mycareerpath

'mycareerpath'

Professional Development System

User Guide

Version 1.0

March 2013

1. What is 'mycareerpath' professional development system?

'mycareerpath' professional development system is an online tool for engineers and technicians to record their professional development activities. The user selects a competency profile (e.g. Chartered Engineer) and can create professional development plans which detail how they intend to demonstrate the competencies within the profile. Evidence can be recorded against these competencies, and reports created to draw together all the evidence and development undertaken during user-defined periods.

2. Registering to use 'mycareerpath'

Registering to use 'mycareerpath' is straightforward.

On the 'mycareerpath' homepage, click on the **register** button. Complete the short registration form, and you can then login to your account straight away.

Please note that screenshots may vary slightly

3. Getting started with 'mycareerpath'

Once you have logged in to your 'mycareerpath' account, you will need to select a profile against which you will record your development.

The profiles available to you are selected by your institution, and appear in a drop-down menu. Simply select a profile, and then click on the **add** button.

You can select multiple profiles, and record development against more than one profile. You can also remove any that you add by mistake.

Once you've created a profile, you can view all the competences by clicking on the profile name.

On all pages, you can save your changes, and even send them to someone for review. This could be to a mentor, your line manager, or any other appropriate person you choose. The reviewer will receive an email containing a secure link to view what you have sent, and he can submit a comment which will appear at the bottom of the page you have asked them to review.

4. Competence profile self-assessment

'mycareerpath' enables you to self-assess your progress against the individual competencies within your chosen profile. This is shown on the right hand side of the profile screen:

'mycareerpath' uses a star system to record your progress. The starting point is zero, and you can change this as you develop competence within each competence.

You can **save changes** at the bottom of the competences page. You can also send your competence progression for review.

All the other key features of 'mycareerpath' are linked from the menu at the top right hand side of the screen:

5. Creating a professional development action plan

To create a professional development action plan, click on **plans** in the menu. Then click on **add action plan**.

On the Action Plan Wizard page, give your plan a title and enter your objectives for this plan. You will need to enter a start date, but completion date is not mandatory.

Choose the Profile against which you want to apply this plan, and select the competences you will demonstrate through this plan.

Click on the competence from the **available competences** list, and click on **add**. You can select multiple competences. Each one you add to your plan, will appear in the **selected competences**. You can remove any selected competence by clicking on **remove**.

Click on **save** to save your plan, or email it to a reviewer for their feedback.

6. Recording evidence

You will need to provide evidence, and most likely, supporting documentation, to demonstrate that you have developed competence in specific areas.

To add evidence to your 'mycareerpath' record, click on **evidence** in the menu. Then click on **add evidence**.

On the Evidence Wizard page, give your evidence a title and enter the lessons learnt and benefits gained from your professional development activities. You will need to enter a start date, but completion date is not mandatory.

Choose the Profile you want to record this evidence against, and select the competences you have demonstrated through this activity.

You can upload weblinks (e.g. a webpage showing you giving a presentation) or supporting documents (Word, Excel, PowerPoint, PDF, image and media files).

Once uploaded, these files can be viewed or deleted.

Click on **Save** to save your plan, or email it to a reviewer for their feedback.

7. Creating a report

To create a progress report, click on **reports** in the menu. Then click on **new report**.

On the Report Wizard page, give your 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 (either Evidence list of Competency list) and select the profile you wish to use.

An Evidence based report contains a list of plans created during the period of the report, and a list of evidence generated during the period of the report.

A Competency-based report will list all the competencies associated with your chosen profile, and will detail the evidence completed against each competency for the period of the report.

Click on **save & view** to save and view your plan.

You can email your report to a reviewer for their feedback.

8. Help

Your institution provides a variety of help documents, which can be found by clicking on **help** in the menu. You can view these online or download them.

Last revised 040313SS