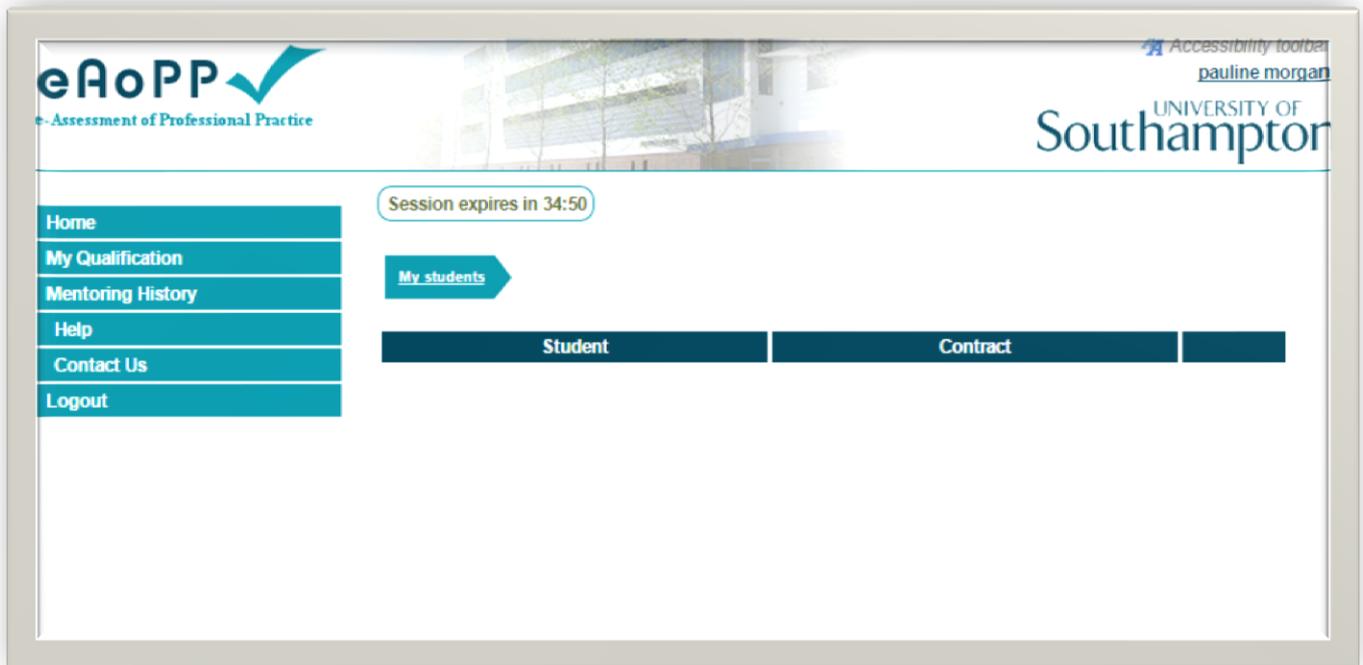


# eAoPP

## ALPS Student User Guide



University of Southampton

October 2014

Welcome to the eAoPP Assessment & Learning in Practice Settings (ALPS) Student User Guide. In this guide, you will find detailed information about how to complete each section of the eAoPP. The information is split into sections that mirror the layout of your eAoPP.

When you start on the course you will need to visit [www.eAoPP.com](http://www.eAoPP.com) to set up an account. The first part of this document 'Creating an Account' provides information as to how to complete this task.

