

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 2014-2015. This data is scheduled for deletion on 27 July 2021.

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

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

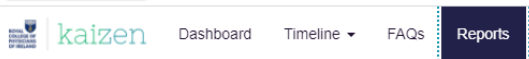
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Accessing data reports

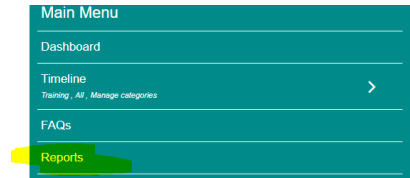
This section covers how to access and download your CPD, Audit, Personal Development Plans and any Absences from Practice that contributed to, or were associated with, your Annual Statement for 2014-2015

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

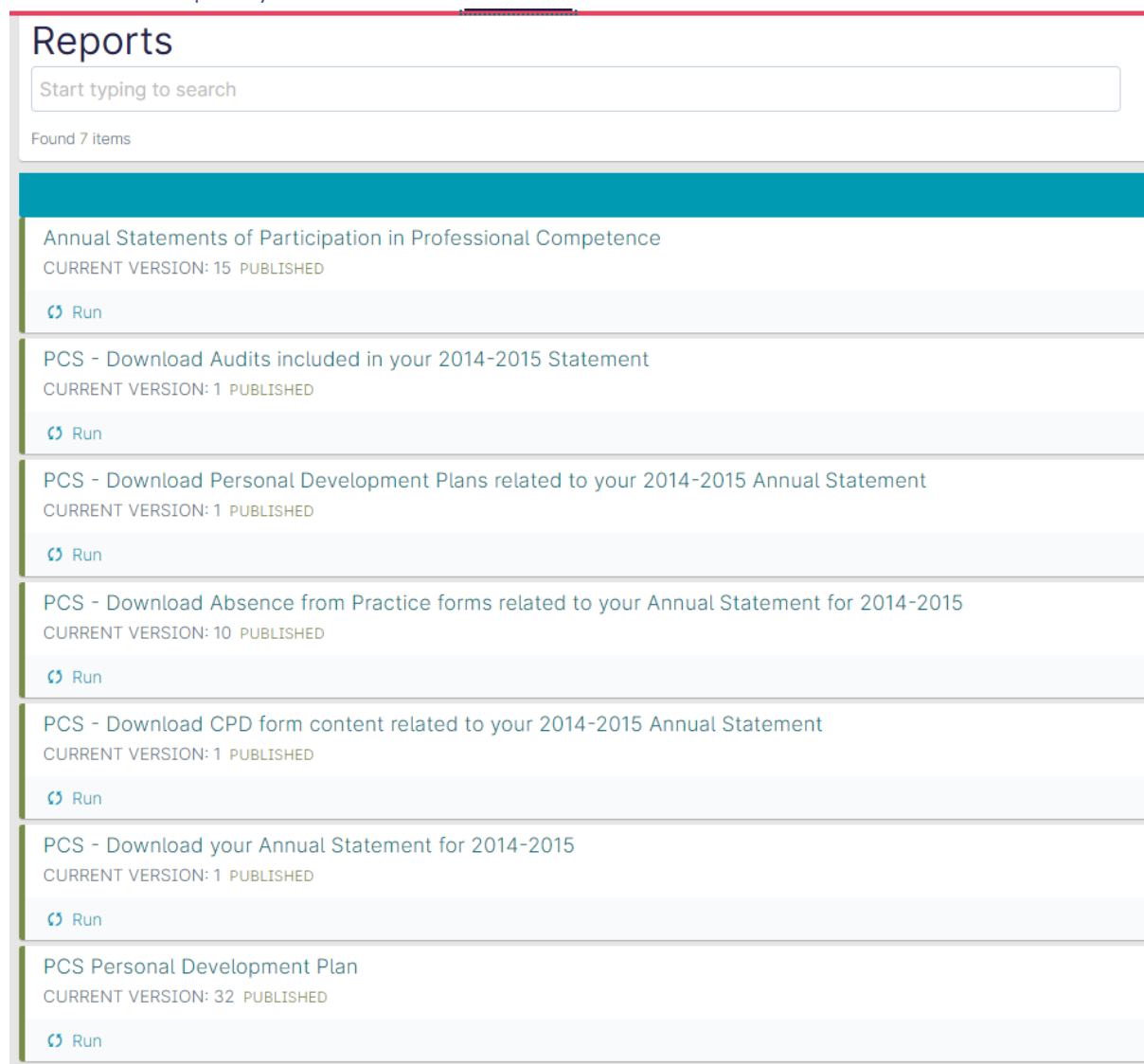
PC or laptop:



Phone or tablet:



Choose the report you wish to download



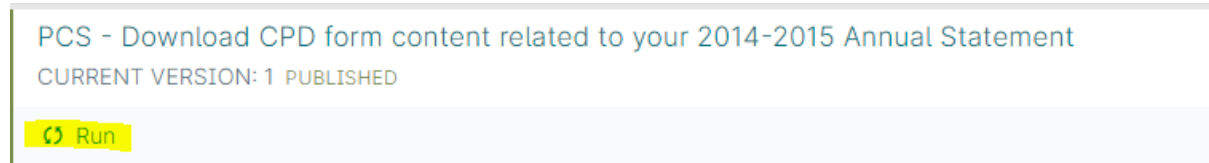
Reports

Start typing to search

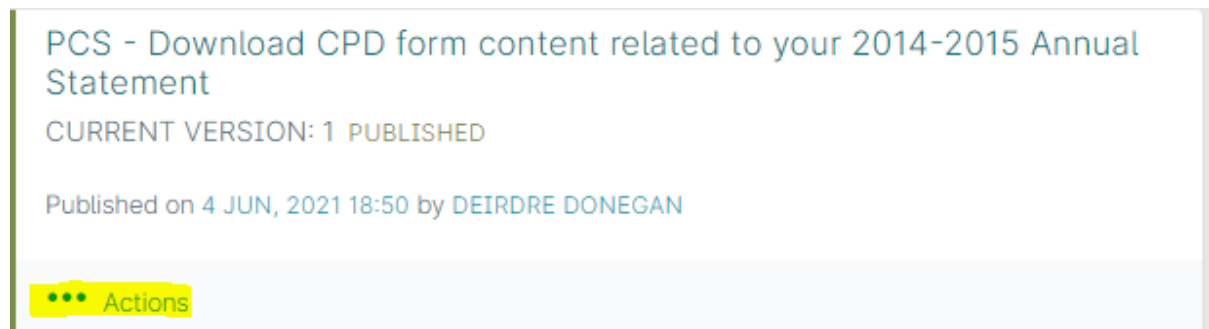
Found 7 items

- Annual Statements of Participation in Professional Competence
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- PCS - Download Personal Development Plans related to your 2014-2015 Annual Statement
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- PCS - Download Absence from Practice forms related to your Annual Statement for 2014-2015
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- PCS - Download CPD form content related to your 2014-2015 Annual Statement
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- PCS - Download your Annual Statement for 2014-2015
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- PCS Personal Development Plan
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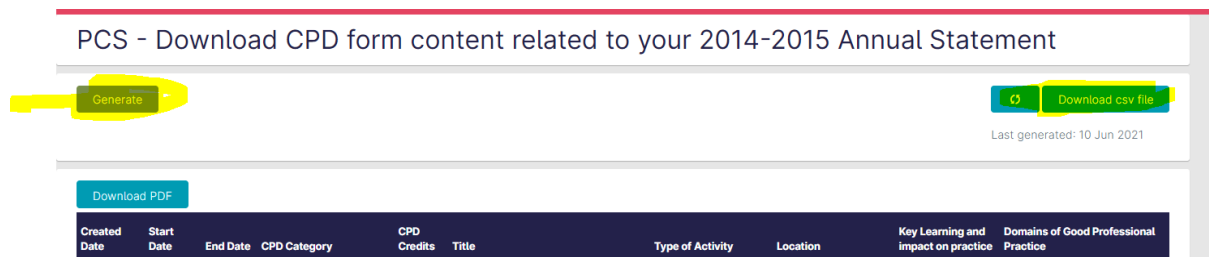
On your PC or Laptop click “Run”



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:

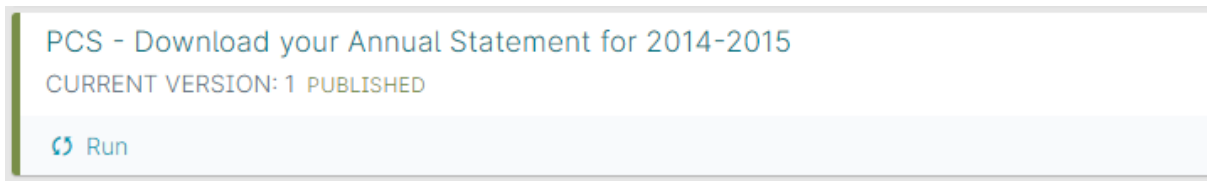
If you wish to remove the date stamp from the start and end date of your records you can find instructions on this page : [How to remove TimeStamp in Excel](#)

