

Table of Contents:

CPD Introduction.....	1
How does CPD work in the CLS?	2
CPD Colour Legend:.....	2
CPD Points.....	3
CPD Tags.....	3
CPD Plans	5
Creating a CPD plan.....	5
What points are required?.....	7
Which user does this rule apply to?.....	8
Updating memberships.....	8
Award More	10
Rollover Membership.....	11
CPD and Catalogue Items.....	11
Create Catalogue item	12
Linking CPD Tags and points to a catalogue item:	12
Allowing users to record their own CPD points	13
Adding Points from Other Learning	13
Catalogue item for Other Learning	13
Adding Points from Learning Plans	15
How CPD looks and works for the User	15
Seeing how many points a catalogue item will award the user	15
My Learning	16
Enrolment in CPD Catalogue Items.....	20
Adjusting CPD points per enrolment	20
Manage CPD progress.....	21
My Learning Transcript and CPD Points.....	24

Note: This document contains the enhancements due for CLS build 1504. This build is currently scheduled for release on the 27th of July 2015.

CPD Introduction

Continuing Professional Development (CPD) is a system by which professionals update or refresh their knowledge and skills to maintain competence to practice. For example it is necessary for paramedics to meet training requirements aligned to developments in pre-hospital care. Law practitioners are also required to undertake training each year to maintain their practising certificate. CPD can involve any relevant learning activity, whether formal and structured or informal and self-directed. An important concept of CPD is that the participant achieves their qualification outside of the CPD plan. The goal of the CPD plan is to ensure that they maintain their compliance by continuously undertaking training.

How does CPD work in the CLS?

The CLS can successfully track, maintain and report on a user's CPD progress.

- Users are linked to a CPD plan. The plan specifies the required points the user need to achieve to meet the requirement to become compliant.
- Points are assigned to catalogue items and when each catalogue item is completed by the user the linked points are achieved by the user.
- Once all the points in the plan have been achieved the user become compliant.

The CPD feature has several dependencies that need to be setup prior to allocating or undergoing CPD:

- Tags are used to name the points. An example of a Tag for a paramedic CPD point is *Clinical*.
- CPD plans are made up of sets of requirements and are linked to users to make them aware of what they need to do to become compliant. CPD plans are covered in more detail further down but if you would like to have a preview you will find the details [here](#).
- Points are allocated to Tags in the CPD plan putting a name and number to requirements.
- Recognition of Prior Learning (RPL) should be enabled as points can be assigned to users if they are achieved outside of their current employment.

CPD Colour Legend:

Throughout the CPD experience a colour code is used to visually display the users' compliance.

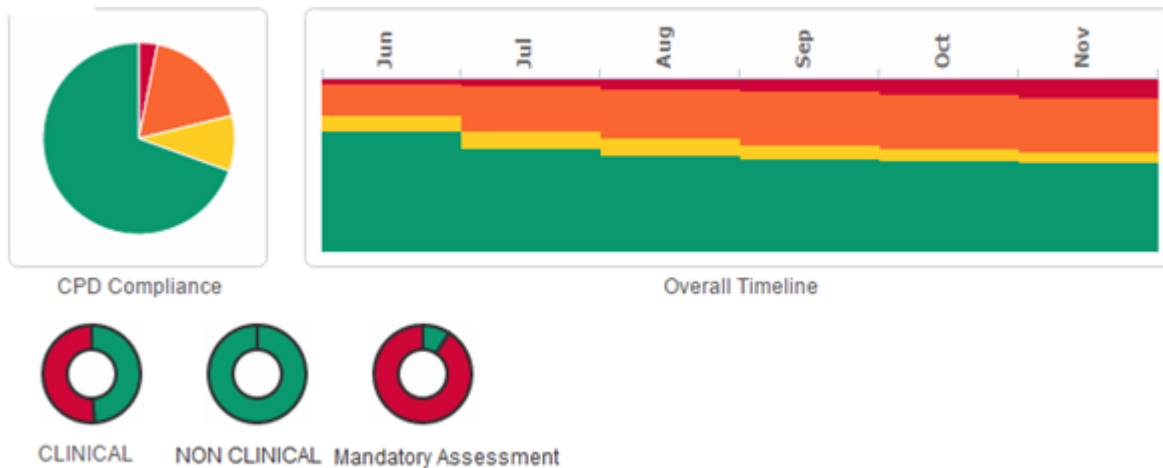
Green = Compliant

Yellow = Low Risk

Orange = High Risk

Red = Non-Compliant

Users (100) across CPD Plans (4).



