



## Welcome to PD:Verified!

We're really pleased to welcome you to our register for faculty team members training the professionals of the future!

This document will guide you through the membership process and explain about all the various areas you will have access to once you are approved.

You will be able to create a public Profile page, where you can display images, video or audio; create a Gallery of images to show more about yourself; and detail your experience and achievements.

You can add your contact details or not, whichever you prefer, and we will only show the general location of where you operate on our searchable map in line with our data protection policy. You can, however, choose to display your full address if you prefer, but at your own risk.

You can contact us with any questions or feedback about PD:Verified:

- [pdverified@pdapproval.com](mailto:pdverified@pdapproval.com)
- (+44) 0333 577 0908

We look forward to welcoming you as a PD:Verified member.

**The PD:Verified Team**

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## The Application form

PD:Verified is open to anyone with a recognised tutor, assessor, internal quality assurer or external quality assurer qualification. Check your certificates against our criteria or give us a call if you are unsure.

First Name\*

Last Name\*

Email Address (this will also be your User Name)\*

Password\* (at least 8 chrs, upper and lower case letters and numbers)

Confirm Password\*

Address Line 1\*

Region\*

City\*

Country\*

Zip/Postal Code\*

Date of Birth\*

Membership Type (Choose 1 or more)\*

Presenter  Assessor  Internal Quality Assurer  External Quality Assurer  Tutor Level 3  Tutor Level 4  Tutor Level 5  Tutor Level 6 (ProfGCE)  Tutor Level 7 (PGCE)

Sectors (Choose 1 or more)\*

Health and Fitness  Hair and Beauty  Other - please specify

Your Public Profile\*

Visual Text

Paragraph **B** *I* U **ABC**

Delete as appropriate or write your own version.

**About me:**  
I (am newly qualified to) (have been working in) the education sector as part of a faculty team for (years/months/weeks) as a (tutor/assessor/internal quality assurer/external quality assurer) within a (school/college/university/private training company)

**My professional experience:**  
I have worked (in or across) (insert sector) delivering training in (insert qualifications).

DIV

Disciplines\* (new line each)

Please list the discipline(s) you are able to teach, assess and/or quality assurer, and the level if applicable (for example, Level 3 Personal Trainer, Level 4 Barbering etc)

Your region is required along with your city to pinpoint only your general local on the search map, in line with data protection.

If your sector is not listed here, you can add it by selecting **Other** so that it appears on your profile.

Use the pre-populated text to guide you in writing your public profile, which will go live as soon as you are approved. Anything in blue must be updated, and you can add any other relevant information you wish. Use the slider on the right to ensure you have completed each section.

Add the disciplines you teach in, and the level you are qualified to. As well as being visible on your page, this information will also help in the search function.

The screenshot shows a registration form with the following elements and callouts:

- File Upload:** A section titled "Upload your Curriculum Vitae and Relevant Certificates\* (max 5 uploads, max 10MB each; upload in a Zip folder if more)" with a "Choose Files" button (showing "No file chosen") and an "Add Another" button. A callout box explains: "Either upload five individual documents or Zip them together."
- Agreements:** Two checkboxes: "I agree to the Code of Conduct\*" and "I agree to the Terms and Conditions\*", both with "Yes" options. A callout box states: "Make sure you read the Code of Conduct and Terms and Conditions before you agree to them."
- Promo Code:** A text input field labeled "Apply Promo Code". A callout box notes: "If your training provider is one of our partners, they will be able to give you a promo code for a discount."
- Security:** A checkbox labeled "I'm not a robot" with a reCAPTCHA icon. A callout box says: "You will be directed to our PayPal Gateway to make payment either through your PayPal account or by card, and to add any promo code"

