TRAINERS

HOW TO complete a placement supervison group (psg) form

## Step 1

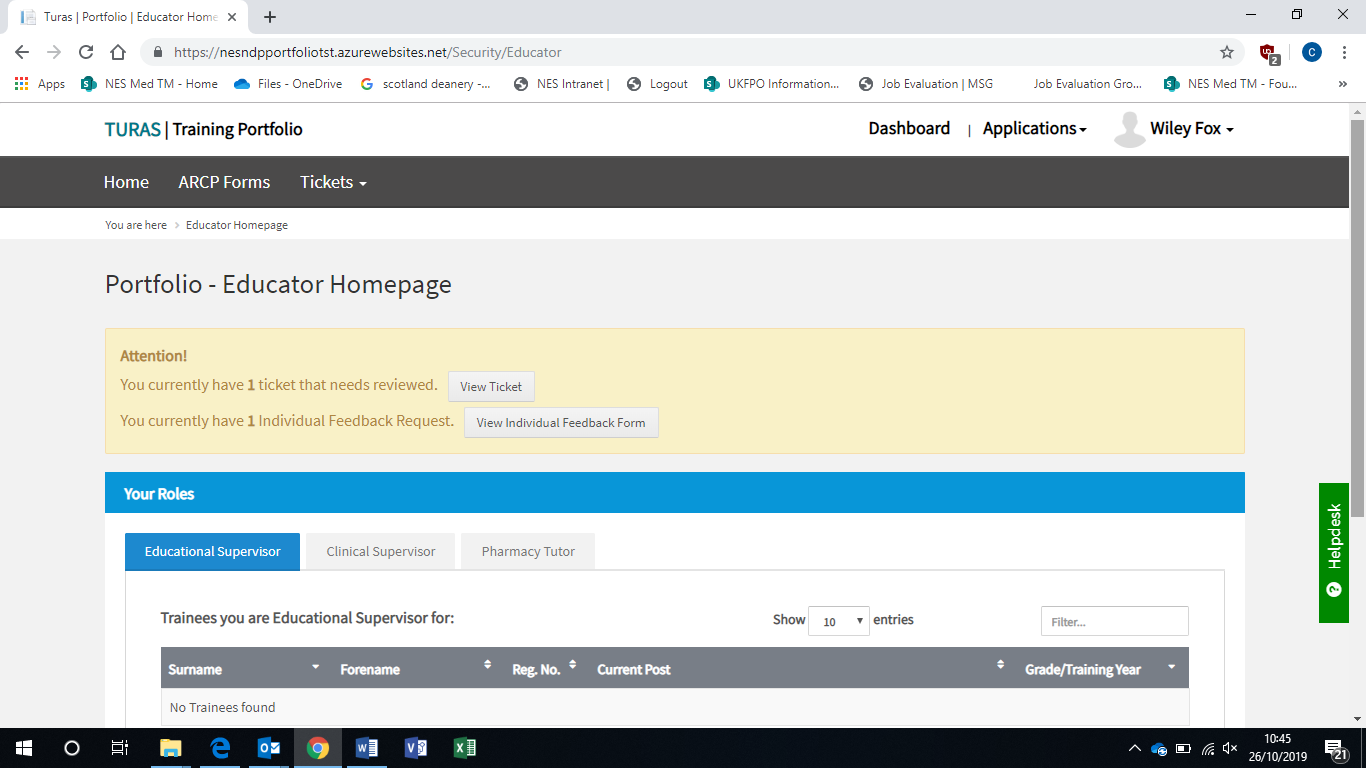
**Once logged into Turas, select the Portfolio application from your Turas Dashboard**