These are calculated using the following algorithm:

- For the first 2/3 of the plan, a user is **compliant**.
- For the last 1/3 the status algorithm below is applied:
 - If the user has a 1/3 to 1/6 of their plan to go and have accumulated less than 66.6% of their points then they are **high risk**, otherwise they are **low risk**.
 - If the user has less than 1/6 of their plan to go and have accumulated less than 83.3% of their points then they are **high risk**, otherwise they are **low risk**.
 - If the user has achieved all the required points, they are **compliant**.
- If the user's membership has expired, they are **non-compliant**.

CPD Points

Points are numeric values used to *set* and *achieve* CPD requirements. Points are used in two places:

- The CPD plan which *sets* the number of points required for the User to be compliant.
- Points are assigned to Catalogues to give the Catalogue items values towards *achieving* the plan.

When a User completes the required Catalogue Items the Points are matched to the CPD plan linked to the User and when all the points in the Plan are achieved the Users become compliant.

To enable Points

- Select **Settings > Points Settings**
- Check the 'Use Points' tick-box.
- Check the 'Enable tag type' tick-box.
- Select the tag type that contains the tags you want to use from the drop down. If you haven't already created the tags and tag types, go and do that (instructions below), then come back here and select your tag type in the drop-down.

Points Settings

▼ General Settings

'Use Points' and 'Enable Tag Type' settings are duplicates of Tenant Settings. Changing those settings here changes them there as well.

☒ Use Points

☒ Enable Tag Type

Tag Type to use ⓘ

CPD (has 3 associated Tags) ▼

Save

 or Cancel

Select the **Save** button

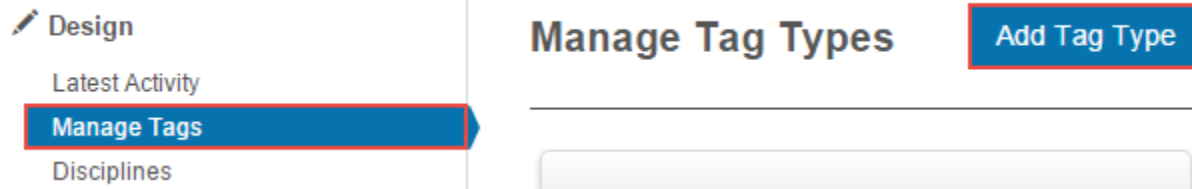
CPD Tags

The purpose of Tags is to put names to the CPD Points. They are used in 2 places:

- The CPD plan where points are assigned to the Tags.
- Catalogue items to identify which points the learning relates to. If a User needs to complete a certain number of points associated with their CPD plan, the user can choose catalogue items with the associated tags.

Tags types are used to categorise tags, you will need to create a Tag Type first:

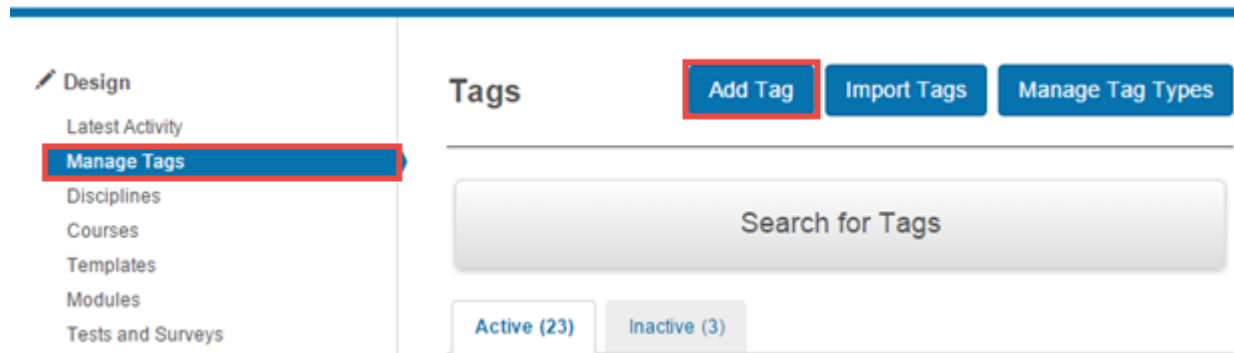
- Select **Design > Manage Tag Types**.
- Select **Add Tag Type**.



- Give the Tag Type a name, for example CPD. The rest of the form is not important to populate.

To create Tags:

Browse to Design > Manage Tags > Add Tag.



