



mycareerpath®

# mycareerpath® User Guide





## Contents

What is mycareerpath? .....	3
Registering an account to use mycareerpath .....	4
Creating an action plan .....	5
Recording evidence .....	7
Adding supporting evidence .....	9
Generating a report .....	10
Sending work for review .....	12
Exporting data to PDF .....	13
Editing your details .....	14
Help.....	15


# What is mycareerpath®?

**mycareerpath® Professional Development System** is an online tool used to plan, evidence and report professional development.

mycareerpath® can be used to record Continuing Professional Development (CPD). Evidence can be recorded and reports created to draw together plans and evidence. Plans, reports and evidence can be reviewed by a third party, exported to PDF, and printed.

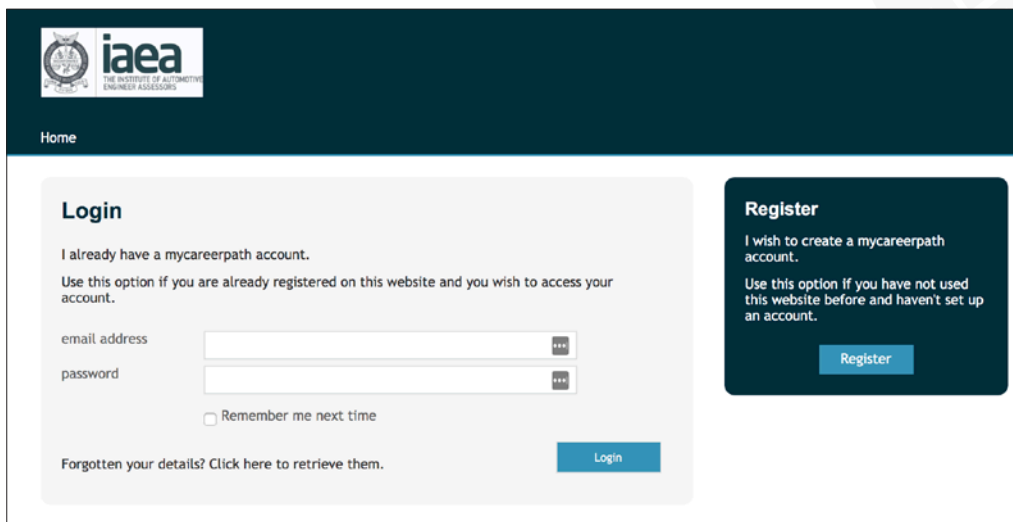
## Useful terminology

<b>Plan</b>	The planned CPD activity
<b>Objectives</b>	The desired outcome of the CPD activity.
<b>Profile</b>	This will always be CPD.
<b>Evidence</b>	This is the record completed after the CPD activity, including any uploaded documents.

Where there is an  icon, selecting this will provide a more detailed description of the information that is required in the text box.

# Registering an account to use mycareerpath®

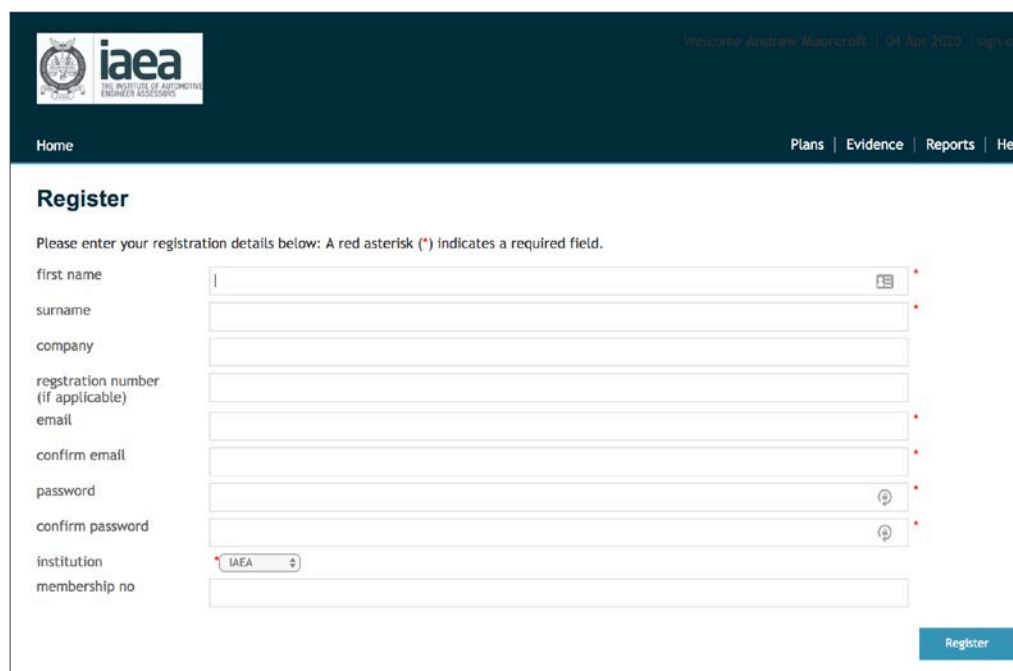
First, create an account to use mycareerpath®. You will need an email address and your membership number. Click [Register](#) after following the link from your IAEA members' area.