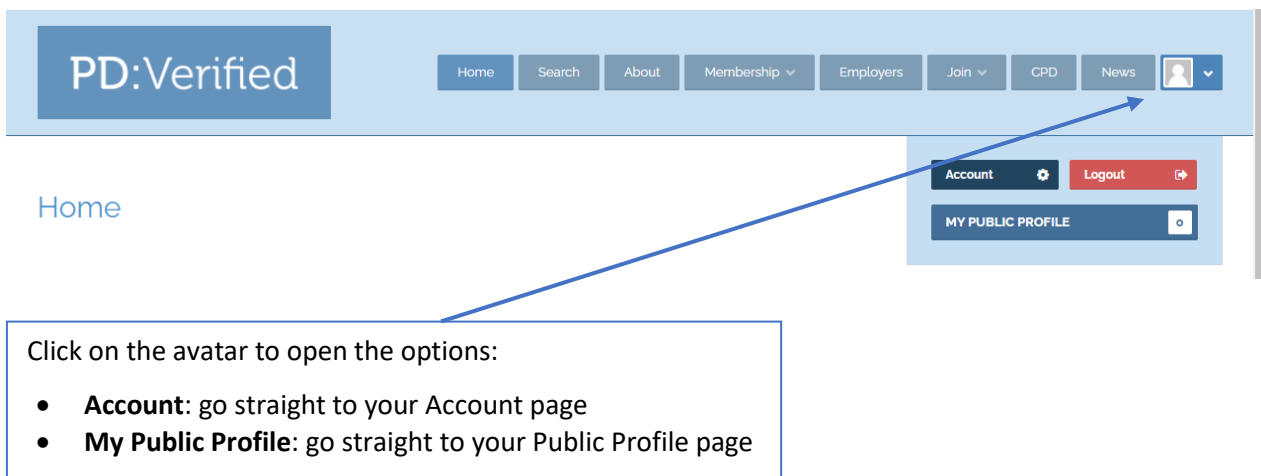
Once you have submitted your application and we receive your payment, your evidence will be reviewed and we will contact you by email to advise you of your approved status.

## Approval

Once approved, go to [www.pdverified.com](http://www.pdverified.com) and check out your personal Profile page using the Search tab. Log in and make any changes if necessary – these must be submitted and will be checked before they go live.



Once you enter your login details, you will have the option to go direct to your Account page or to your Public Profile.



## The Public Profile tab

This is what your pages will look like once you log in.

### Your tabs:

**Public Profile:** your live profile that you can edit.

**Media:** where you can store images and videos to add to your profile.

**Account:** your details which are not live

PD:Verified

This takes you back  
to the public website.

[View Site](#) [Log Out](#)