The New Tag form will require the following information:

1. Name – the name of the tag.
2. Tag Type.
3. Sort Order – this field is not required for CPD.
4. Description – this is an optional field to add information about the tag.
5. Small thumbnail URL – not required for CPD.
6. Inactive- this needs to be set to active unless it is no longer required.

Click **Save Tag** button

1 **Name***

2 **Tag Type** × ▾

3 **Sort Order**

4 **Description**

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾
↶ ↷ Formats ▾ **B** *I* [List Icons]
[More Icons] [Link Icon] [Code Icon]

|

Words: 0

Small Thumbnail URL

5

6 ☐ Inactive

CPD Plans

CPD plans allow you to design the CPD requirements and allocate the plan to specific users within the system. For example a CPD plan for a lawyer will differ to a CPD plan for a paramedic. The CPD requirements are set by selecting Tags and specifying how many points a user must reach to satisfy the requirement and in what timeframe they have to achieve this. Important to remember is that when a Learner is assigned to the CPD plan they are deemed as starting the plan as Compliant. The goal of the plan is to ensure that they maintain this compliance by continuously undertaking training.

Creating a CPD plan

To create a new plan follow the below steps.

- Select **Manage Learning > Manage CPD**
- Select **Add CPD Plan** button

Manage Learning

Payment Transactions
Manage Sessions
Manage Catalogue
Enrolments
Manage Competencies
Endorsement Queue
Manage CPD
Manage CPD progress

Manage CPD Plan

Add CPD Plan
Import CPD Plan Membership

Search for CPD Plan Name

Active (3)
Inactive (0)

The New CPD plan form will require the following information. Please see the image at the bottom of this list to view the related fields:

1. Name – the name of the plan.
2. Identifier – this will be auto-populated.
3. Description – this is an optional field to add information about the CPD plan.
4. Active - this would be set to active unless it is no longer required.
5. Primary Contact – this is an optional field to assign a primary contact for the Plan.
6. CPD Plan Period - enter the timeframe the User has to complete the CPD Plan. The top field must be a number and relates to the dropdown below. For example a User has 3 years to complete the plan. Forever means that the User has no restriction on how long it takes them to complete the plan.

CPD Plan Period:

✓

Months

Forever

Days

Months

Years

7. Set Membership start date to - select the option that corresponds to when you would like the plan period to start.
 - Membership Create Date – this is the date the user is added to the CPD plan as a member.
 - Selected Date – a date picker will appear for you to choose a specific date for the plan to start.
 - Do Not Set – there is no start plan, usually used in conjunction when the plan runs forever.

Set Membership start date to

Membership Create Date

Membership Create Date

Selected Date

Do Not Set

1 Name* Clinical

2 Identifier* clinical

3 Description

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

↶ ↷ Formats ▾ **B** *I*

<>

Paramedic in this plan must achieve **100 Points** in total.

Renewal under this plan requires **40 Assessment** points plus a **minimum 40 Clinical** points and **up to 20 Non-Clinical** points.

p » strong Words: 26

☒ Active

Primary Contact Administrator 4

CPD Plan Period:

3 5

Years 6

Set Membership start date to Membership Create Date 7

What points are required?








A CPD Plan requires learners to achieve points by completing Learning from different categories. In the CLS the categories are defined using Tags.

This section of the CPD plan form allows you to select any number of tags, and the minimum number of points that a learner must obtain from each tag during the CPD period.

- In the Tags field drop-down select the tag you would like to add to the plan. You can add as many tags as needed. Click the Add button to add it to the plan. Note that only the tags in the tag type you specified in Settings > Points Settings will appear here. If there are not tags in the drop down, go back to Settings > Points Settings and make sure the right tag type is present in the drop-down there.
- Enter the Minimum Points for each tag, this is the minimum number of points that a User must obtain in the plan period.
- Enter the Total points required which is calculated from above tags.

What points are required?

A CPD Plan requires learners to achieve points by completing Learning from different categories (or Tags). Select any number of tags, and the minimum number of points that a learner must obtain from each tag during the CPD period.

Tags	Minimum Points	Actions
 CLINICAL	<input type="text" value="40"/>	
 NON CLINICAL	<input type="text" value="20"/>	
 Mandatory Assessment	<input type="text" value="40"/>	
 Total points required (from above tags)	<input type="text" value="100"/>	

Tags :  [Add](#)

Note that the Total points shows the overall percentage completed in the chart and total points below the chart. The chart is covered later in the document. The chart only shows completed when all tags are completed and all points obtained

Which user does this rule apply to?