The screenshot shows the mycareerpath website interface. At the top left is the IAEA logo. Below it is a navigation bar with 'Home'. The main content area is split into two columns. The left column is titled 'Login' and contains the text: 'I already have a mycareerpath account. Use this option if you are already registered on this website and you wish to access your account.' Below this are input fields for 'email address' and 'password', a 'Remember me next time' checkbox, and a 'Login' button. A link 'Forgotten your details? Click here to retrieve them.' is also present. The right column is titled 'Register' and contains the text: 'I wish to create a mycareerpath account. Use this option if you have not used this website before and haven't set up an account.' Below this is a 'Register' button.

Complete the registration form and select [Register](#), and you can log in straight away.


**Please note:** Fields with an asterisk\* are mandatory for creating an account.



The screenshot shows the mycareerpath registration form. At the top left is the IAEA logo. At the top right, there is a user greeting: 'Welcome Andrew Moorcroft | 04 Apr 2020 | Log out'. Below the logo is a navigation bar with 'Home' and links for 'Plans | Evidence | Reports | Help'. The main content area is titled 'Register' and contains the text: 'Please enter your registration details below: A red asterisk (\*) indicates a required field.' Below this are several input fields: 'first name', 'surname', 'company', 'registration number (if applicable)', 'email', 'confirm email', 'password', 'confirm password', 'institution' (with a dropdown menu showing 'IAEA'), and 'membership no'. A 'Register' button is located at the bottom right of the form.

## Creating an action plan

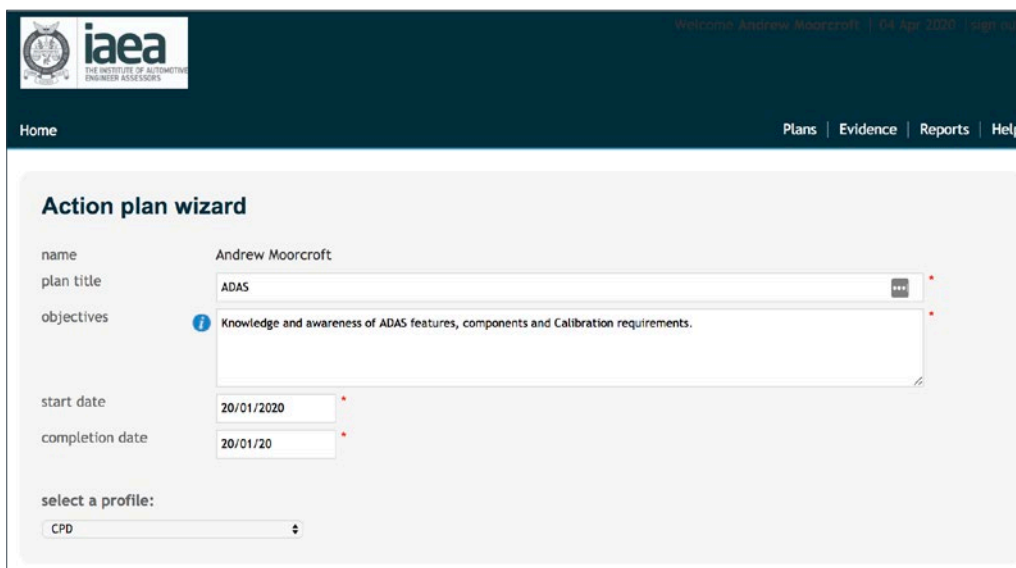
To create a professional development action plan, select **Plans** in the menu. Then select **Add plan**.



The screenshot shows the mycareerpath dashboard for Andrew Moorcroft. The 'Add plan' button is circled in red. Below it, a table lists current plans.

Title	Profile	Start Date	Completion Date	Created on	
HV vehicles	CPD	01 Jan 2020	31 Dec 2020	04 Apr 2020	  PDF

Give your plan a **title** and enter your **objectives**. You will need to enter a **start date** and a **completion date**.




The screenshot shows the 'Action plan wizard' form with the following fields:

- name: Andrew Moorcroft
- plan title: ADAS
- objectives: Knowledge and awareness of ADAS features, components and Calibration requirements.
- start date: 20/01/2020
- completion date: 20/01/20
- select a profile: CPD

The **start date** and **completion date** are mandatory fields. Where this is a formal training session, the plan may start and finish on the same day, for an objective that may be worked on continuously through the year (eg technology updates) the start date may be 01/01/2020 and the end date 31/12/2020.

