



## **Professional Development System**

### **User Guide**

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## 1. What is mycareerpath?

mycareerpath Professional Development System is an online tool used to plan, evidence and report professional development.

The user selects a **competence profile** (e.g. Chartered Engineer) and can create personalised development **plans** which detail how they intend to demonstrate the competences within the profile.

**Evidence** can be recorded against competence profiles, and **reports** created to draw together plans and evidence. Plans, reports and evidence can be reviewed by a third party, exported to PDF, and printed.

mycareerpath can be used to record Continuing Professional Development (CPD) as well as progress towards a competence standard. Selecting **Continuing Professional Development** as a profile allows the user to plan, record and report any and all activity that contributes to professional development.

## 2. Registering an account to use mycareerpath

First, create an account to use mycareerpath. You will need an email address and your membership number. Click **Register** after following the link from your institution's members' area. Complete the registration form and select **Register**, and you can log in straight away. Fields with an asterisk \* are mandatory for creating an account.

### 3. Adding profiles with mycareerpath

Once you have logged in to your mycareerpath account, you will need to select at least one profile against which you will record your development.

The profiles available will appear in a drop-down menu. Simply select a profile, and select the **Add** button.

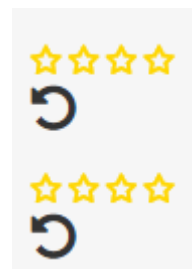
There is no restriction on the number of profiles used – you can record progress against any or all of the profiles offered. Once you've created a profile, you can view all of its competences by selecting the profile name. Most users will use the CPD profile for their ongoing development records.

On most mycareerpath pages, you can save your changes, and send your work by email to a colleague for review (see Section 8). This could be to a mentor, your line manager, your institution, or any other appropriate person you choose.

### 4. Competence profile self-assessment

mycareerpath enables you to self-assess your progress against the individual competences within a chosen profile. From the **Home** screen, create (or if you've previously created, select) a profile name.

With mycareerpath you can use a star system to self-rate your progress. The starting point is zero, and you can change this as you develop within each competence.



You can **Save Changes** at the bottom of the competences page.

The Continuing Professional Development profile is 'open-ended' and has no competence statements attached – and so no star rating system.

## 5. Creating an action plan

To create a professional development action plan, select **Plans** in the menu. Then select **Add action plan**.

Give your plan a title and enter your objectives. You will need to enter a start date and a completion date.

Choose the profile against which you want to apply this plan, and select the competences you will demonstrate through this plan.

Under **Competence** Standards, choose the appropriate competence from the **available competences** list, then **Add** it to the **selected competences** list. You can select multiple competence statements. Each one you add to your plan will appear in the selected competences. The CPD profile has no linked competences.

Finally, **Save** your plan.

## 6. Recording evidence

You can add evidence, including any supporting documentation like certificates, videos or testimonies, to demonstrate that you have developed or increased competence. To add evidence to **mycareerpath**, select **Evidence** in the menu; then select **Add evidence**.

Give your evidence a title and enter the lessons learnt and benefits gained from your professional development activity. Enter a start date and a completion date, covering the amount of time taken on the activity.

Choose the Profile you want to record this evidence against, and select any linked competences – skills you have demonstrated through this activity. The CPD profile has no linked competences.

You can add web links (e.g. a webpage showing you giving a presentation) or upload supporting documents (Word, Excel, PowerPoint, PDF, image and media files). These will remain attached to the **evidence** (and any **reports** created using it), and reviewers will be able to examine them. Web links should be in the format <http://www.website.com>

Once a file is uploaded, select the filename or link to view it. Files and links can also be deleted. **Save** your plan when you're finished.

If you have added the CPD Profile, you can create a 'quick' CPD evidence item from the **mycareerpath** home screen by clicking **Quick CPD record**. This will create a new evidence item under the CPD profile.

## 7. Generating a report

Reports are used to gather plans and evidence over a specified period of time. To generate a progress report, select **Reports** in the menu; then **Add Report**. On the resulting Report Wizard page, give your new report a title and enter a start date and an end date for the period you want the report to cover.

Select the report type (either **CPD** or **Competence**) and a profile.

- A **CPD report** assembles a list of all plans and evidence within the profile selected that *started* during the period specified. This is useful for displaying all of your activity in a given period, such as for an annual CPD report.
- A **Competence report** assembles a list of plans and evidence from the profile selected that *started* during the period specified. Evidence will be ordered down by linked competence statement. This is useful for displaying your progress against a list of competence statements.

The Continuing Professional Development profile has no linked competences and can't be used to create a competence report. Use a CPD report to show CPD activity over a given period.

Select **Save & View** when you're done, to display the report.

If you have added the CPD Profile, you can also create a 'quick' report of CPD activity by clicking **Quick CPD Report**. This will instantly generate an report for the CPD profile, for all plans and evidence from the past twelve months.

## 8. Sending work for review

Plans, evidence, reports and competence profiles (star-rating pages) can all be sent for review by email. This allows you to demonstrate progress to colleagues, employers or institutions.

To send a page for review, enter the email address of the reviewer and select **Save & Review**. The reviewer will receive an email inviting him or her to view the page in question and add comments. Reviewers won't be able to see any other part of mycareerpath. You will be notified of any comments added when you next log into mycareerpath, under the **Recent Reviews** section of the **Home** page.

## 9. Exporting data to PDF

Plans, evidence, and reports in mycareerpath can be exported and saved in PDF format. Next to any item in **Plans**, **Evidence** or **Reports**, use the **PDF** icon to generate a PDF. The PDF file will be saved to your computer or opened, depending on your browser settings. Exported PDF files can be emailed, printed, or saved to a computer or portable drive.



## 10. Editing your details

To change your **mycareerpath** details, return to the **home** page and follow the link on the right hand side to access the **edit account details** page. Here you can modify your name, organisation, PEI membership number, Engineering Council Registration Number (if applicable), email address, and password. **Save** your changes when you're done.

If you forget your password, use the **Forgotten your details?** link on the login page. You will be prompted to enter the email address you used to register, and when you select **Send Email** a password reset link will be sent to that address.

## 11. Help

Help documents provided by your Institution, including this User Guide, can be found by selecting **Help** in the menu.

## 12. Quick Start Guide

This section shows a typical progression from a blank profile through to a comprehensive CPD report.