This section allows you to specify which Users you would like to add to the plan. In the screenshot below all active users will be added to the plan. You could add filters such as organisations, job positions or groups.

For more information on building filters please refer to the document on Customisable reports > Building Filters.


Which users does this rule apply to?

AND

Add filter

Add group

Delete all filters

Field	Operator	Value	
Active	=	Yes	

- Click **Save CPD Plan** button

Updating memberships

Once your plan is created you will have the option to view and update the memberships.

CPD Plan: Clinical

[Edit CPD Plan](#)[View Memberships](#)

- Click the **View Memberships** button to view or to update the memberships. 4 tabs exist to filter the memberships.
 - Current Members - Users that are already members of the plan.
 - To be Added -Users that, according to the 'Which users does this rule apply to?' section of the CPD Plan, match the rule.
 - To be Deactivated - Users that, according to the 'Which Users does this rule apply to?' section of the CPD Plan, no longer match the rule. This can occur when a rule on a CPD Plan is changed after Users have become members
 - Inactive – Users who used to meet the rule but were deactivated are now listed as inactive.

Based on the filter we set up in the above example, there are 3 Users (all Active Users) who will be added to this plan.

- Click the **Update Membership Now** button to add these Users.

CPD Memberships

In Clinical

Update Memberships Now

Search for Names, Email, Username or Group Membership

Current Members (0)

To Be Added (3)

To Be Deactivated (0)

Inactive (0)

User ▲	Created	CPD Expiry	Actions
Ang Paramedic from Ambulance S1			
Jo Paramedic from Ambulance S1			
John Paramedic from Ambulance S1			







The Users listed in the To Be Added tab now appear in the Current Members tab.

Current Members (3)

To Be Added (0)

To Be Deactivated (0)

Inactive (0)

User ▲	Created	CPD Expiry	Actions
Ang Paramedic from Ambulance S1	Just Now	25 Jun 2018	 Edit  View
Jo Paramedic from Ambulance S1	Just Now	25 Jun 2018	 Edit  View
John Paramedic from Ambulance S1	Just Now	25 Jun 2018	 Edit  View

The Edit link gives you access to edit the Start Date of the plan for that User. It also gives you the option to set the plan for that user to Inactive.

CPD Plan Membership

For Administrator In Clinical

Start Date

26/05/2015



☒ Active

[Save CPD Membership](#) or [Cancel](#)

The View link opens a page where the user's progress can be viewed, more points can be awarded, membership can be edited and membership can be rolled over.

CPD Plan Membership

For Ann Black In Clinical

[Award More](#)

[Edit Membership](#)

[Rollover Membership](#)

Start Date 26/05/2015









Expiry Date 26/05/2018

Period 3 Years

Description

Paramedics in this plan must achieve 100 Points in total.

CTP renewal under this plan requires 40 Mandatory Assessment points plus a minimum 40 Clinical points and up to 20 Non-Clinical points.

Tags		Progress
	Clinical	 0/20
	Non Clinical	 0/20
	CTP Mandatory Assessment	 0/60
	Total points required (from above tags)	 0/100

Award More

This gives you the option to award points for example if the User has Recognition of Prior Learning (RPL).

Recognition of Prior Learning

Catalogue Item*	<input type="text" value="None"/>
User*	<input type="text" value="Ann Black [UN00247]"/>
Completed Date*	<input type="text" value="26/05/2015"/>
Points	<input type="text" value="20"/>
Comments	<input type="text" value="User acquired points in recognised course in the UK."/>

[Save RPL](#) or [Cancel](#)

Please note that The RPL functionality must be enabled first.

- Select **Settings > Tenant Settings**.
- Expand the **Miscellaneous** section.
Check the **Enable RPL** tick-box.
- Select **Save Settings**.

Rollover Membership

This feature allows you to refresh the CPD Plan Membership for a new period and gives you the option to set a start date for the new plan. Setting the new plan will complete the currently active membership and a new membership will be created. Be careful as this cannot be undone.

The purpose of this feature is to create a new membership for the user if users need to continuously meet their CPD requirements. With professions such as paramedics and lawyers, training is ongoing.

The old plan membership can be viewed on the current plan membership details page in the section called **Membership History**.

Rollover CPD Plan Membership

For Ann Black In Clinical

Start Date for new plan*	<input type="text" value="26/05/2015"/>
--------------------------	---

[Rollover CPD Membership](#) or [Cancel](#)

CPD and Catalogue Items

Now that we have a plan assigned to our Users we need to provide learning assets for them to achieve their points. This is achieved with Catalogue items. There are several components required for a CPD based Catalogue Item:

- Catalogue item.
- Linked Assets e.g. courses, sessions etc.
- Tags.
- Assign points to the tags.