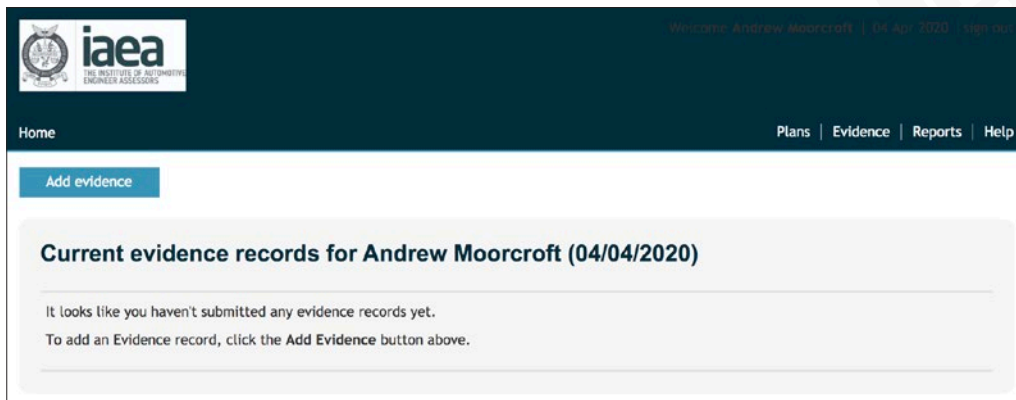
Finally, **Save** your plan

Where there is an  icon, selecting this will provide a more detailed description of the information that is required in the text box.

# Recording Evidence


You can add evidence, including any supporting documentation like certificates, videos or testimonies, to demonstrate that you have developed or increased competence. Your own account of your learning is just as important as the supporting documentation.

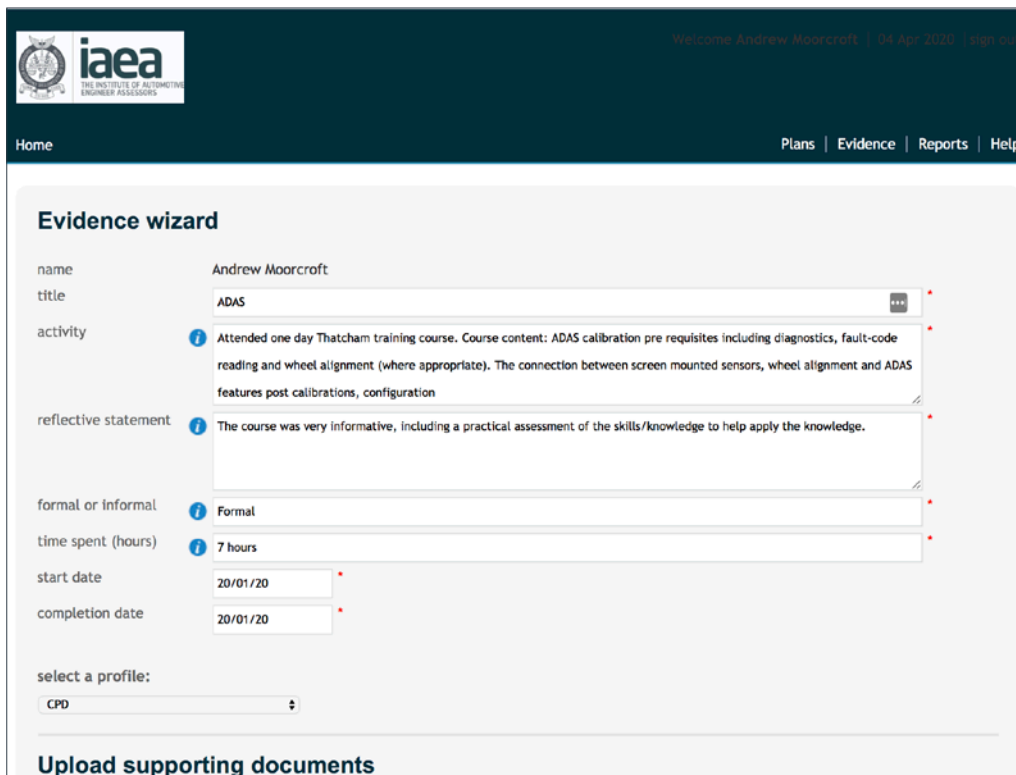
To add evidence to mycareerpath®, select **Evidence** in the menu; then select **Add evidence**.