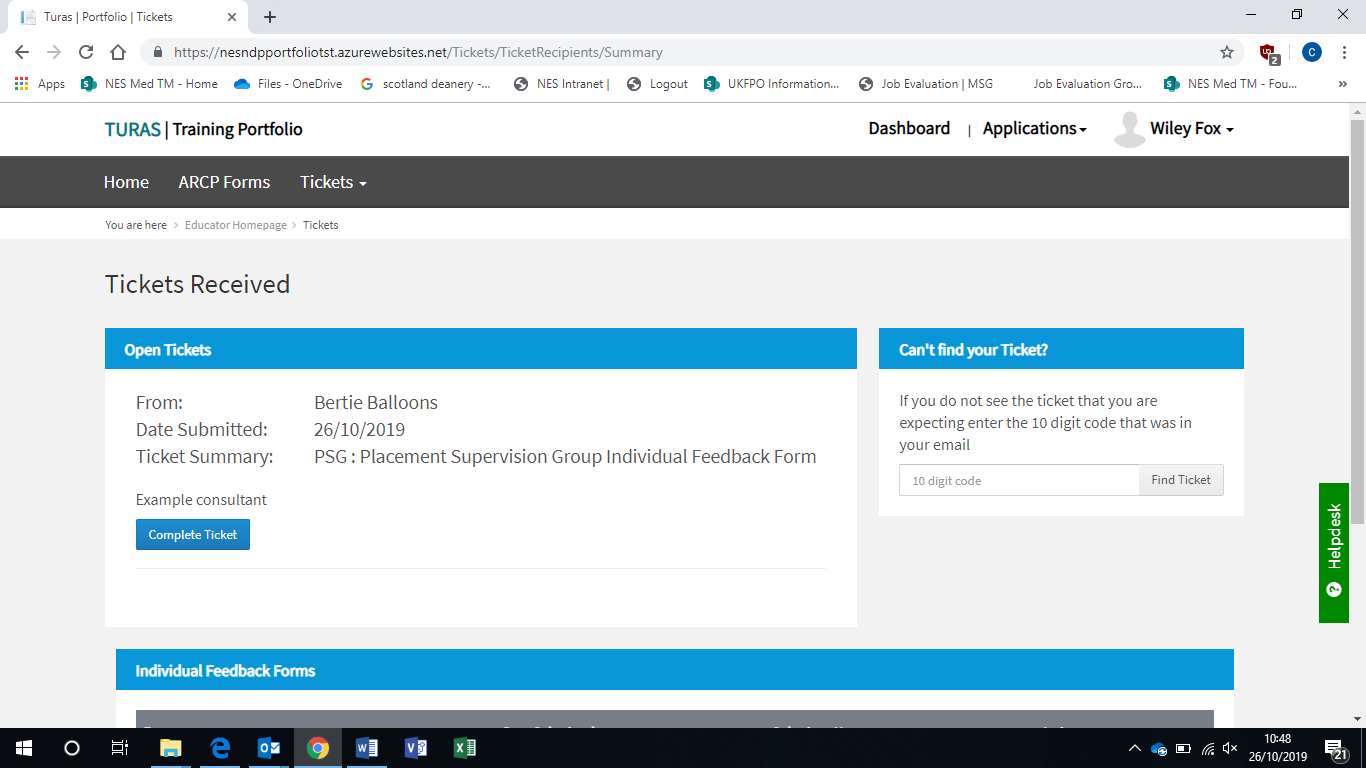
## Step 2

**You will be taken to Educator Homepage.**

* Click on View Ticket

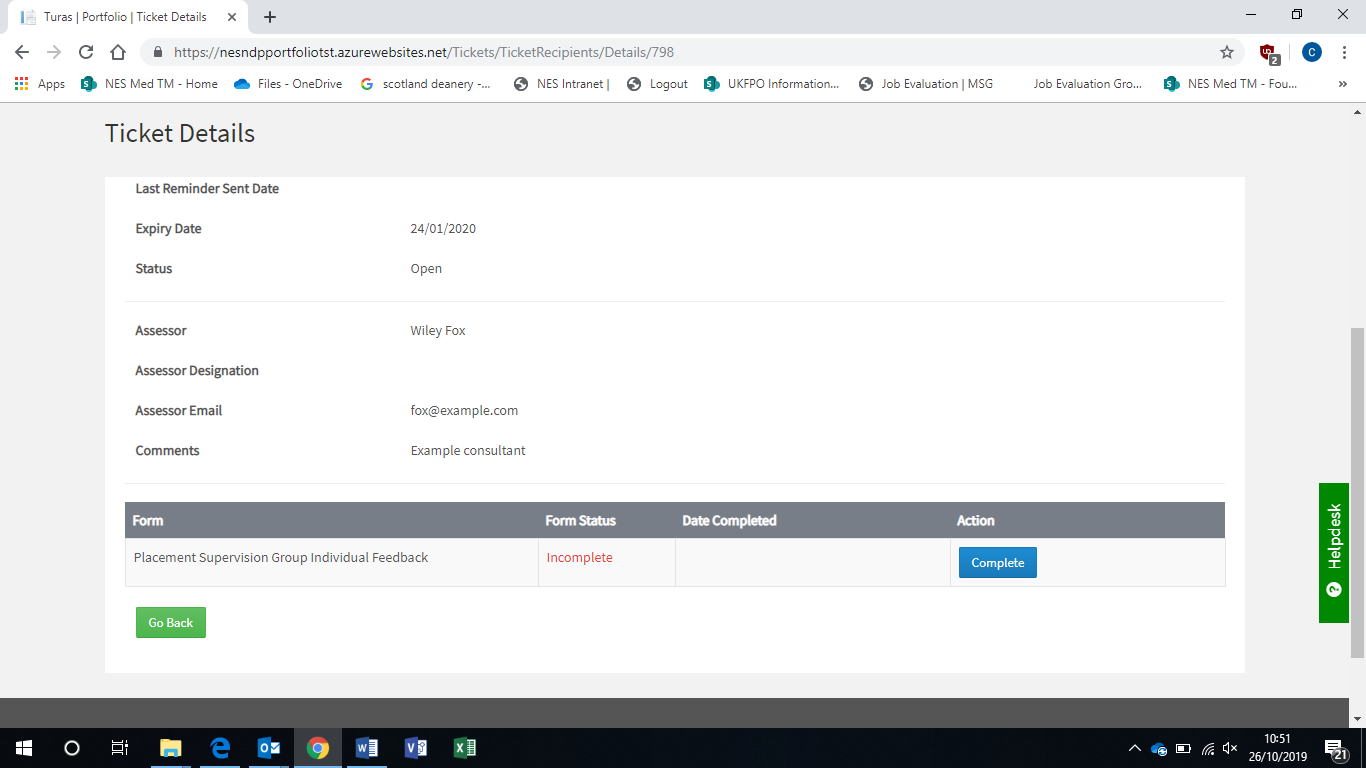
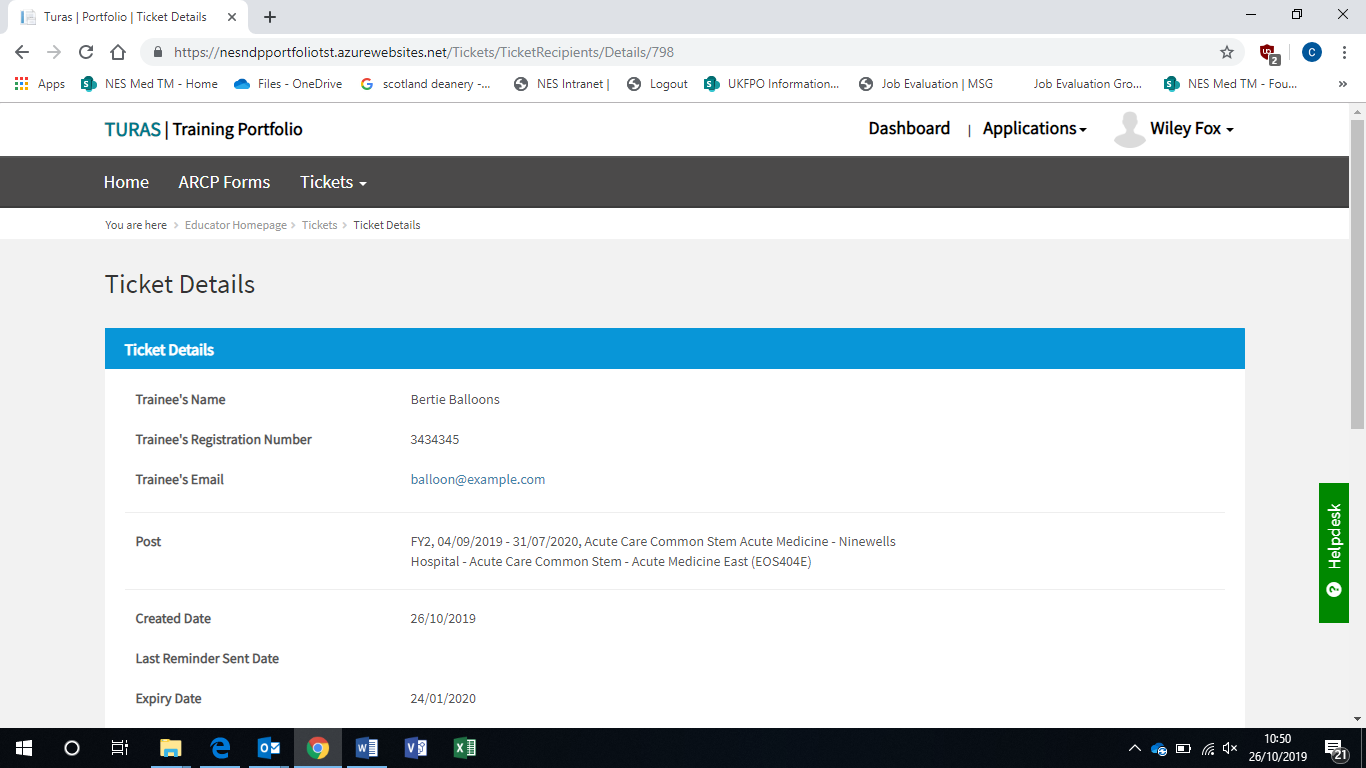