Create Catalogue item

You will need to create a Catalogue Item with one or more learning assets. For instruction on creating a catalogue item please see the document on Manage Catalogue.

Linking CPD Tags and points to a catalogue item:

To link CPD tags to catalogue items:

- Select **Manage Learning > Manage Catalogue**.
- Search for and open the required Catalogue Item
- Click the pencil in the Point Allocation section




Name	ECG Interpretation
Identifier	ecg-interpretation
Instalaunch link ?	http://help.clsnightly.test.janison.com/q/ecg-interpretation
Status	● Available in Catalogue Change ▾

Course [Basic ECG Interpretation for CPD](#)


▼ Tags (0) ✎

There are no tags currently linked

▼ Point Allocation

Tags	Points	Actions
 CLINICAL	<input type="text" value="20"/>	
 Total points	20	

Tag: ▲ Add



NON CLINICAL

Mandatory Assessment

- To add a tag, select it from the drop-down menu and click Add
- The tag will appear in a table with a blank text box next to it to assign points.
- Add as many tags and points as you need and click the Save button that is directly under the Tag drop down.

In this example, there is one tag (Clinical) linked to this catalogue item and a learner that successfully completes the item will get 20 points.

Notes:

- If there are no tags to select in the drop down then you haven't done the set-up properly. Go back and check that your tag type is recorded in Settings > Points Settings

- You don't have to include all the tags from your tag type in every catalogue item, just the ones you want to attach points to.
- You can use fractional points i.e. 0.5.

Allowing Users to Record their own CPD Points

Many times, a professional will complete learning outside the Janison CLS. They might, for example, attend a seminar or workshop, collaborate on an academic paper, or complete a course at another training organisation. When they do this training, they can record the fact of that learning, and how many points that learning is worth, in the Janison CLS.

Adding Points from Other Learning

How to set this up for the user:

Go to Manage Learning > Manage Learning Assets > Add Learning Asset.

Select New Other Learning from the list.

Complete the fields and then scroll down until you can see this part of the screen

▼ Verification Settings

Requires Verification*

- ☒ No Verification
- ☐ Manager
- ☐ All Users In Org
- ☐ Administrator

▼ General Settings

- ☒ Requires Points
- ☐ Allow Provider
- ☐ Allow file upload of evidence

Tick the "Requires Points" tick box.

If you are using learning plans (see the Learning Plans instructions for how), you will also need to tick the *Allow learner to link a learning plan entry* tick box.

If you would like the opportunity for someone to review the learner's self-accredited points, select a verification option from the Verification Settings.

Catalogue item for Other Learning

As with all learning assets, **Other Learning** will require a catalogue item for the Learner to enrol in. Two setups are not supported with **Other learning**:



1. The catalogue item must only contain a single Component of **Other Learning**. If more than one component is added to the Catalogue item the points assigned by the Learner will be ignored. In this scenario a warning will appear notifying you of the limitation.

Components

There are Other Learning components linked to this catalogue item that accept points from the learner. The points assigned to these Other Learning components by the learner will be ignored. Other Learning points within a program (multiple components) are not supported. This scenario is only supported in single component Other Learning catalogue items.

Select Learning Asset





Component	Prerequisite	Weight	Share progress	Actions
 Seminars Other Learning	set full stop	<input type="text" value="100"/>	<input type="checkbox"/>	+ -
 Course Basic ECG Interpretation for CPD	set full stop (0)	<input type="text"/>	<input checked="" type="checkbox"/>	+ -

2. Points should not be added to the catalogue item containing the Other Learning as the points applied to the Other Learning will then be ignored. A warning notifying you of this will appear if points are applied to the Catalogue item.

There are points assigned both to the Catalogue Item and to an Other Learning component. The points assigned to the Other Learning component will be ignored. To use these instead, please remove the points assigned to the Catalogue Item.

▼ Point Allocation

	Tags	Points
	NON CLINICAL	0
	Total points	0

If you've created an **Other Learning** type catalogue item (see above), then users can use an enrolment in this to record learning that they undertake outside the JanisonCLS.

From Browse Learning They can select the Other Learning catalogue item and enrol.

Clicking the *Launch Other Learning* button will take them to this screen

Status ● Completed

Points

Assign Tags & CPD Points

Learner Submission Notes




Here they can enter a variety of information about the learning they've done (for more information, refer to the Other Learning user instructions).

