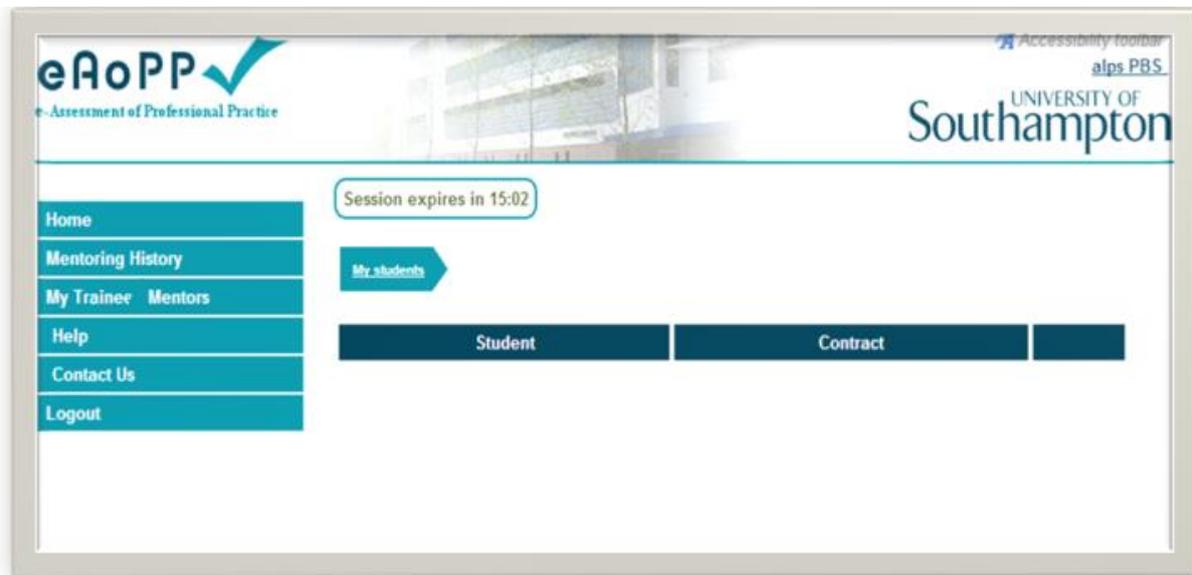


eAoPP

ALPS Practice Based Supervisor User Guide



University of Southampton

October 2014

Welcome to the eAoPP Assessment & Learning in Practice Settings (ALPS) Practice Supervisor 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 the eAoPP. You will mainly be responding to comments and actions entered by your trainee mentor.

When you have been allocated a student, you will need to visit 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.

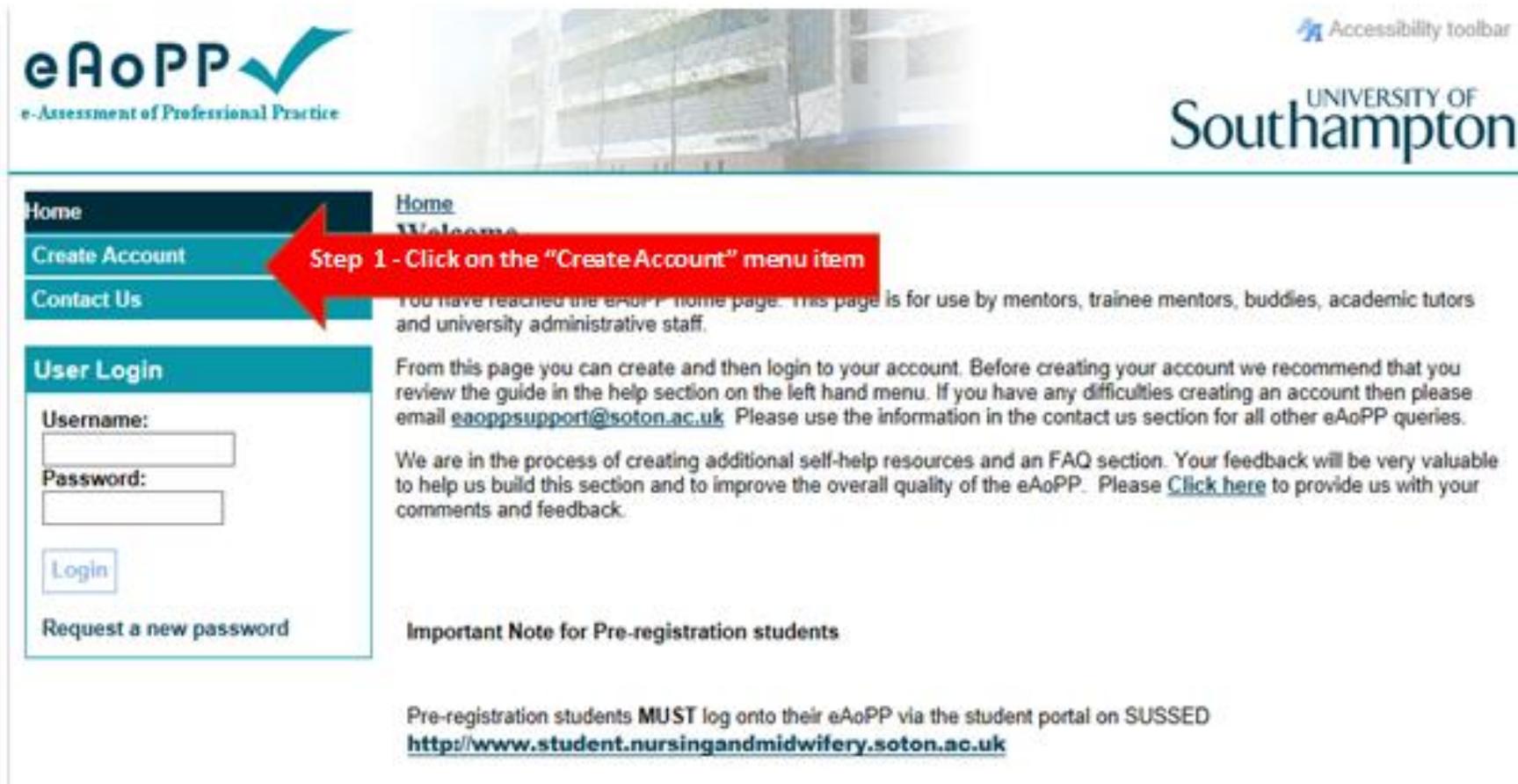
If you have any further queries please contact eAoPPsupport@soton.ac.uk or, if in post, your practice educator in your area of work.

