



## Workforce Development Service

### Guide to Sign up to “Learn & Develop with Bradford”

#### Accessing the system;

Please note, the Learn & Develop with Bradford system is the sister system to Bradford Councils internal Evolve system, it is our External facing site and is open to any individual who would like to access the training available. It will only show the learning aspect of Evolve, and is restricted depending on the organisation type and individual signs up as. There are various ways you can access the Learn & Develop with Bradford Website;

1. Via Bradford Councils Website

Bradford.gov.uk . > Education and skills > Training and development > Courses offered by Workforce Development, or, [Click Here](#)

The screenshot shows the City of Bradford Metropolitan District Council website. The header includes the council logo, a search bar, and navigation links for Business, Paying for services, Tourism, Your Council, and Report it now. The main content area is titled 'Council Services' and features a grid of service categories. The 'Education and skills' category is expanded to show 'Training and development', which includes 'Workforce Development Service' and 'Courses offered by the Workforce Development Unit' (highlighted with a red box). Other categories include Adult Social Care, Arts and culture, Benefits, Births, deaths and marriages, Browse all news, Business, Children, young people and families, Compliments and complaints, Consultations, Council Tax, Emergencies, and Environment.



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- Bradford.gov.uk > Business > Help for business > Training courses

[Click Here](#)

The screenshot shows the Bradford Council website. At the top, there is a search bar and social media icons. Below the navigation bar, the 'Council Services' section is displayed. A list of services is shown, with 'Business' highlighted. Under 'Business', 'Help for businesses' is expanded, and 'Training courses for businesses' is highlighted with a red box.

- Via the Learn and Develop with Bradford Facebook page. <https://www.facebook.com/LearnDevelopBfd/> click on the “book now” option and it will take you through to the system.

- Via the direct link below;

<http://bit.ly/2kqNPxz>

- If you search ‘Learn and Develop Bradford’ in Google Chrome, it is the 3<sup>rd</sup> option;

The screenshot shows a Google search for 'learn and develop bradford'. The search results are displayed, with the third result highlighted in yellow. The highlighted result is 'Learn & Develop Bradford - SABACloud.com' with the URL 'https://bradford-external.sabacloud.com/'.



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Once in the system you can browse the training that is offered by the department, via category, via the search option etc. To sign up for an account, select 'sign in'.

If you already have an account, your username is your e-mail address, the password you will have set yourself.

To sign up and set up an account select 'NEW ACCOUNT'

You will then be asked to complete all you're details, you are free to use a personal e-mail address, but **you must ensure you select your correct organisation type to view the relevant courses** from the dropdown list, this will ensure you have access to the appropriate courses with/without charge. If you are unsure as to which organisation type you belong to please contact one of our Learning Technicians on 01274 434503 or [evolve@bradford.gov.uk](mailto:evolve@bradford.gov.uk)