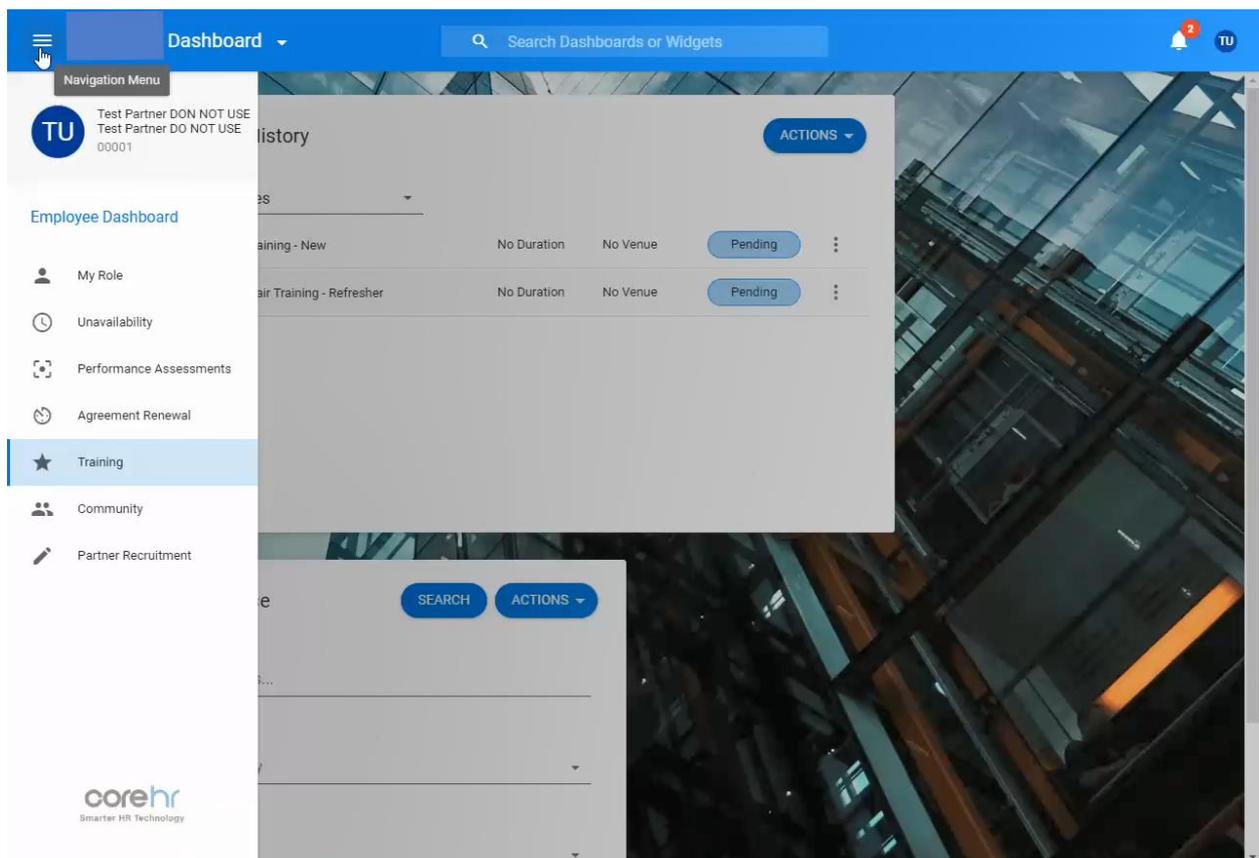# Training

You will be able to book your training via your Partner Portal account. Please note that the Training tab allows you to review all the available courses and book your place according to your HCPC role/s. **The Partner Portal will only allow you to book training for a role that you are contracted for. Currently, there is no provision for e-seminars / e-courses via the Partner Portal system.**

