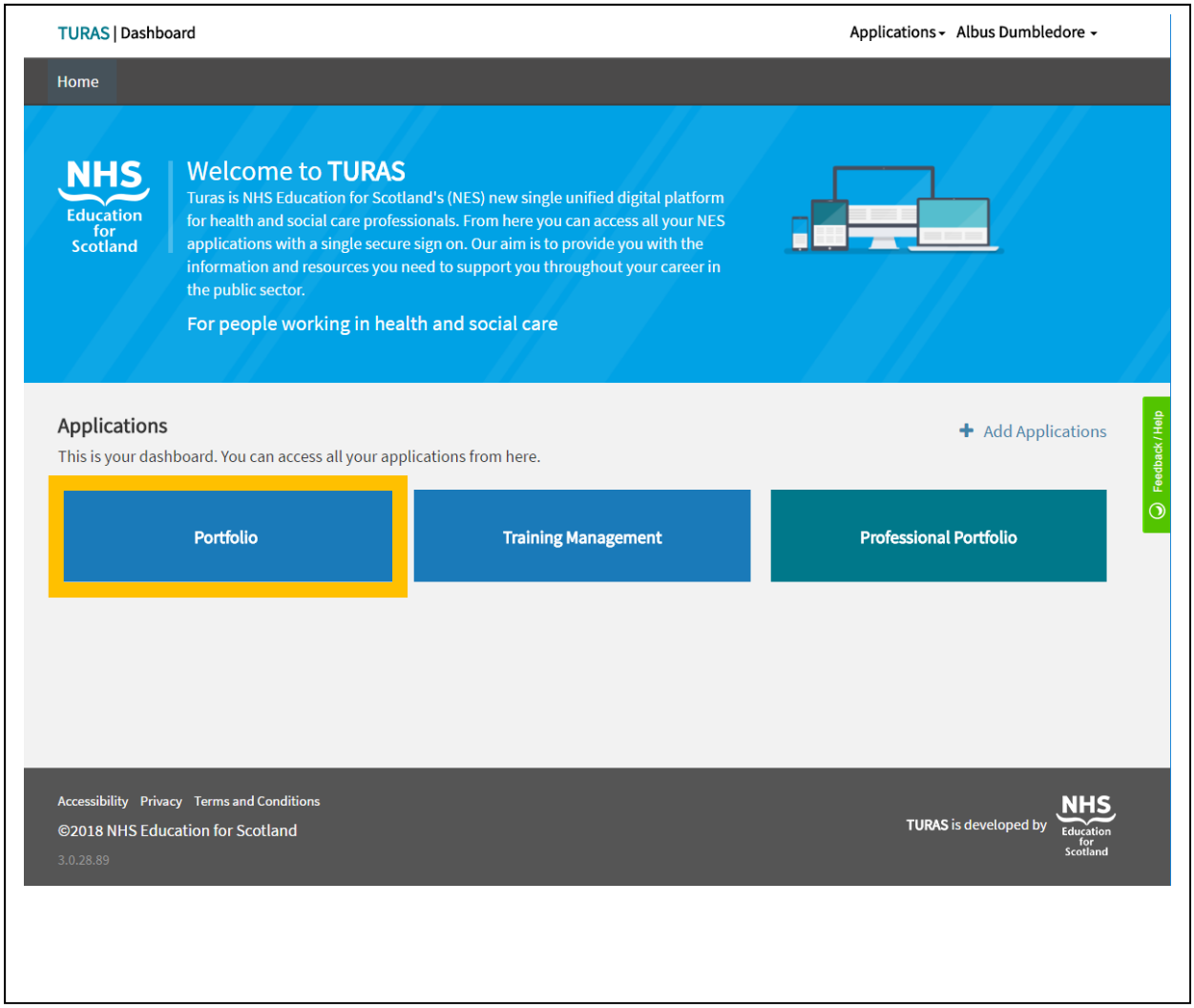
TRAINERS
HOW TO COMPLETE A SUPERVISOR/MEETING FORM

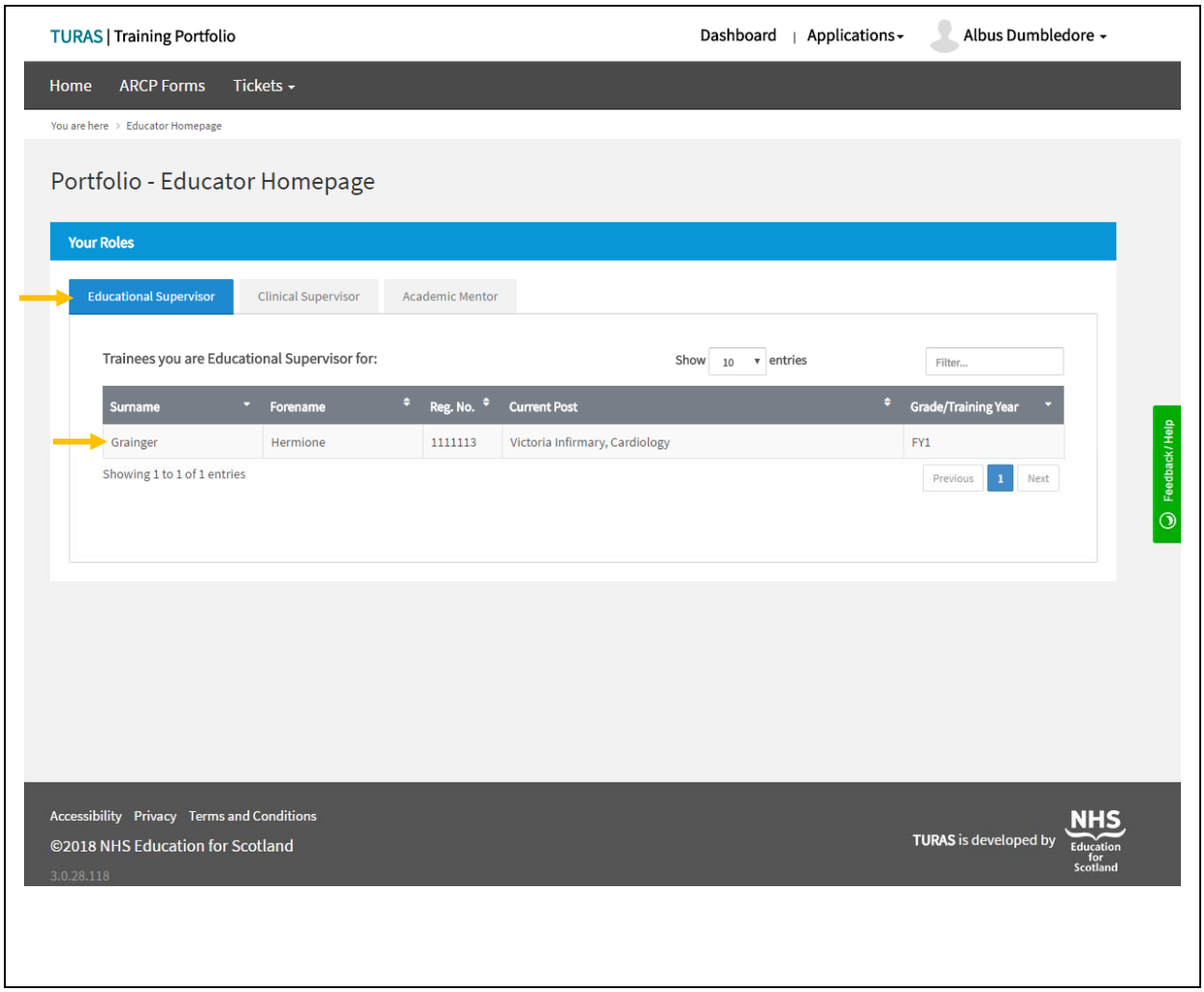
Step 1

Once logged into Turas, select the Portfolio application from your Turas Dashboard



Step 2

You will be taken to your Educator Homepage. Here you will be able to access the portfolio profiles of trainees with your specific role in mind. Separate tabs are provided for your various roles (if you have them).
Select the role for which you are acting under for this form (in this example it's "Educational Supervisor"). From the list of trainees, select the trainee for whom you wish to complete a meeting form by clicking their name.