* Click Complete Ticket



## Step 3

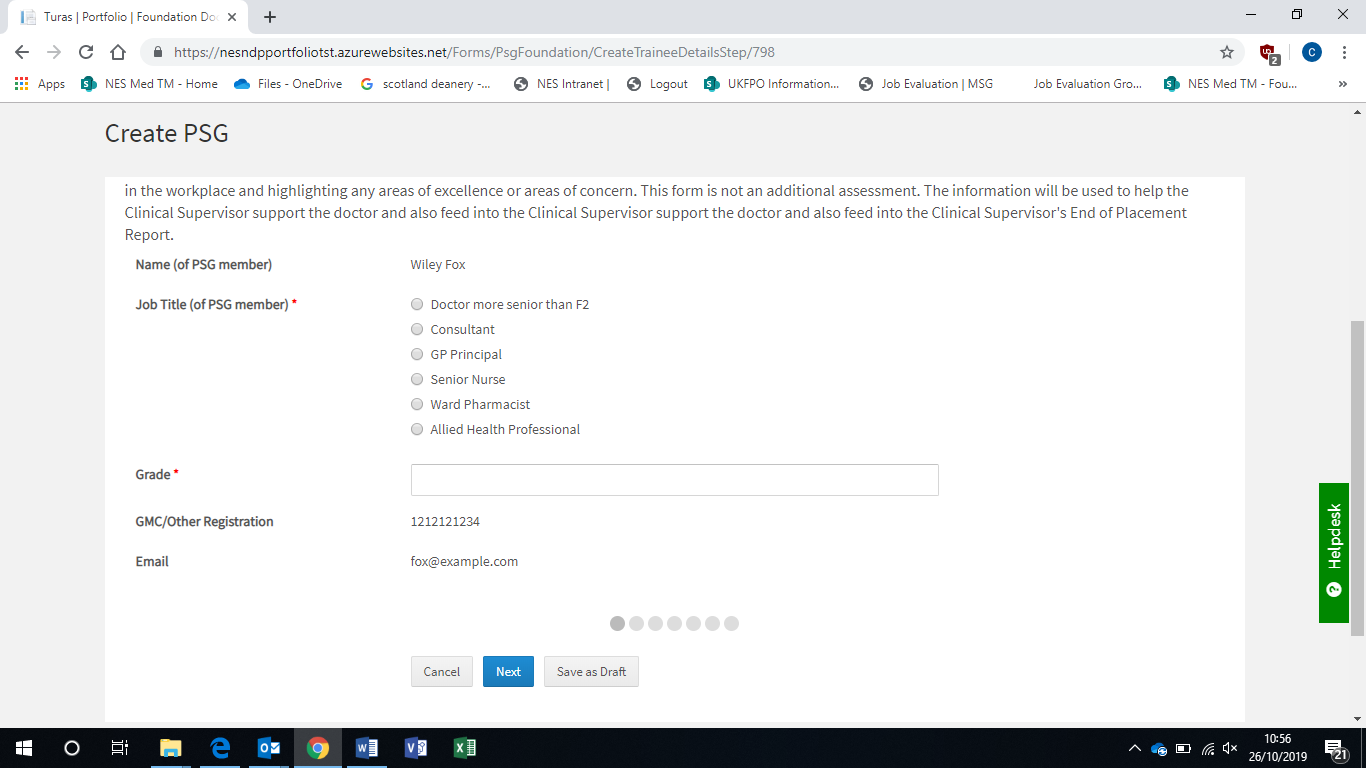
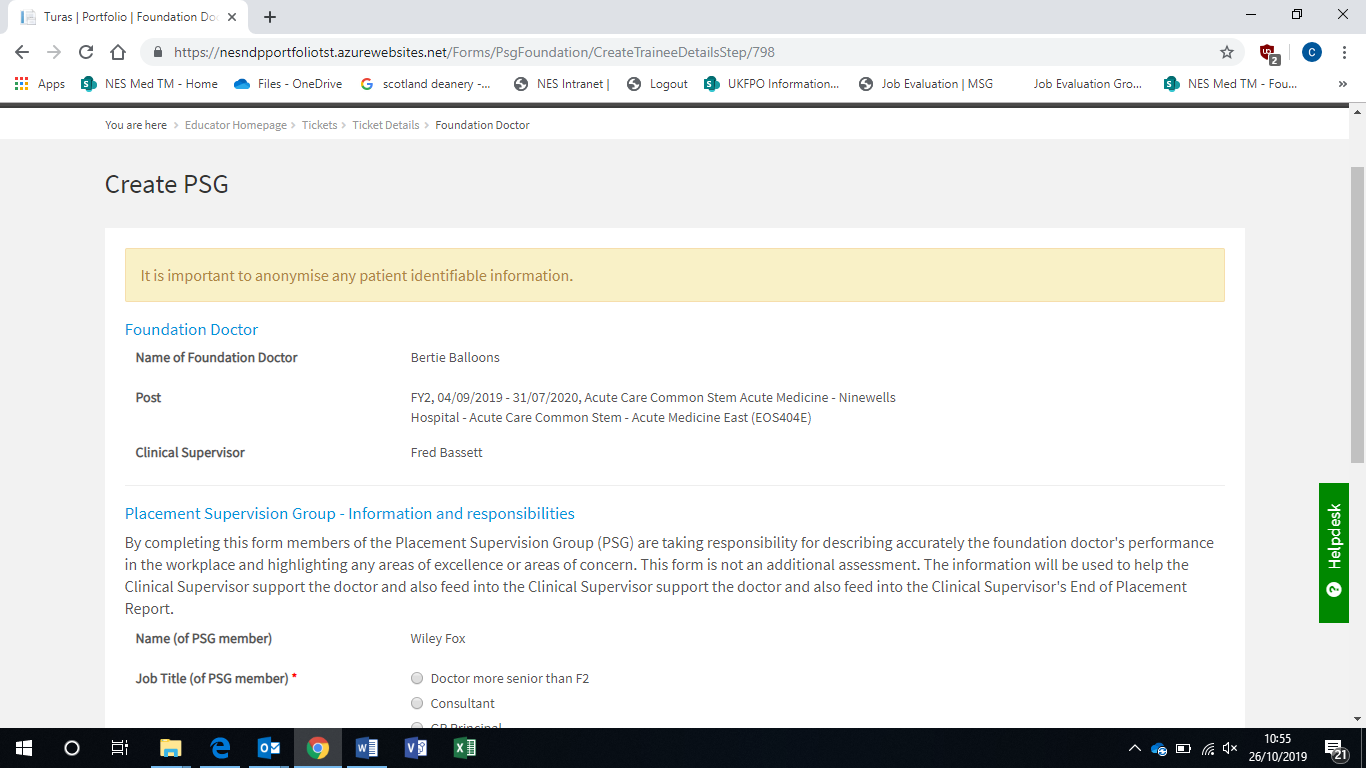
**You will be taken to the Ticket Details**