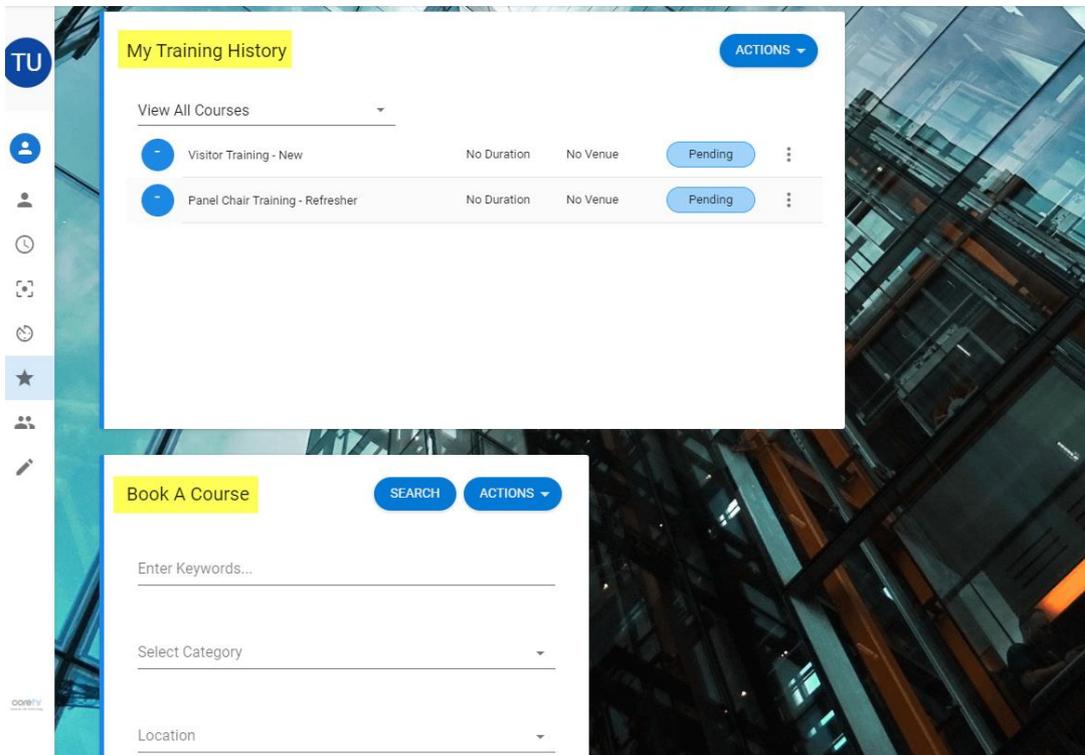In this session, we will examine the following actions;
- book in a training course
- cancel a training course
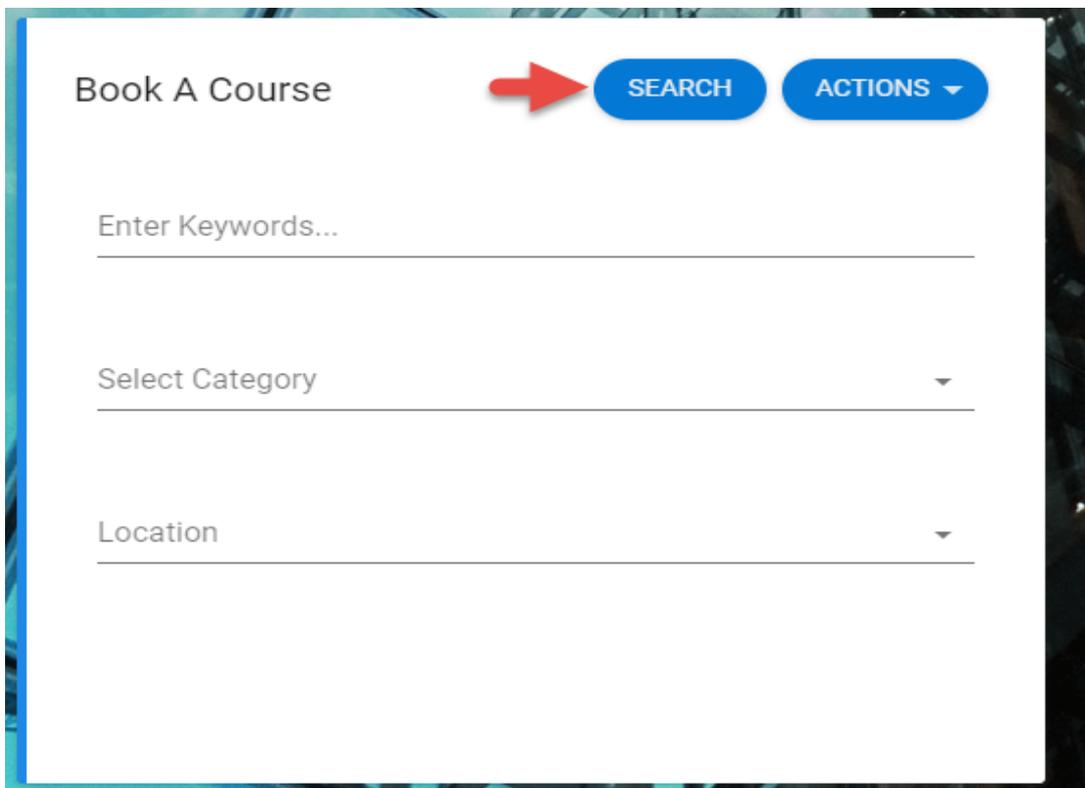
Book in a Training Course