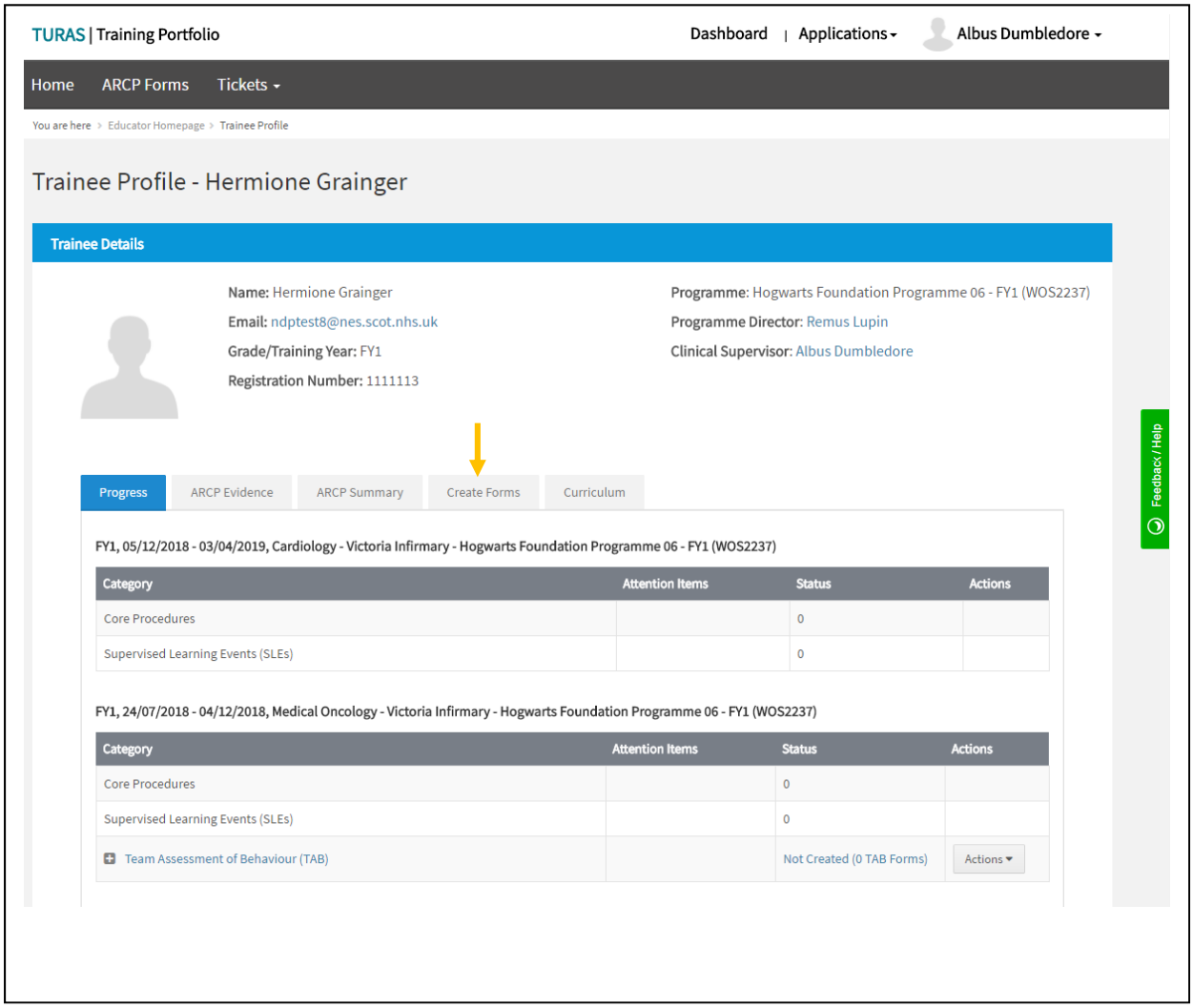


If you find that you do not have access to a role you'd expect then it is likely that this role hasn't been assigned to you. If you need a role to be added to your account then please contact the relevant Foundation School

If you do not find a trainee you'd expect to see in this list then it is likely that you haven't been linked to them yet, or that your link to the trainee has expired. In this case please contact the relevant Foundation School.

