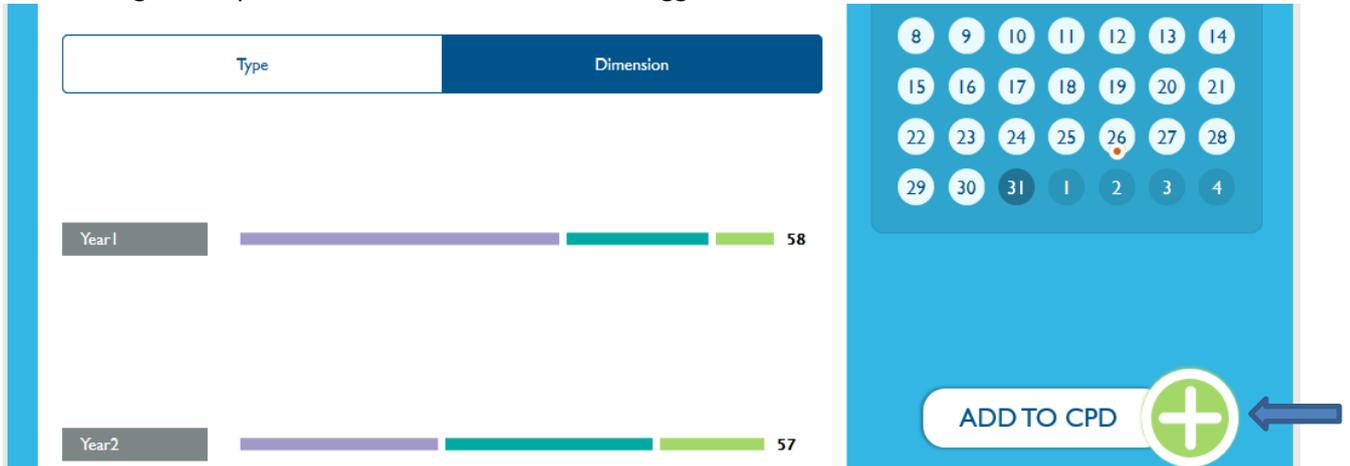


Adding a Learning Event (LE)