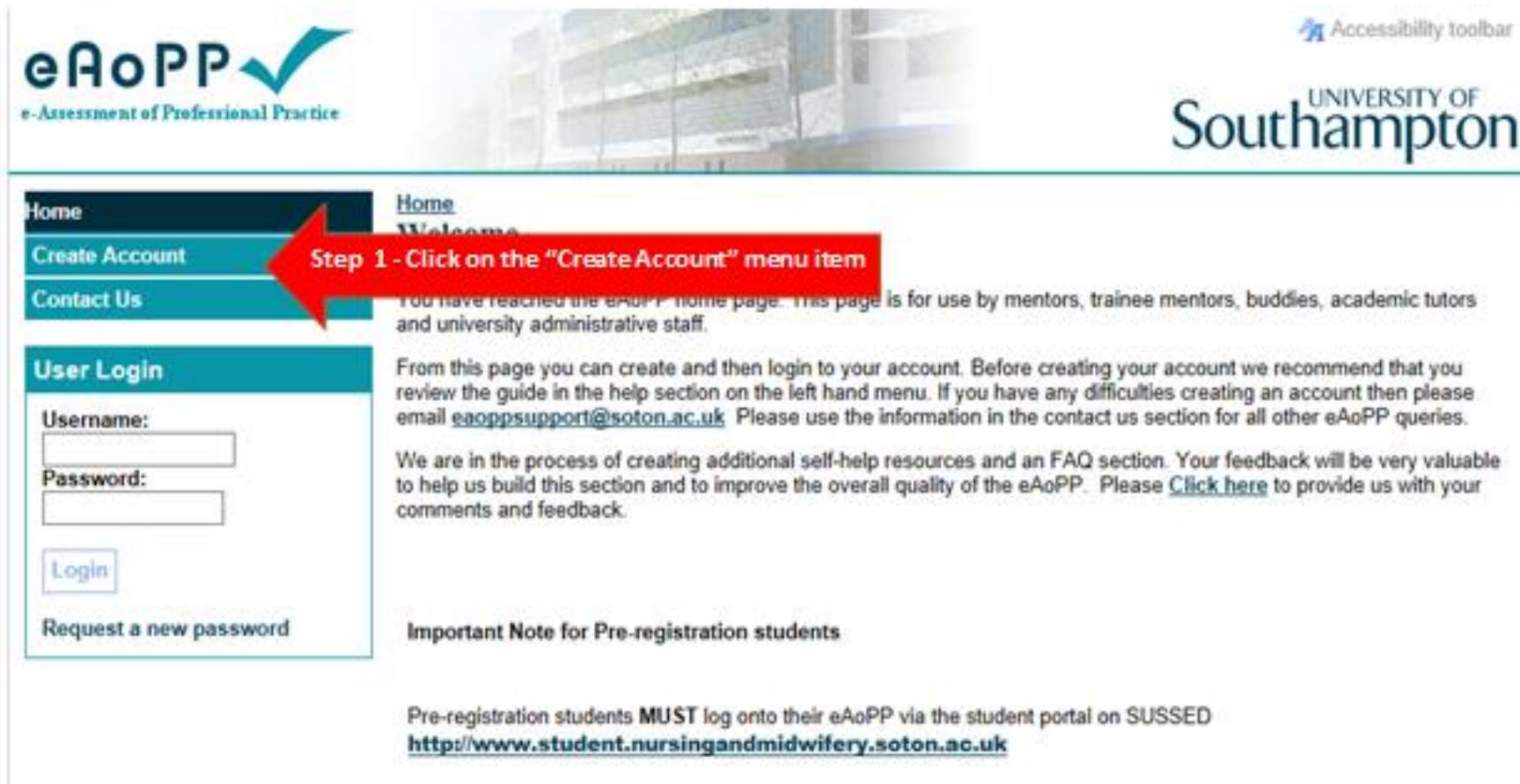
If you have any further queries, please contact [eAoPPsupport@soton.ac.uk](mailto:eAoPPsupport@soton.ac.uk) or your practice educator in your area of work.

## Contents

Creating an Account.....	3
Getting Started .....	10
TAB 1 Commencing the Module .....	10
Learning contract.....	10
Module Details.....	10
Professional Development .....	10
Initial Interview .....	11
TAB 2 Skills and Competencies .....	12
Facilitating learning in practice .....	12
Facilitating assessment in practice.....	12
Developing strategies for managing challenges in practice .....	12
TAB 3 Attendance Record .....	13
NMC Study Days (Nursing & Midwifery only) .....	13
TAB 4 Module Assessment.....	14
Formative (Interim) Assessment.....	14
Summative assessment.....	14
Progression .....	14
END – .....	14

## Creating an Account

If you already have an account please, let your academic tutor know and the skip this section and go to the Getting Started Section.