* Click Complete or Go Back to return to Tickets Received

## Step 3

**You will be taken to the Ticket Details**



* **Select Job Title**
* **Add Grade**

**As the Assessor you can select:**

**Cancel – to cancel out of the form**

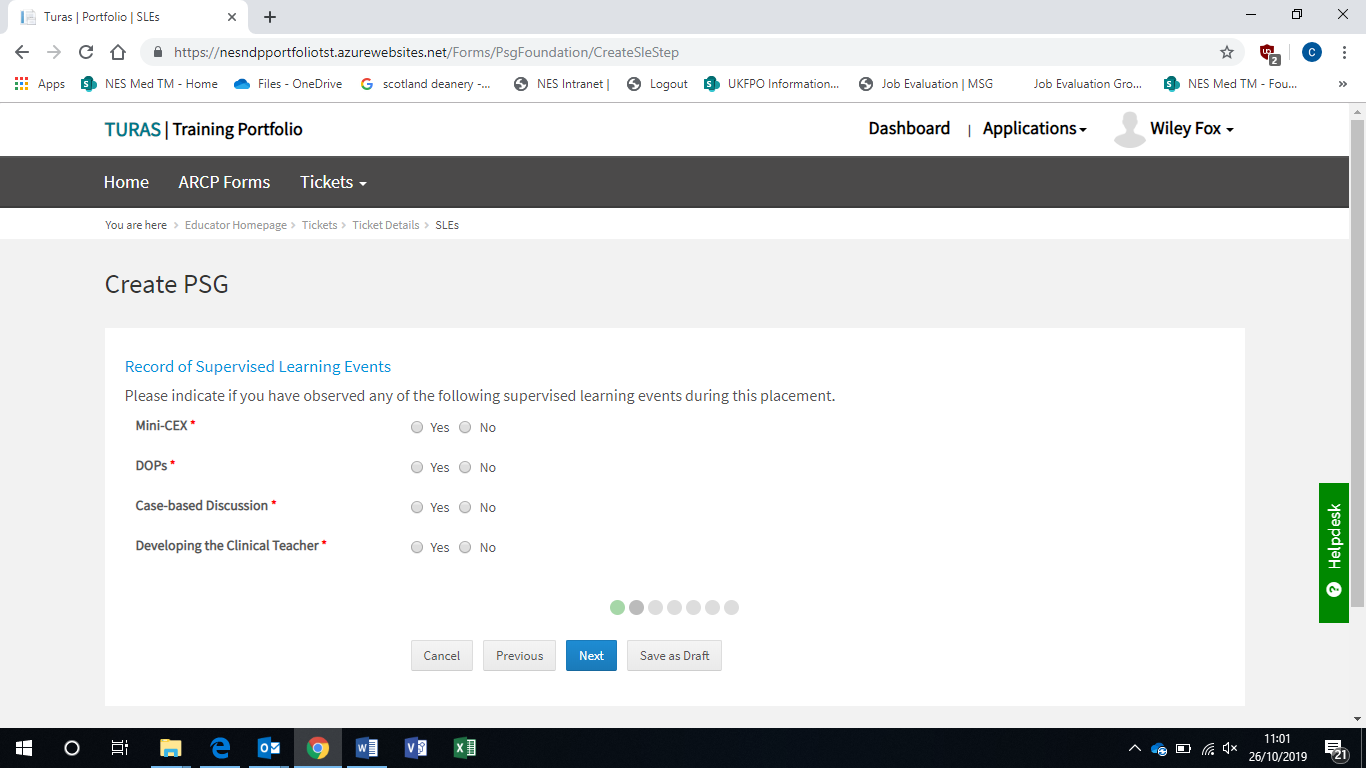
**Next – to move to the next screen**

**Save as Draft – to save at a point in the form and return to complete at a later time**

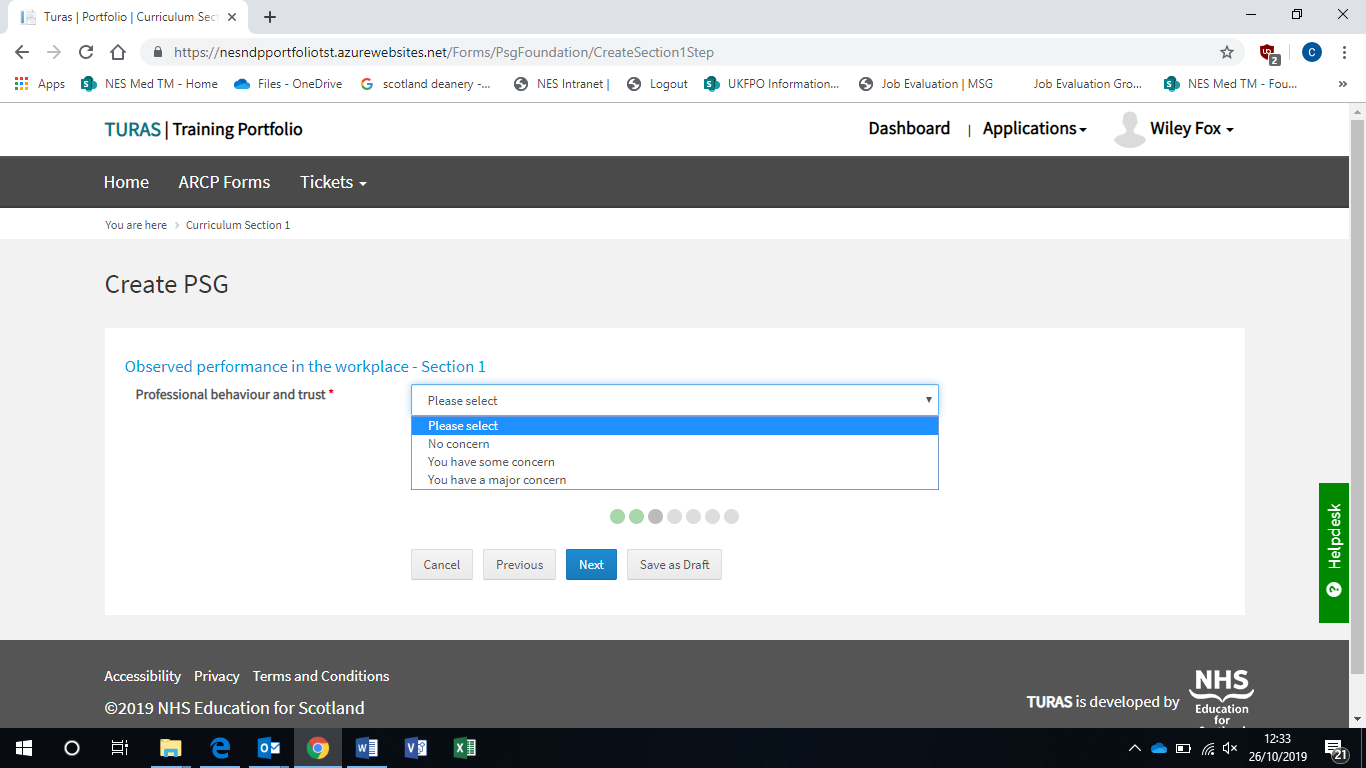
**The Radio buttons will show the user how much of the form they have completed**