Public Profile Media Account

### Public Profile

1 item

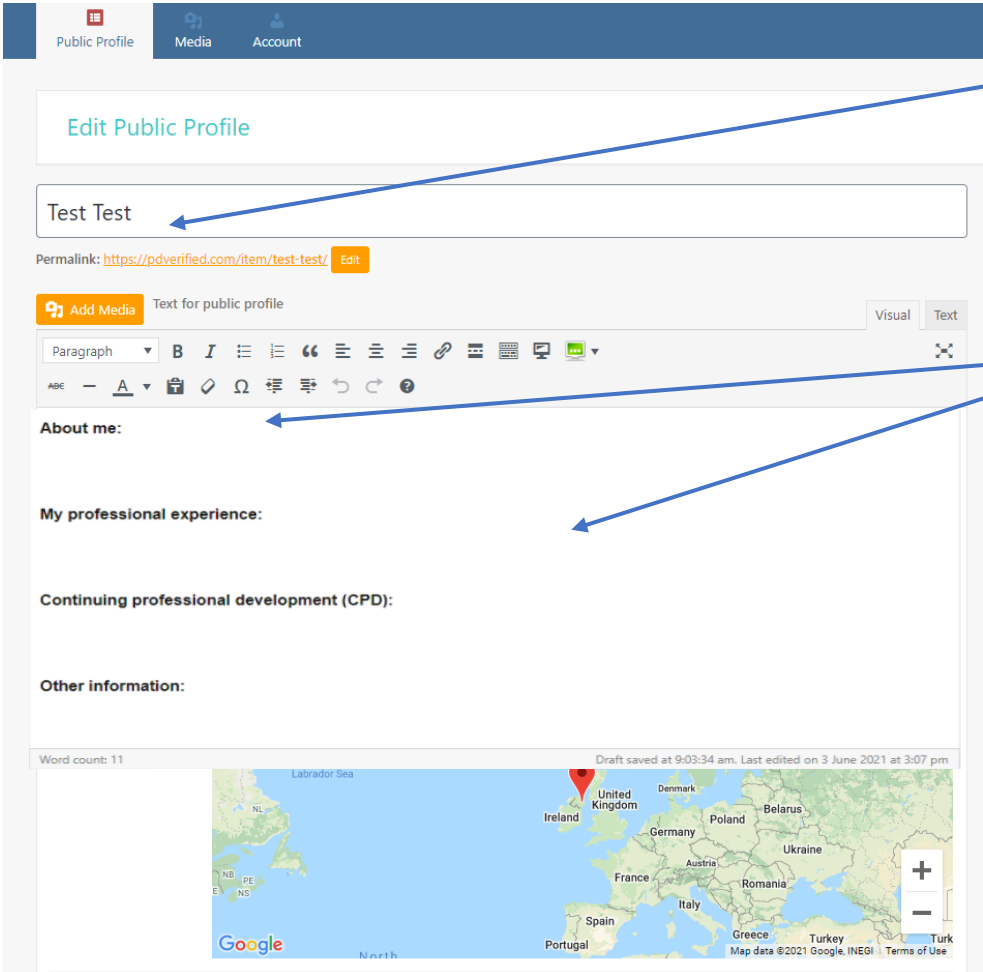
| Title                        | Sectors       | Skills                            | Disciplines  | Date                    | Item Author | Featured |
|------------------------------|---------------|-----------------------------------|--|-------------------------|-------------|----------|
| <a href="#">Example name</a> | Pilates, Yoga | Assessor, Tutor Level 6 (ProfGCE) | Barbering Level 2, Barbering Level 3, Level 3 Personal Trainer | Published<br>2021/06/07 | Marco Polo  | yes      |
| Title                        | Sectors       | Skills                            | Disciplines  | Date                    | Item Author | Featured |

Double-click on any of this hyperlinked text to take you to your pre-populated Public Profile

Under your **Public Profile** tab, you will see a profile has already been created for you using the information you provided in your application. You can edit it with more information as well as pictures and video, then submit to us for review using the **Update** button.

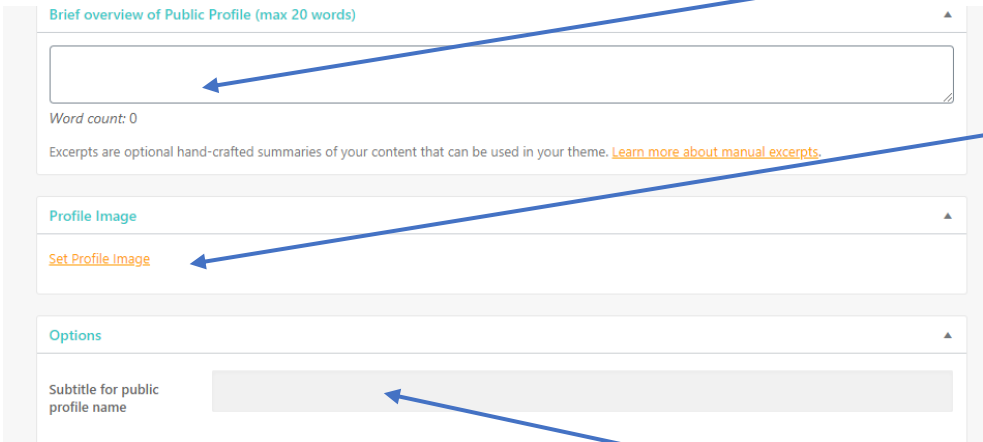
# Your Public Profile

First work your way down the lefthand side of the screen.



This will be your name as submitted on your form.