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Creating Your Account

Before starting, you will need your NMC number, your works email address and telephone number. Visit the eAoPP website www.eaopp.com and then click on the "Create Account" menu item, as shown below.



The screenshot shows the eAoPP website interface. At the top left is the eAoPP logo with the tagline "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 includes "Home", "Create Account", and "Contact Us". A red arrow points to the "Create Account" menu item, with a red box containing the text "Step 1 - Click on the 'Create Account' menu item". Below the navigation menu is a "User Login" section with 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 stating: "You have reached the eAoPP home page. This page is for use by mentors, trainee mentors, buddies, academic tutors and university administrative staff. From this page you can create and then login to your account. Before creating your account we recommend that you review the guide in the help section on the left hand menu. If you have any difficulties creating an account then please email eaoppsupport@soton.ac.uk. Please use the information in the contact us section for all other eAoPP queries. We are in the process of creating additional self-help resources and an FAQ section. Your feedback will be very valuable to help us build this section and to improve the overall quality of the eAoPP. Please [Click here](#) to provide us with your comments and feedback." Below this is an "Important Note for Pre-registration students" section with the text: "Pre-registration students **MUST** log onto their eAoPP via the student portal on SUSSED <http://www.student.nursingandmidwifery.soton.ac.uk>".

Complete the field as shown above. You can choose your own username (as long as it is available) and password.

The screenshot shows the 'Create Account' page of the eAoPP system. The page header includes the eAoPP logo and the University of Southampton logo. A navigation menu on the left contains 'Home', 'Create Account', and 'Contact Us'. The main content area is titled 'Create Account' and 'Create your New Account'. It contains a form with the following fields: Username (with a note that 'Chloe' is available), Password (masked with dots), First Name (Chloe), Last Name (Dyer), Email Address (cvaw206@soton.ac.uk), and Account Type (radio buttons for 'Trainee Mentor' and 'Mentor / Practice Educator'). Below the form is a 'Register' button. Three red arrows point to the form fields: one to the Username field with the text 'Step 2 - Enter your detail using your works email', one to the Email Address field with the text 'Step 3 - Make sure that you click the trainee mentor button', and one to the Register button with the text 'Click on the "Register" button'.

Accessibility toolbar

UNIVERSITY OF
Southampton

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 detail using your works email

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

Click on the "Register" 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

Once you have created your account, use your newly created username and password to log back into the site.

You will be taken to a screen where you will be required to enter your personal information. Complete the fields as illustrated above; then click the submit button

Update Personal Information

Your Details

First Name

Last Name

Email Address

Step 5 Make sure that your details are correct

Personal Information

Important Numbers

NMC Number

Staff Number

Student Number

Telephone Number

Location

- NMC/HCPC number is used as security information
- Staff number is your assignment number
- Student number- leave this blank
- Location is your area of work

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?