The screenshot shows the eAoPP website interface. At the top left is the eAoPP logo with a checkmark and the text 'e-Assessment of Professional Practice'. At the top right is the University of Southampton logo and an 'Accessibility toolbar' icon. A navigation menu on the left contains 'Home', 'Create Account', and 'Contact Us'. A red arrow points to the 'Create Account' item with the text 'Step 1 - Click on the "Create Account" menu item'. Below the menu is a 'User Login' section with input fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Request a new password'. The main content area contains a 'Home' heading, a 'Welcome' message, and a paragraph explaining the page's purpose for mentors and staff. It also includes a paragraph about creating an account, a link to a help guide, and an email address: [eaoppsupport@soton.ac.uk](mailto:eaoppsupport@soton.ac.uk). Below this is another paragraph about self-help resources and a link to 'Click here' for feedback. At the bottom, there is an 'Important Note for Pre-registration students' section with a URL: <http://www.student.nursingandmidwifery.soton.ac.uk>.

Home

Create Account

Contact Us

### User Login

Username:

Password:

Login

[Request a new password](#)

### Create Account

## Create your New Account

Please use the form below to create your new account. Once created you will be able to log in using the newly created account details.

Username:

Chloe 'Chloe' is available

Password:

\*\*\*\*\*

First Name:

Chloe

Last Name:

Dyer

Email Address:

cvaw206@soton.ac.uk

Account Type:

Trainee Mentor

Mentor / Practice Educator

Did you choose the correct Account Type?

Please note that if you are undertaking the Practice-Based Teaching Course (Mentor Course) you need to select Trainee Mentor as your account type and NOT Student

[Register](#)

Step 2 – Enter your details using your works email address

Step 3 - Make sure that you click the trainee mentor button

[Home](#)

[Create Account](#)

[Contact Us](#)

**User Login**

**Username:**

**Password:**

[Login](#)

[Request a new password](#)

[Create Account](#)

## Create your New Account

Please use the form below to create your new account. Once created you will be able to log in using the newly created account details.

Account Created please log in on the left.

**Step 4 - Login to access your account with the password and username you have just created**

## Update Personal Information

### Your Details

First Name	<input type="text" value="pauline"/>
Last Name	<input type="text" value="morgan"/>
Email Address	<input type="text" value="p.morgan@soton.ac.uk"/>

### Personal Information

#### Important Numbers

NMC Number \*

Staff Number

Student Number

Telephone Number

Location

#### Mentor Status

Are you a qualified mentor / practice educator?

Is your mentor / practice assessor status recorded with your employer?