Check the information is correct and add more text if required – remember to use the Update button on the right of the text to send it to us to approve once you’ve finished.



Populate this field which will appear as a brief overview on the Search page.

Upload a head and shoulders shot, which will show up in the Search page and on your Profile page.

This subtitle will appear under your name on your Profile page.

The screenshot shows a profile editing form with several sections:

- Telephone:** A text input field for a telephone number related to the item.
- Additional telephone numbers:** A section with a list of numbers, currently empty, and a '+ ADD NEW ITEM' button.
- Email:** A text input field for an email address related to the 'Contact owner button'.
- Show Email:** A toggle switch (ON/OFF) to display or hide the email address on the page.
- Contact owner button:** A toggle switch (ON/OFF) to create a contact form on the page.
- SOCIAL MEDIA:**
  - Show:** A toggle switch (ON/OFF) to display or hide the Social Icons section.
  - Open links in new window:** A toggle switch (ON/OFF).
  - A list of social media links, currently empty, with a '+ ADD NEW ITEM' button.
- GALLERY:**
  - Show:** A toggle switch (ON/OFF).
  - A list of gallery items, currently empty, with a '+ ADD NEW ITEM' button.

Add your telephone number if you wish. You can add more than one.

Add your email address here – you can choose to display it on your Profile page or link it to the **Contact Owner** button.

To add links to your social media, turn **Show** to **On** then click on **New Item** to add the web address – **always start it with http://**

You can choose to display a gallery of images by using **Add New Item** to enter a title for your image and select an image from your Media tab.

From here, scroll back up the page to the tick boxes on the righthand side. In the **Disciplines** box, **Sectors** are listed with the relevant disciplines underneath them. First find your Sector, then tick the disciplines you are qualified in.

The **sector** you selected on your application form will automatically be populated here.

The **skill/s** you selected on your application form will automatically be populated here.

Your **sector** and **disciplines** will be populated here based on the information you have provided – check them to ensure they are correct.

The screenshot shows three selection panels:

- Sectors:** A list of sectors with checkboxes. 'Health and Fitness' is checked, while 'Hair and Beauty', 'Pilates', and 'Yoga' are not.
- Skills:** A list of skills with checkboxes. 'Assessor' is checked, while 'External Quality Assurer', 'Internal Quality Assurer', 'Presenter', 'Tutor Level 3', 'Tutor Level 4', 'Tutor Level 5', and 'Tutor Level 6 (ProfGCE)' are not.
- Disciplines:** A list of disciplines with checkboxes. 'Fitness' is checked, while 'Aqua', 'Back Pain', 'Cancer Rehabilitation', 'Cardiac Disease', 'Childrens Physical Activities', 'Chronic Respiratory Disease', and 'Disability' are not.



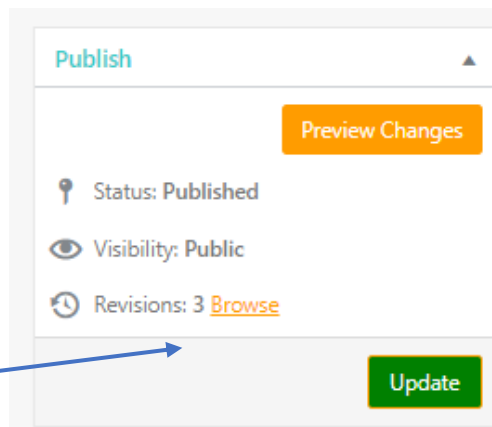
## Updating your Profile

If you add or amend information in your Profile page, you must submit it for approval. Any changes you make to the text on your page must go through our review process before going live.

At the top of the page on the righthand side you will see the **Publish** box.

Use the **Preview** button to see what your Profile page will look like before submitting it to us.