Select the drop down boxes as appropriate to you

Security Questions

Question 1 Answer 1

Question 2 Answer 2

Select two different security questions. You will need to enter the answers to these when you sign off your trainee mentor as completed

Click on the "Submit" button



- Home
- Mentoring History
- My Trainee Mentors
- Help
- Contact Us
- Logout

Session expires in 34:35

My students

Student

Contract

Step 7 - Click on 'My Trainee Mentors' to see your mentorship students

Step 6 - This screen will be presented to you when your account has been successfully created
If you have preregistration students to mentor, they will be listed in this central panel

You will then be taken to your own personal eAoPP. When you first visit the page, it will not contain any student names. You will need to inform your trainee mentor that you have set up your account, so that they can link their account to your eAoPP. This will enable you to see the trainee mentor's eAoPP account and interact with it.

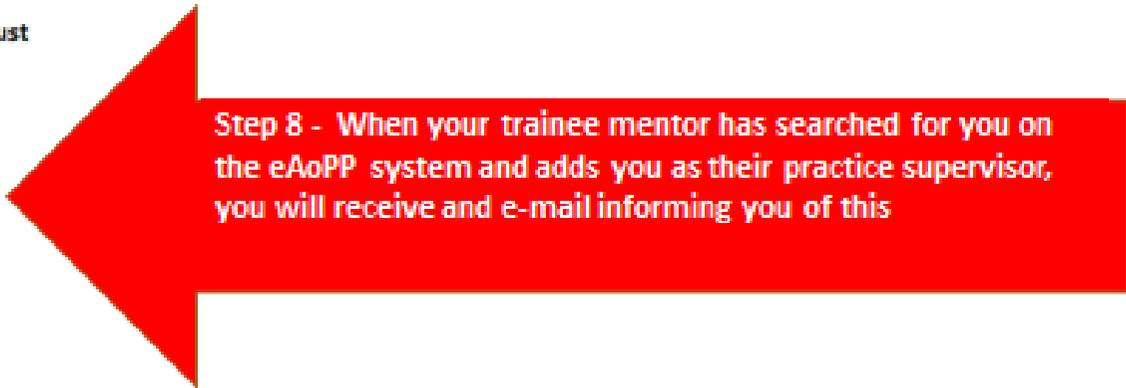
To: dyer.c.v.a. (cvaw206)

Please DO NOT reply to this message, to provide feedback to the student use the link below that will add your comments to the student portfolio.

From: alps student [131313@gewq.uk]
To: cvaw206@soton.ac.uk
Course: Practice based teaching / mentorship module

The student has updated/selected their practice experience details;

Name of placement - award
Name of Trust/Practice experience provider - trust
Start Date - 02/09/2014
End Date - 17/11/2014
Name of mentor - Chloe Dyer
Email of mentor - cvaw206@soton.ac.uk
Name of buddy/associate mentor -
Email of buddy/associate mentor -
Name of buddy/associate mentor 2 -
Email of buddy/associate mentor 2 -
Name of lead practice educator -
Email of lead practice educator -
Phone number of placement - 2434



Once your trainee mentor has added you to their eAoPP account, you will be sent confirmation by an email, as shown above.



- Home
- Mentoring History
- My Trainee Mentors
- Help
- Contact Us
- Logout

Session expires in 34:51

My students

Student	Contract	
student, alps 112314	<p>Practice based teaching / mentorship module</p> <p>Consent:</p> <ul style="list-style-type: none"> ✓ Completed by student ✗ Completed by tutor <p>Public protection:</p> <ul style="list-style-type: none"> ✓ Completed by student ✗ Completed by tutor 	<p>Practice based teaching modules - current</p> <p>You are the Practice educator</p> <p>Induction - not started</p>

Step 9 - When your student has added you as a mentor, their details will appear in the 'My Trainee Mentors' section of your eAoPP

Step 10 - Click on the link to access your student's eAoPP

The next time you login, click on 'My Trainee Mentors' and you will be able to see your trainee mentor student. As shown in step 10, clicking on the link called 'Practice based teaching modules', will take you into the trainee mentor's eAoPP.

The next part of this guide provides information on completing each section of the eAoPP.

Getting Started

Access the eAoPP via www.eAoPP.com and enter your username and password.

When you log in to your account, you will see a screen that looks like the one above. This is your home page and should be used to navigate the eAoPP.

When you click on the 'My Trainee Mentors' tab, you will see a list of your current mentoring students. Here you can access their portfolio and make entries in each of the assessment sections.

