





# Learning Captures Guide

## Trainee Guide

<b>Purpose</b>	Use this guide as a Trainee for guidance on how to create, complete and review your Learning Captures in the Training Management Platform.
<b>Intended Audience</b>	All Trainees
<b>Context</b>	This guide is designed to help the Trainees manage (i.e create, monitor, view, submit and cancel) the Learning Captures.

### How to use this document:

The document is structured into 3 sections, representing 5 key Learning Capture Guide for Trainees learning outcomes.

To open the navigation pane in Adobe Acrobat, navigate to the left side of your screen and click on the 'arrow' icon  and then the 'bookmark' icon .



## Contents

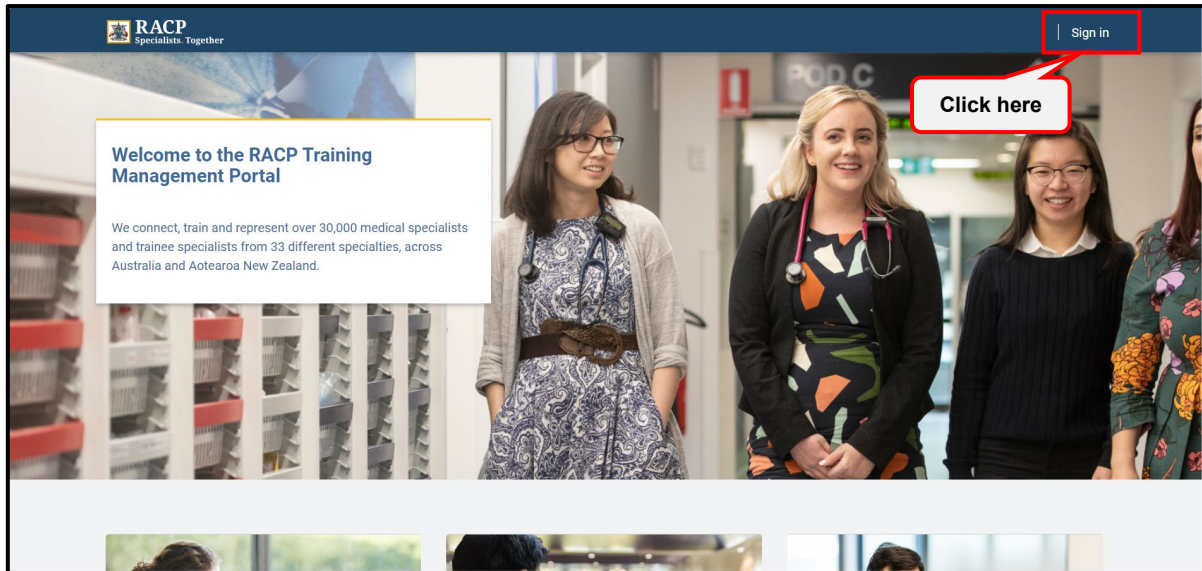
<b>Section 1: Login to the Portal .....</b>	<b>3</b>
<b>Section 2: Create a Learning Capture.....</b>	<b>5</b>
<b>Section 2.1: Create Feedback Request .....</b>	<b>14</b>
<b>Section 2.2: View Learning Captures and Monitor Feedback Request.....</b>	<b>19</b>
<b>Section 3: Summary of Outcomes .....</b>	<b>25</b>



## Section 1: Login to the Portal

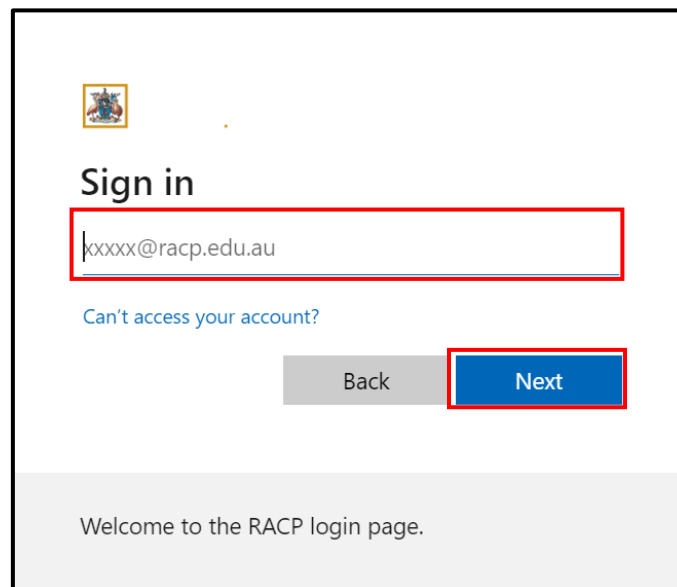
**Context:** Use these instructions to log into the Training Management Platform (TMP) Portal as a Trainee.