The screenshot shows the user interface for Andrew Moorcroft on 04 Apr 2020. The navigation menu includes Home, Plans, Evidence, Reports, and Help. A prominent 'Add evidence' button is visible. Below it, a section titled 'Current evidence records for Andrew Moorcroft (04/04/2020)' contains a message: 'It looks like you haven't submitted any evidence records yet. To add an Evidence record, click the Add Evidence button above.'

Give your evidence a title & enter the lessons learnt & benefits gained from the activity, the start date & completion date and the amount of time taken on the activity.

Where there is an  icon, selecting this will provide a more detailed description of the information that is required in the text box.



The 'Evidence wizard' form is shown with the following fields and values:

- name: Andrew Moorcroft
- title: ADAS
- activity: Attended one day Thatcham training course. Course content: ADAS calibration pre requisites including diagnostics, fault-code reading and wheel alignment (where appropriate). The connection between screen mounted sensors, wheel alignment and ADAS features post calibrations, configuration
- reflective statement: The course was very informative, including a practical assessment of the skills/knowledge to help apply the knowledge.
- formal or informal: Formal
- time spent (hours): 7 hours
- start date: 20/01/20
- completion date: 20/01/20
- select a profile: CPD

At the bottom of the form, there is a section for 'Upload supporting documents'.

## Recording evidence (continued)

### Title

This will be the same as the title of the corresponding plan.

### Activity

What did you do to achieve the objective set? If there is more than one activity (for example attending a training session and research on the internet) these will need to be recorded as two separate pieces of evidence for the same CPD title.

### Reflective statement

Did the activity meet the objective set? If not, consider what other activity you might consider to acquire the knowledge or skill


### Formal or informal

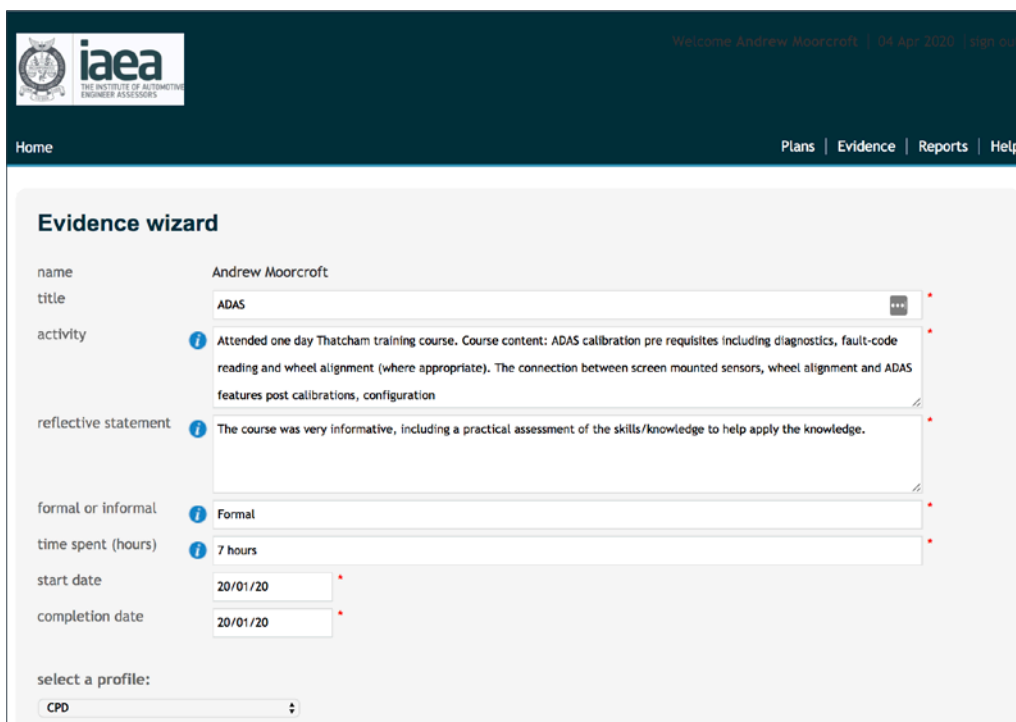
**Formal** - learning that has a specific outcome that can be measured or assessed. For example, learning a new skill or attending a workshop/training session to achieve an identified objective.

**Informal** - learning that has no specific outcome set and will not be assessed. Generally this will include activities to keep up to date with general developments in the industry.

### Time spent

The minimum time that can be recorded is 0.5hours.

Where there is an  icon, selecting this will provide a more detailed description of the information that is required in the text box.