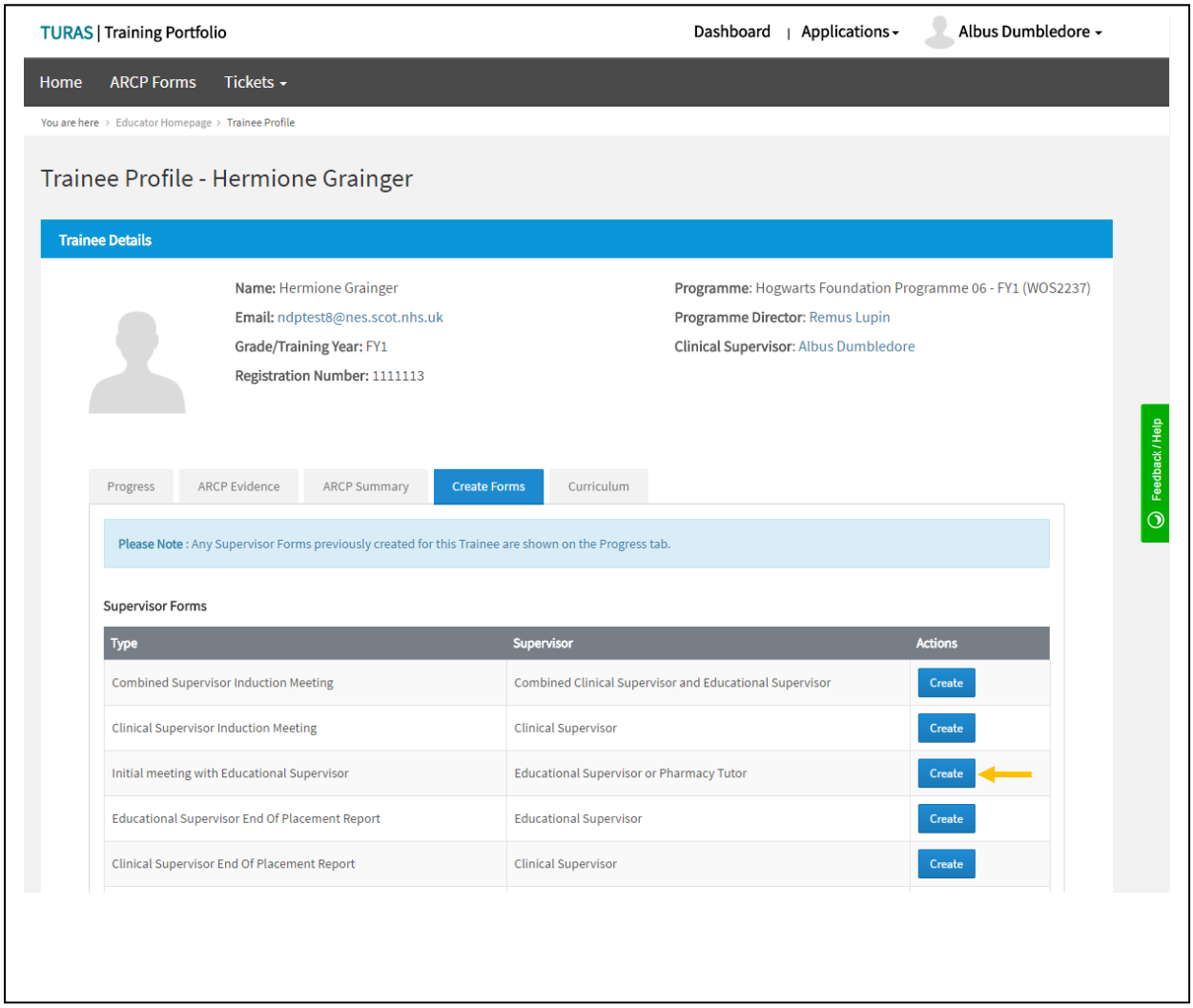
Step 3

You will be taken to your trainee's portfolio profile.
A number of tabs provide different information and available actions for this trainee.
Choose the "Create Forms" tab.



