

TRAINEES HOW TO ADD CORE (MANDATORY) AND NON-CORE (ADDITIONAL) LEARNING TO YOUR PORTFOLIO

Step 1

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

	TURAS Dashboard			Applications - Hermione Grainger -	
	Home				
/	Education for scotland HM For For brind the For	elcome to TURAS as is NHS Education for Scot health and social care profes olications with a single secur ormation and resources you public sector. r people working in hea	land's (NES) new single unified digital platform ssionals. From here you can access all your NES e sign on. Our aim is to provide you with the need to support you throughout your career in Ilth and social care		
	Applications This is your dashboard	l. You can access all your app	plications from here.	+ Add Applications	
	L	.earn	Portfolio	Training Management	
	Professio	onal Portfolio			
	Accessibility Privacy Ter ©2019 NHS Education 3.0.28.93	ms and Conditions for Scotland		TURAS is developed by	



You will be taken to your Portfolio - Trainee Homepage.

- Click the Training Tab from the menu bar
- Select Additional Learning

TURAS Trai	ining Portfolio	,			D	ashboa	rd App	lications -	Bertie Ballo	ons +
Home For	ms - Curri	culum & PDP +	Training Progression	Tickets -	Reflections &	Achiev	ements 🗸	Training -	Download	
You are here > Por	tfolio Homepage							e-Learning &	Mandatory Teachir	ıg
Portfolio	- Homep	age						Additional Le	arning	
Attention! You currently	y have 6 ARCP fo	orms that need ackr	owledged. View ARCP Forms							
Ticket Statu	IS						My Progr	ress Summary		
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11/07/2019	Eddie Flowers	TAB : Cons clinical / ee	ultants/GP Principals (including ducational supervisor)		Remind		Reflections			٥
19/07/2019	Fred Bassett	Core Proce simple adj	dure : Airway care including uncts		Remind					
Quick Refle	ction Starter						Current S	Status		
Post*		Please Select		~			Grade/Tr	raining Year: FY1	L	
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Type of Ref	lection *) Self					Educatio Edinburg	on Provider: Roy th at Little France	al Infirmary of e	
		Group With Supervisor					Specialty	y: Acute Internal	Medicine	
Curriculum	Section *	Section 1: Profess	ional Behaviour and Trust				Educatio Yoda Jed	i i sett	5	

e-learning & mandatory teaching on the dropdown = e-lfh (e-learning for health) modules and LiFT (Learning in Foundation Training) modules. Mandatory Teaching = the teaching administered via Turas LEARN.



You will be taken to Additional Learning page

• Click Additional Learning

JRAS Training Portfolio				Das	hboard App	lications+	Bertie Ball	oons +
me Forms - Curricu	ilum & PDP 🗸 👘	Training Progression	Tickets -	Reflections & A	chievements -	Training -	Download	
are here $ ightarrow$ Additional Learning								
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Record New Additional Learn	ing							
You can add Additional Learn IMPORTANT NOTES: 1) Do not include • statutory and mandatory • induction sessions	ning here. y training	Add Additional Learning	8		_			
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You will be taken to the New Additional learning Form. Complete the form noting mandatory fields *.

- Add in the date of the learning
- Enter the title of the learning
- Select the teaching setting
- Select teaching type either core (Deanery Delivered Educational Programme (Mandatory Teaching)) or Non-Core (Additional Learning)
- Add details of what was learned at this teaching
- Upload any evidence to your portfolio e.g. certificate of attendance etc

Ν	New Additional Learning			
	Trainee's Name Trainee's Registration Number Learning Date * Learning Title * Teaching Setting *	Bertie Balloons 3434345 Q4/09/2019 SAMPLE OF ADDITIONAL LEARNING RECORDING Seminar/Tutorial Group/Small Group Teaching Grand Round Ballint Group Schwartz Round Simulation		pdesk
	Teaching Type • Number of Hours* What Was Learned? • Evidence	E-learning Other Core Non-Core 0.00 Browse Browse		
A G	ccessibility Privacy Terms and Conditions 22019 NHS Education for Scotland	Submit Cancel	TURAS is developed by	

Number of hours will change in the next few months to minutes, please enter as hours until notified of the change.

• Click Save – you will be asked are you sure you want to submit the form

New Additional Learni	ng	Are you sure you want to S	ubmit?
New Additional Learning		Submit Form	Cancel
Trainee's Name	Bertie Balloons		



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You will be returned to the Additional Learning page.

• You can link your Learning to your curriculum

URAS Training Portfolio			Dashboard Applications	- Bertie Ballo	oons •
ome Forms - Curricu	ulum & PDP + Training Progr	ression Tickets - Reflectio	ns & Achievements + Training	g - Download	
uare here > Portfolio Homepage > Add	litional Learning				
dditional Learning	5				
Record New Additional Learn	ning				
You can add Additional Lear	ning here. Add Additio	ional Learning			
IMPORTANT NOTES: 1) Do not include					
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This view will change in the next few months and provide a split of Core or Non-Core teaching displayed in hours and minutes. This will allow users to see at a glance the hours and minutes as well as the types of learning recorded in the portfolio.



• Click on Home to return to you Portfolio – Homepage

tention! ou currently	/ have 6 ARCP forms	that need acknowledged. View ARCP Forms						
Ticket Statu	S				My Prog	ress Summary		
			laet —		Curriculur	n coverage	0	
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i This view will change in the next few months and provide under My Progress Summary the Core and Non-Core Teaching recorded and will be displayed in hours and minutes. This will allow users to see at a glance the hours and minutes as well as the types of learning recorded.