## Step 3

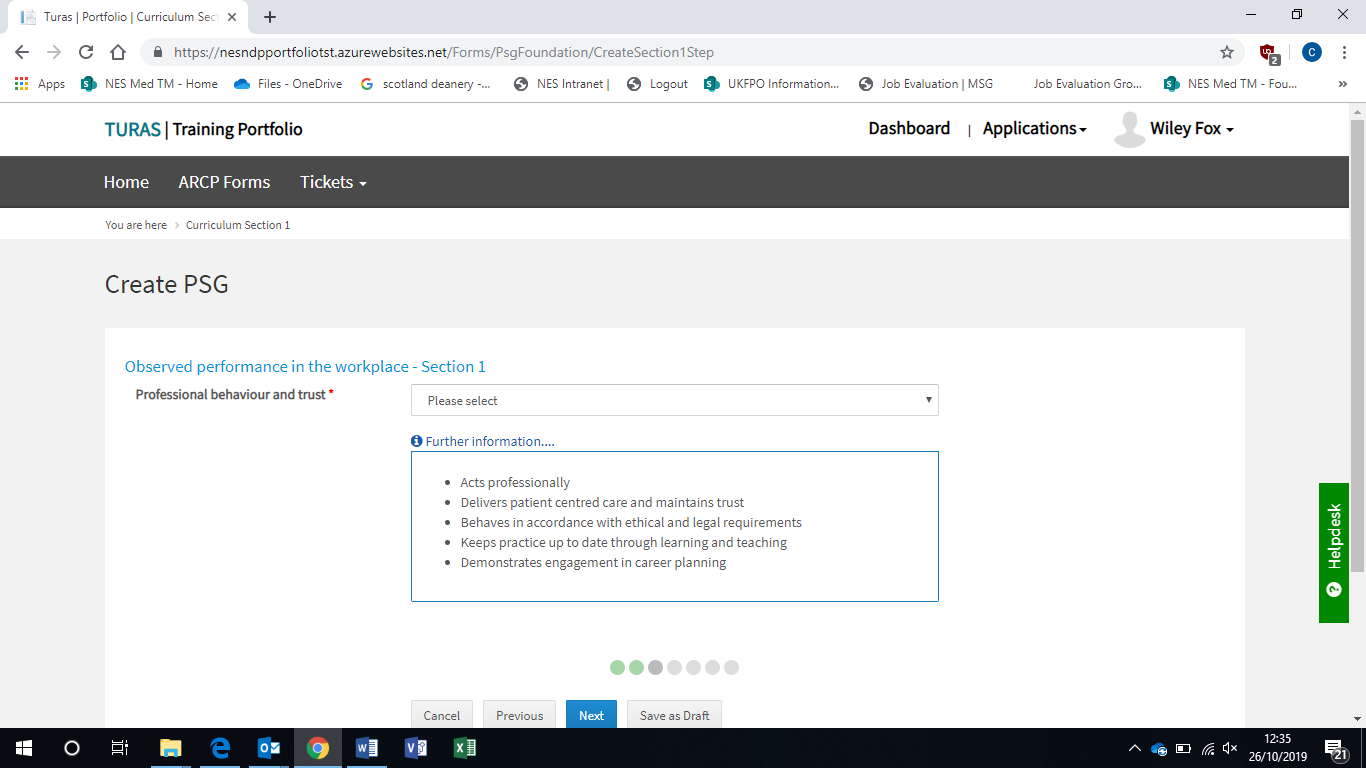
**Click Next – Record of Supervision Learning Events**



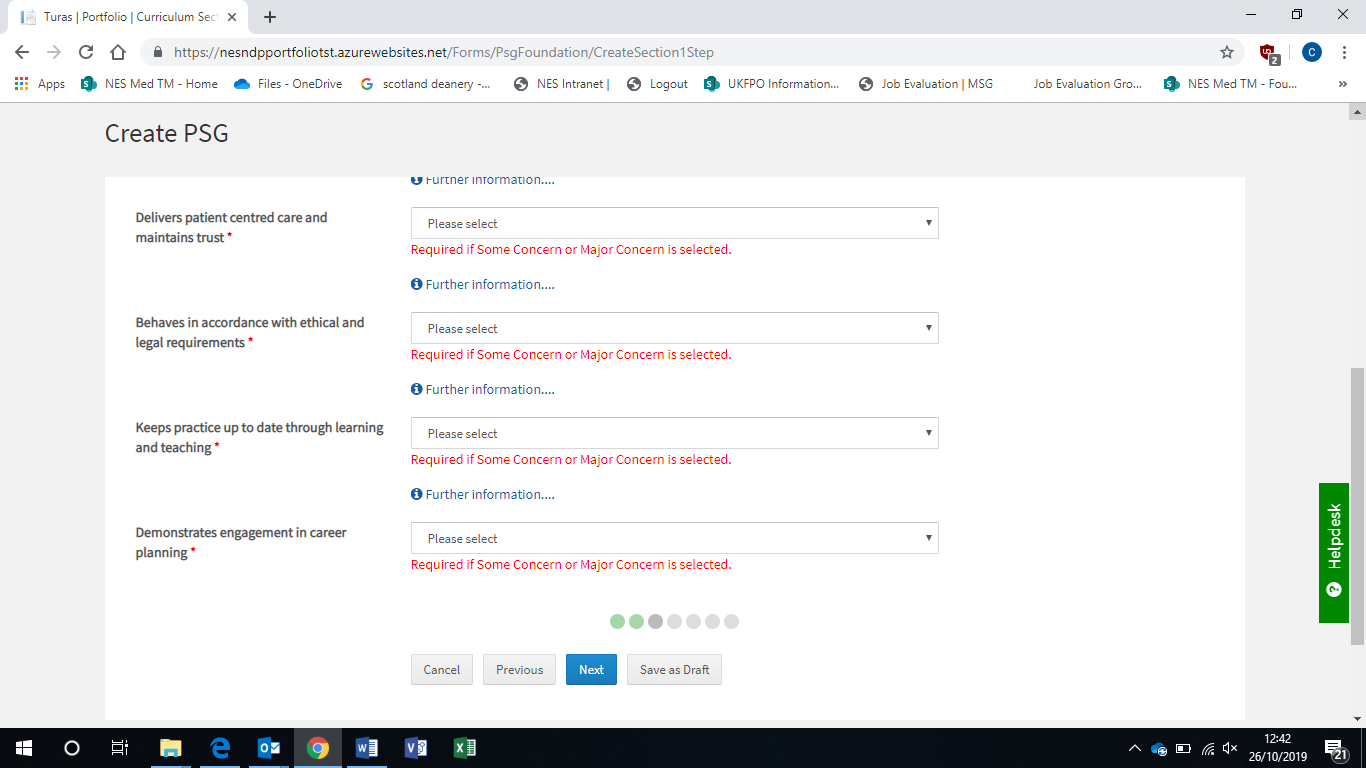
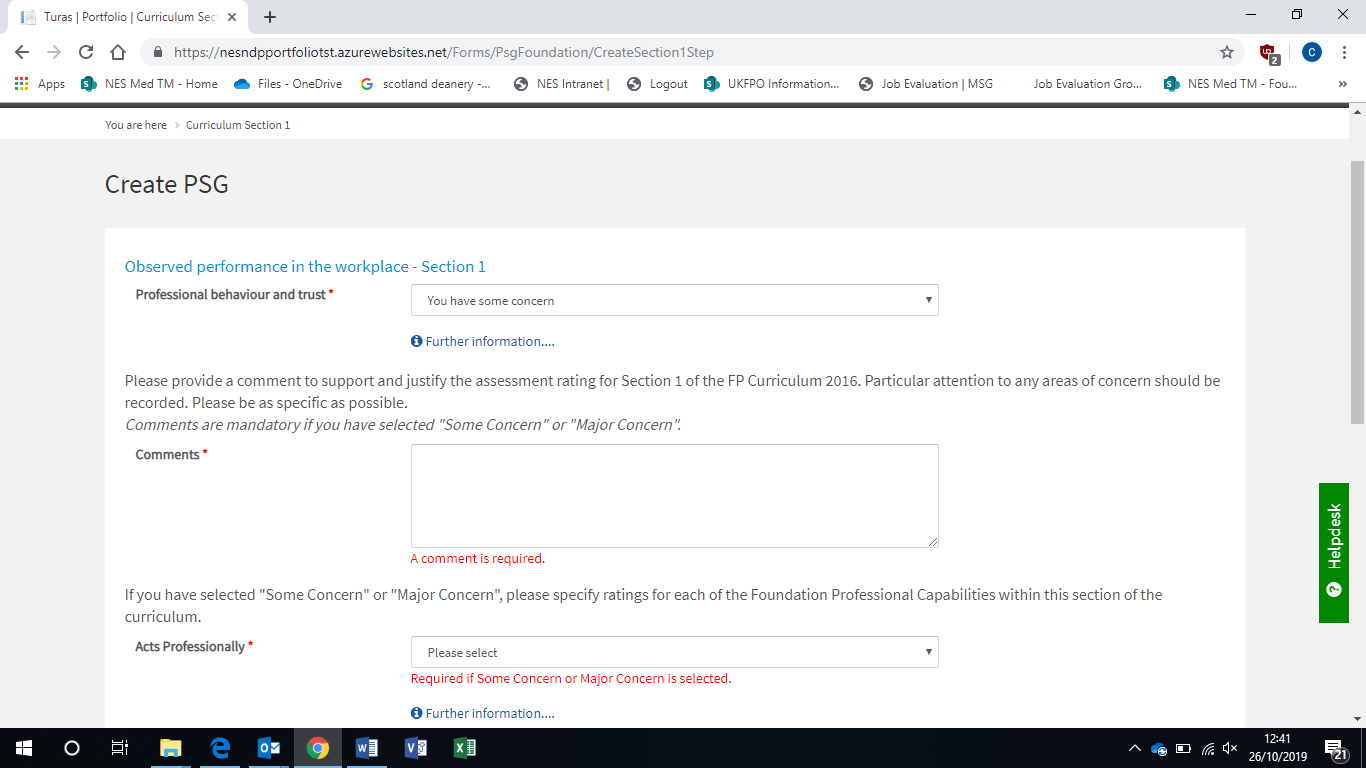
* **Select Yes or No for each of the learning events you have supervised (note these are all mandatory fields)**
* **Click Next**



