

Pre-registration Tutor Update

Friday 29th July 2016

Dear Tutor

I would like to introduce myself. My name is Daniel Young and I am the new Pre-Registration Lead.

Firstly, thank you for agreeing to be a tutor and for your commitment to your trainee in the year ahead.

Secondly, I would like to announce that we have been working on updating the online platform for the e-portfolio. The intention is that both you and your trainee will find the new system more intuitive and easier to use throughout the training year.

New look e-portfolio

Your trainee will be amongst the first to see the new system in operation when they arrive for their induction events. The purpose of this email is to highlight to you in advance some of the key changes and benefits that you will see when you log on to your tutor home page. You should have received an email with details regarding how to log on to the new platform last week. I would encourage you to log on to new platform soon so that you can get a sense of the look and feel of the new system. I have attached details of changes and screenshots of what the new e-portfolio looks like for you to review. I would welcome any feedback that you have in relation to the new platform. You can contact me by phone or by email.

Learning contract

Learning contracts in any training environment are now considered best practice. From early induction events the feedback from some trainees is that they have not had a discussion with their tutor about the learning contract. The learning contract is a key part of the set up for your trainee at the beginning of their training. It is vitally important that you take time to meet with your trainee and review the learning contract together. The learning contract takes very little time but it outlines to the trainee what your commitments will be and what you expect from the trainee in terms of their commitments. More importantly it sends out a marker to the trainee as to what your leadership, in terms of their training, will look like. The contract is also a useful tool to 'check in' with your trainee during your appraisals to ensure they are still on track with their commitments to you and their training.

If you haven't done so already please take time to review the learning contract with the trainee. I have attached a copy of the learning contract for your reference. The trainees at their induction are being asked to talk to their tutor about the learning contract. It will also shortly be available on the e-portfolio website.

Messages and learning plan removed from homepage

When logging on to your tutor homepage you will see that the tab for *messages to trainee* and *learning plan* have been removed. The aim in doing this was to simplify navigation of the site. The learning plan was an online record of what you and your trainee had identified as short term and long term goals which could be updated as the year progressed. Even though it has been removed from the e-portfolio I would still encourage you to sit down with your trainee and establish short

term and long term goals. This is particularly beneficial to have this type of discussion with your trainee around planning right at the outset. It may also be beneficial to get your trainee to commit these plans to paper for future reference and as a tool to bench mark their progress for appraisal time

If you have any questions please do not hesitate to get in touch.

Regards

Daniel Young

Pre-Registration Lead

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