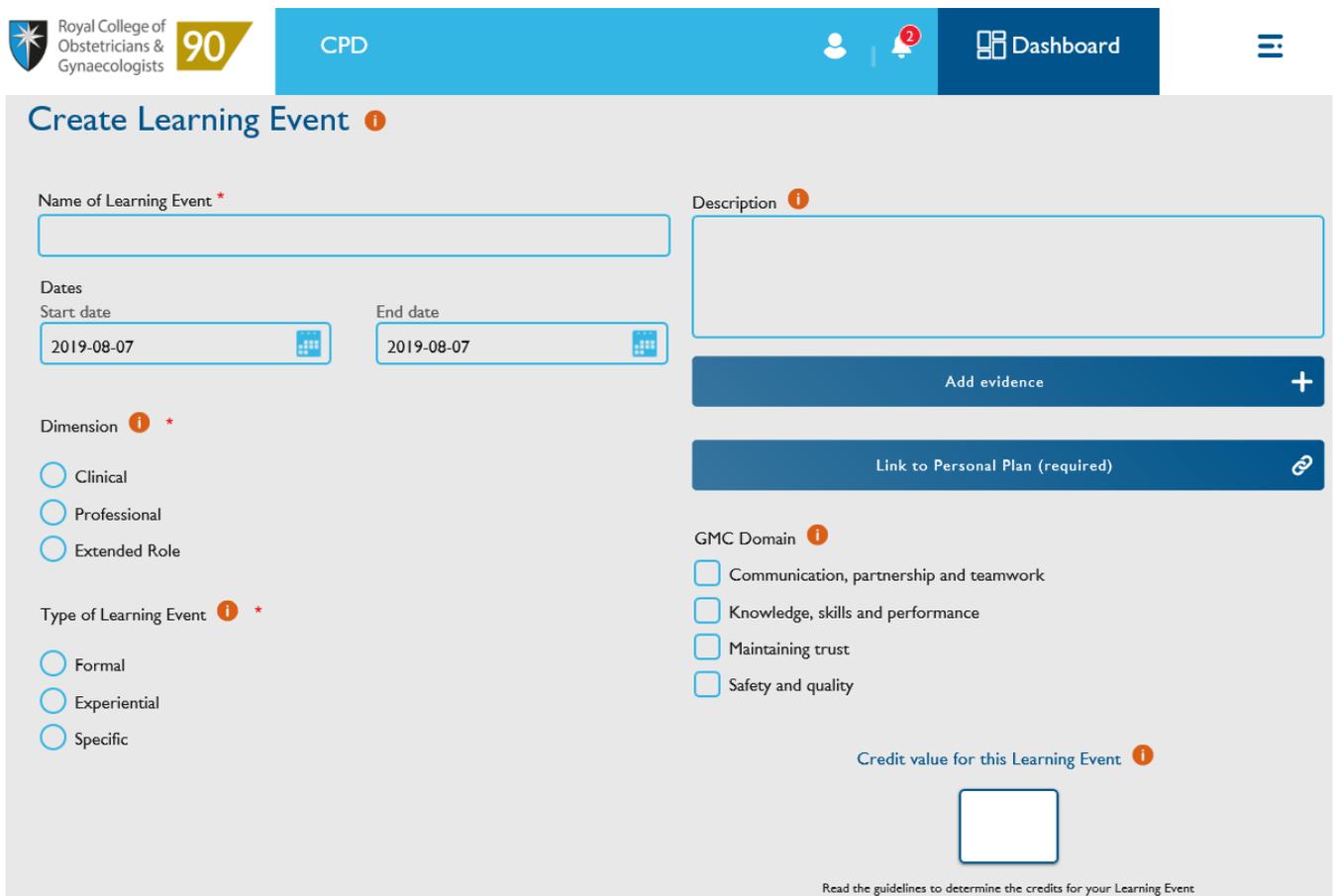
Adding details of your Learning Event

To add a Learning Event, you can click on the 'Add to CPD' toggle:



The screenshot shows a user interface for adding a Learning Event. It features a table with two columns: 'Type' and 'Dimension'. Below the table, there are two rows representing 'Year 1' and 'Year 2', each with a progress bar and a numerical value (58 and 57 respectively). To the right, there is a calendar widget. At the bottom right, there is a prominent 'ADD TO CPD' button with a green plus icon, which is highlighted by a blue arrow.

In the following page, please add details of your Learning Event.



The screenshot displays the 'Create Learning Event' form. The form includes the following fields and options:

- Name of Learning Event ***: A text input field.
- Description**: A large text area.
- Dates**:
 - Start date**: 2019-08-07
 - End date**: 2019-08-07
- Dimension** (with an information icon and an asterisk):
 - Clinical
 - Professional
 - Extended Role
- Type of Learning Event** (with an information icon and an asterisk):
 - Formal
 - Experiential
 - Specific
- GMC Domain** (with an information icon):
 - Communication, partnership and teamwork
 - Knowledge, skills and performance
 - Maintaining trust
 - Safety and quality
- Buttons**: 'Add evidence' (with a plus icon) and 'Link to Personal Plan (required)' (with a link icon).
- Credit value for this Learning Event** (with an information icon): A text input field.

At the bottom, there is a note: "Read the guidelines to determine the credits for your Learning Event".

You will also need to select the relevant [Dimension and Type of LE](#).

