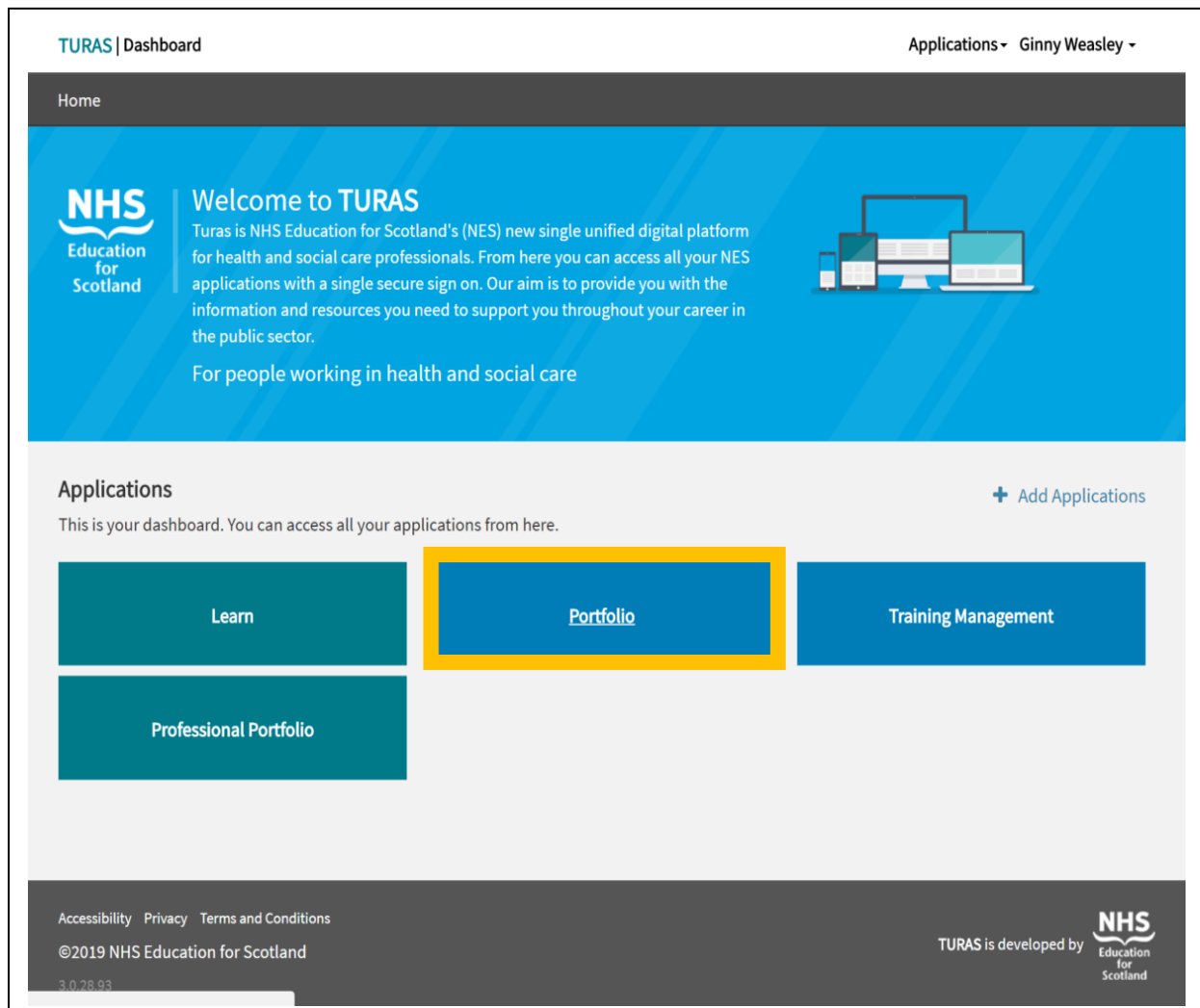


ADMINISTRATORS

HOW TO VIEW CORE (MANDATORY) AND NON-CORE (ADDITIONAL) LEARNING IN THE PORTFOLIO

Step 1

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



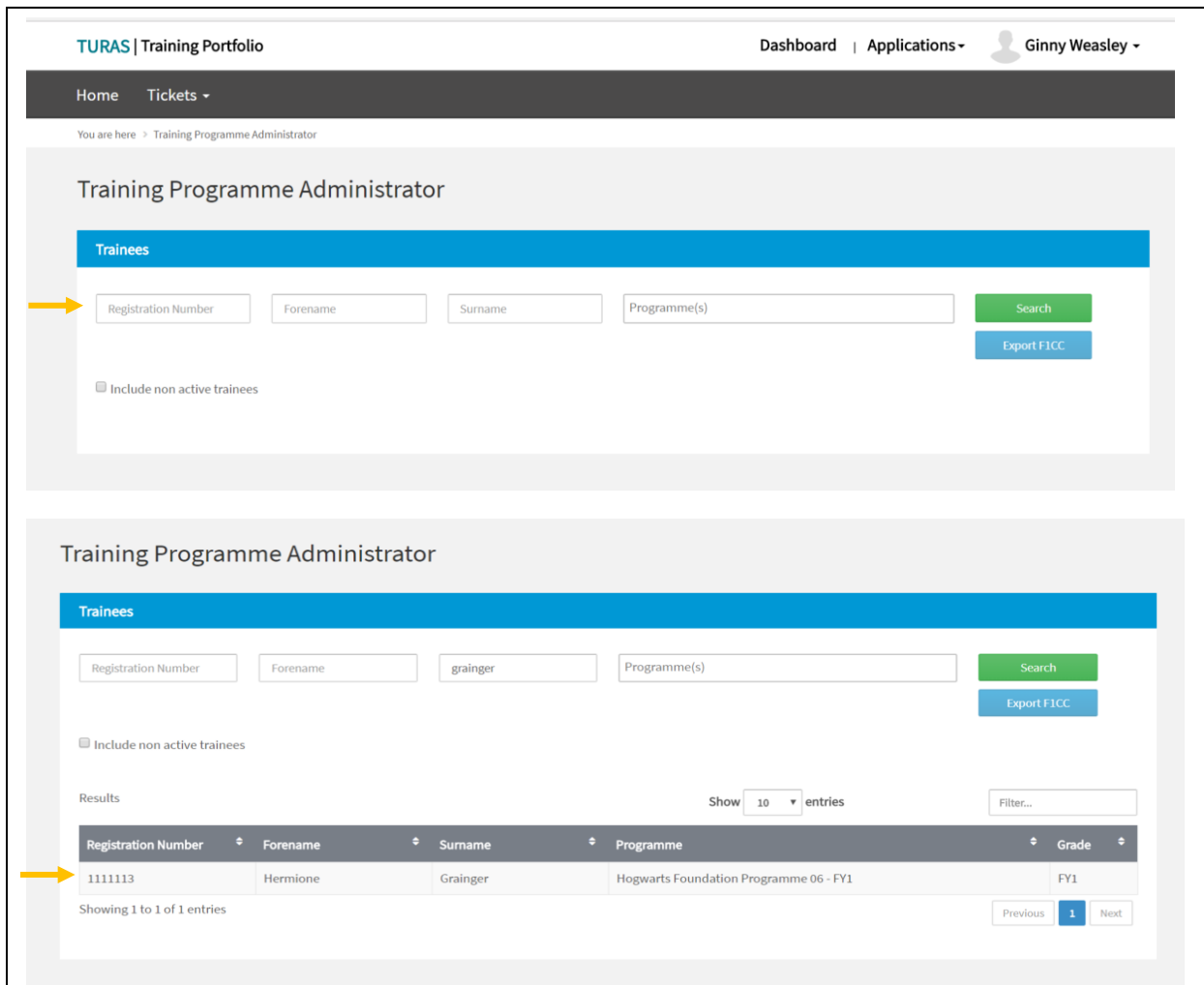
The screenshot shows the TURAS Dashboard interface. At the top, there's a header with "TURAS | Dashboard" on the left and "Applications ▾ Ginny Weasley ▾" on the right. Below the header is a dark grey bar with "Home". The main content area has a blue background with the NHS Education for Scotland logo on the left. The text "Welcome to TURAS" is followed by a paragraph: "Turas is NHS Education for Scotland's (NES) new single unified digital platform for health and social care professionals. From here you can access all your NES applications with a single secure sign on. Our aim is to provide you with the information and resources you need to support you throughout your career in the public sector." Below this is the text "For people working in health and social care". To the right is an illustration of a laptop and a tablet. Below the main content area is a section titled "Applications" with a subtext "This is your dashboard. You can access all your applications from here." and a "+ Add Applications" link. There are four application tiles: "Learn", "Portfolio" (highlighted with a yellow border), "Training Management", and "Professional Portfolio". At the bottom, there's a footer with links for "Accessibility", "Privacy", and "Terms and Conditions", the copyright notice "©2019 NHS Education for Scotland", the version number "3.0.28.93", and the text "TURAS is developed by NHS Education for Scotland".

Step 2

You will be taken to the Training Programme Administrators – Homepage. From the page you can search for current trainees, or include non-active trainees by selecting the check box, by either:

- Registration Number (GMC)
- Forename
- Surname
- Programme
- Or a combination
- Then Click Search

Your search results will be returned. Select the trainee by clicking on their name (line)



The screenshot displays the 'TURAS | Training Portfolio' interface. The top navigation bar includes 'Dashboard' and 'Applications', with a user profile for 'Ginny Weasley'. The main content area is titled 'Training Programme Administrator' and features a 'Trainees' section. This section contains search input fields for 'Registration Number', 'Forename', 'Surname', and 'Programme(s)', along with 'Search' and 'Export FICC' buttons. A checkbox for 'Include non active trainees' is also present. Below the search area, the results are displayed in a table. The table has columns for 'Registration Number', 'Forename', 'Surname', 'Programme', and 'Grade'. A single result is shown for 'Hermione Grainger' in the 'Hogwarts Foundation Programme 06 - FY1'.