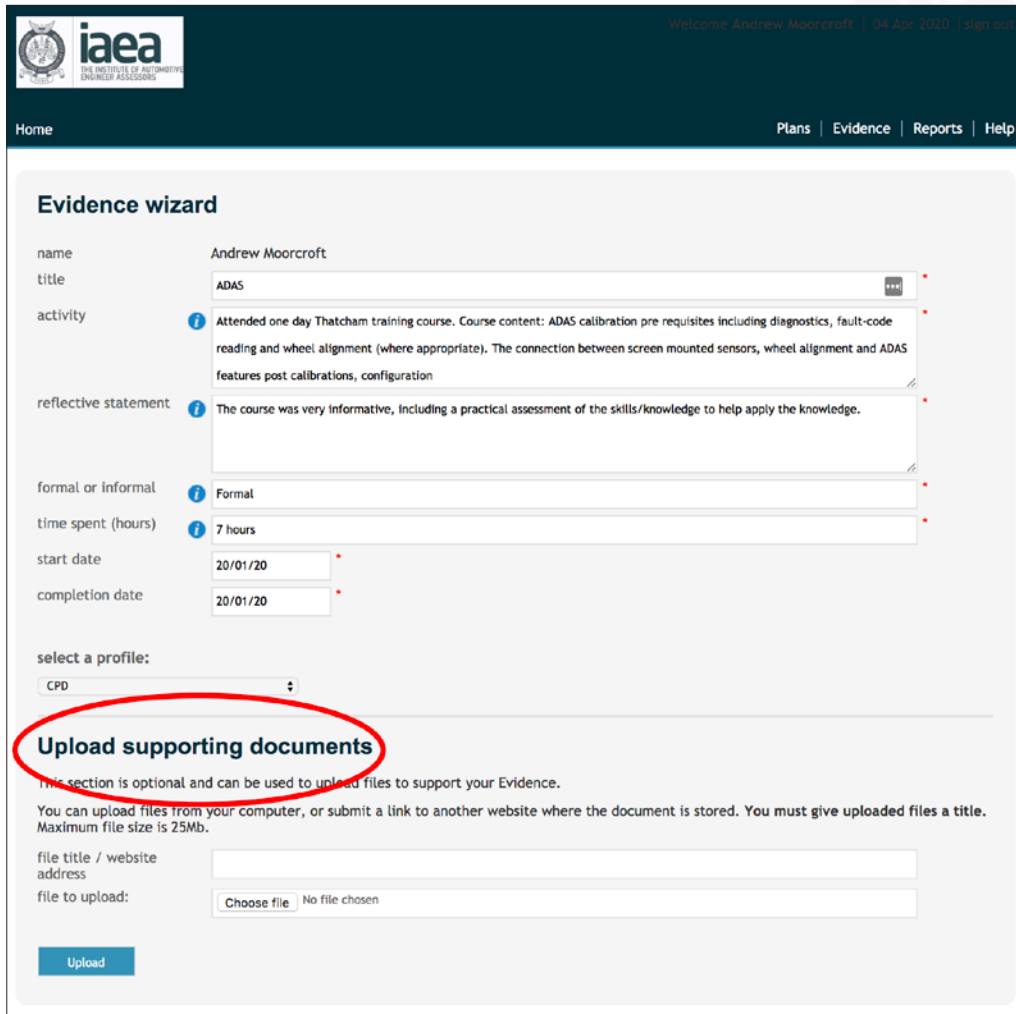


The screenshot shows the 'Evidence wizard' form in the mycareerpath system. The form is titled 'Evidence wizard' and is for user 'Andrew Moorcroft'. It contains the following fields:

- name:** Andrew Moorcroft
- title:** ADAS
- activity:** Attended one day Thatcham training course. Course content: ADAS calibration pre requisites including diagnostics, fault-code reading and wheel alignment (where appropriate). The connection between screen mounted sensors, wheel alignment and ADAS features post calibrations, configuration
- reflective statement:** The course was very informative, including a practical assessment of the skills/knowledge to help apply the knowledge.
- formal or informal:** Formal
- time spent (hours):** 7 hours
- start date:** 20/01/20
- completion date:** 20/01/20
- select a profile:** CPD


## Adding supporting evidence

You can add web links (eg online reading, research or tutorials) or upload supporting documents (Word, Excel, PowerPoint, PDF, image and media files).



Once a file is uploaded, select the filename or link to view it. Files and links can also be deleted.