Clicking on the *i* symbol will provide guidance, for example:

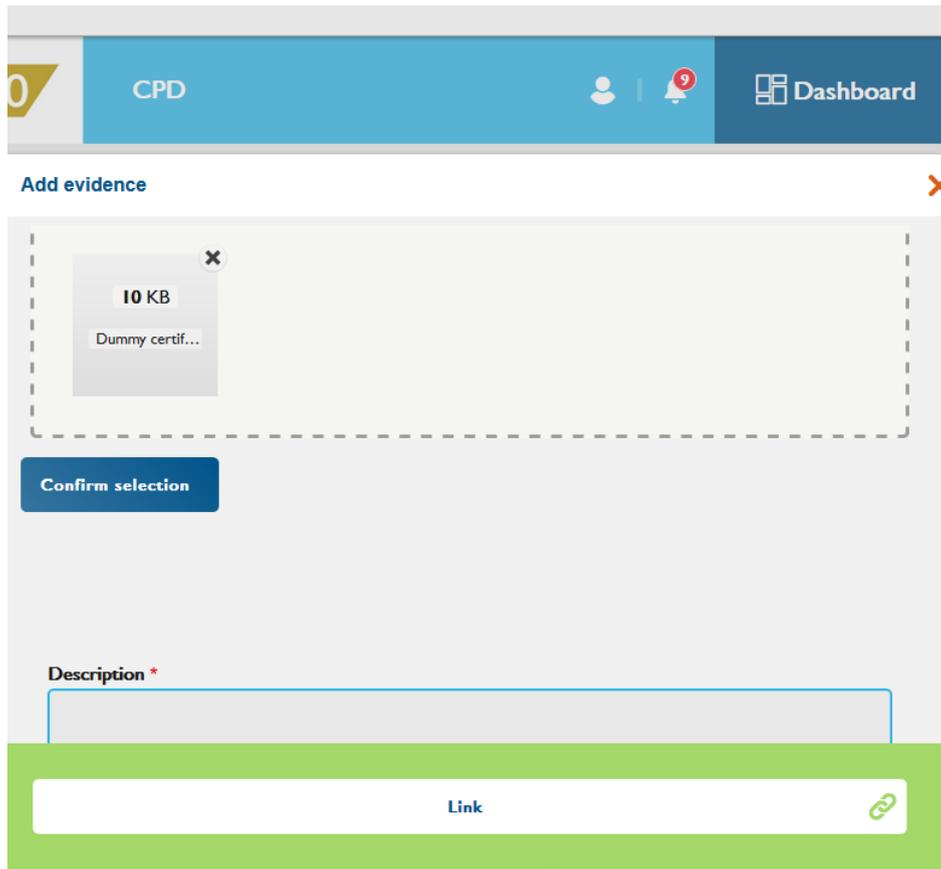
The screenshot shows the 'Create Learning Event' form in the CPD system. The form includes fields for 'Name of Learning Event', 'Start date', 'End date', 'Description', and 'GMC Domain'. The 'Dimension' field is highlighted with a blue arrow pointing to an information icon (i). A tooltip titled 'Dimensions' is open on the right, explaining the three CPD dimensions: Clinical, Professional, and Extended Role. The tooltip text reads: 'Please link your Learning Event to one of the three CPD dimensions: Clinical, Professional, Extended Role. The CPD dimensions describe the components of the professional identity of the specialist obstetrician and gynaecologist while allowing for the diverse range of practice in the wide variety of roles and environments in which specialists practise. The Clinical Dimension encompasses all areas of learning that relate to clinical knowledge, skills and competence specific to the practice of obstetrics and gynaecology. This Dimension demonstrates that the specialist is practising their current clinical work to a high standard and also encourages and supports specialists to develop their...'

Adding your evidence

You can add a certificate of attendance by clicking on 'Add evidence'. In the following screen select upload files or upload images, depending on the document that you wish to attach, find the document in your computer and then click on 'Select files'.

The screenshot shows the 'Add evidence' dialog box. It has two tabs: 'Upload files' and 'Upload images'. Below the tabs, it lists 'File types allowed: txt doc xls pdf ppt pps odt ods odp docx xlsx pptx' and 'Maximum filesize: 20Mb'. There is a 'File upload' section with a dashed box containing the text 'Drop files here to upload them' and 'or' followed by a 'Select files' button. At the bottom, there is a 'Link' field with a chain icon.

After selecting your file, please click on 'Confirm selection', and give a description of the certificate 'for example 'Certificate for RCOG Congress' and then click on 'link'.