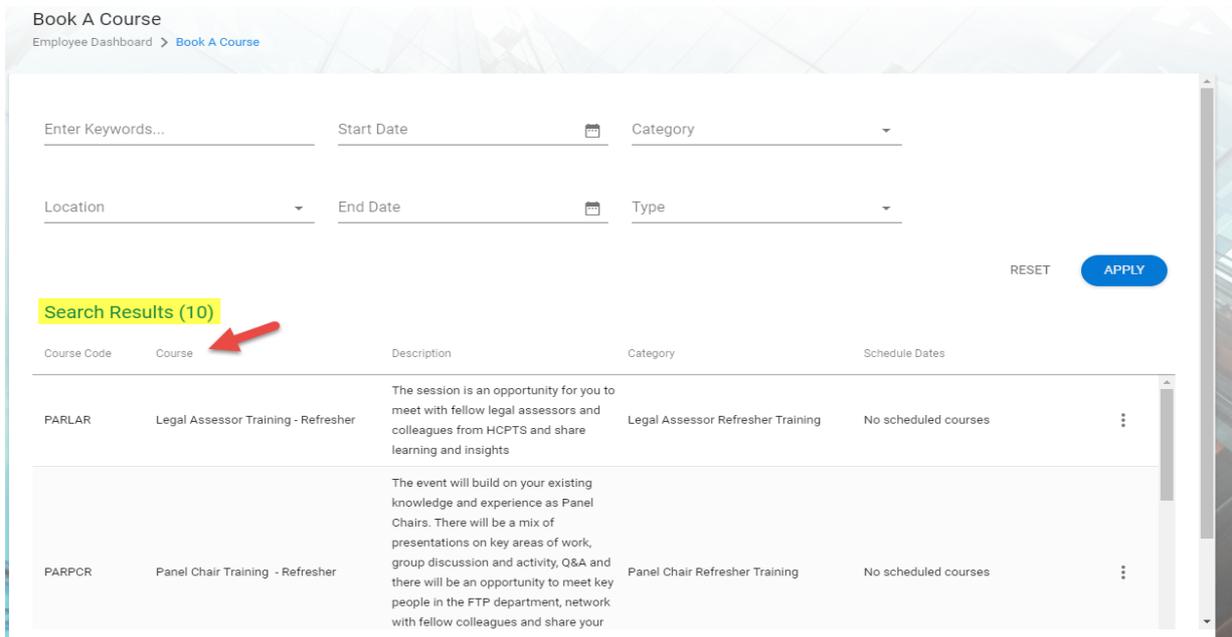1. From the **Navigation Menu**, click on **Training**.

