

Professional Competence



This document describes how to access and download any entries you made in ePortfolio for Professional Competence that contributed to, or were associated with, your Annual Statements for 2011-2012, 2012-2013 and 2013-2014. This data is scheduled for deletion on 11 January 2021.

You are not obliged to download historic material if it is no longer relevant to you

You will be able to download your material up to 23:59 pm on 10 January 2021

It is possible to download the majority of your records as reports. Your documents and Annual Statements need to be downloaded separately.

The CPD and Audit reports contain the data that contributed to your Annual Statement for the relevant year. If you recorded any CPD or Audit activities for a particular year after the statement was generated, the corresponding data will be found in the report for the following year.

If you did not record CPD or Audit in the relevant year, the corresponding report will be blank

Contents

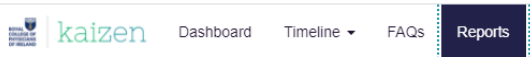
Accessing data reports.....	2
Choose the report you wish to download	2
Accessing Annual Statements	4
Accessing your evidence documents	5
Support	5

Accessing data reports

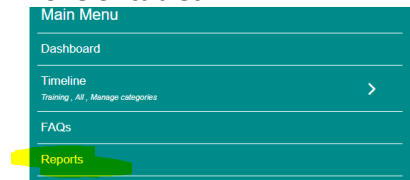
This section covers how to access and download your CPD, Audit, Personal Development Plans and any Absences from Practice that contributed to, or were associated with, your Annual Statements for 2011-2012, 2012-2013 and 2013-2014

- Log in to your ePortfolio
- Click on “Reports”

PC or laptop:



Phone or tablet:



Choose the report you wish to download

Annual Statements of Participation in Professional Competence

CURRENT VERSION: 12 PUBLISHED

[Run](#)

PCS - Download Audits included in your 2011-2012, 2012-2013 and 2013-2014 Statements

CURRENT VERSION: 2 PUBLISHED

[Run](#)

PCS - Download Personal Development Plans related to your 2011-2012, 2012-2013 and 2013-2014 Annual Statements

CURRENT VERSION: 6 PUBLISHED

[Run](#)

PCS - Download Absence from Practice forms related to your Annual Statements from 2011-2012, 2012-2013 and 2013-2014

CURRENT VERSION: 4 PUBLISHED

[Run](#)

PCS - Download Annual Statements from 2011-2012, 2012-2013 and 2013-2014

CURRENT VERSION: 2 PUBLISHED

[Run](#)

PCS - Download CPD form content related to your 2011-2012 Annual Statement

CURRENT VERSION: 1 PUBLISHED

[Run](#)

PCS - Download CPD form content related to your 2013-2014 Annual Statement

CURRENT VERSION: 16 PUBLISHED

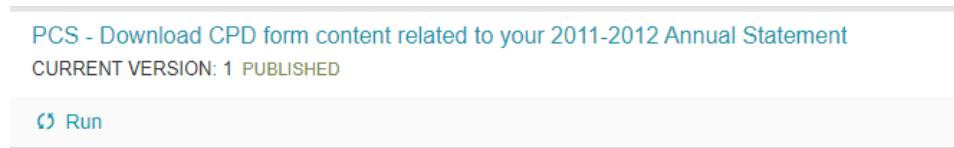
[Run](#)

PCS Personal Development Plan

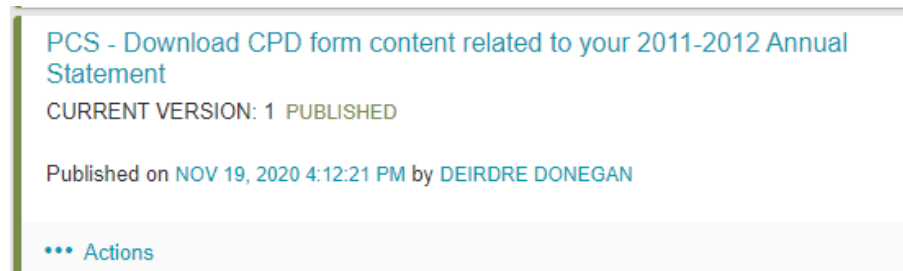
CURRENT VERSION: 25 PUBLISHED

[Run](#)

