

Thank you for completing your feedback.

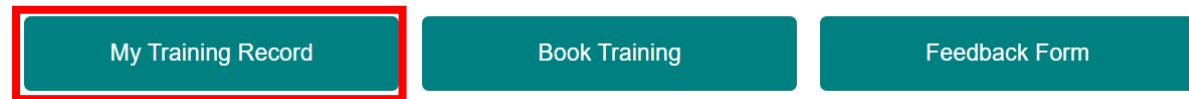
Your feedback is ready to be submitted and is greatly appreciated. Your comments help us to continuously improve the learning experience for future attendees.

Once you click **Submit**, you will receive a confirmation email that includes your **attendance certificate**. Please allow a few minutes for the email to arrive and remember to check your junk or spam folder if you do not see it in your inbox.

Click on **continue** under the '**Submission Successful**' reference number to return to your MKPDP Dashboard

Downloading a certificate for past training

Log into MKPDP via MyCouncil - from your MKPDP Dashboard, Click **'My Training Record'**



Under **'My Completed Training'**, click on the relevant course. Please note certificates are only available after your attendance has been recorded and (where required) feedback has been received.

My Completed Training

To print your attendance certificate, click the relevant course row. Certificates are available only after your attendance has been recorded and any required feedback questionnaire has been completed.

Provider	Course information	Attended / Total Sessions	Attendance %
Governor / Trustee	Prevent - what governors need to know 19/08/2026 - 19/08/2026	1 / 1	100.00

Click **'Print Certificate'** – your certificate will be downloaded as a pdf and can be saved or printed as required.