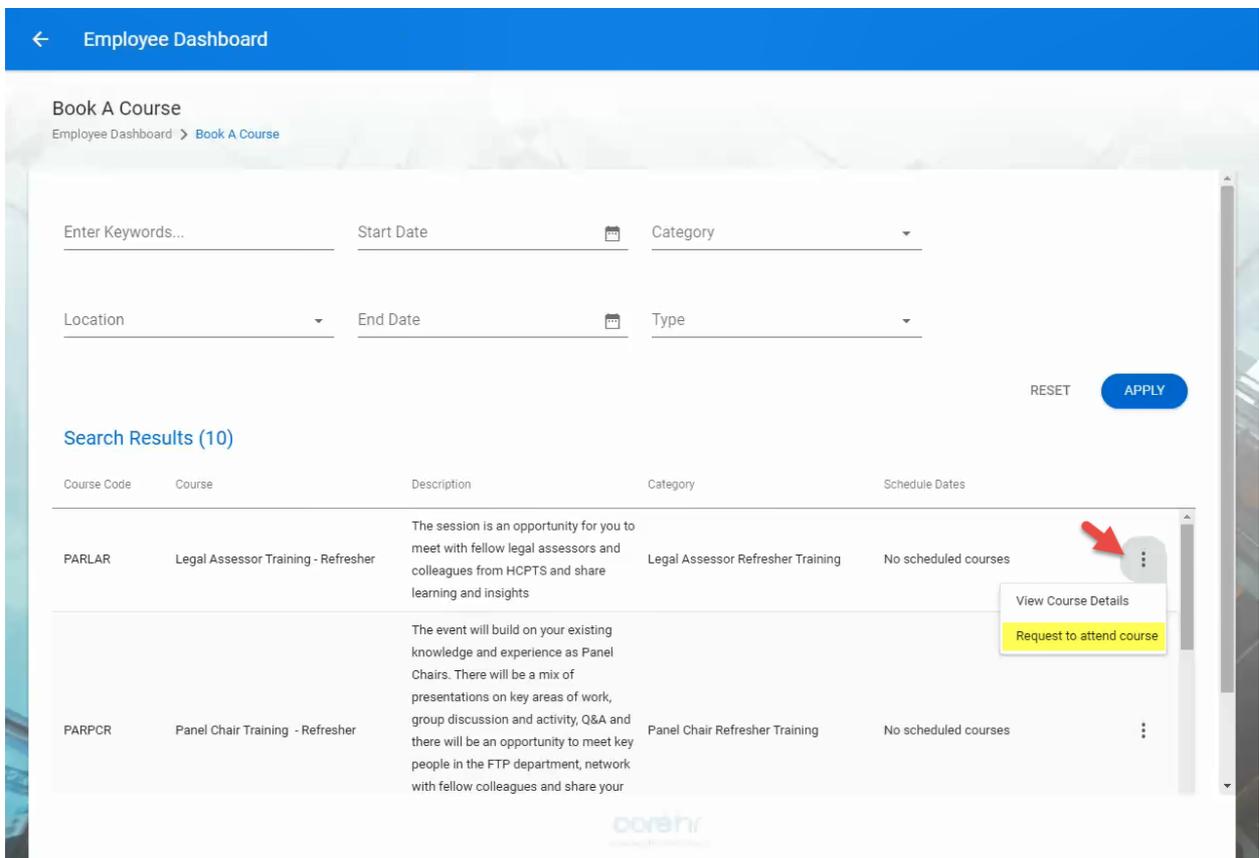2. The **My Training History** and **Book A Course** widgets will be displayed.

3. From **Book A Course,** click on **Search**.

4. All courses will be displayed under the **Search Results** list.

5. To book your course, click on the details button **[…]** and select **Request to Attend Course** from the drop down menu.

6. Click and highlight the date that the training course is available.

Request a Course Booking

Employee Dashboard > Book A Course > Request a Course Booking

Select a Course

Schedule...	Location	Cost per P...	Objectives	Course ID	Course Na...	Availability
16-Jan-2...	Hcpc - 18...		The objec...	C01988	Panel Me...	Spaces Ava...
Add to w...			No suitab...	WaitList	Panel Me...	