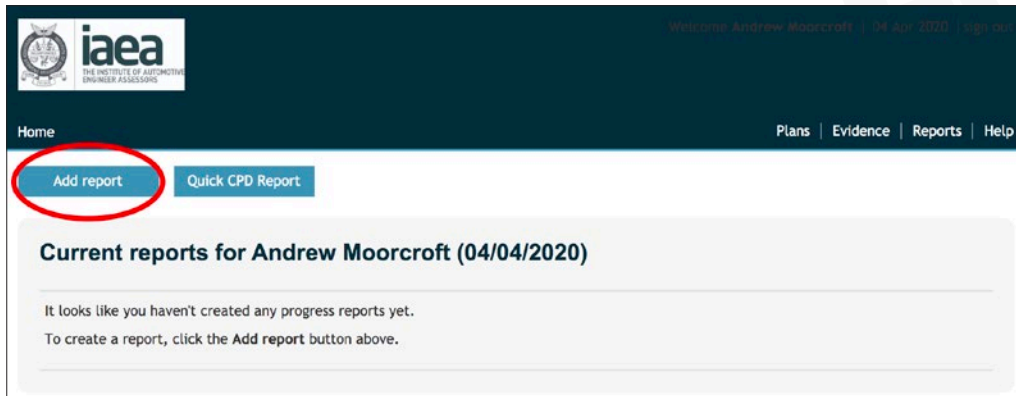
**Save** your plan when you're finished.

Where there is an  icon, selecting this will provide a more detailed description of the information that is required in the text box.



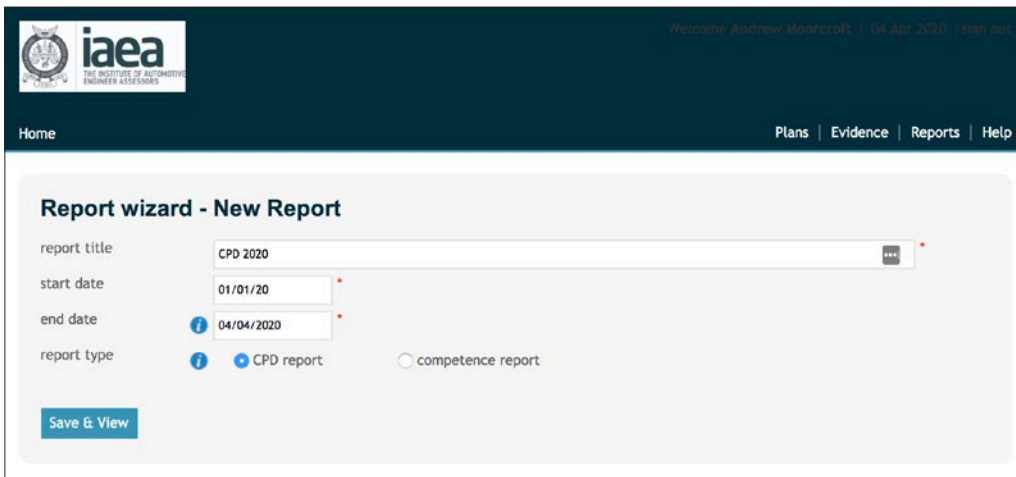
## Adding supporting evidence

Reports are used to gather plans and evidence over a specified period of time. To generate a progress report, select **Reports** in the menu; then **Add Report**.



On the resulting Report Wizard page, give your new report a title and enter a **start date** and an **end date** for the period you want the report to cover.

Select the report type **CPD** (Competence is not used by the IAEA).




**Save & View** will produce the report.

Where there is an **i** icon, selecting this will provide a more detailed description of the information that is required in the text box.

## Adding supporting evidence

A CPD report assembles a list of all plans and evidence within the profile selected that started during the period specified. This is useful for displaying all of your activity in a given period, such as for an annual CPD report.


Welcome Andrew Moorcroft | 04 Apr 2020 | sign out

Home
Plans | Evidence | Reports | Help

### CPD report -

Created on 04/04/2020 and showing Andrew Moorcroft's progress from 01/01/2020 to 04/04/2020

#### Plans

Title	Start Date	End Date
ADAS Knowledge and awareness of ADAS features, components and Calibration requirements.	20/01/2020	20/01/2020
HV vehicles To broaden my understanding of HV vehicles	01/01/2020	31/12/2020

#### Evidence

Title	Profile	Start Date	End Date
ADAS Attended one day Thatcham training course. Course content: ADAS calibration pre requisites including diagnostics, fault-code reading and wheel alignment (where appropriate). The connection between screen mounted sensors, wheel alignment and ADAS features post calibrations, configuration  The course was very informative, including a practical assessment of the skills/knowledge to help apply the knowledge.  formal or informal Formal  time spent (hours) 7 hours	CPD	20/01/2020	20/01/2020

## Sending work for review

Plans, evidence and reports can all be sent for review by email. This allows you to demonstrate progress to employers, Clients or institutions. To send a page for review, enter the email address of the reviewer and select **Save & Review**.

### CPD report -

Created on 04/04/2020 and showing Andrew Moorcroft's progress from 01/01/2020 to 04/04/2020

#### Plans

Title	Start Date	End Date
ADAS	20/01/2020	20/01/2020
Knowledge and awareness of ADAS features, components and Calibration requirements.		

