

JRCPTB ePortfolio training user guide December 2013

GUIDANCE FOR TRAINEES

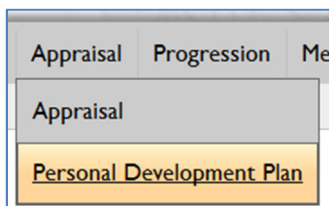
How to log Personal Development Plan

The Personal Development Plan is a tool that trainees can use to record their personal objectives and developments they want to achieve throughout their training. The PDPs can be signed off as achieved by the Educational Supervisor.

Follow the guide below on how to create the Personal Development Plan.

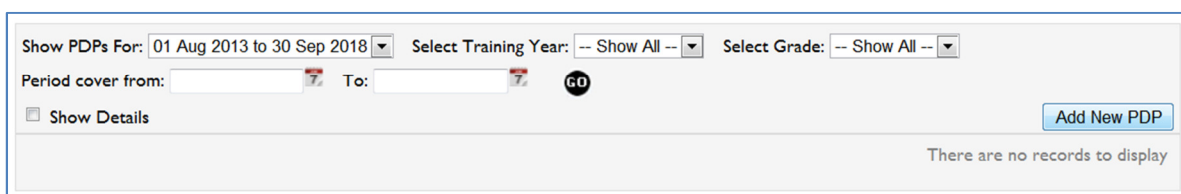
Step 1:

From the Appraisal menu bar select 'Personal Development Plan'.



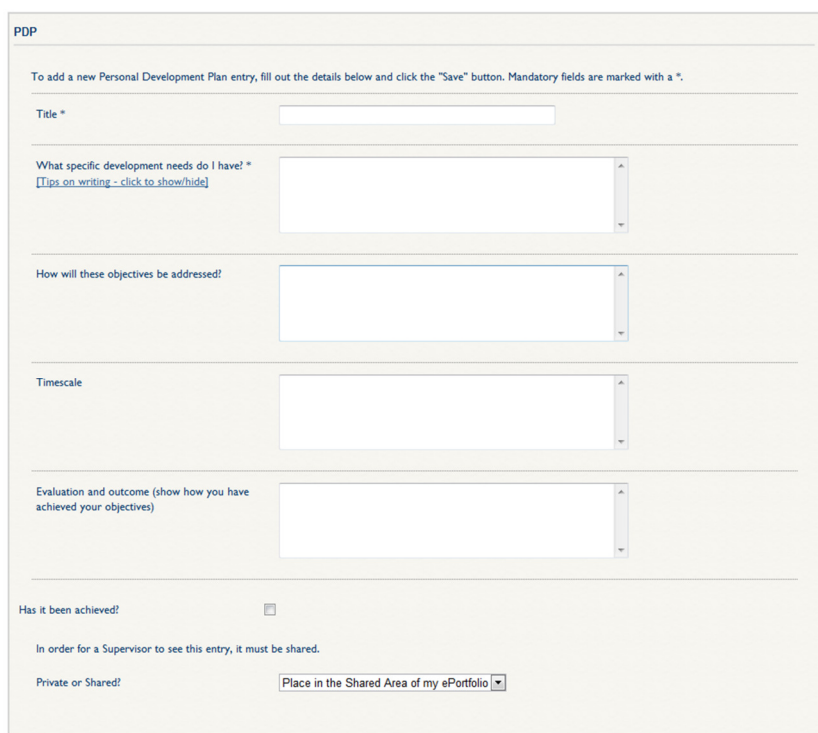
Step 2:

Select 'Add New PDP' to create a new plan.

A screenshot of a filter interface for Personal Development Plans. It includes dropdown menus for 'Show PDPs For:' (01 Aug 2013 to 30 Sep 2018), 'Select Training Year:' (-- Show All --), and 'Select Grade:' (-- Show All --). Below these are input fields for 'Period cover from:' and 'To:', both with a calendar icon and a 'GD' icon. There is a checkbox for 'Show Details' and a blue button labeled 'Add New PDP'. At the bottom right, it says 'There are no records to display'.

Step 3:

Complete the PDP form.

A screenshot of the 'PDP' form. At the top, it says 'To add a new Personal Development Plan entry, fill out the details below and click the "Save" button. Mandatory fields are marked with a *.' The form has several sections: 'Title *' with a text input field; 'What specific development needs do I have? *' with a text area and a link '[Tips on writing - click to show/hide]'; 'How will these objectives be addressed?' with a text area; 'Timescale' with a text area; 'Evaluation and outcome (show how you have achieved your objectives)' with a text area; 'Has it been achieved?' with a checkbox; and 'Private or Shared?' with a dropdown menu set to 'Place in the Shared Area of my ePortfolio'.

You can choose to share the PDP with your supervisors or keep it private. By keeping it private, no one will have access to this form.

Step 4:

Once you have saved the form, it will appear under the PDP page of the ePortfolio.

Show PDPs For: 01 Aug 2013 to 30 Sep 2018 Select Training Year: -- Show All -- Select Grade: -- Show All --

Period cover from: To:

Show Details

1 - 1 records displayed out of 1

sort by Last Modified (DESC) items per page 10 page 1 of 1

Title	Date Modified	Achieved?	Shared?	ePortfolio Actions
TEST	07/10/2013	X	✓	Edit Delete Links

Step 5:

You can filter the display of the PDPs by training date, year or grade. Alternatively you can select 'Show All' and this will display all the PDP entries.