Your Request Details

Reason *
Select reason for training

Appointment *
Please select an appointment

Comments *
Enter comments if required

7. If the status of the course is showing **No Available Spaces** click on and highlight the **Add to Waiting List** box. This will let the Partner team know that you would like to attend the course if any places become available.

8. In both cases, **Please enter a reason for training** and **Please Select an appointment** by selecting your relevant HCPC role from the drop down menu. **Please Enter a Comment** e.g. dietary requirements or insert 'N/A' in the free text box and click **Submit**. Please note that if you have more than one role, you need to populate the correct role with the relevant training. For instance, if you want to book a training course for visitors, select your visitor role from the dropdown menu on the **Appointment** box.

9. A message will be displayed confirming that you have booked in a course.
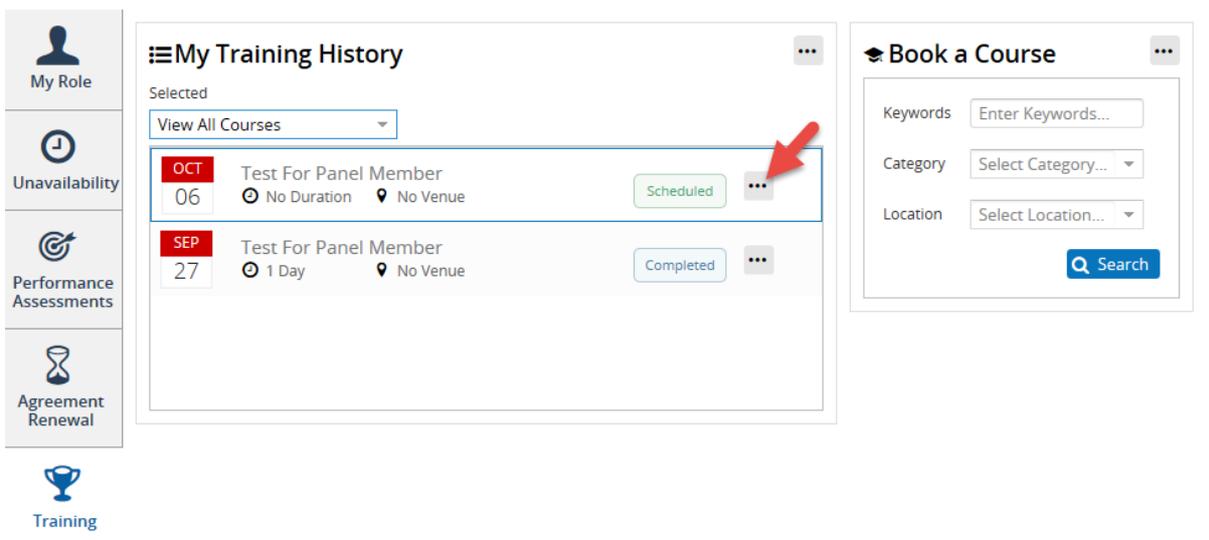
Cancel a Training Course