Title	Start Date	End Date
HV vehicles	01/01/2020	31/12/2020
To broaden my understanding of HV vehicles		

#### Evidence

Title	Profile	Start Date	End Date
ADAS	CPD	20/01/2020	20/01/2020

Attended one day Thatcham training course. Course content: ADAS calibration pre requisites including diagnostics, fault-code reading and wheel alignment (where appropriate). The connection between screen mounted sensors, wheel alignment and ADAS features post calibrations, configuration

The course was very informative, including a practical assessment of the skills/knowledge to help apply the knowledge.

**formal or Informal**  
Formal

**time spent (hours)**  
7 hours


#### If you would like to share your report

If you would like someone to review the report you have created, enter their email address in the box below and click 'Save & Review'

reviewer email

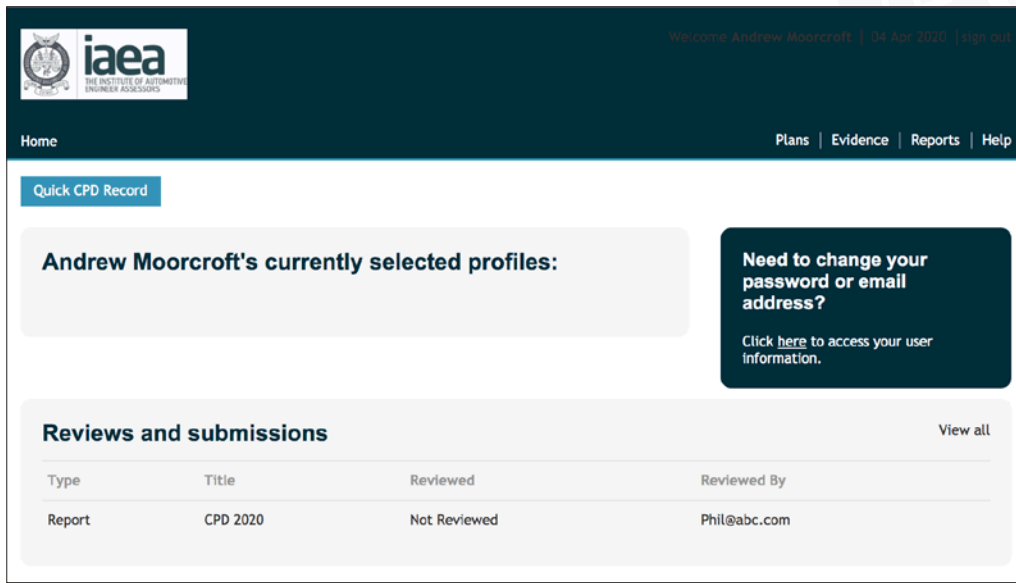
**Save & Review**

The reviewer will receive an email inviting him or her to view the page in question and add comments. Reviewers won't be able to see any other part of mycareerpath®.

Where there is an  icon, selecting this will provide a more detailed description of the information that is required in the text box.

## Sending work for review (continued)

You will be notified of any comments added when you next log into [mycareerpath](#)<sup>®</sup>, under the Recent Reviews section of the [Home](#) page.



Welcome Andrew Moorcroft | 04 Apr 2020 | sign out

Home Plans | Evidence | Reports | Help

Quick CPD Record

Andrew Moorcroft's currently selected profiles:

Need to change your password or email address?  
Click here to access your user information.

Reviews and submissions View all

Type	Title	Reviewed	Reviewed By
Report	CPD 2020	Not Reviewed	Phil@abc.com

## Exporting data to PDF

Plans, evidence, and reports in mycareerpath can be exported and saved in PDF format. Next to any item in [Plans](#), [Evidence](#) or [Reports](#), use the [PDF](#) icon to generate a PDF. The PDF file will be saved to your computer or opened, depending on your browser settings. Exported PDF files can be emailed, printed, or saved to a computer or portable drive.



