eAoPP
ALPS Student User Guide

University of Southampton
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Welcome to the eAoPP Assessment & Learning in Practice Settings (ALPS) Student User Guide. In this guide, you will find detailed information about how to complete each section of the eAoPP. The information is split into sections that mirror the layout of your eAoPP.

When you start on the course you will need to visit www.eAoPP.com to set up an account. The first part of this document ‘Creating an Account’ provides information as to how to complete this task.

If you have any further queries, please contact eAoPPsupport@soton.ac.uk or your practice educator in your area of work.

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Creating an Account

If you already have an account please, let your academic tutor know and skip this section and go to the Getting Started Section.

Step 1 - Click on the “Create Account” menu item

You have reached the eAoPP home page. This page is for use by mentors, trainee mentors, buddies, academic tutors and university administrative staff.

From this page you can create and then login to your account. Before creating your account we recommend that you review the guide in the help section on the left hand menu. If you have any difficulties creating an account then please email eaoppsupport@soton.ac.uk. Please use the information in the contact us section for all other eAoPP queries.

We are in the process of creating additional self-help resources and an FAQ section. Your feedback will be very valuable to help us build this section and to improve the overall quality of the eAoPP. Please Click here to provide us with your comments and feedback.

Important Note for Pre-registration students

Pre-registration students MUST log onto their eAoPP via the student portal on SUSSED

http://www.student.nursingandmidwifery.soton.ac.uk
Step 2 – Enter your details using your works email address

Step 3 - Make sure that you click the trainee mentor button
Create Account
Create your New Account

Please use the form below to create your new account. Once created you will be able to log in using the newly created account details.

User Login
Username: 
Password: 
Login
Request a new password

Step 4 - Login to access your account with the password and username you have just created
**Step 5**
Enter your own personal details into the boxes on the screen. Please enter your works email rather than your personal email. You must enter your NMC number, your works telephone number and the location of your area of work.

**Step 6**
Enter your mentorship status making sure that you select yes for the “Are you undertaking an ALPS course question”.

**Step 7**
Use the drop down menu to select and answer two different security questions.
The following screen will now be displayed.

Step 8
Use the search button to find the name of your academic tutor. Your academic tutor is the person who is teaching your course.

Step 9
Make sure that you select the practice based teaching mentorship module. And then click the SAVE button.
Complete the ongoing consent and public protection sections in “My contract”

Step 10
Read through each of the statements presented on the screen. For each statement, type in I AGREE in block capital letters, making sure that there are no extra spaces on the end of the phrase.
Congratulations - You have now created your account and should be presented with a screen similar to the one below.
Getting Started

TAB 1 Commencing the Module
The ‘Commencing Module’ section is where the details of your practice location, practice base supervisor and learning needs and initial interview are created and stored.

Learning Contract
Clicking on the ‘view’ button will enable you to review the statements that you typed in I AGREE to when you created your account. It will also provide you with your tutor’s name, telephone number and email address.

Module Details
The trainee mentor should enter the full details of their practice placement, including dates and their practice supervisor in practice. If you are the practice supervisor, your details will appear here. Please ensure that they are correct.

Professional Development
In this section, your trainee mentor will create a S.W.O.T. analysis. Their S.W.O.T. analysis will provide a starting point for their placement and enable you to discuss any concerns with them. This will enable them to complete an action plan and monitor their progress throughout their placement.
**Initial Interview**

The initial interview is where you will record your learning needs and formulate action plans to ensure that your learning needs are met. This should be carried out in discussion with your practice based supervisor.

When you have created your initial interview, have added the learning needs and action plan, these entries will be reviewed by your practice based supervisor. If needed, the practice based supervisor can add additional learning needs or provide you with guidance. Once you and your practice based supervisor are satisfied that the learning needs are appropriate, your practice based supervisor will electronically approve them. Think of this section as recorded correspondence that allows you to have a record of the guidance provided by your practice based supervisor.
**TAB 2 Skills and Competencies**

This is where your practice supervisor will record your assessment of facilitating learning, assessment and management of challenges faced by mentors. Whilst you may practise on several occasions however, your practice supervisor is asked to observe, assess and record three sessions (one in each category). These must have been completed before moving onto the summative assessment and progression.

**Facilitating Learning in Practice**
This section involves the practice supervisor completing 13 questions following their trainee mentor’s 1st teaching session. These are ‘signed’ by the practice supervisor selecting ‘achieved’ in the drop down box for each question.

**Facilitating Assessment in Practice**
This section involves the practice supervisor completing 8 questions following their trainee mentor’s 2nd teaching session. These are ‘signed’ by the practice supervisor selecting ‘achieved’ in the drop down box for each question.

**Developing Strategies for Managing Challenges in Practice**
This section involves the practice supervisor completing 11 questions following their trainee mentor’s 3rd teaching session. These are ‘signed’ by the practice supervisor selecting ‘achieved’ in the drop down box for each question.

**Before you commence work on these assessments, make sure that you discuss the sessions with your practice supervisor and have reviewed the assessment criteria. Your practice based supervisor will expect you to have prepared a lesson plan prior to the commencement of any teaching sessions.**
In this section, you are asked to record the time that they have spent completing their course. Here your trainee mentor can add the details of their 5 taught study days, or the equivalent time spent undertaking online learning. You should also include time spent working in practice, working with your ‘student’ and preparing for /undergoing assessments.

**NMC Study Days (Nursing & Midwifery Only)**

Please note that the Trust and the NMC monitor and carry out spot checks on the number of NMC study days taken by students.
TAB 4 Module Assessment

**Formative (Interim) Assessment**
The formative assessment should be completed midway through the course and will give you the opportunity to receive feedback from your practice supervisor, reflect on your progress and create new learning objectives to work towards for the remainder of the course.

**Summative Assessment**
All other sections of the eAoPP should be completed before the summative assessment. In the summative assessment section, you and your practice supervisor can add comments about your performance. It is important to be specific and, together with your practice supervisor, set goals for your future development.

**Progression**
This is where your practice supervisor will electronically verify that you have met the standard required for a pass and can work as a mentor.

Once your practice supervisor has completed the progression, you need take no further action. As the eAoPP is completed in ‘real time’, your academic tutor will be able to see when it is completed. As such, there is no ‘submission’ button to select. Once your academic tutor is satisfied that your portfolio is complete, they will sign off this part of your eAoPP. You will receive an automated e-mail that confirms your successful completion. Please pass this to the person responsible for maintaining your mentor database so that you can be added onto the list.

**END** – This completes the ALPS Student Guide. If you have any queries please contact your academic tutor or eaoppsupport@soton.ac.uk