1. If you want to cancel your booking for a training course, log into your Partner Portal account and click on **Training**. All the training courses that you have booked will be displayed on **My Training History**, showing the status of your booking.
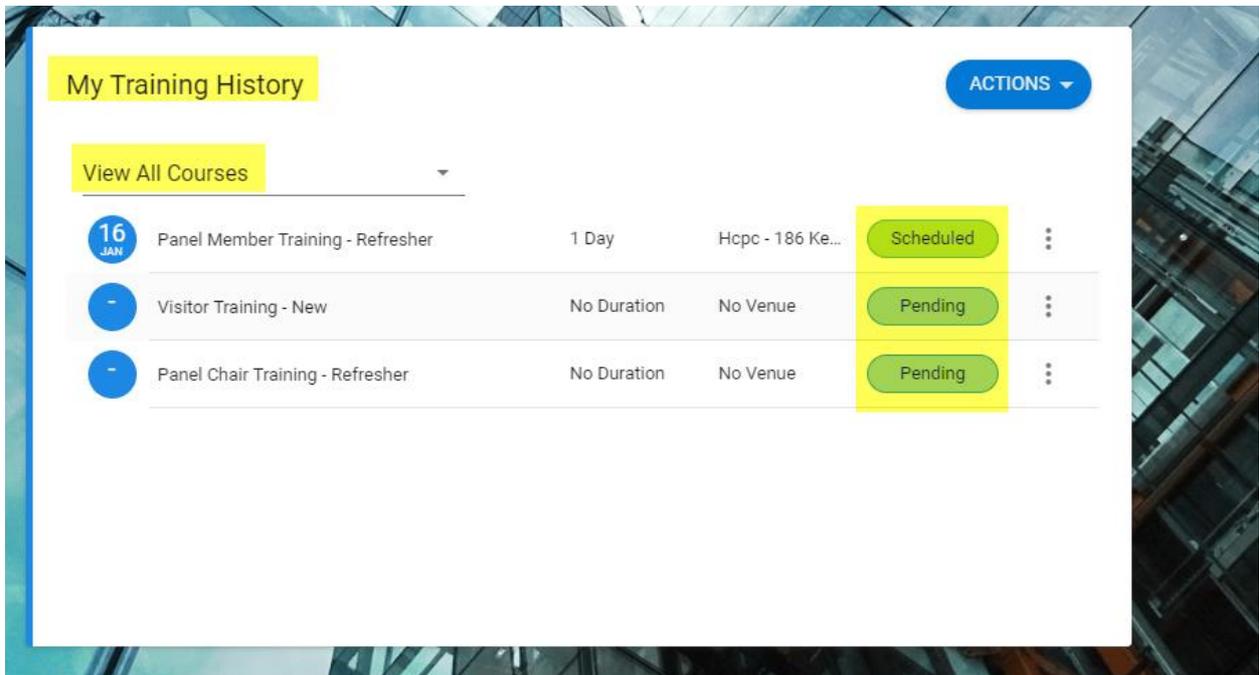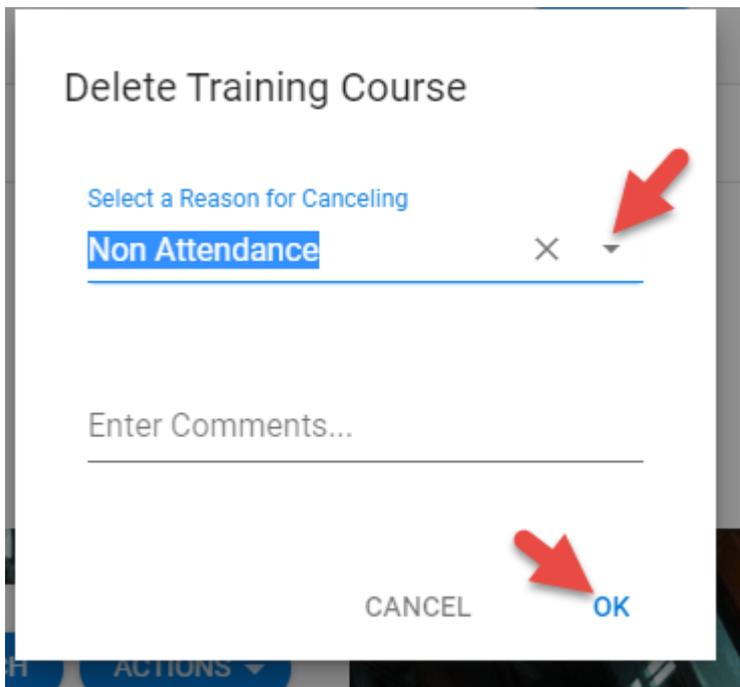