Welcome Andrew Moorcroft | 04 Apr 2020 | sign out

Home Plans | Evidence | Reports | Help

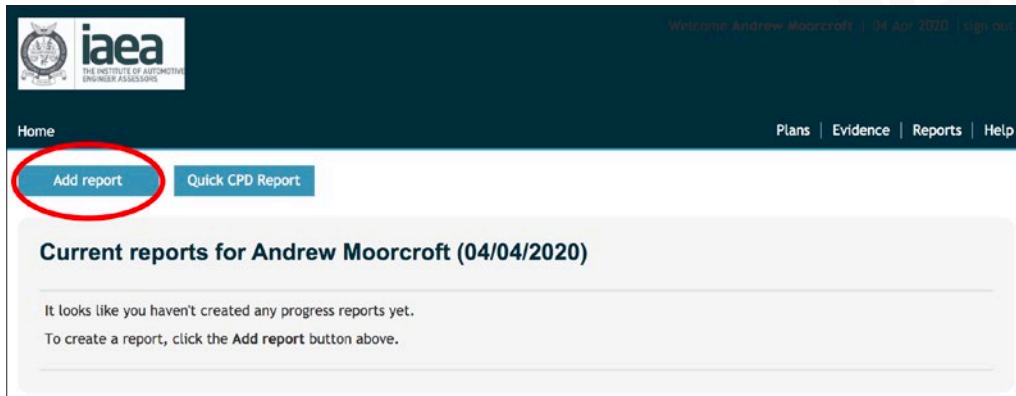
Add evidence

Current evidence records for Andrew Moorcroft (04/04/2020)

Title	Profile	Start Date	Completion Date	Created on	
ADAS	CPD	20 Jan 2020	20 Jan 2020	04 Apr 2020	

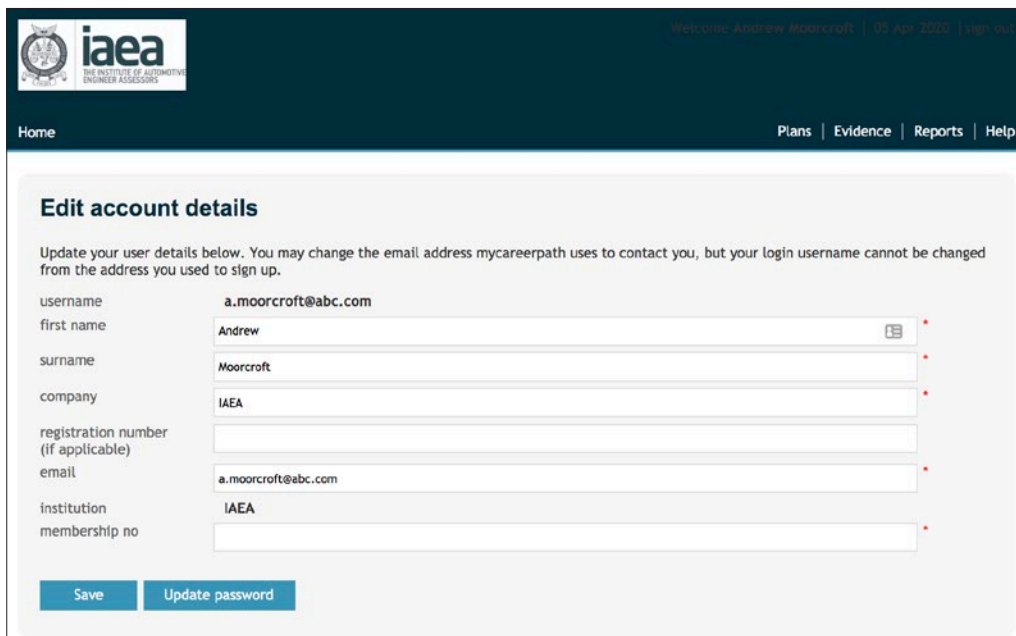
## Editing your details

To change your mycareerpath details, return to the home page and follow the link on the right hand side to access the edit account details page.



The screenshot shows the mycareerpath home page for user Andrew Moorcroft. The page has a dark blue header with the IAEA logo on the left and the user's name and date (04 Apr 2020) on the right. Below the header is a navigation bar with links for Home, Plans, Evidence, Reports, and Help. A blue button labeled 'Add report' is circled in red, and a 'Quick CPD Report' button is next to it. Below these buttons is a section titled 'Current reports for Andrew Moorcroft (04/04/2020)' which contains a message: 'It looks like you haven't created any progress reports yet. To create a report, click the Add report button above.'

Here you can modify your name, organisation, PEI membership number, Engineering Council Registration Number (if applicable), email address, and password. **Save** your changes when you're done.



The screenshot shows the 'Edit account details' page. The header is the same as the previous screenshot. The main content area is titled 'Edit account details' and contains a message: 'Update your user details below. You may change the email address mycareerpath uses to contact you, but your login username cannot be changed from the address you used to sign up.' Below this are several input fields: 'username' (a.moorcroft@abc.com), 'first name' (Andrew), 'surname' (Moorcroft), 'company' (IAEA), 'registration number (if applicable)', 'email' (a.moorcroft@abc.com), 'institution' (IAEA), and 'membership no'. At the bottom of the form are two buttons: 'Save' and 'Update password'.

If you forget your password, use the [Forgotten your details?](#) link on the login page. You will be prompted to enter the email address you used to register, and when you select **Send Email** a password reset link will be sent to that address.