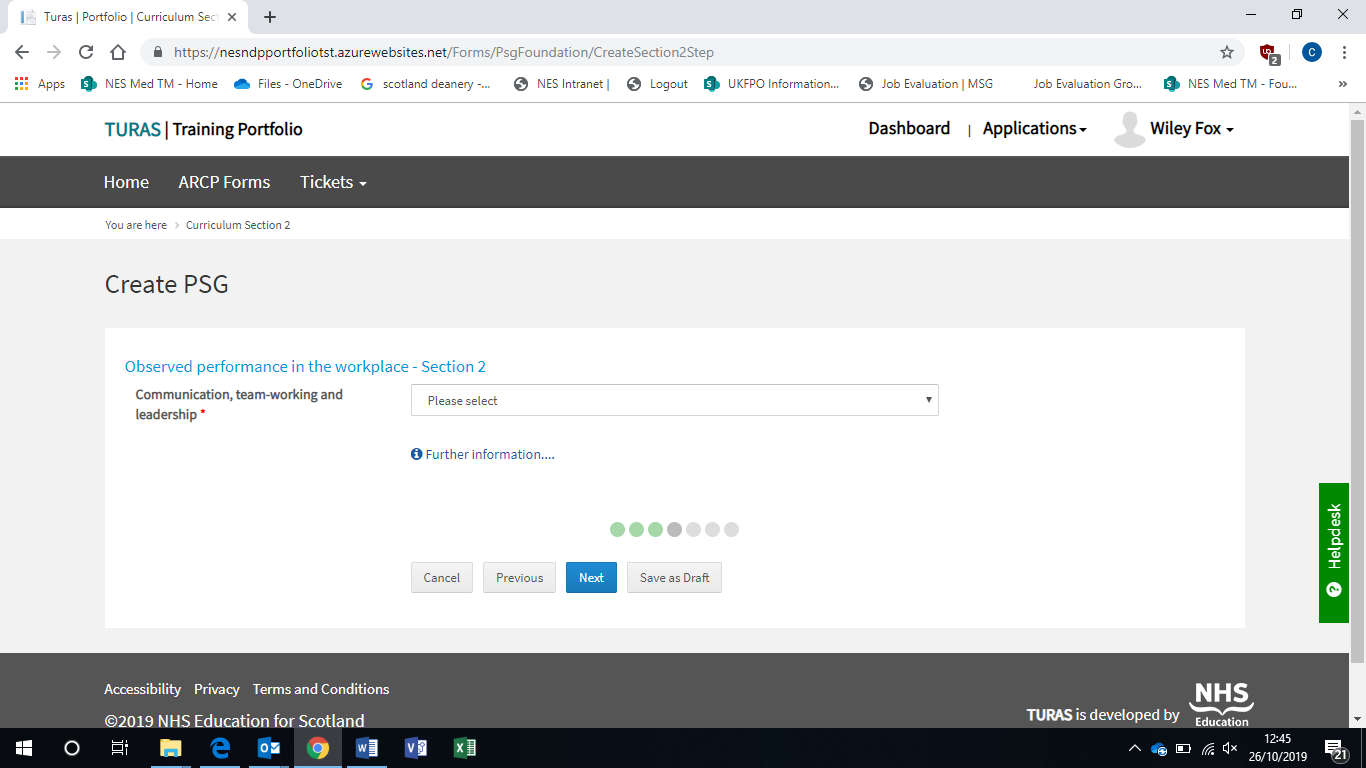
* **Complete each section by selecting the appropriate response from the drop-down list**
* **If you select “you have some concern”, or “you have major concern” under any of the sections the form will open and ask the assessor to provide additional comments**
* **If you select no concern you will move onto the next section**
* **There is also further information under each section. Click to open up the text, which links to the Foundation Professional Capability in the FP Curriculum 2016.**



