

Professional Competence



This document describes how to access and download any entries you made in ePortfolio for Professional Competence that contributed to, or were associated with, your Annual Statements for 2017-2018. This data is scheduled for deletion on 4 August 2023

You are not obliged to download historic material if it is no longer relevant to you.

It is possible to download the majority of your records as reports. Your documents and Annual Statements need to be downloaded separately.

The CPD and Audit reports contain the data that contributed to your Annual Statement for the relevant year. If you recorded any CPD or Audit activities for a particular year after the statement was generated, the corresponding data will be found in the report for the following year.

If you did not record CPD or Audit in the relevant year, the corresponding report will be blank.

Contents

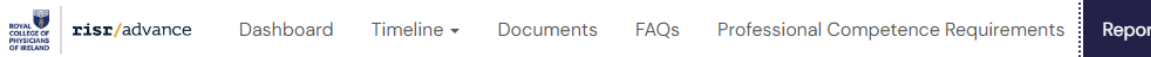
Accessing data reports	2
Choose the report you wish to download	2
Filter for a specific year	3
Download your report	4
Accessing Annual Statements	5
Accessing your evidence documents	7
Support	7

Accessing data reports

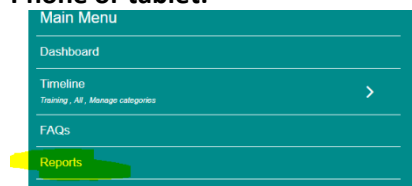
This section covers how to access and download your CPD, Audit, Personal Development Plans and any Absences from Practice that contributed to, or were associated with, your Annual Statement for 2017-2018

- Log in to your ePortfolio
- Click on “Reports”

PC or laptop:

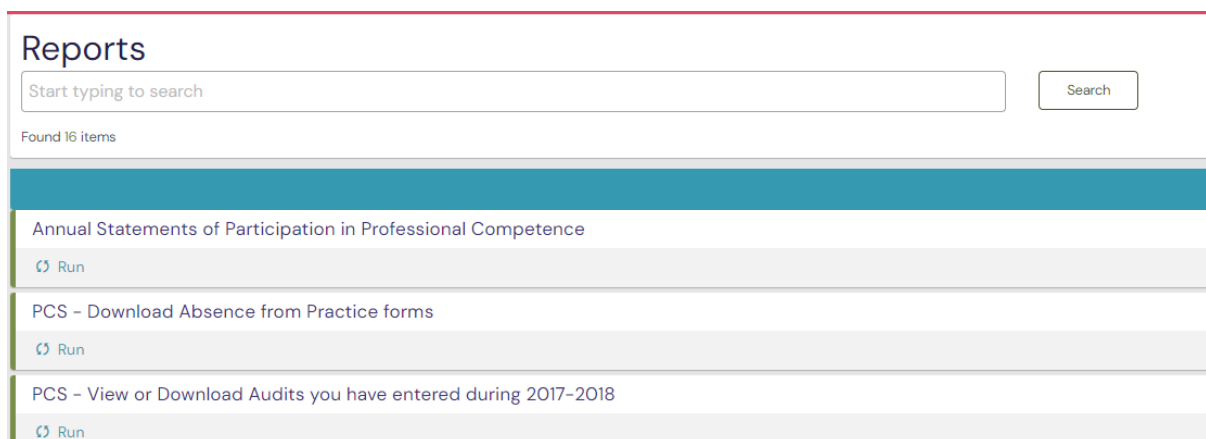


Phone or tablet:



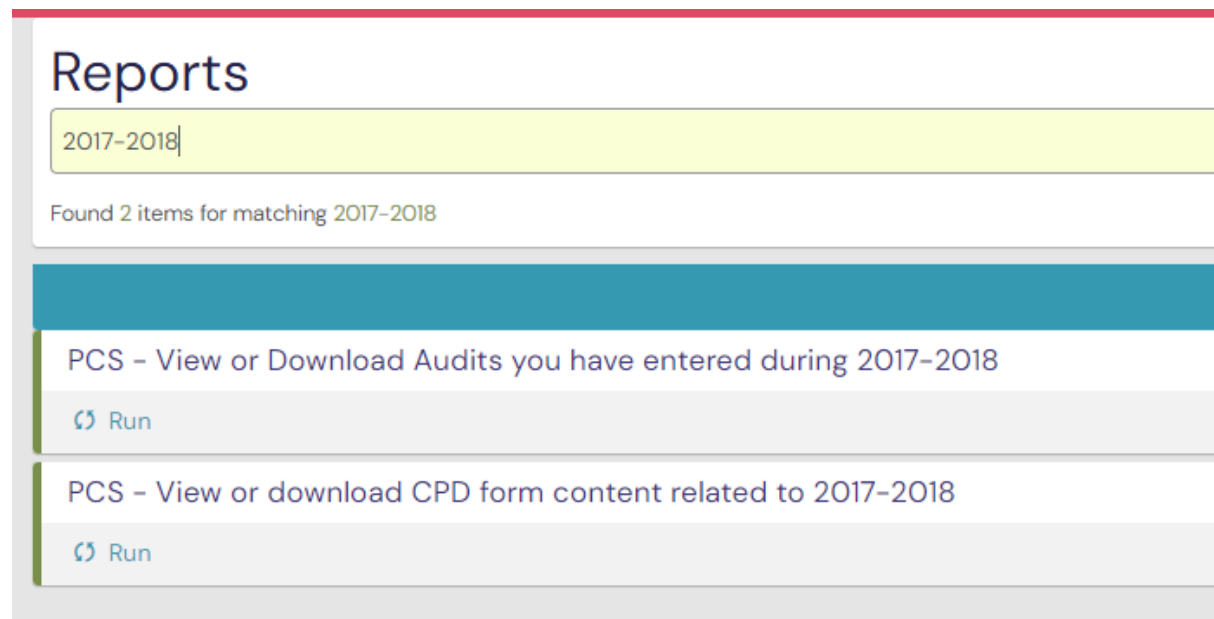
Choose the report you wish to download

There may be a lot of reports available to you if you have more than one role (e.g. Trainer, Past or Current Trainee). There is an option at the top of the screen to filter for the report(s) you want to find



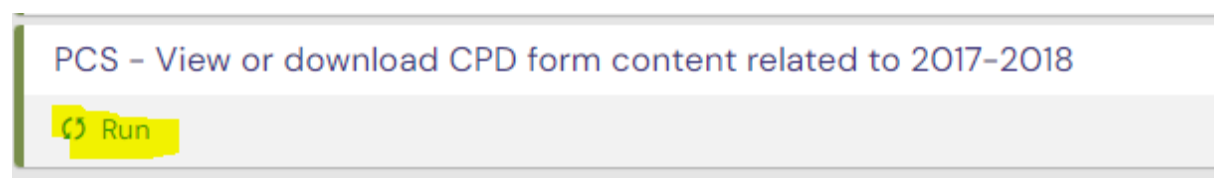
Filter for a specific year

You can filter for a specific year by typing it in the search box



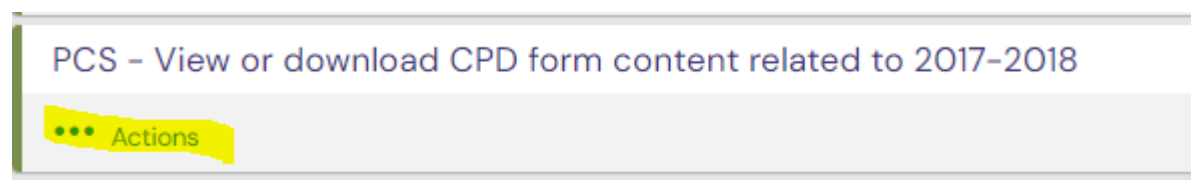
The screenshot shows a web interface with a red header bar. Below it, the word "Reports" is displayed in a large, dark blue font. Underneath, there is a yellow search bar containing the text "2017-2018". Below the search bar, a message states "Found 2 items for matching 2017-2018". There are two report items listed, each with a blue header bar and a light gray action bar. The first item is titled "PCS - View or Download Audits you have entered during 2017-2018" and has a "Run" button with a circular arrow icon. The second item is titled "PCS - View or download CPD form content related to 2017-2018" and also has a "Run" button with a circular arrow icon.

On your PC or Laptop click “Run” (appears under the name of the report



This is a close-up screenshot of the second report item from the previous image. It shows the title "PCS - View or download CPD form content related to 2017-2018" in blue text. Below the title, in the light gray action bar, the "Run" button with a circular arrow icon is highlighted with a yellow rectangular box.

On your mobile device, click “Actions”



This is a close-up screenshot of the same report item as in the previous image, but for a mobile device. The title "PCS - View or download CPD form content related to 2017-2018" is visible. In the light gray action bar, the "Actions" button, which includes a three-dot menu icon, is highlighted with a yellow rectangular box.