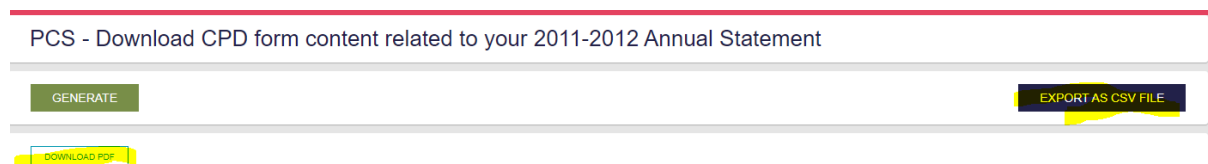
On your PC or Laptop click “Run”



On your mobile device, click “Actions”



You can download the report as a .PDF or a .CSV file. We recommend you choose the .CSV file type as the number of columns in some reports mean your information will not display well in a .PDF file



Tips:

If you wish to remove the date stamp from the start and end date of your records you can find instructions on this page : [How to remove TimeStamp in Excel](#)

If you have a high number of CPD entries we recommend that you download the file in the .csv format and use the Excel pivot table option to provide a summary of your entries.

You can find instructions on how to create a pivot table here: Microsoft: [Excel Help & Training PivotTables](#)

Accessing Annual Statements

To access the Annual Statements that will be deleted on 11 January 2021 use this report:

PCS - Download Annual Statements from 2011-2012, 2012-2013 and 2013-2014

CURRENT VERSION: 2 PUBLISHED

 Run

Click on “Preview” to get to the Statement

PCS - Download Annual Statements from 2011-2012, 2012-2013 and 2013-2014

GENERATE EXPORT AS CSV FILE

DOWNLOAD PDF

Date of Issue	Preview
May 15, 2014	Preview
May 19, 2013	Preview
May 30, 2012	Preview

Click the “Show 1 documents” button

Annual Statement

[Open in a new tab](#)

● COMPLETE VERSION 1 [Show audit log](#)

Event occurred on: May 15, 2014
Created on: May 15, 2014

 Attached documents: [SHOW 1 DOCUMENTS](#)

 Section filled in by FILLED IN ON MAY 15, 2014

Attached files
Annual Statement of Participation for 01 May 2011 and 30 April 2014.pdf SHARED 

Click the statement name to download a .pdf

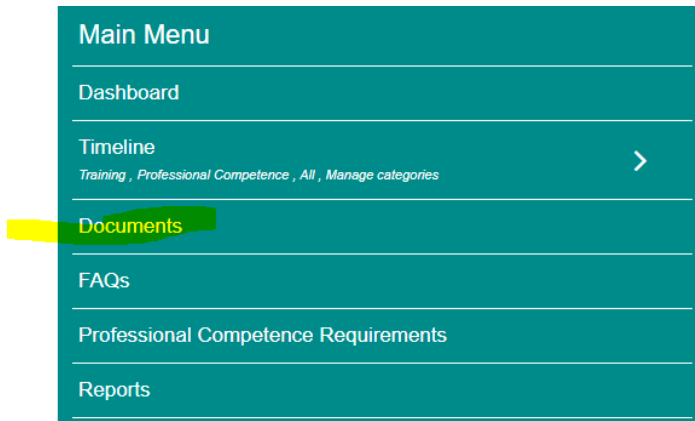
 Annual Statement of Participation for 01 May 2011 and 30 April 2014
PDF SHARED

Accessing your evidence documents

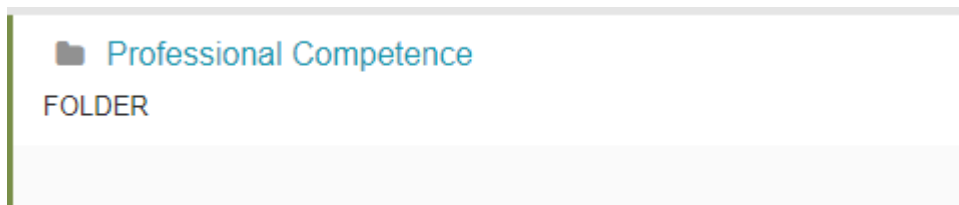
Click on “Documents” in the navigation bar on your PC or laptop



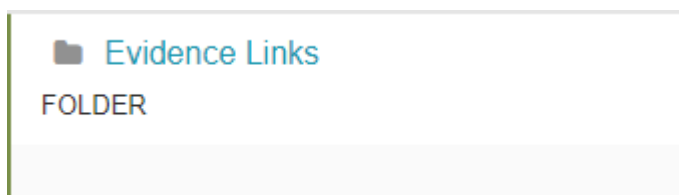
Or your mobile device



Choose the “Professional Competence” folder



Choose the “Evidence Links” folder



You will need to access each sub folder individually to download the documents

Support

If you require any clarification of these instructions, or need help with downloading your material, please contact us by email to professionalcompetence@rcpi.ie