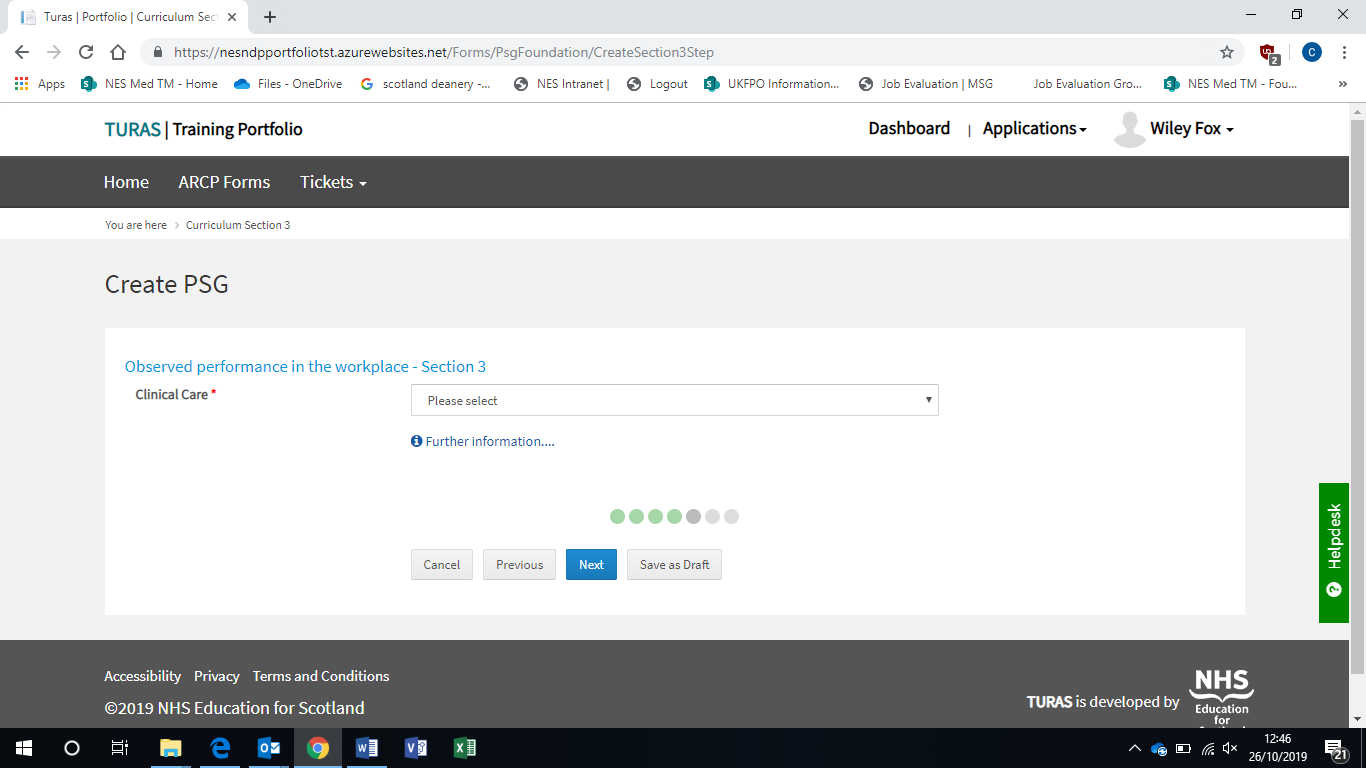
* **If you select “you have some concern”, or “you have major concern” under any of the sections the form will open and ask the assessor to provide additional comments**



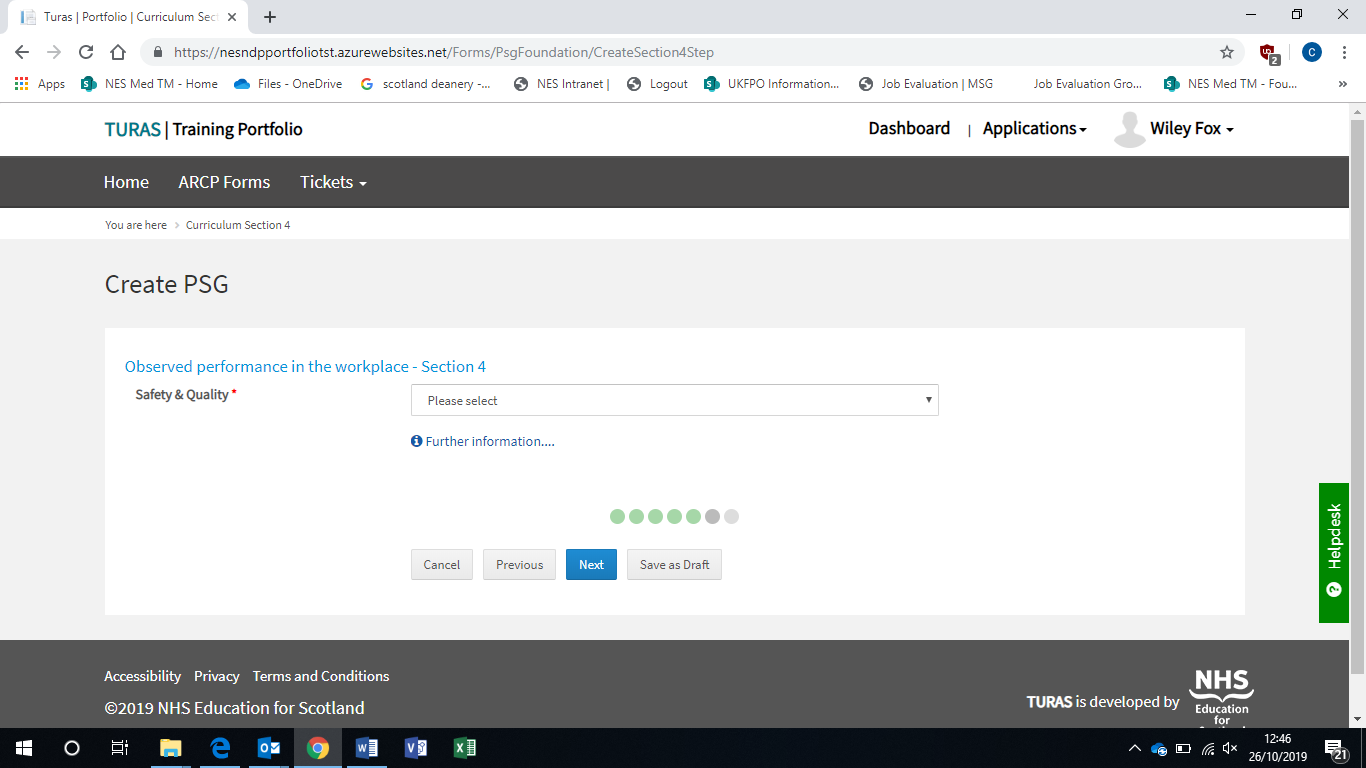
* **Once completed click Next**
* **You must complete all 4 Sections with the appropriate selection from the drop-down list**