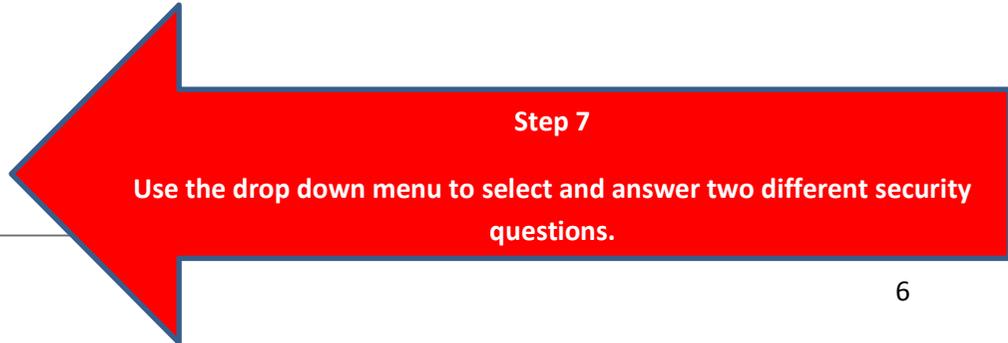
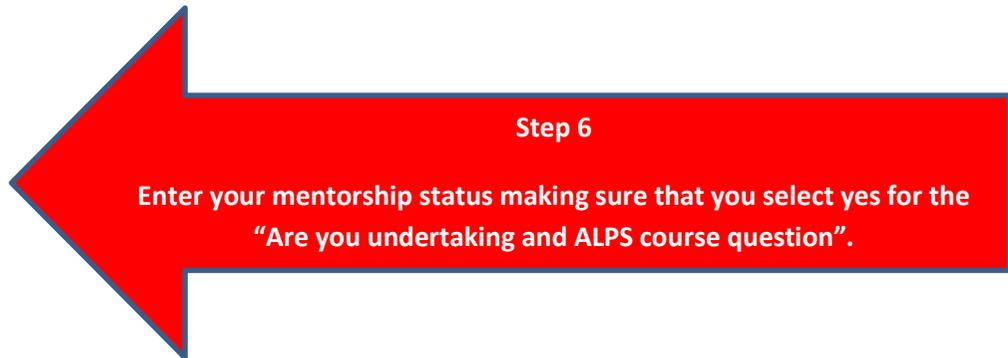
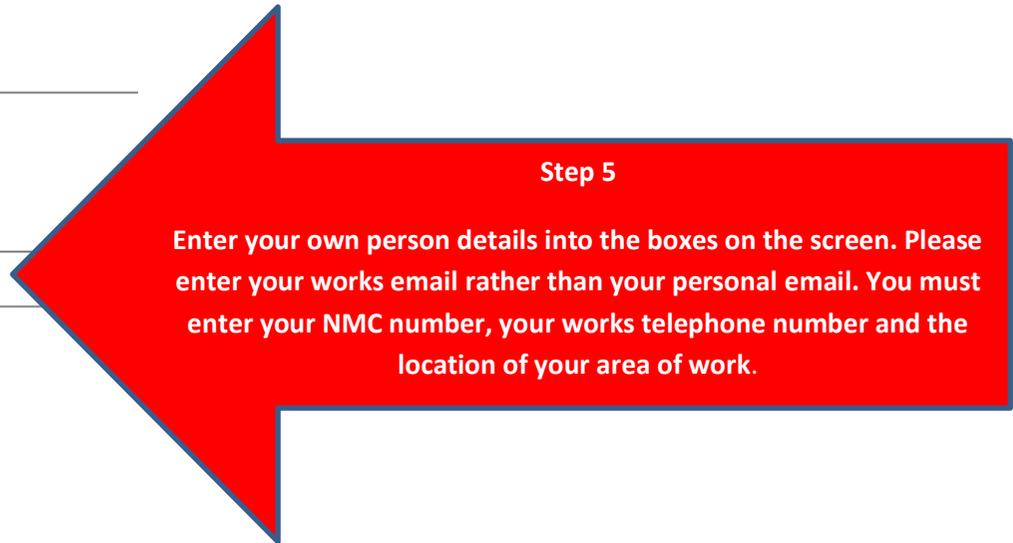
If you are an NMC mentor have you attended a mentor-update in the last 12 months and are you compliant with the triennial review processes?

Are undertaking the Southampton ALP course?

#### Security Questions

Question 1  
 Answer 1

Question 2  
 Answer 2



The following screen will now be displayed.

The screenshot shows the 'eAoPP' (e-Assessment of Professional Practice) interface for the University of Southampton. The page is titled 'My Contract' and has a navigation menu on the left with options: Home, My Qualification, Mentoring History, Help, Contact Us, and Logout. The main content area is divided into three tabs: 'Course details' (selected), 'Ongoing consent', and 'Public protection'. Under the 'Course details' tab, there is an 'Edit Course' section with the instruction: 'Please update the fields below and then click save.' Below this, there is a search instruction: 'Please use the "Lookup" button to search for and select your Tutor' followed by a 'Search' button. The form fields include: 'Academic tutor name', 'Academic tutor email', 'Academic tutor telephone', a 'Remove Selected Tutor' link, and a 'Select your course' section with a radio button selected for 'Practice based teaching / mentorship module'. A 'Save' button is at the bottom of the form. Two red callout boxes with arrows point to the 'Search' button and the 'Practice based teaching / mentorship module' radio button. The footer contains '© 2014 The University of Southampton' and 'powered by NOW.net'.

**Step 8**  
Use the search button to find the name of your academic tutor. Your academic tutor is the person who is teaching your course.

**Step 9**  
Make sure that you select the practice based teaching mentorship module. And then click the SAVE button

## Complete the ongoing consent and public protection sections in "My contract"

The screenshot shows the eAoPP (e-Assessment of Professional Practice) interface for the University of Southampton. The top navigation bar includes the eAoPP logo, an accessibility toolbar, and the user name 'pauline morgan'. The main content area is titled 'My contract' and contains three tabs: 'Course details', 'Ongoing consent', and 'Public protection'. The 'Ongoing consent' tab is active, showing a 'Record of on-going achievement' section with the following text:

My assessment of practice document is my "record of on-going achievement" for practice.

I consent to allow the processing of confidential data about me to be shared between successive mentors and with the relevant education providers in the process of assessing my fitness for practice.