To add points against tags, the user clicks on "Assign Tags & CPD Points". They will then see this screen

Tag Points Allocation



Attach tag and CPD points to this Learning. Each tag in the group will allocated the number of points in the box to the right

Tags	Points
 NON CLINICAL	<input type="text" value="10"/>
 CLINICAL	<input type="text" value="0"/>
 Mandatory Assessment	<input type="text" value="0"/>

Ok or Cancel

They are free to record points against any or all of the tags shown.

Adding Points from Learning Plans

If the user is enrolled in a learning plan and that learning plan allows external learning to be recorded (refer to the Learning Plan instructions for how to set this up) then the *Log external learning* option will open the same UIs as above for the learner to record points.

How CPD looks and works for the User

Once you have created your CPD plan and memberships the users can log into the system and in *Browse Learning* can view what items are available to achieve the required CPD points.

Seeing how many points a catalogue item will award the user

Each catalogue item that has points attached will show the total number of points available on the tile in the Browse Learning screen.



New ECG Interpretation

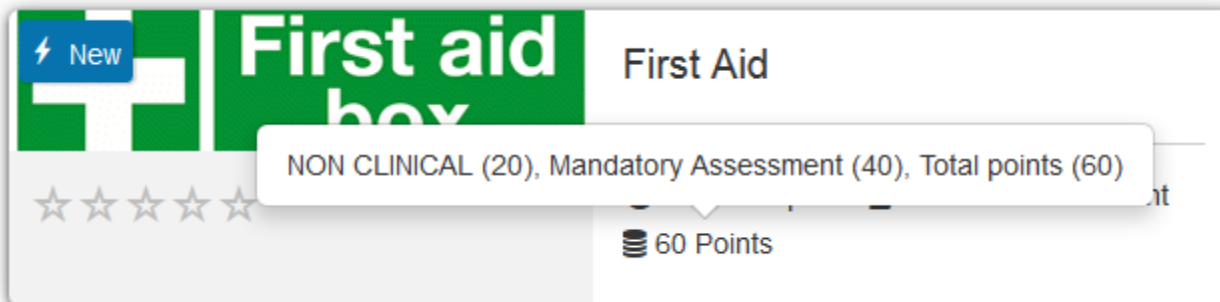
Normal interval, Normal P wave, Normal QRS, Rounded, U wave shallow if present

☆☆☆☆☆

Not Attempted Janison Course

0 modules 40 Points

If the Learner hovers the mouse over the Points icon and text, the breakdown of points by tag will be shown.



New First aid box First Aid

☆☆☆☆☆

NON CLINICAL (20), Mandatory Assessment (40), Total points (60)

60 Points

My Learning

When CPD is enabled, the My Learning screen gets split into two areas, the normal Learning Tiles area and an extra area for Other tiles. There are one or two CPD tiles included in this area, depending on your role.

1. My CPD tile. This tile shows for Users with a CPD Plan. At a glance the tile shows circular graphs with the CPD Status. In the below image the Learner has achieved the Clinical points but has not achieved the Non Clinical or CPT Mandatory points. Keep in mind that they are compliant because they start the plan fully compliant. They will only become non-compliant until the plan date ends and they have not achieved the points.

Emergency first aid

Status: *Completed*

[Launch](#)[More](#)

Ethics face to face event

Status: *Completed*

[Launch](#)[More](#)

My CPD - Clinical



Clinical



Non Clinical



CTP Mandatory

Expires 26 May 2018

My Staff CPD

1 Users across 1 CPD Plans

Compliant (1)

Low Risk (0)

High Risk (0)

Non Compliant (0)



Clicking the tile takes the User to see the CPD Plan and status in more detail.

My CPD Plan: Clinical









Expiry Date 26 May 2018

Period 3 Years

Description

Paramedics in this plan must achieve **100 Points** in total.
CTP renewal under this plan requires **40 Mandatory Assessment** points plus a **minimum 40 Clinical** points and **up to 20 Non-Clinical** points.

A CPD plan requires you to obtain points by completing relevant learning content. Your organisation may enrol you for this content, or you may be able to search for content, and work on this independently.

Tags	Progress
 Clinical	 20/20
 Non Clinical	 0/20
 CTP Mandatory Assessment	 0/60
 Total points required (from above tags)	 20/100

2. My Staff CPD tile – This tile will only be visible to Managers of Users. It shows the Manager the CPD details of the Users they are managing. At a glance the tile shows a circular graph with the CPD Status, and an overview of their Users' compliance. In the screenshot below this User manages 2 people and they are both compliant.



