



Getting started on

learn



Adding other learning achievements



You can add other learning into your e-portfolio such as articles, in-services and learning external to this platform.

Select **My ePortfolio**
Then

Learning Achievements

Click on the

+ Add Learning Achievement

at the bottom of the '**Learning Achievements**' page

The screenshot shows the user interface of the NSW Nurses and Midwives' Association ePortfolio. The left sidebar contains a navigation menu with the following items: Dashboard, Search Learning, My Learning, My ePortfolio (highlighted with a red box and arrow), Summary & Professional Registrations, Learning Achievements (highlighted with a red box and arrow), Professional Registrations, and Help. The main content area is divided into two sections: 'My ePortfolio' and 'Annual CPD Tracker'. The 'My ePortfolio' section includes a message about adding professional registrations, a filter dropdown set to 'All', a 'Choose period' section with 'All' and 'Today' options, and an 'Export ePortfolio report' button. The 'Annual CPD Tracker' section shows 'Displaying CPD hours for the period: All records up to 15/12/2022' and a table of earned hours. The table has two rows: 'eLearning' with 2h 30m and 'Other Learning' with 1h 30m, leading to a total of 4h shown in a green box. Below this is a 'Learning Achievements' section with an 'eLearning' table. The table has columns for Title, Date Started, Date Completed, CPD Hours, and Evidence. One entry is visible: 'Trauma-informed care: Understanding complex trauma (1 of 2)' with a status of 'UNASSIGNED', dated 14/12/2022, for 1h 30m, with a 'certificate.pdf' evidence file. At the bottom right of the page, a red box highlights a '+ Add Learning Achievement' button, with a red arrow pointing to it from the text on the left.

Title	Date Started	Date Completed	CPD Hours	Evidence
Trauma-informed care: Understanding complex trauma (1 of 2)	14/12/2022	14/12/2022	1h 30m	certificate.pdf

My ePortfolio

Listing all Learning Achievements

You have not added any professional registrations or endorsements to your ePortfolio. Click the "Add professional registration" button below to add a professional registration or endorsement and start assigning Learning Achievements.

All

Choose period

All Today

Learning Achievements

eLearning

Title
✓ Trauma-informed care
✓ Can I get a second job

Other Learning

Title
✓ Trial Course UNASSIGNED

Annual CPD Tracker

Displaying CPD hours for the period: All records up to 15/12/2022

Earned

eLearning	2h 30m
Other Learning	1h 30m

Total
4h

Add Learning Achievement – Step 1 of 5:

Enter title and type of activity

Title *

How to track CPD

Type of activity *

Please select type of activity

- Authoring a published article
- eLearning
- Face-to-face event
- In-Service
- Mentoring
- Peer discussion/review
- Post graduate study
- Reading a journal article
- Reading – other
- Self-directed – other
- Teaching
- Webinar
- Workshop/Conference
- Type my response

Choose what type of activity it is e.g. Webinar



Add the CPD hours for the activity

Add Learning Achievement – Step 2 of 5:

Enter provider and CPD hours

Provider*
NSWNMA

CPD hours*
3 hours 30 mins

← Back ✓ Save and close Continue →

Add Learning Achievement – Step 3 of 5:

Pre-learning plan

Date Started*
15/12/2022

Topics covered by this activity

Ensure you complete the Pre-learning plan and identified learning needs

It's recommended to add topics covered

My identified learning needs*
I have reflected on my learning needs and I have identified that:

- There is a **gap in my knowledge** as it relates to the topics covered in this learning activity and this activity will assist me to achieve this goal.
- I need to **improve and strengthen my knowledge of the professional guidelines** covered by this activity and this activity will assist me to achieve this goal.
- I would like to **improve and strengthen my practice skills and competencies** as they relate to the topics covered in this activity and this activity will assist me to achieve this goal.
- I would like to **incorporate new learning into my practice**. The topics covered in this learning activity relate to my scope and context of practice and will help me to incorporate them into my practice.

Add Learning Achievement – Step 4 of 5:
Post-learning reflection

Date Completed*
15/12/2022

Please check the completion date before proceeding

Did this activity help me to achieve my learning needs?*

Yes. This activity has enabled me to achieve my learning needs as per my learning plan.

Yes, in part. This activity helped me to partially achieve my learning needs as per my learning plan.

No. This activity did not help me to achieve my learning needs as per my learning plan.

Type my response

Complete this only after finishing the learning activity

Additional information
For self-directed learning activities, it is suggested that notes should provide a comprehensive summary of the key points of your learning activity and the learning outcomes from the activity.

B / / / / ↶ ↷

← Back ✓ Save and close Continue →

← After finishing the module complete the post-learning reflection

If the learning contained a certificate, you can upload a copy of this evidence by clicking the **Upload evidence** button

Add Learning Achievement – Step 5 of 5:
Add evidence files

If you have evidence files, such as certificates, copies of articles, etc. you can add them here. (Maximum 3 files)

→ **Upload evidence**

← Back ✓ Add Learning Achievement



Congratulations on starting your first steps in learning using this platform.

Happy Learning!

