eAoPP
ALPS Practice Based Supervisor User Guide

University of Southampton
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Welcome to the eAoPP Assessment & Learning in Practice Settings (ALPS) Practice Supervisor 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 the eAoPP. You will mainly be responding to comments and actions entered by your trainee mentor.

When you have been allocated a student, 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, if in post, your practice educator in your area of work.

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Creating Your Account
Before starting, you will need your NMC number, your works email address and telephone number. Visit the eAoPP website www.eaopp.com and then click on the “Create Account” menu item, as shown below.
Complete the field as shown above. You can choose your own username (as long as it is available) and password.

**Step 2 - Enter your detail using your works email**

**Step 3 - Make sure that you click the trainee mentor button**

Click on the “Register” button
Once you have created your account, use your newly created username and password to log back into the site.
You will be taken to a screen where you will be required to enter your personal information. Complete the fields as illustrated above; then click the submit button.
You will then be taken to your own personal eAoPP. When you first visit the page, it will not contain any student names. You will need to inform your trainee mentor that you have set up your account, so that they can link their account to your eAoPP. This will enable you to see the trainee mentor’s eAoPP account and interact with it.
Once your trainee mentor has added you to their eAoPP account, you will be sent confirmation by an email, as shown above.
The next time you login, click on ‘My Trainee Mentors’ and you will be able to see your trainee mentor student. As shown in step 10, clicking on the link called ‘Practice based teaching modules’, will take you into the trainee mentor’s eAoPP.

The next part of this guide provides information on completing each section of the eAoPP.
Getting Started

Access the eAoPP via www.eAoPP.com and enter your username and password.

When you log in to your account, you will see a screen that looks like the one above. This is your home page and should be used to navigate the eAoPP.

When you click on the ‘My Trainee Mentors’ tab, you will see a list of your current mentoring students. Here you can access their portfolio and make entries in each of the assessment sections.
The ‘Commencing Module’ section provides the administrative details of your trainee mentor’s portfolio, including the module details, professional development and initial interview.

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

**Professional Development**
In this section, your trainee mentor will create a S.W.O.T analysis. The S.W.O.T. analysis will provide a starting point for the placement and will enable you to discuss any expectations and concerns with them. This will guide the trainee mentor in the completion of an action plan and enable monitoring of their progress throughout the placement.
Initial Interview

In their initial interview, the trainee mentor is required to record their learning needs and generate action plans in order to meet these needs. This should be undertaken following discussion with the practice based supervisor.

Think of this section as recorded correspondence, as you can provide the trainee mentor with guidance. When your trainee mentor has completed this section, you will be able to add more learning needs or provide guidance and, when you are satisfied that the learning needs and action plans are appropriate, approve these and lock them. You can add new learning needs as necessary. Any additions or changes will be flagged in the system, so that the trainee mentor is aware and can review the amendments.
**TAB 2 Skills and Competencies**
This is your trainee mentor’s log of their three observed teaching sessions.

<table>
<thead>
<tr>
<th>Task</th>
<th>Detail</th>
<th>Actions</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcomes/Competence</td>
<td>Facilitating learning in practice</td>
<td>View</td>
<td>Not started</td>
</tr>
<tr>
<td></td>
<td>Facilitating assessment in practice</td>
<td>View</td>
<td>Not started</td>
</tr>
<tr>
<td></td>
<td>Developing strategies for managing challenges in practice</td>
<td>View</td>
<td>Not started</td>
</tr>
</tbody>
</table>

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

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

**Developing Strategies for Managing Challenges in Practice**
This section involves the practice based 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 carrying out an assessment please discuss the teaching sessions with the trainee mentor. The trainee mentor should have prepared a lesson plan. They should be able to deliver the session following the lesson plan, whilst under supervision.**
In this section, the trainee mentor is required to enter the time that they have spent completing their course. This will include the details of the five taught study days attended at the University or online study undertaken in accordance with the course guidelines. The trainee mentor should also include details of time spent practising and preparing for their assessments, including the actual assessments.

Please ensure that your trainee mentor completes this section.

**NMC registrants 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.
Formative (Interim) Assessment
The formative assessment should be completed midway through the trainee mentor’s course and will give you the opportunity to assess their progress, create new learning objectives and provide feedback for the trainee mentor to focus on.

Summative Assessment
All other sections of the eAoPP PP should be completed before the summative assessment is undertaken. In the summative assessment you can add your comments about the trainee mentor’s progress. It is important to be specific and also to set goals with your trainee mentor for their future development. Please be thorough when completing this section.

Progression
This is where you, as the practice based supervisor, will verify whether your trainee mentor has passed or been referred. You will need your NMC number and answers to your security question to electronically sign this section.

Please remember that you are signing to say that the trainee mentor can now mentor students that will facilitate a student’s progression towards entering a professional register.

Once the trainee mentor’s progression has been completed by you, they do not need to take any further steps. As their eAoPP is completed in ‘real time’, their tutor will be able to see when it is completed, therefore there is no ‘submission’ button to select.

END – This completes the ALPS Supervisor Practice Guide. If you have any queries or concerns, please contact the trainee mentor’s academic tutor or eaoppsupport@soton.ac.uk