

IIOP PDF Guides



How to record a CPD cycle in your ePortfolio based on a prior learning experience

Overview

One of the standards for the 2017/18 ePortfolio Review requires that at least one cycle submitted should have been created in the previous four years (2013-2016 inclusive). This is to enable you to demonstrate evidence of ongoing and continual CPD.

In this short guide, you will learn how you can submit a cycle that demonstrates that you have created at least one CPD cycle from the previous four years.

How to record a new CPD cycle based on a prior learning experience

To meet this standard, at least one of the cycles you submit for review should have a cycle creation date between 2013 and 2016. In the event that you haven't recorded CPD from this time period in your ePortfolio, you can still record this CPD retrospectively. When you go to 'Add New Cycle', simply choose the appropriate 'Cycle Start Date' as illustrated below. In this way, the ePortfolio allows you to record your CPD in line with the time period in which it was undertaken.

The Creation Date of a CPD Cycle showing a cycle start date that falls within the acceptable date range (i.e. 2013 to 2016) for the "Previous Four Years" Standard for 2017/18.

Remember to check your 'ready reckoner' after you have submitted. If you have met the standard for CPD cycle created in the previous four years, a green light will be visible for this standard on the ready reckoner. If a red light is visible you should take further action in order to meet this standard.

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