Student	Contract	Assessment
STUDENT, ALPS ALPSSTUDENT	Practice based teaching / mentorship module Consent: ✓ Completed by student ✗ Completed by tutor Public protection: ✓ Completed by student ✗ Completed by tutor	Practice based teaching modules - current You are the Practice educator Induction - not started

TAB 1 Commencing the Module

Task	Detail	Actions	State
Module details	Good Ward 05/05/2014 - 18/07/2014 Practice educator(s) alps PBS		✓ 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. Create	✗ Completed by student
Initial interview	You do not appear to have created your initial interview, please do so within the first two days of your placement.	Create	✗ Completed by student ✗ Completed by practice educator

The 'Commencing Module' section provides the administrative details of your trainee mentor's portfolio, including the module details, professional development and initial interview.

Module Details

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

Professional Development

In this section, your trainee mentor will create a S.W.O.T analysis. The S.W.O.T. analysis will provide a starting point for the placement and will enable you to discuss any expectations and concerns with them. This will guide the trainee mentor in the completion of an action plan and enable monitoring of their progress throughout the placement.

Initial Interview

In their initial interview, the trainee mentor is required to record their learning needs and generate action plans in order to meet these needs. This should be undertaken following discussion with the practice based supervisor.

Task	Detail	Actions	State
Module details	Good Ward 05/05/2014 - 18/07/2014 Practice educator(s) alps PBS		✓ Completed by student
Professional Development	You appear to have created your professional development	Edit View	✓ Completed by student
Initial interview	Your initial interview is waiting for practice educator approval	View	✓ Completed by student ✗ Completed by practice educator

Think of this section as recorded correspondence, as you can provide the trainee mentor with guidance. When your trainee mentor has completed this section, you will be able to add more learning needs or provide guidance and, when you are satisfied that the learning needs and action plans are appropriate, approve these and lock them. You can add new learning needs as necessary. Any additions or changes will be flagged in the system, so that the trainee mentor is aware and can review the amendments.

TAB 2 Skills and Competencies

This is your trainee mentor's log of their three observed teaching sessions.



Task	Detail	Actions	State
Outcomes/Competence	Facilitating learning in practice	View	✗ Not started
	Facilitating assessment in practice	View	✗ Not started
	Developing strategies for managing challenges in practice	View	✗ Not started

Facilitating Learning in Practice

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

Facilitating Assessment in Practice

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

Developing Strategies for Managing Challenges in Practice

This section involves the practice based 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 carrying out an assessment please discuss the teaching sessions with the trainee mentor. The trainee mentor should have prepared a lesson plan. They should be able to deliver the session following the lesson plan, whilst under supervision.

TAB 3 Attendance Record

Task	Detail	Actions	State
NMC Study Days	To view your progress and claim study days please use the view button.	View	✓ Started [1]

In this section, the trainee mentor is required to enter the time that they have spent completing their course. This will include the details of the five taught study days attended at the University or online study undertaken in accordance with the course guidelines. The trainee mentor should also include details of time spent practising and preparing for their assessments, including the actual assessments.

Please ensure that your trainee mentor completes this section.

NMC registrants 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

The screenshot shows the eAoPP web application interface. The header includes the eAoPP logo, the University of Southampton logo, and an accessibility toolbar. The main content area is titled 'Practice based teaching modules' and features a navigation menu on the left and a table of assessment tasks. The table has columns for Task, Detail, Actions, and State. The tasks listed are Formative Assessment, Summative Assessment, and Progression, each with a 'View' button and a status indicating completion by student, practice educator, or tutor.

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

Formative (Interim) Assessment

The formative assessment should be completed midway through the trainee mentor's course and will give you the opportunity to assess their progress, create new learning objectives and provide feedback for the trainee mentor to focus on.

Summative Assessment

All other sections of the eAoPP PP should be completed before the summative assessment is undertaken. In the summative assessment you can add your comments about the trainee mentor's progress. It is important to be specific and also to set goals with your trainee mentor for their future development. Please be thorough when completing this section.

Progression

This is where you, as the practice based supervisor, will verify whether your trainee mentor has passed or been referred. You will need your NMC number and answers to your security question to electronically sign this section.

Please remember that you are signing to say that the trainee mentor can now mentor students that will facilitate a student's progression towards entering a professional register.

Once the trainee mentor's progression has been completed by you, they do not need to take any further steps. As their eAoPP is completed in 'real time', their tutor will be able to see when it is completed, therefore there is no 'submission' button to select.

END – This completes the ALPS Supervisor Practice Guide. If you have any queries or concerns, please contact the trainee mentor's academic tutor or eaoppsupport@soton.ac.uk