All the revisions made to your Profile page are recorded here

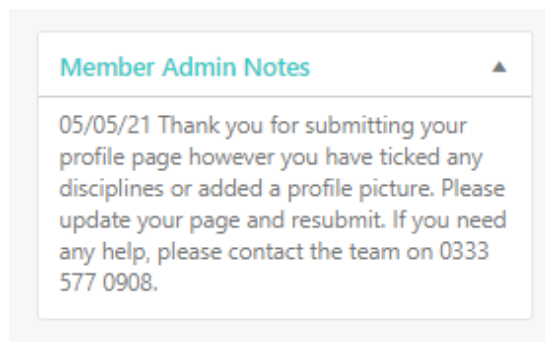


Once you have submitted your page for approval using the **Update** button, you will not be able to make any more amendments until the page is either approved or returned by the administrator because action is required.

If the administrator is unable to publish your amendments it is because there is something missing or incorrect in the information you have submitted. You will receive an email telling you that your changes have not been published and to visit your account so see more details. All the information about the actions required will be recorded in the **Member Admin Notes** at the top of the page.

Once your changes are approved and live, you will be notified by email to let you know.

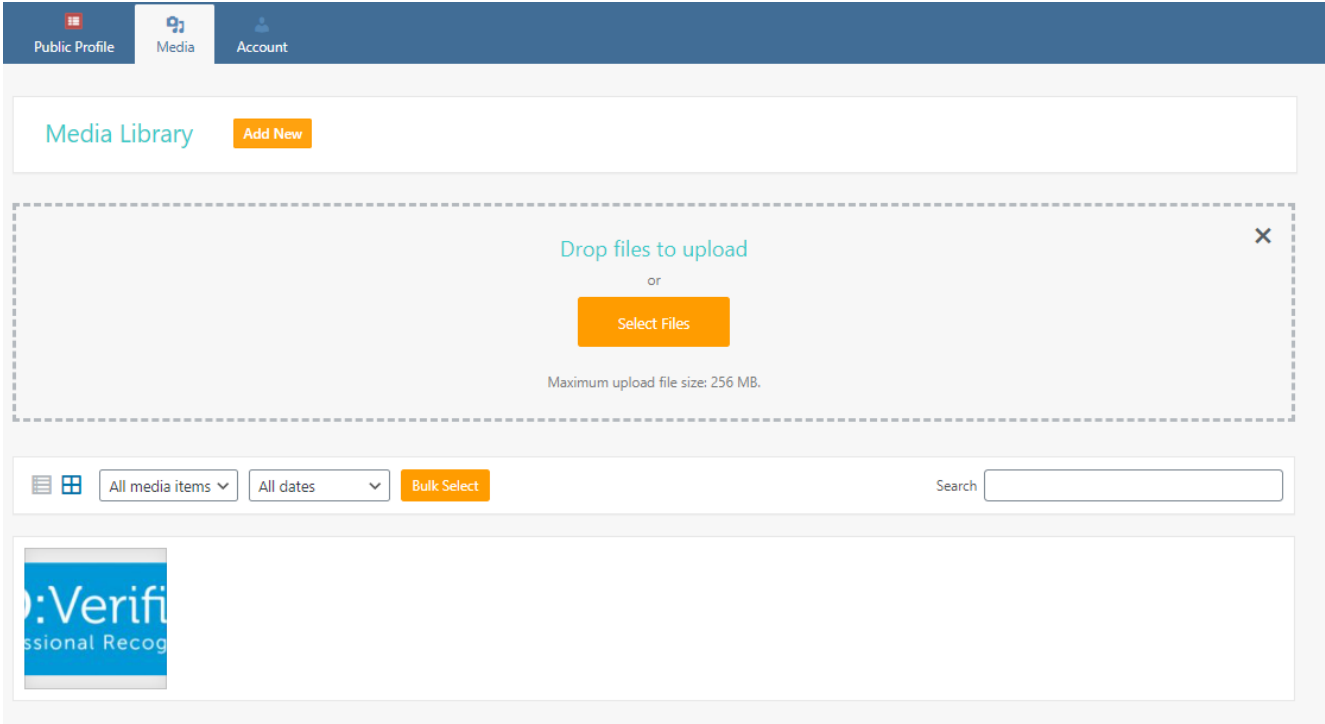
### Example message from the administrator



