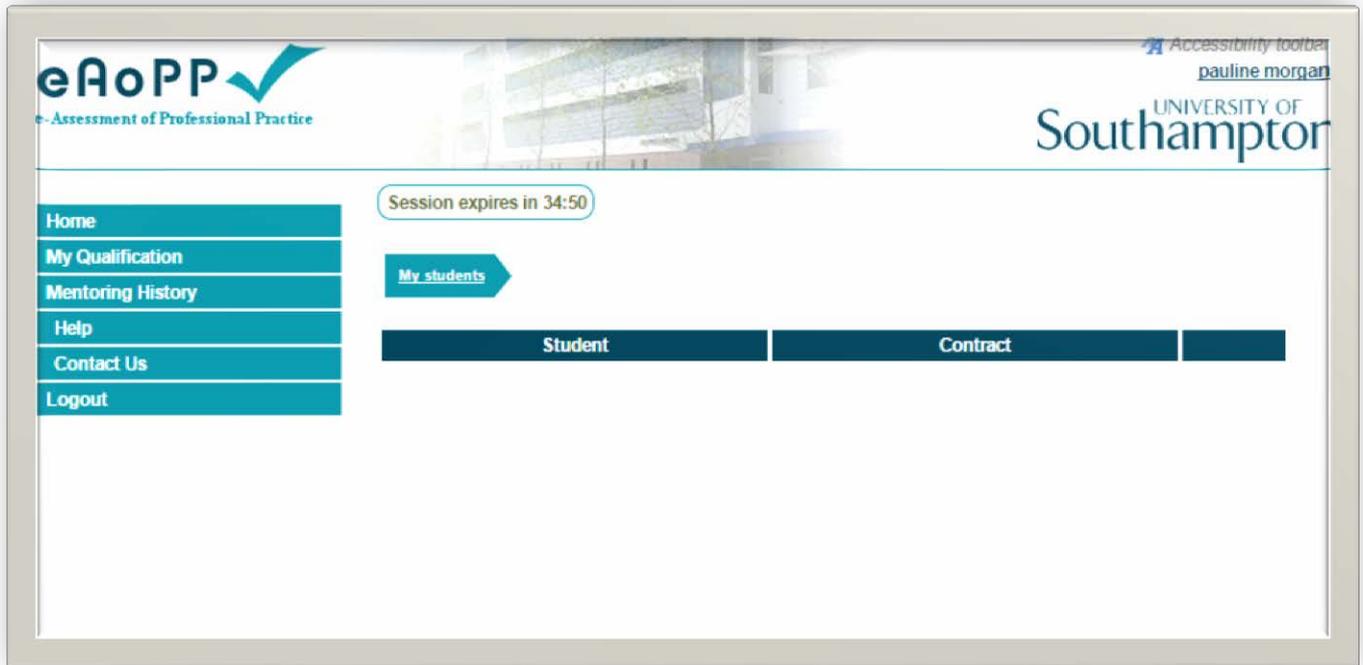


eAoPP

ALPS Student User Guide



University of Southampton

September 2016

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 to set up an account. The first part of this document 'Creating an Account' provides information as to how to complete this task.

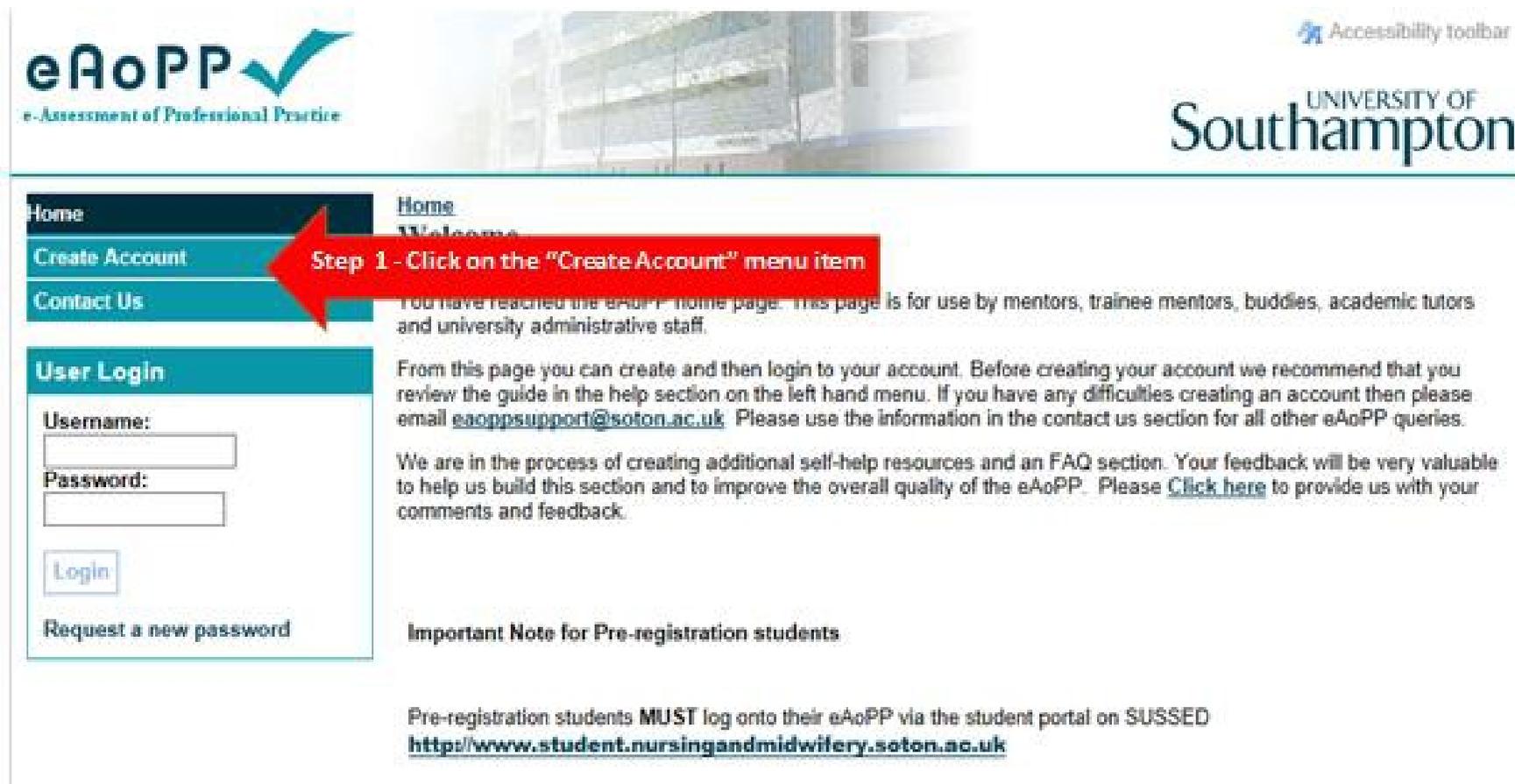
If you have any further queries, please contact eAoPPsupport@soton.ac.uk or your practice educator in your area of work.