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

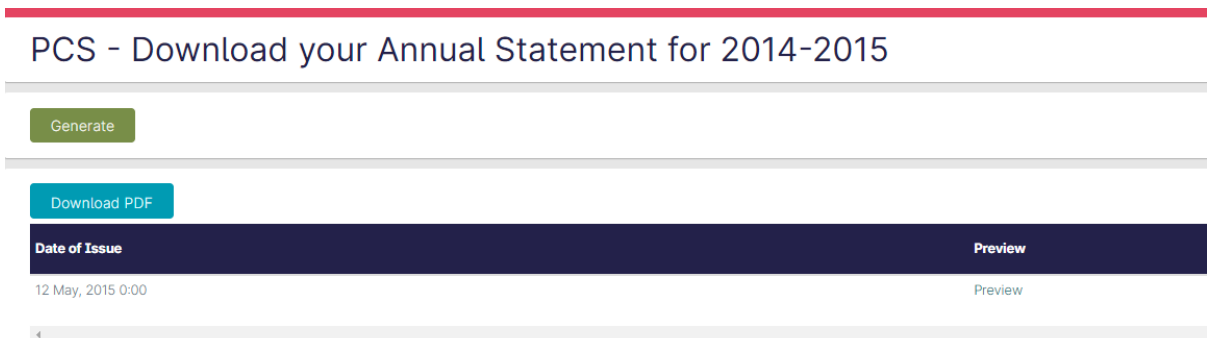
To access the Annual Statements that will be deleted on 27 July 2021 use this report:



PCS - Download your Annual Statement for 2014-2015
CURRENT VERSION: 1 PUBLISHED

[Run](#)

Click on “Preview” to get to the Statement



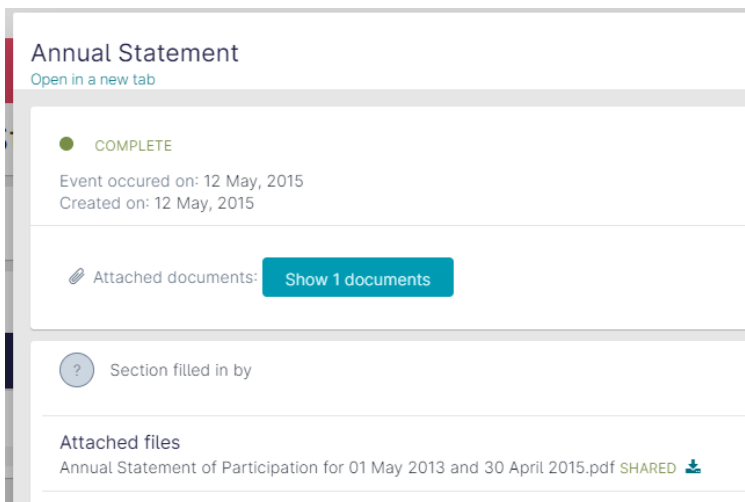
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Date of Issue	Preview
12 May, 2015 0:00	Preview

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Annual Statement
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Section filled in by

Attached files
Annual Statement of Participation for 01 May 2013 and 30 April 2015.pdf SHARED [Download](#)

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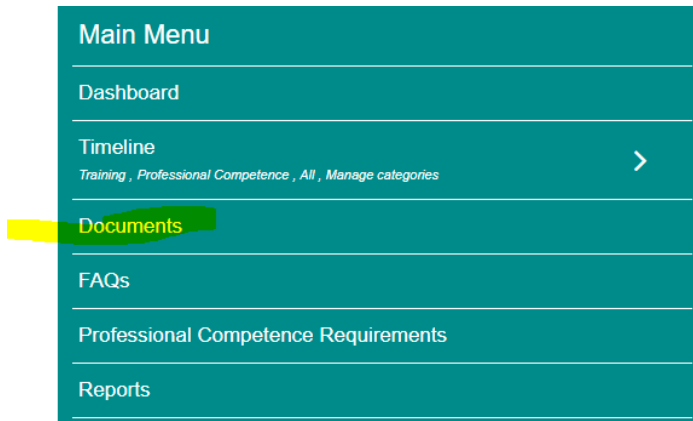
[Annual Statement of Participation for 01 May 2013 and 30 April 2015 PDF SHARED](#)

Accessing your evidence documents

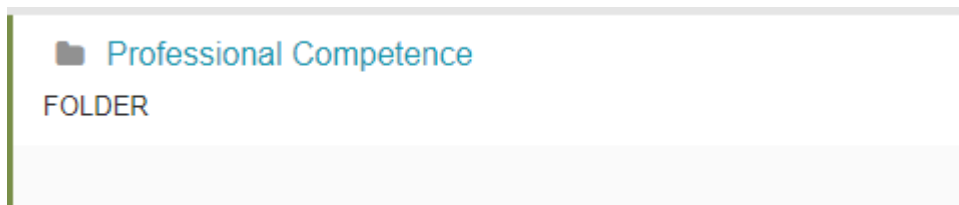
Click on “Documents” in the navigation bar on your PC or laptop



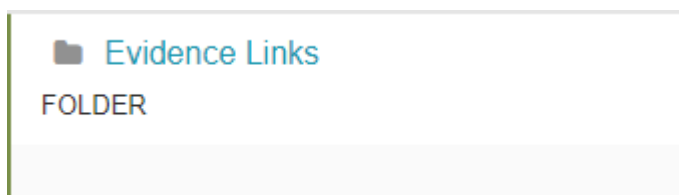
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Choose the “Evidence Links” folder



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