Download your report

You can download the report as a .PDF or a .CSV file. We recommend you choose the **.CSV** file type as the number of columns in some reports mean your information will not display well in a .PDF file

PCS – View or download CPD form content related to 2017–2018

Generate

Export as csv file

Download PDF

Created Date	Start Date	End Date	CPD Category	CPD Credits	Title	Location	Key Learning and Impact on practice	Domains of Good Professional Practice	Preview
--------------	------------	----------	--------------	-------------	-------	----------	-------------------------------------	---------------------------------------	---------

Tips after download:

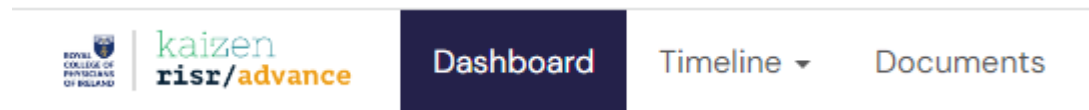
If you wish to remove the date stamp from the start and end date of your records you can find instructions on this page : [How to remove TimeStamp in Excel](#)

If you have a high number of CPD entries we recommend that you download the file in the .csv format and use the Excel pivot table option to provide a summary of your entries.

You can find instructions on how to create a pivot table here: Microsoft: [Excel Help & Training](#) **PivotTables**

Accessing Annual Statements

To access your Annual Statements, go to your Dashboard



The third box on your dashboard lists all the Annual Statements that have been issued to you. In this example you can see that the earliest statement was issued on 16 May 2017, meaning that it represents the 2016-2017 Annual Statement.

Annual Statements of Participation in Professional Competence	
Issue Date	Preview
18 May, 2023 15:10	Preview
18 May, 2022 15:18	Preview
12 May, 2021 14:28	Preview
15 May, 2020 9:41	Preview
14 May, 2019 10:38	Preview
14 May, 2018 15:03	Preview

Click on “Preview” to get to the Statement

Click the “Show 1 documents” button

Annual Statement

[Open in a new tab](#)

● COMPLETE

Event occurred on: 14 May, 2018

Created on: 14 May, 2018

 Attached documents:

[Show 1 documents](#)



Annual Statement
of Participation
for 01 May 2013
and 30 April 2018
PDF SHARED

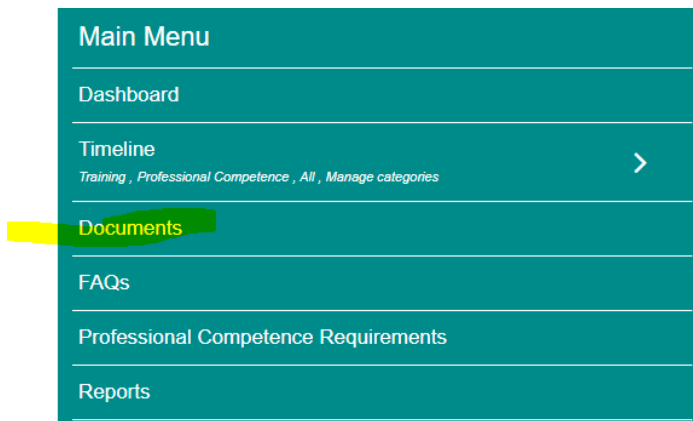
Click the statement name to download a .pdf

Accessing your evidence documents

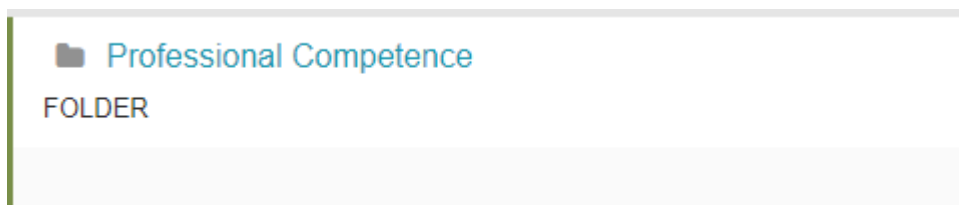
Click on “Documents” in the navigation bar on your PC or laptop



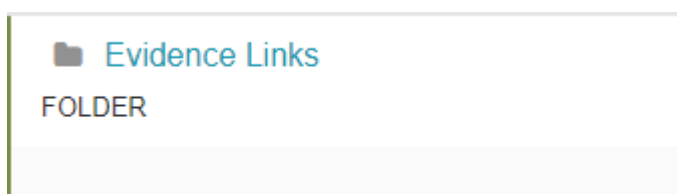
Or your mobile device



For documents uploaded before 2019, choose the “Professional Competence” folder



Choose the “Evidence Links” folder



You will need to access each sub folder individually to download the documents

Support

If you require any clarification of these instructions, or need help with downloading your material, please contact us by email to professionalcompetence@rcpi.ie