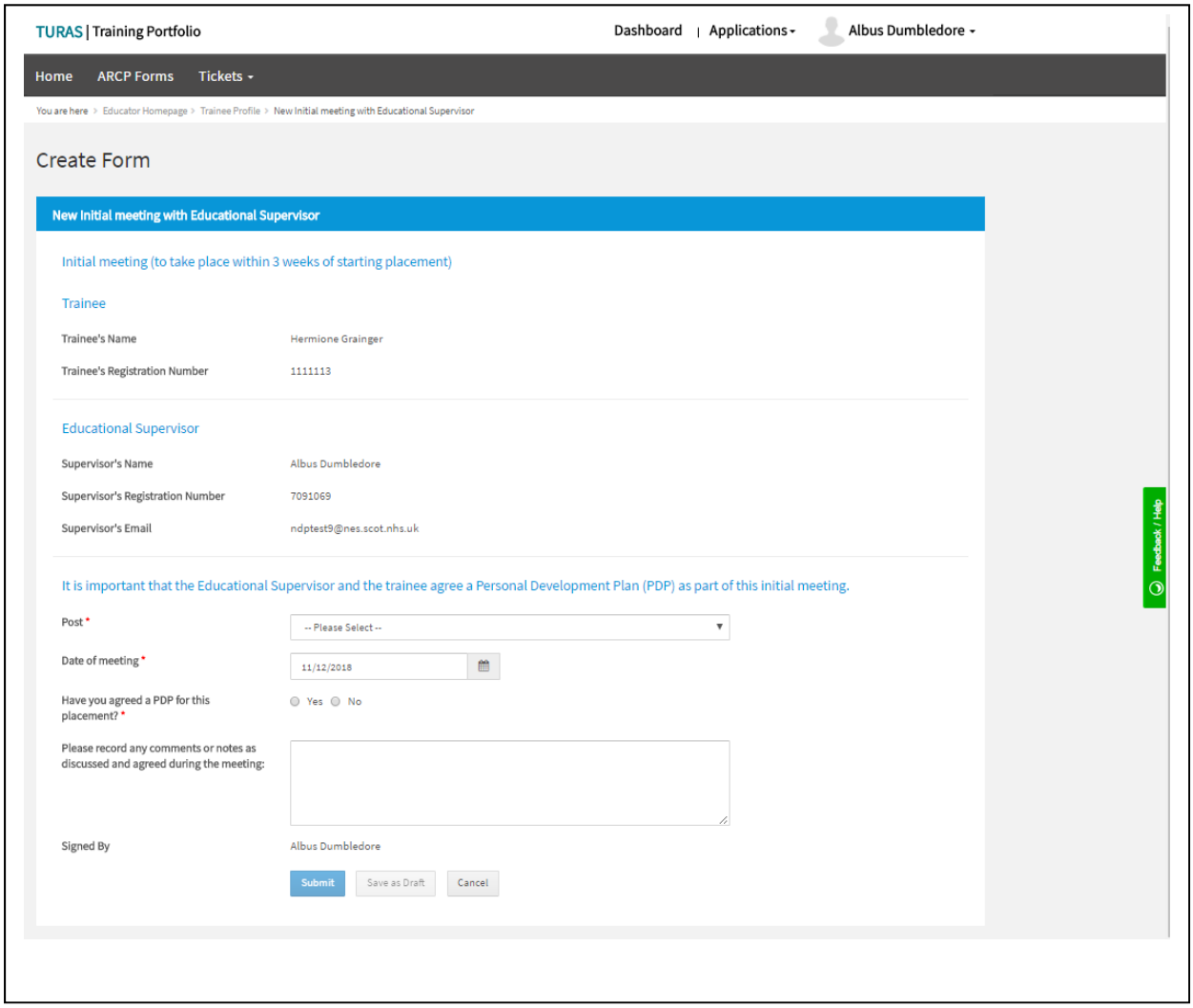
Step 4

You will now see a list of forms for which you have permission to create.
Simply click the "Create" button adjacent to the form you wish to create (we'll use the Initial meeting with Educational Supervisor form for this example)



Step 5

The chosen form will appear for completion.
Complete the fields you wish to, then select “Submit” if you are happy for the contents are final, or “Save as Draft” if you wish to return to complete the form later.