The link to the evidence will appear in the original 'Create Learning Event' form.



Linking to the Personal Plan

Please see detailed instructions on how to link your Learning Event to your Personal Plan [here](#).

Please be reminded that you must add a link to **both** your P&R and PLP, to be able to save the LE as complete or your credits will not be counted. If your LE is not relevant to the P&Rs and PLPs that you have set out at the beginning of the appraisal year, you can link it to the Additional P&R and/or PLP that are available within the Personal Plan.

Linking to the GMC Domains

You can select the GMC domains that are applicable to the Learning Event.

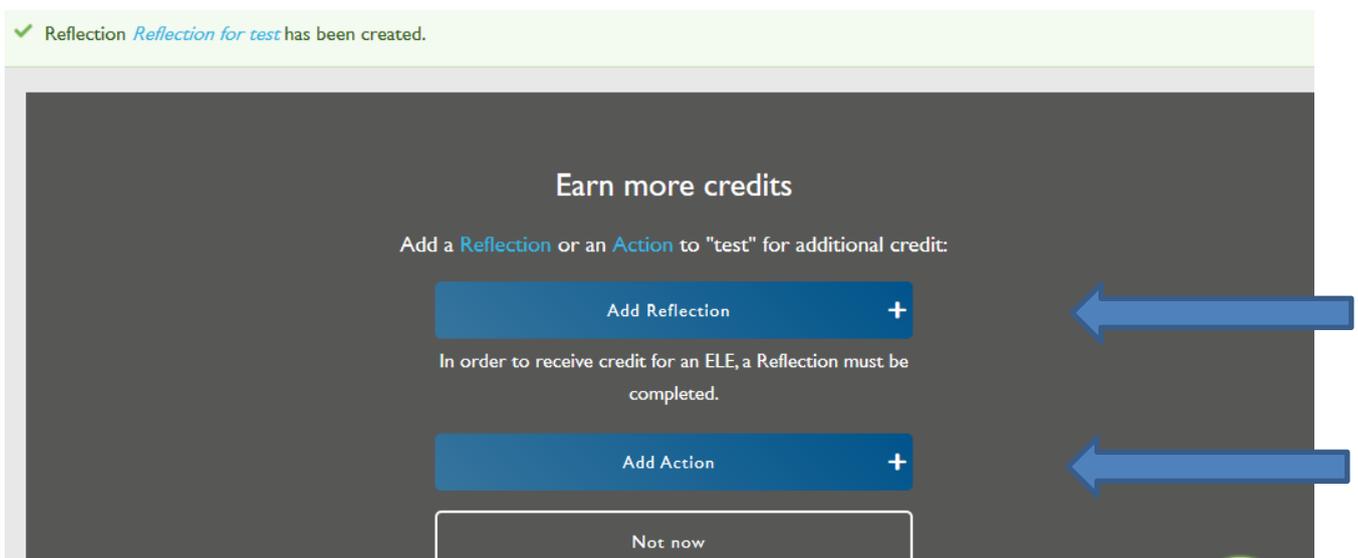
Adding your CPD Credits

You will need to add the number of credits you wish to claim. The [CPD Framework](#) gives a list of examples of Learning Events and CPD credits claimable on pages 27-29.

For Experiential Learning Events, a Reflective Log is mandatory. Once you have completed the reflection, the CPD ePortfolio will allocate 2 CPD credits (1 credit to the Experiential Learning Event and 1 credit to the reflection for that event).

Earning more credits for reflection and action

Once you have saved your LE as complete, you can earn an additional CPD credit if you add a reflection. Please see guidance on reflection in the [CPD guidance](#). If you can demonstrate how you have applied your learning to your practice or service you provide and the impact of your learning, you can add an action in your ePortfolio. 1 or 2 additional credits can be claimed for this. Please see guidance on action in the [CPD guidance](#).



You can view the Learning Events that you have added in the 'View Learning Events' table, accessible from the homepage.

CPD Team Contacts

If you require technical support on the use of the CPD ePortfolio, please contact the CPD Office on 020 772 6307.