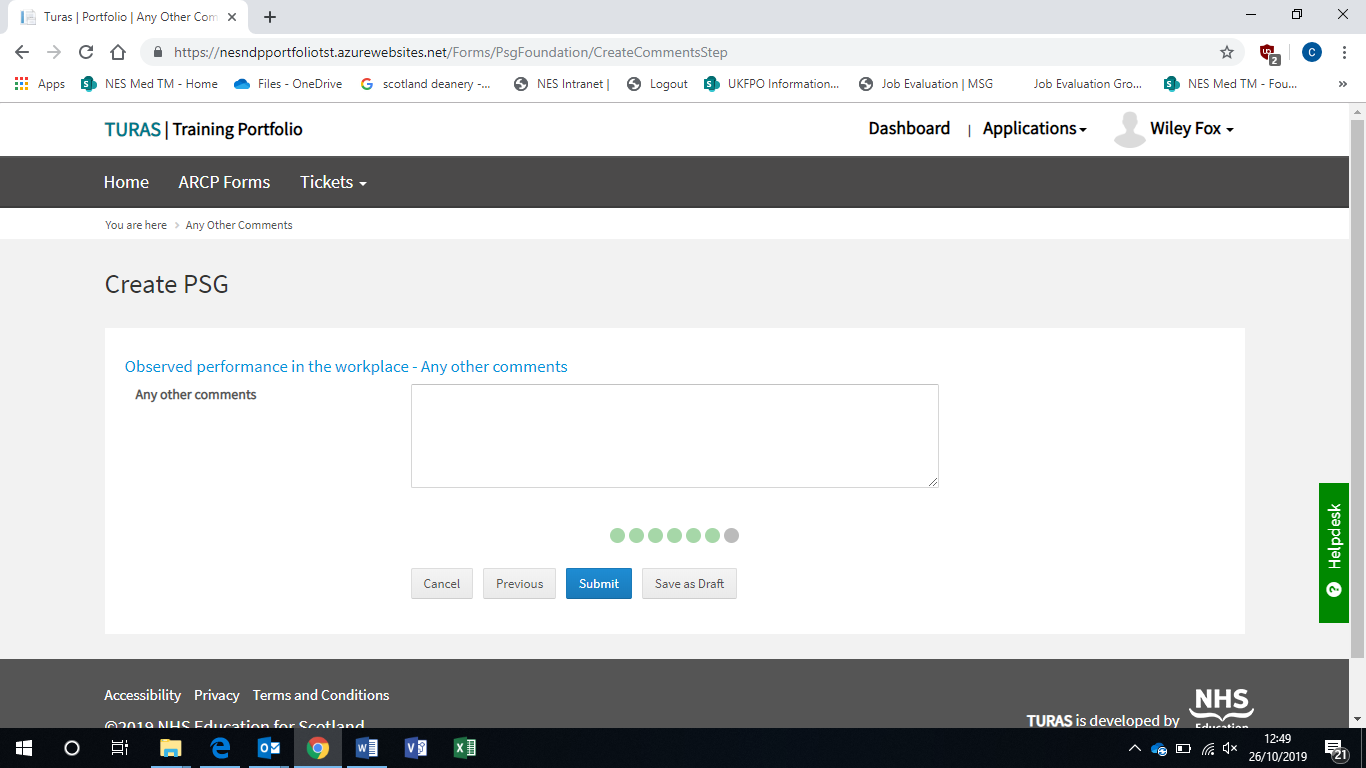
* **Once completed click Next**



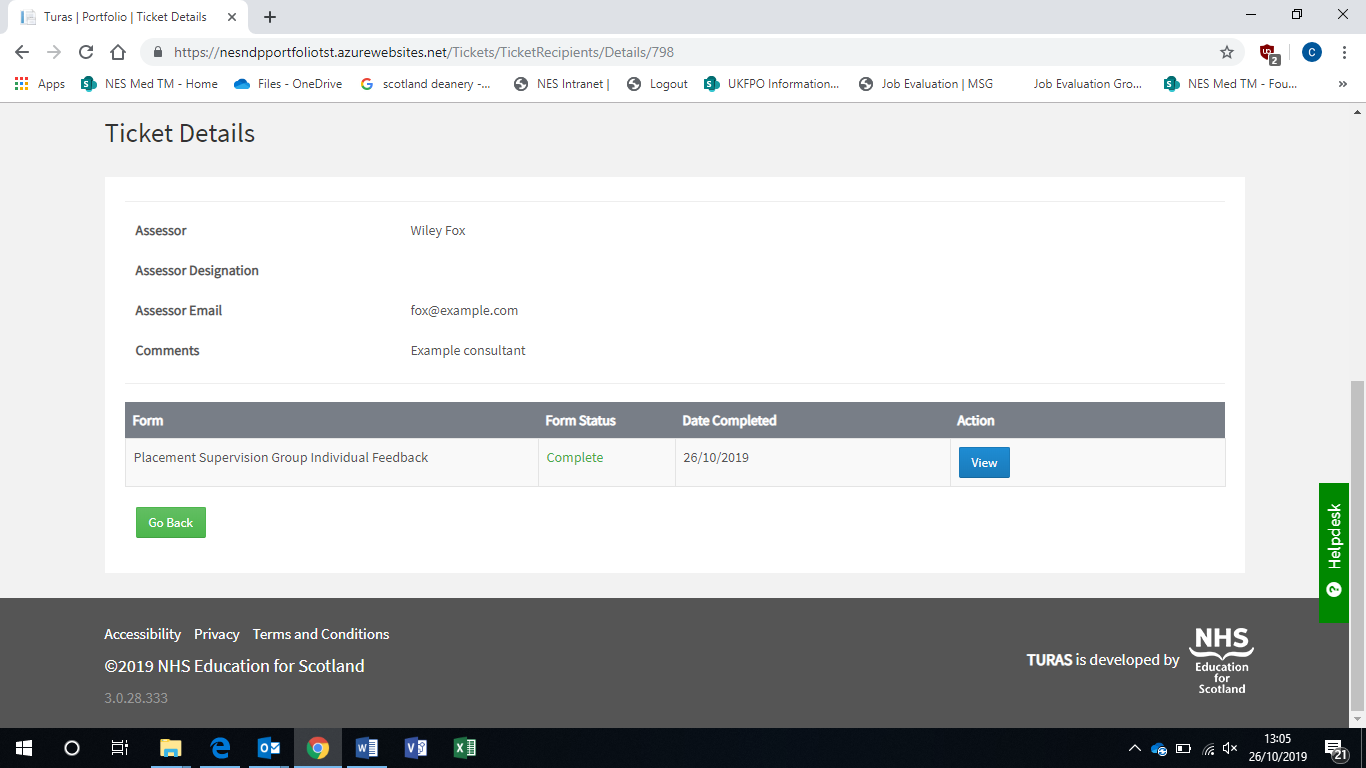
* **Once completed click Next**



* **Once completed click Next**
* **There is a final section in the form for any other comments, which free text (non-mandatory). The assessor may use this section to highlight any other additional areas to the trainees e.g. areas of good practice and/or areas for further development**



* **Click Submit once completed**
* **The assessor will be asked to confirm submission before returning the ticket details page**



* **The assessor will see the date the form was completed**
* **The assessor can also view their entry**