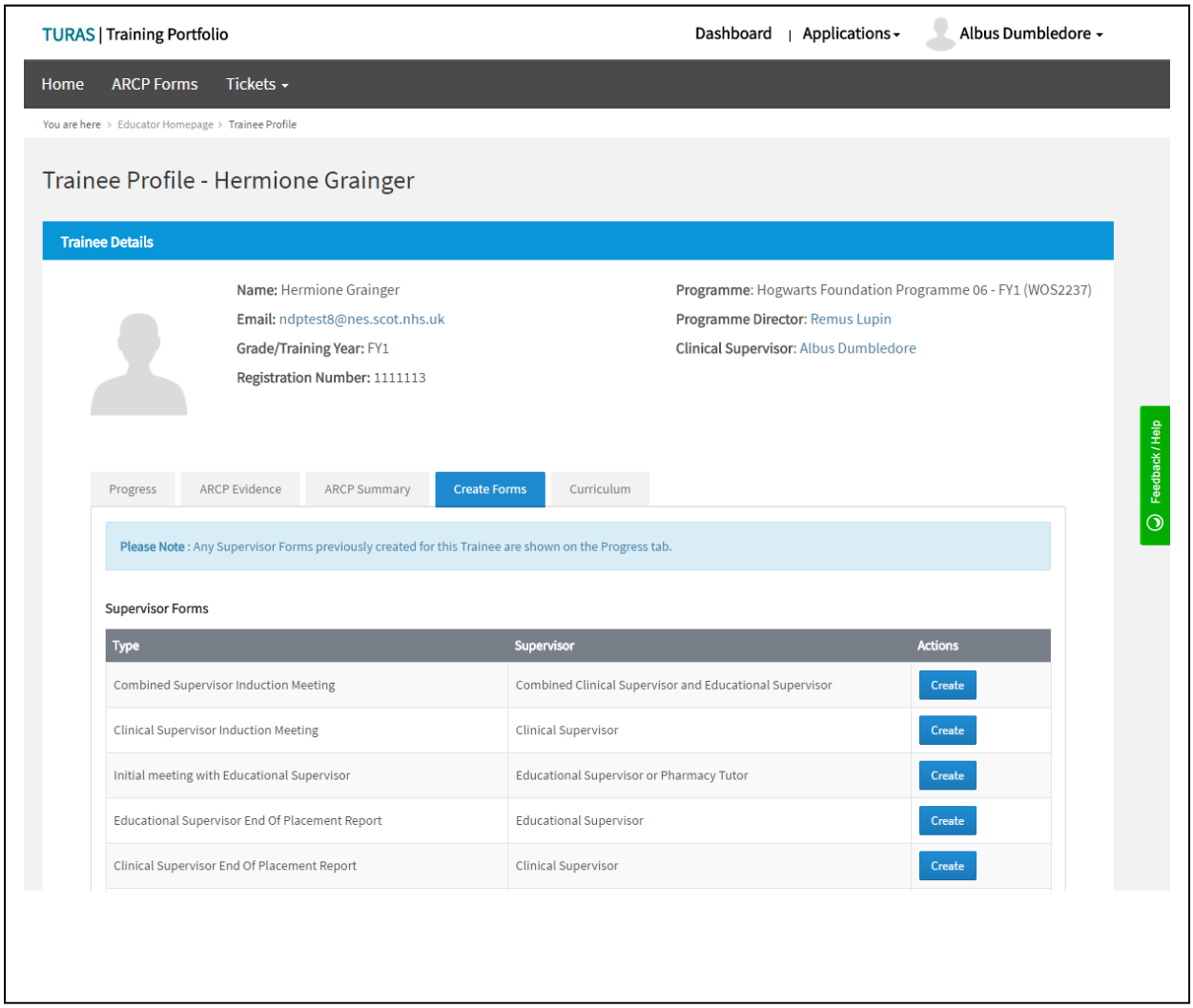


All fields marked with an asterisk (*) are mandatory. You won’t be able to Submit a form until all mandatory fields have been filled.

If you are unsure how to answer a particular field then please seek guidance from your Foundation School.

Step 6

Once you've selected to submit the form you'll be directed back to the "Create Forms" page.



The form you've just Submitted or Saved as Draft will now appear under the Progress tab (along with all previously saved Supervisor forms). For forms where Save as Draft was chosen, these can be edited by choosing Update from the actions adjacent to the form in the Progress tab.

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