I understand that this is an NMC requirement and that it is essential to the pursuance of my programme of study leading to registration.

Student (pauline morgan) I AGREE on 21/10/2014

Tutor

The second screenshot shows the 'My Contract' section with the 'Public protection' tab active, displaying the 'Protecting the public through professional standards' section. The text reads:

**Protecting the public through professional standards**

**Accepting appropriate responsibility**

There may be times when you are in a position where you may not be directly accompanied by your mentor, supervisor or another registered colleague. As your skills, experience and confidence develop, you will become increasingly able to deal with these situations. However, you must only participate in interventions for which you have been fully prepared or in which you are properly supervised, and which are in keeping with trust/practice policy. If you have any doubts, discuss them as quickly as possible with your mentor or academic tutor.

Student (pauline morgan) I AGREE on 21/10/2014

Tutor

A large red arrow points from the text in the second screenshot to the instruction box on the right.

### Step 10

Read through each of the statements presented on the screen. For each statement, type in I AGREE in block capital letters, making sure that there are no extra spaces on the end of the phrase.

Congratulations- You have now created your account and should be presented with a screen similar to the one below.

**eAoPP**  
e-Assessment of Professional Practice

Accessibility toolbar  
pauline morgan  
UNIVERSITY OF  
**Southampton**

Home  
My Qualification  
Mentoring History  
Help  
Contact Us  
Logout

**Practice based teaching modules**

Commencing Module | Skills and competencies | Attendance Record | Module assessment

Task	Detail	Actions	State
Learning Contact	Use the view button to edit your contract and statements	<a href="#">View</a>	
Module details	apple ward 21/10/2014 - 08/1/2014 Practice educator(s) pauline driver	<a href="#">Edit</a> <a href="#">View</a>	✓ Completed by student
Professional Development		You do not appear to have created your professional development, please do so within the first two days of your placement. <a href="#">Create</a>	✗ Completed by student
Initial interview		<a href="#">Create</a>	✗ Completed by student ✗ Completed by practice educator

## Getting Started

### TAB 1 Commencing the Module

The 'Commencing Module' section is where the details of your practice location, practice base supervisor and learning needs and initial interview are created and stored.

The screenshot displays the eAoPP (e-Assessment of Professional Practice) interface. At the top left is the eAoPP logo. At the top right, there is an accessibility toolbar and the name 'pauline morgan' with the University of Southampton logo. A navigation menu on the left includes: Home, My Qualification, Mentoring History, Help, Contact Us, and Logout. The main content area is titled 'Practice based teaching modules' and features four tabs: 'Commencing Module' (selected), 'Skills and competencies', 'Attendance Record', and 'Module assessment'. Below the tabs is a table with the following data:

Task	Detail	Actions	State
Learning Contact	Use the view button to edit your contract and statements	<input type="button" value="View"/>	
Module details	apple ward 21/10/2014 - 08/1/2014 Practice educator(s) pauline driver	<input type="button" value="Edit"/> <input type="button" value="View"/>	✓ Completed by student
Professional Development		You do not appear to have created your professional development, please do so within the first two days of your placement. <input type="button" value="Create"/>	✗ Completed by student
Initial interview		<input type="button" value="Create"/>	✗ Completed by student ✗ Completed by practice educator

### Learning Contract

Clicking on the 'view' button will enable you to review the statements that you typed in I AGREE to when you created your account. It will also provide you with your tutor's name, telephone number and email address.

### Module Details

The trainee mentor should enter the full details of their practice placement, including dates and their practice supervisor in practice. If you are the practice supervisor, your details will appear here. Please ensure that they are correct.

### Professional Development

In this section, your trainee mentor will create a S.W.O.T. analysis. Their S.W.O.T. analysis will provide a starting point for their placement and enable you to discuss any concerns with them. This will enable them to complete an action plan and monitor their progress throughout their placement.

## **Initial Interview**

The initial interview is where you will record your learning needs and formulate action plans to ensure that your learning needs are met. This should be carried out in discussion with your practice based supervisor.

When you have created your initial interview, have added the learning needs and action plan, these entries will be reviewed by your practice based supervisor. If needed, the practice based supervisor can add additional learning needs or provide you with guidance. Once you and your practice based supervisor are satisfied that that the learning needs are appropriate, your practice based supervisor will electronically approve them. Think of this section as recorded correspondence that allows you to have a record of the guidance provided by your practice based supervisor.