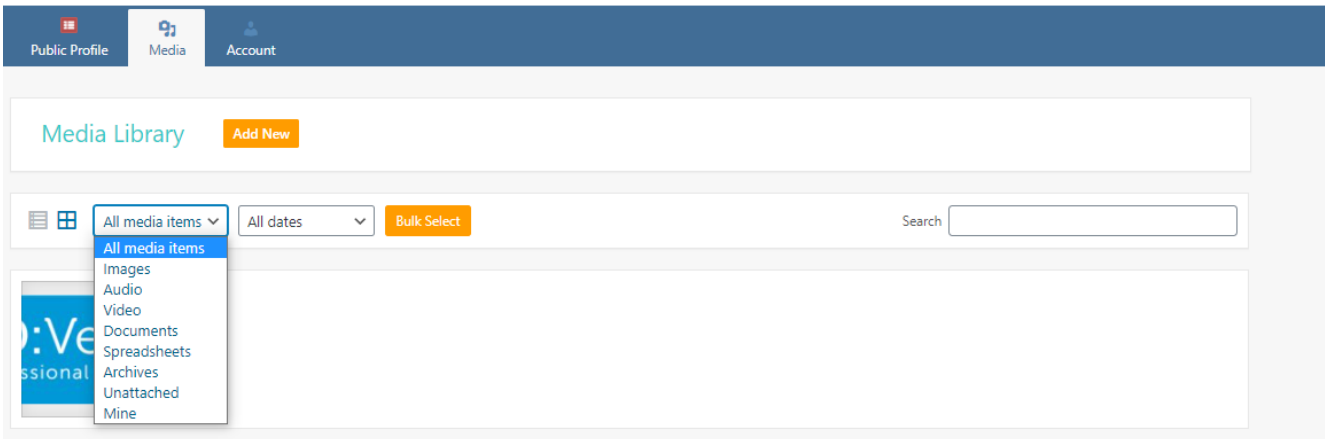
## The Media tab

The Media tab contains your Media Library where you can upload any documents, images, video etc that you would like to display on your Profile page, or evidence of continuing professional development (CPD) that you have achieved.

Simply select **Add New** to drag in or upload files. If you upload images whilst in your Profile page, they will be saved here also.



Thumbnails of your uploaded media will be displayed making it easy to locate, and there is also a search function to help you.



## The Account tab

The Account page is populated from your submission form and doesn't require you to change any of the details. Nothing on this page is shown on the Public Profile.

The screenshot shows the 'Account' tab in the PD:Verified user interface. The page is divided into several sections:

- Account Header:** Contains 'Welcome letter', 'Membership Certificate', and 'Log your continuing professional development' with corresponding 'Download' or 'Open' links.
- Language:** A dropdown menu currently set to 'Site Default'.
- Name Section:** Includes fields for 'Username' (pre-filled with 'beccywalls@yahoo.co.uk'), 'First Name', 'Last Name', and 'Nickname (required)'. A note states 'Usernames cannot be changed.'
- Display Name:** A dropdown menu for 'Display name publicly as'.

Callout boxes provide the following information:

- Welcome letter:** Open your Welcome letter which includes links to useful information.
- Membership Certificate:** Download your membership certificate here.
- Log your continuing professional development:** Use this link to submit details of your CPD for
- Username:** Your username will be the email address on your application form.
- Name Section:** These details are pre-populated from your submission form and do not appear on your Profile page.
- Display name publicly as:** This is only displayed in your account details.

None of these details are shown on your Profile page.

See overleaf for help on the rest of the page.

About Yourself

Account Management

New Password

Generate Password

You can generate a new password here – save it on your computer before using the Update button at the bottom of the page as it will disappear once you do!

Sessions

Log Out Everywhere Else

*You are only logged in at this location.*

Account

Membership Number

PDV-000013

Your membership number and your renewal date.

Expiration on

20/07/2022

Renew Account

Update