2. Identify the course you would like to cancel and click on the details button **[…]**.
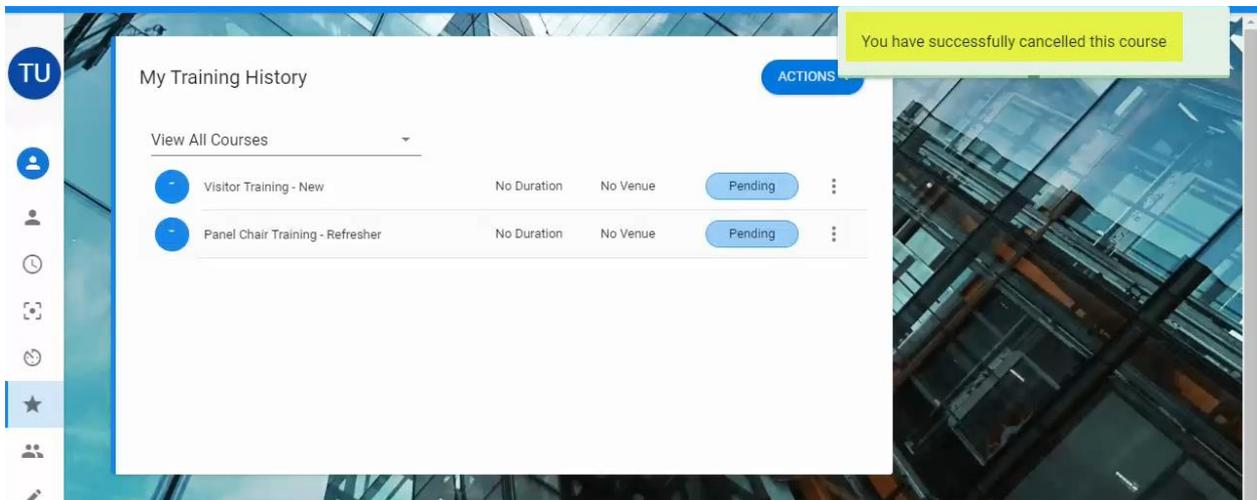

3. From the drop down menu, select **Cancel Course**.
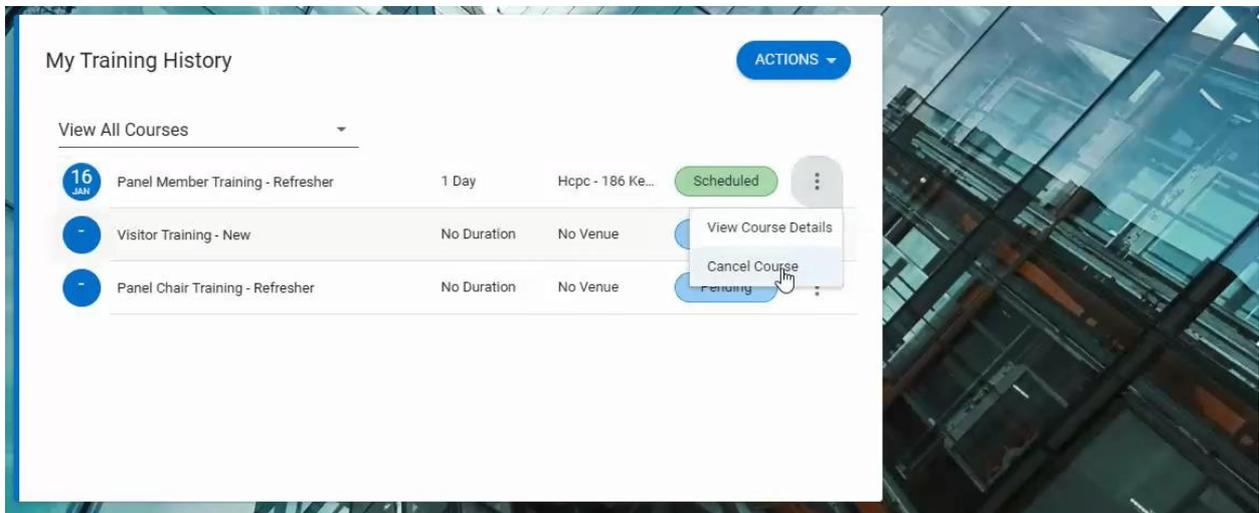
14. The **Cancel Course** window will come up. **Select a Reason for Cancelling** from the drop down menu, provide additional comments in the **Enter Comment** box and click **OK.**

5. A confirmation message will be displayed on top of your screen.

*Please note that if you want to rebook the training course that you have previously cancelled, you will need to contact the Partner team at partners@hcpc-uk.org.