Other Learning
Status: *Completed*

[Launch](#)[More](#)

First Aid
Status: *Completed*

[Launch](#)[More](#)

My CPD - Clinical



CLINICAL



NON CLINICAL



Mandatory

Expires 26 Jun 2015

My Staff CPD

2 Users across 1 CPD Plans
Compliant (2)
Low Risk (0)
High Risk (0)
Non Compliant (0)

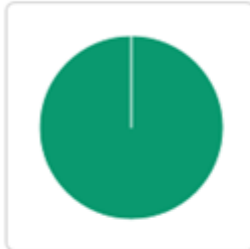


Clicking the tile takes the User to a screen where they can view and manage their Users' CPD and status in more detail.

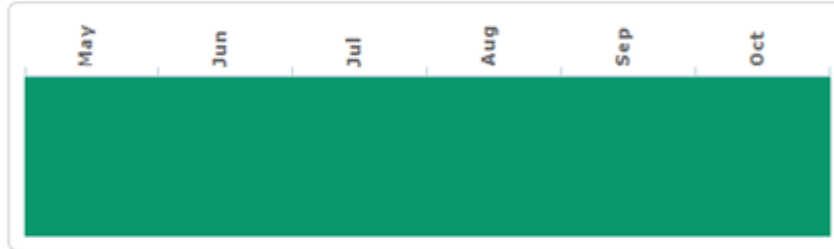
Manage CPD progress

Search for User Memberships

Users (1) across CPD Plans (1).



CPD Compliance



Overall Timeline



Clinical



CTP Mandatory
Assessment



Non Clinical

Details

☒ Timeline

☐ Points


All (1)

Non Compliant (0)

High Risk (0)

Low Risk (0)

Compliant (1)

Name	Plan	Timeline	CPD Expiry	Status	Actions
 Di Learner From Organisation Unit 1	Clinical	<div>M J J A S</div> <div>O</div>	26 May 2018	<div></div> Compliant	View more

Enrolment in CPD Catalogue Items

Users can be manually enrolled in CPD Catalogue Items or/and CPD Catalogue Items can be setup to appear under 'Browse Learning' where users can self-enrol into the catalogue items.


Users that are self-enrolling will need to view their 'My CPD Plan' to determine which Tags are needed to complete their CPD. Users will then need to see the Tags associated with the catalogue items in the 'Browse Learning' area so they can determine which catalogue items to enrol in.

Adjusting CPD points per enrolment

If the administrator needs to adjust the number of points a user has earned (or self-assigned) for a catalogue item, this is done through Enrolments.

Go to Manage Learning > Enrolments.


Search for the enrolment that is to be edited.







Click the  icon to the right of the enrolment title

Click the pencil icon next to Points. The screen will look like this




Enrolment

In Other Learning [Other Learning](#) For Jo Paramedic

 Delete Enrolment

Created	<input type="text" value="25/06/2015"/>	
Start Date	<input type="text" value="25/06/2015"/>	
Due Date	<input type="text"/>	
First Visit	<input type="text"/>	
Completed Date	<input type="text" value="25/06/2015"/>	
Expiry Date	<input type="text"/>	
Comments	<input type="text"/>	

▼ Points

Tags	Points	Actions
 NON CLINICAL	<input type="text" value="10"/>	
 Total points	10	

Save or [Cancel](#)

Make any adjustments necessary to the points and Save.

Manage CPD progress

Manage CPD Progress screen is made up of graphs depicting the overall CPD progress.