## TAB 2 Skills and Competencies

This is where your practice supervisor will record your assessment of facilitating learning, assessment and management of challenges faced by mentors. Whilst you may practise on several occasions however, your practice supervisor is asked to observe, assess and record three sessions (one in each category). These must have been completed before moving onto the summative assessment and progression.



Task	Detail	Actions	State
Outcomes/Competence	Facilitating learning in practice	<a href="#">View</a>	✗ Not started
	Facilitating assessment in practice	<a href="#">View</a>	✗ Not started
	Developing strategies for managing challenges in practice	<a href="#">View</a>	✗ Not started

### Facilitating Learning in Practice

This section involves the practice supervisor completing 13 questions following their trainee mentor's 1<sup>st</sup> teaching session. These are 'signed' by the practice supervisor selecting 'achieved' in the drop down box for each question.

### Facilitating Assessment in Practice

This section involves the practice supervisor completing 8 questions following their trainee mentor's 2nd teaching session. These are 'signed' by the practice supervisor selecting 'achieved' in the drop down box for each question.

### Developing Strategies for Managing Challenges in Practice

This section involves the practice supervisor completing 11 questions following their trainee mentor's 3rd teaching session. These are 'signed' by the practice supervisor selecting 'achieved' in the drop down box for each question.

**Before you commence work on these assessments, make sure that you discuss the sessions with your practice supervisor and have reviewed the assessment criteria. Your practice based supervisor will expect you to have prepared a lesson plan prior to the commencement of any teaching sessions.**

## TAB 3 Attendance Record

Task	Detail	Actions	State
NMC Study Days	To view your progress and claim study days please use the view button.	<a href="#">View</a>	✓ Started [1]

In this section, you are asked to record the time that they have spent completing their course. Here your trainee mentor can add the details of their 5 taught study days, or the equivalent time spent undertaking online learning. You should also include time spent working in practice, working with your 'student' and preparing for /undergoing assessments.

### **NMC Study Days (Nursing & Midwifery Only)**

**Please note that the Trust and the NMC monitor and carry out spot checks on the number of NMC study days taken by students.**

## TAB 4 Module Assessment

Accessibility toolbar  
pauline.morgan@sothampton.ac.uk

UNIVERSITY OF Southampton

Home  
My Qualification  
Mentoring History  
Help  
Contact Us  
Logout

Practice based teaching modules

Commencing Module Skills and competencies Attendance Record **Module assessment**

Task	Detail	Actions	State
Formative Assessment		<input type="button" value="View"/>	<input checked="" type="checkbox"/> Completed by student <input checked="" type="checkbox"/> Completed by practice educator
Summative Assessment			<input checked="" type="checkbox"/> Completed by student <input checked="" type="checkbox"/> Completed by practice educator
Progression			<input checked="" type="checkbox"/> Completed by student <input checked="" type="checkbox"/> Completed by practice educator <input checked="" type="checkbox"/> Completed by Tutor

© 2014 The University of Southampton

powered by NOW.net

### Formative (Interim) Assessment

The formative assessment should be completed midway through the course and will give you the opportunity to receive feedback from your practice supervisor, reflect on your progress and create new learning objectives to work towards for the remainder of the course.

### Summative Assessment

All other sections of the eAoPP should be completed before the summative assessment. In the summative assessment section, you and your practice supervisor can add comments about your performance. It is important to be specific and, together with your practice supervisor, set goals for your future development.

### Progression

This is where your practice supervisor will electronically verify that you have met the standard required for a pass and can work as a mentor.

Once your practice supervisor has completed the progression, you need take no further action. As the eAoPP is completed in 'real time', your academic tutor will be able to see when it is completed. As such, there is no 'submission' button to select. Once your academic tutor is satisfied that your portfolio is complete, they will sign off this part of your eAoPP. You will receive an automated e-mail that confirms your successful completion. Please pass this to the person responsible for maintaining your mentor database so that you can be added onto the list.

**END** – This completes the ALPS Student Guide. If you have any queries please contact your academic tutor or [eaoppsupport@soton.ac.uk](mailto:eaoppsupport@soton.ac.uk)