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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 includes 'Home', 'Create Account', and 'Contact Us'. A red arrow points to the 'Create Account' menu 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 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@sofon.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>'.

Home

Create Account

Contact Us

User Login

Username:

Password:

Login

To request a new password please click on the following [link](#). If you have not received your password with 24 hours, please contact eAoPP support at eaoppsupport@soton.ac.uk. Please DO NOT create a new account.

[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:

pm3e08 'pm3e08' is available

Password:

.....

First Name:

Pauline

Last Name:

Morgan

Email Address:

P.morgan@soton.ac.uk

Account Type:

- ALP Student
 Mentor / Practice Educator

Step 2 **You can choose your own username & password. Please use your Trust e-mail address here.**

Step 3 **Make sure you click the ALPS student account type**

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 ALP Student and not Mentor / Practice Educator

[Register](#)

[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

Last Name

Email Address

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

Step 5

Enter your own person details into the boxes on the screen. Please enter your works email rather than your personal email. You must enter your NMC number, your works telephone number and the location of your area of work.

Step 6

Enter your mentorship status making sure that you select yes for the "Are you undertaking and ALPS course question".

Step 7

Use the drop down menu to select and answer two different security questions.

The following screen will now be displayed.

The screenshot shows the 'My Contract' page in the eAoPP system. The page has a header with the eAoPP logo and 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 'My Contract' and contains three tabs: 'Course details' (selected), 'Ongoing consent', and 'Public protection'. Below the tabs is the 'Edit Course' section, which includes a search bar for finding an academic tutor, input fields for the tutor's name, email, and telephone, a 'Remove Selected Tutor' link, a radio button for selecting the 'Practice based teaching / mentorship module', and a 'Save' button. Two large red arrows with white text callouts point to the search bar and the radio button. The footer contains the copyright notice '© 2014 The University of Southampton' and the 'powered by NOW.net' logo.

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 "Mycontract"

The screenshot displays the eAoPP (e-Assessment of Professional Practice) interface. At the top left is the eAoPP logo. At the top right, it says 'UNIVERSITY OF Southampton' and 'Accessability toolbar pauline morgan'. A navigation menu on the left includes Home, My Qualification, Mentoring History, Help, Contact Us, and Logout. The main content area is titled 'My contract' and has three tabs: 'Course details', 'Ongoing consent', and 'Public protection'. The 'Ongoing consent' tab is active, showing a section titled 'Record of on-going achievement'. Below the title, there are three paragraphs of text. At the bottom of this section, it says 'Student (pauline morgan) | I AGREE on 21/10/2014' and 'Tutor'. The second screenshot shows the 'Public protection' tab active, with a section titled 'Protecting the public through professional standards'. Below the title is a paragraph of text. At the bottom, it says 'Student (pauline morgan) | I AGREE on 21/10/2014' and 'Tutor'.

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

Practice based teaching modules

Home
My Qualification
Mentoring History
Help
Contact Us
Logout

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	View	
Module details	apple ward 21/10/2014 - 08/1/2014 Practice educator(s) pauline driver	Edit 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.	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

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) web application interface. The header includes the eAoPP logo, the University of Southampton logo, and an accessibility toolbar for 'pauline.morgan'. A navigation menu on the left lists: Home, My Qualification, Mentoring History, Help, Contact Us, and Logout. The main content area is titled 'Practice based teaching modules' and features a tabbed interface with 'Commencing Module' selected. Below the tabs is a table with the following data:

Task	Detail	Actions	State
Learning Contract	Use the view button to edit your contract and statements	View	
Module details	apple ward 21/10/2014 - 08/1/2014 Practice educator(s) pauline driver	Edit 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.	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

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	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 supervisor completing 13 questions following their trainee mentor's 1st 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

My Mentors ALPS STUDENT - Practice based teaching modules

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

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, 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

The screenshot displays the eAoPP (e-Assessment of Professional Practice) web application. The header includes the eAoPP logo and the University of Southampton logo. A navigation menu on the left lists: 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', 'Skills and competencies', 'Attendance Record', and 'Module assessment' (which is selected). Below the tabs is a table with the following data:

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

At the bottom of the page, there is a copyright notice: © 2014 The University of Southampton, and a logo for '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