

# 2023/24 ePortfolio Review Standards

The IOP ePortfolio system checks that the following MINIMUM standards are met in your submitted ePortfolio extract:	Minimum Number Required
CPD cycles which you created in the current year (i.e. 2023- to include cycles created up until the end of the submission period)	4
CPD cycles which you created in previous years (2019 - 2022 inclusive)	2
CPD cycles which originated from your self-assessment(s) against the PSI Core Competency Framework in the current year (i.e. 2023 - to include cycles created up until the end of the submission period)	1
CPD Cycles that you started at the Self- Appraisal stage	2
Different ways in which you identified your learning needs* (Self- Appraisal stage)	2
Different learning resource types that you used* (Action stage)	3
Different practice impact types that you identified* (Evaluate Impact on Practice stage)	2
Different Core Competency Framework domains that you addressed* (Evaluate Impact on Practice stage)	2

**\*Please note that these criteria apply to the submitted extract as a whole and not to individual CPD cycles**

If referred for review a SAMPLE of your ePortfolio extract will be reviewed to ensure that a systematic approach has been adopted in recording your CPD in line with the standards outlined below. Your description for each cycle stage should be in your own words.

**Please ensure that you can answer YES to each of the following for EACH CPD cycle submitted:**

- ☐ Are the contents of each stage relevant to the overall topic of your CPD cycle?
- ☐ Have you described the ways in which you identified your learning needs? (for each CPD cycle starting at the Self-Appraisal stage)
- ☐ Have you described your plan for your learning? (for each CPD cycle that contains a Develop a Personal Plan stage)
- ☐ Have you described the actions you took? (Action stage)
- ☐ Have you described what you learned? (Document your Learning stage)
- ☐ Have you described the impact(s) on your practice, which may include identification of future action(s) ? (Evaluate Impact on Practice stage)

**Please note that duplicated CPD cycles will be disregarded**