Search Interface:

Registration Number: Forename: Surname: Programme(s):

☐ Include non active trainees

Results:


| Registration Number | Forename | Surname | Programme | Grade |
|---------------------|----------|----------|--|-------|
| 1111113 | Hermione | Grainger | Hogwarts Foundation Programme 06 - FY1 | FY1 |

Showing 1 to 1 of 1 entries

Step 3

Select the Progress Tab and scroll to Additional Learning.

Trainee Profile - Bertie Balloons



Name: Bertie Balloons
Email: balloon@example.com
Grade/Training Year: FY2
Registration Number: 3434345

Programme: Acute Care Common Stem - Acute Medicine East (EOS404E)
Programme Director: Eddie Flowers
Educational Supervisors: Yoda Jedi, Fred Bassett
Clinical Supervisor: Fred Bassett

Progress
 ARCP Evidence
 ARCP Summary
 Curriculum
 Attention Item Summary 13
 PSG

Helpdesk

Trainee Profile - Bertie Balloons

Learning Records

| Date of Session | Topic Covered | Type | Actions |
|-----------------|--------------------|------------------|-----------|
| 14/11/2018 | Another test SCORM | Scorm | Actions ▼ |
| 11/11/2018 | First aid training | Teaching Session | Actions ▼ |
| 24/01/2018 | NES Induction | Teaching Session | Actions ▼ |

Additional Learning

| Learning Date | Learning Title | Number Of Hours | Actions |
|---------------|---|-----------------|-----------|
| 01/08/2019 | Testing/V1 | 152.11 | Actions ▼ |
| 28/08/2019 | Testing/V2 | 111.88 | Actions ▼ |
| 30/08/2019 | Testing/V3 | 111.23 | Actions ▼ |
| 03/09/2019 | test | 0.5 | Actions ▼ |
| 04/09/2019 | SAMPLE OF ADDITIONAL LEARNING RECORDING | 1 | Actions ▼ |
| 04/09/2019 | Test | 15 | Actions ▼ |
| 03/10/2019 | Example of Core Teaching | 3.5 | Actions ▼ |

View

Helpdesk

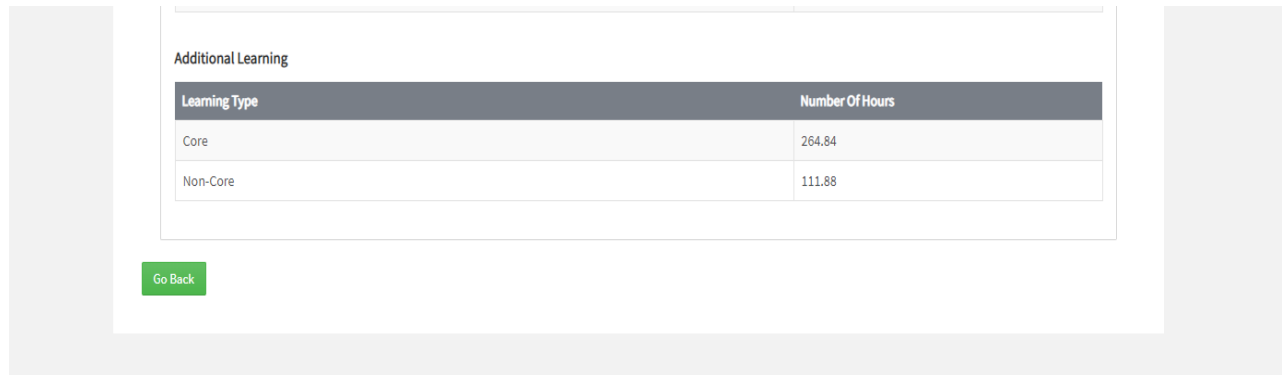
The Additional Learning section currently shows Core and Non-Core Learning which has been recorded by the trainee in their Portfolio. You can also View the learning the trainee has uploaded.



This view will change in the next few months and will show Teaching Type (Core or Non-Core), the hours and minutes as well as the cumulative totals. F1 and F2 Teaching/Learning will be split.

Step 4

Select the ARCP Evidence Tab and scroll to Additional Learning

A screenshot of a web application interface. It shows a section titled "Additional Learning" with a table below it. The table has two columns: "Learning Type" and "Number Of Hours". There are two rows of data: "Core" with 264.84 hours and "Non-Core" with 111.88 hours. Below the table is a green "Go Back" button.

| Additional Learning | |
|---------------------|-----------------|
| Learning Type | Number Of Hours |
| Core | 264.84 |
| Non-Core | 111.88 |

Go Back

Logged in as an Administrator you see the summary of the hours but not the details of the learning.