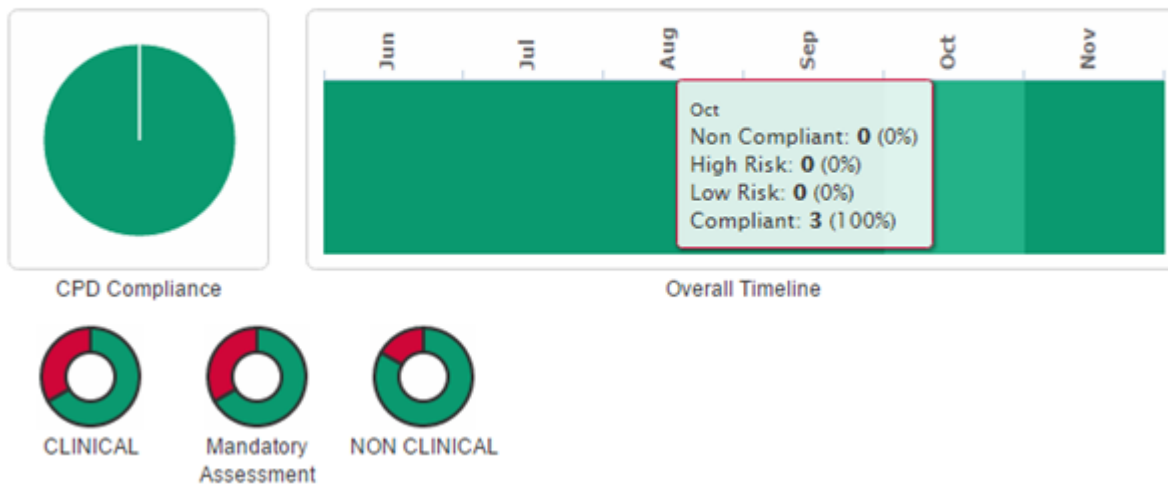
Browse to [Manage Learning](#) > [Manage CPD progress](#).



The top section is a summary dashboard of all users in the CPD plan. This gives the manager an overview of the compliance of Learners reporting to them. Hovering over each graph brings up additional information in a pop-up.

Manage CPD progress

Users (3) across CPD Plans (1).



In the **Detail** section you are able to see a detailed breakdown of individual Learners.

There are two options, Timeline and Points:

1. Timeline – This displays a list of users with the following columns:
 - User
 - Plan
 - Timeline (Shows monthly status)
 - CPD Expiry
 - Status
 - Actions > View More

▼ Details

☒ Timeline

☐ Points

All (3)

Non Compliant (0)

High Risk (0)

Low Risk (0)

Compliant (3)

Name	Plan	Timeline	CPD Expiry	Status	Actions
 Ang Paramedic From Ambulance S1	Clinical	J J A S O N	25 Jun 2016	● Compliant	View more
 Jo Paramedic From Ambulance S1	Clinical	J J A S O N	04 Dec	● Low Risk	View more
 John Paramedic From Ambulance S1	Clinical	J J A S O N	31 Dec	● High Risk	View more

2. Points' – This displays a list of users with the following columns:

- User
- Plan
- Tags (Shows tag status)
- CPD Expiry
- Status
- Actions > View More

▼ Details

☐ Timeline

☒ Points

All (3)

Non Compliant (0)

High Risk (0)

Low Risk (0)

Compliant (3)

Name	Plan	Tags	Total	CPD Expiry	Status	Actions
 Ang Paramedic From Ambulance S1	Clinical	● ● ●	●	25 Jun 2016	● Compliant	View more
 Jo Paramedic From Ambulance S1	Clinical	● ● ●	●	04 Dec	● Low Risk	View more
 John Paramedic From Ambulance S1	Clinical	● ● ●	●	31 Dec	● High Risk	View more

- Each of the options above contains a series of filters you can select including:
 - All Users
 - Non-Compliant Users
 - High Risk Users
 - Low Risk Users
 - Compliant Users
 - Click **View More** next to the required user to inspect that users CPD plan membership

My Learning Transcript and CPD Points

Three options are available for displaying points on the My Learning Transcript. These settings are accessed from Settings > My Learning Transcript Settings.

- ☒ Show Points ?
- ☒ Based On Tag Type ?
- ☒ Only Tags In My CPD ?

1. **Show Points** – Shows points achieved in a single column as highlighted in the screenshot below.

All (3)	Completed (3)	Incomplete (0)	Not Attempted (0)
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Catalogue Item	Start date	Completed date	Status	Points
ECG Interpretation	25/06/2015	26/06/2015	Completed	40
First Aid	25/06/2015	25/06/2015	Completed	60
Other Learning	25/06/2015	25/06/2015	Completed	10

2. **Based On Tag Type** – will show a separate column for each tag type within the Points Settings selected tag type. This is highlighted in the screenshot below. A Points Summary section will appear at the top of the transcript.

Points Summary						
30	NON CLINICAL	40	CLINICAL	40	Mandatory Assessment	
All (3)	Completed (3)	Incomplete (0)	Not Attempted (0)			
Catalogue Item	Completed date	Status	CLINICAL	Mandatory	NON CLINICAL	Points Total
ECG Interpretation	26/06/2015	Completed	40			40
First Aid	25/06/2015	Completed		40	20	60
Other Learning	25/06/2015	Completed			10	10

3. **Only Tags In My CPD** – This only shows columns for tags listed in the user's CPD plan. This means that columns that would be empty do not appear on the transcript.