ePortfolio: Frequently asked questions

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What is ePortfolio?

The ePortfolio provides electronic recording of practice learning and teaching evidence and storing this in a single system, which is accessible any time any place to assessment portfolio users. It increases the interaction between students and different stakeholders involved in the student journey to achieving clinical competence.

The ePortfolio replaces paper-based Practice Assessment Documentation for the first year Nursing students S2022. The Faculty is looking to roll out the system to all years and all fields in AY 23/24.

- The ePortfolio can be accessed at: kingsep.kcl.ac.uk/
- The training material can be accessed at NMPC ePortfolio Guidance

What are the benefits of ePortfolio over the paper PADs?

The ePortfolio is expected to bring a lot of benefits for you, as a user of this system:

- Enhanced student & staff experience.
- Enhanced academic and practice learning partner experience.
- Optimised communication and collaboration among all stakeholders involved in the management of your journey toward achieving clinical competence through practice learning.
- Transparency and consistency of learning and teaching objectives and better oversight of your achievements.
- Improved ability to access, record, store and submit online clinical assessments and other forms of educational evidence, readily available online.
- Enables all stakeholders involved in monitoring, reviewing, sign-off, and managing your practice assessment (incl. academics, Practice Assessors and Practice Supervisors) with more ready access to your portfolios at the point of placement activity, and at any time, any place without the need for physical meet-ups.

What cohorts will be using ePortfolio?

The ePortfolio will be rolled out to Year 1 pre-registration Nursing students only, during the 2022-23 academic year.

The paper PAD will be retained for Year 1 Midwifery students and all Years 2 and 3. The faculty plans to evaluate the use of the ePortfolio in partnership with all student year groups, and only roll it out to all years when we are all confident with its implementation for everyone.

Who can I contact for support?

Please email your enquiries to: NMPC_ePortfolio@kcl.ac.uk . We will aim to respond to you within 2 working days.

You may also want to reach out to your Link Lecturers for support.

Important to know: Before submitting your enquiry, please first check the training material and user guidelines at the Practice Learning website which will resolve your enquiry.

In addition to the support described above and the training and resources, we'd like to encourage you to familiarize yourself with the Practice Learning Handbook.

You may also want to contact your Link Lecturer for additional support and guidance. The role of a Link Lecturer is to the primary point of contact for you if you have questions or concerns regarding

your practice learning that the practice supervisor or practice assessor have not been able to help with. The details of Link lecturers can be found on the Practice Learning KEATS pages.

How do I log into the ePortfolio?
- The ePortfolio can be accessed at ePortfolio: kingsep.kcl.ac.uk/
- The training material can be accessed at NMPC ePortfolio Guidance

How can I access training?
Training resources and dates of any training sessions can be found on the Practice Learning: NMPC ePortfolio Guidance.

Will the ePortfolio be adjustable for those who have neurodiversity conditions that may find this overwhelming or difficult to navigate?
The ePortfolio has an accessibility statement, which outlines the accessibility measures in place: Accessibility Statement for Kaizen ePortfolio.

The structure of the ePortfolio is not customisable in terms of moving forms/goals/reports, etc. It is browser-based, so text and other settings are adjustable through browser settings, depending on the browser used.

Is In-Place still used or this system will be replaced by ePortfolio?
InPlace will continue to be used and there are no plans for this system to be replaced by ePortfolio.

Both systems are synchronised for data accuracy and regular updates will feed from InPlace to the ePortfolio.

Will I be able to access ePortfolio on computers available within the practice learning partners?
All Practice Learning Partners have confirmed accessibility of their WiFi and computers to students wanting to access ePortfolio. In case you experience any access issues, please email your enquiries to: **NMPC_ePortfolio@kcl.ac.uk** . We will aim to respond to you withing 2 working days.

How will interviews (initial, mid-point, final) be carried out, since Practice Assessor and I need to be together to complete this?
There is an option to complete together on a single device e.g. the same PC.

How will I record absence or sickness?
You will need to report your absence or sickness by completing an online absence reporting form on KEATS.

Login to the form using your 'k number' (e.g. k1234567) and your account password.
If you are unable to login, please raise a helpdesk ticket with the ITEL team, via email on itel@kcl.ac.uk

How long will the ePortfolio be available if I take a break from my studies?
The initial due date of some goals will be the academic year end date. If you take an interruption, the due date on the goal due date can be extended.

What happens if my Placement Supervisor or Practice Assessor enters incorrect hours?
Please let us know by emailing **NMPC_ePortfolio@kcl.ac.uk** . We will aim to respond to you within 2 working days.

How does the "To-do" list work if I have more than one assessor?

The to-do list will include all the forms you submit to the Practice Assessors you are assigned to. The practice assessor will receive forms with students' names and dates of when the forms were submitted.

What happens if forms are submitted and there is an IT error, or they get accidently deleted?

The ePortfolio features robust back-up. In case of any data loss, it can be easily reinstated.

Should you want to report a data loss, please contact us on NMPC_ePortfolio@kcl.ac.uk . We will aim to respond to you withing 2 working days.

What happens if I have entered incorrect practice learning hours?

Please alert the faculty about this by emailing NMPC_ePortfolio@kcl.ac.uk . Your form will then be rejected by a member of our placement team and sent back to you, so that you can re-submit with the correct hours if necessary. Alternatively, you can also retract the form before it is authorised.

Important to know: You can retract a form at **any time** as long as it hasn't been approved by the member of staff, by going to your 'Timeline' and locating the form you wish to retract. Once you have located the form, you will need to click on 'retract' which is to the right of the 'Remind' button.

What should I do when I have entered duplicate hours into the system?

Please alert the faculty about this by emailing us on NMPC_ePortfolio@kcl.ac.uk . A member of the placements team will then remove duplicate hours for you. Alternatively, you can also retract the form before it is authorised.

What should I do if my shift has been put on the wrong day?

Please alert the faculty about this by emailing us on NMPC_ePortfolio@kcl.ac.uk
One of the placement team members will then make necessary corrections for you in the system. Alternatively, you can also retract the form before it is authorised.

What if I have filled in the Ongoing Achievement Records (OAR) wrong and now it won't let me do it again?

Please alert the faculty about this by emailing us on NMPC_ePortfolio@kcl.ac.uk
One of the placement team members will then delete your form on the system.
However, you will need to re-fill the form again. Forms can't be amended once they have been authorised/signed off.

What do I do if my tasks are not appearing on my to do list?

The to-do list should pre-populate when 'invitations' are sent for users to complete the next sections of the workflow. Things not appearing may be down to incorrect email address/retractions, etc.

Please alert the Faculty about this by emailing us on NMPC_ePortfolio@kcl.ac.uk We will aim to respond to you within 2 working days.