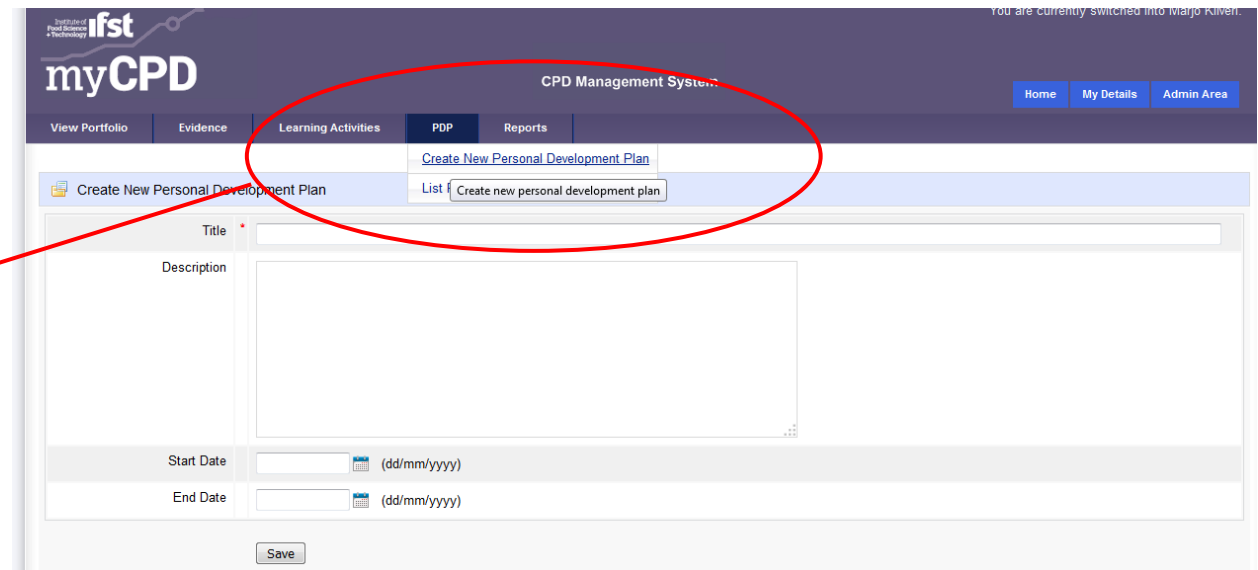


## 1. How to record personal development plan?

Hover over PDP and choose create new personal development plan and enter details. Save.



The screenshot displays the 'myCPD' CPD Management System interface. The top navigation bar includes the 'fst' logo, the text 'myCPD', and the title 'CPD Management System'. On the right, there are links for 'Home', 'My Details', and 'Admin Area'. The main navigation menu contains 'View Portfolio', 'Evidence', 'Learning Activities', 'PDP', and 'Reports'. The 'PDP' menu is highlighted with a red circle, and a dropdown menu is visible with options 'Create New Personal Development Plan' and 'List'. The 'Create New Personal Development Plan' option is selected, leading to a form with the following fields: 'Title' (text input), 'Description' (text area), 'Start Date' (calendar icon and text input with format '(dd/mm/yyyy)'), and 'End Date' (calendar icon and text input with format '(dd/mm/yyyy)'). A 'Save' button is located at the bottom of the form.

## 2. How to add objectives?

**myCPD** CPD Management System

Home My Details Admin Area

View Portfolio Evidence Learning Activities **PDP** Reports

✓ Personal Development Plan has been created

View Personal Development Plan

View Edit Associations Delete

Title: Leadership skills Date Range: 07/11/2014 - 31/12/2015 Date Created: 07/11/2014 14:54

Status: Open

Trainee Name	Marjo Kiiveri
Title	Leadership skills
Description	
Status	Open
Date Range	07/11/2014 - 31/12/2015
Date Created	07/11/2014 14:54

PDP Objectives

This personal development plan does not yet contain any PDP objectives.

[Add New PDP Objective](#)

**Tick a box add new  
PDP objective and fill  
in details. Save.**

## 2. How to link PDP together with learning activities?

Next time when you create learning activity click the PDP objectives dropdown to make the connections with the learning activity and your PDP.

The screenshot displays the 'Link to this Learning Activity' section of the IFST e-Portfolio/CPD Software & Design interface. The 'PDP Objectives' dropdown menu is open, showing a list of objectives. A red circle highlights the dropdown menu, and a red arrow points from the text on the left to the dropdown menu.

**Link to this Learning Activity**

Supporting Evidence:

PDP Objectives:

- Developing my computer skills
- learning new functions of different computer ...
- Increasing scientific knowledge**
- Increasing scientific knowledge
- Learn to communicate better
- Learn about leadership techniques

☐ Add Your Review

e-Portfolio/CPD Software & Design Copyright © 2007-2014 Premier IT. All rights reserved.

**Review**

- Activities can be linked to categories and Professional Registers.
- activities.frontend.add\_personal.u
- Activities with status 'Open' will be viewable by users with access to your portfolio. A 'Private' activity will only be accessible by you.
- activities.frontend.add\_review
- Review an activity and record actual number of CPD Hours here.
- Link activity to previously added evidence.
- Supporting evidence can be a mixture of personal and shared.
- Once a cycle has ended all activities and reviews for that period are locked and cannot be edited.
- activities.frontend.add\_review.ass
- You can choose to save with or without linking to Professional Registers.
- activities.frontend.add\_personal.ol

**Other**

- form\_protect\_message
- If you leave this page, any data that you have entered will be lost. Please save the form to avoid this issue.