1. Navigate to the TMP Portal and click on **Sign in** located on the top right corner of the screen. Refer to **Figure 1**.



*Figure 1*

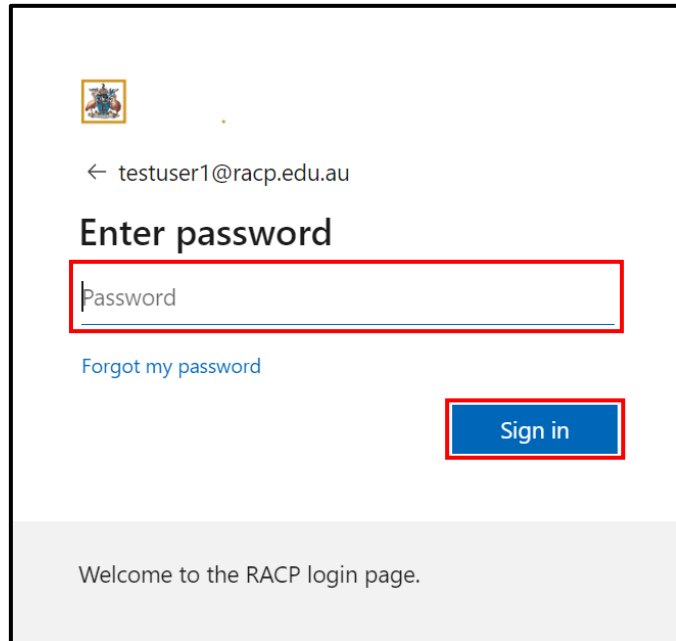
2. Enter your RACP User ID and click on **Next**. Refer to **Figure 2**.




*Figure 2*



3. Enter your password and click **sign in**. Refer to **Figure 3**.





← testuser1@racp.edu.au

### Enter password

[Forgot my password](#)

**Sign in**

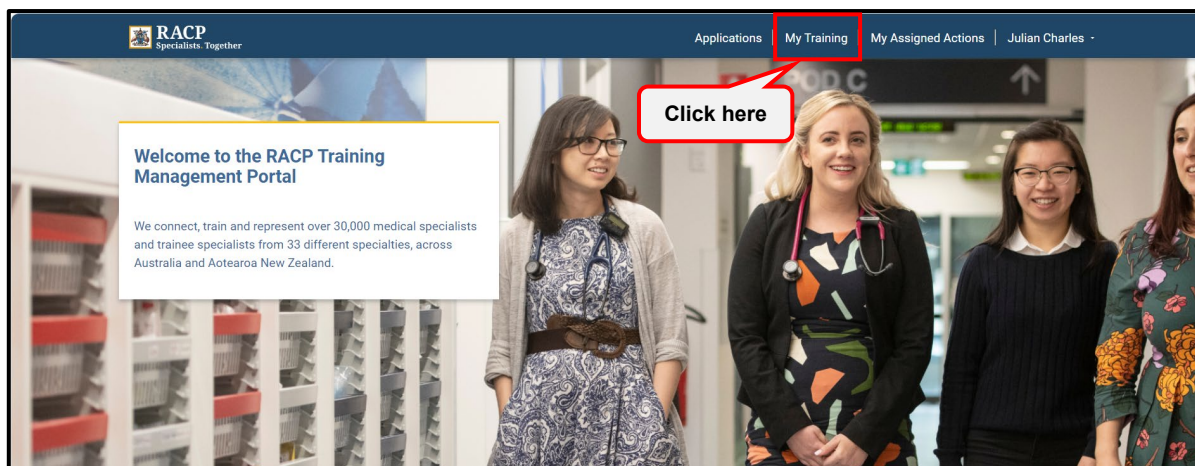
Welcome to the RACP login page.

*Figure 3*

## Section 2: Create a Learning Capture

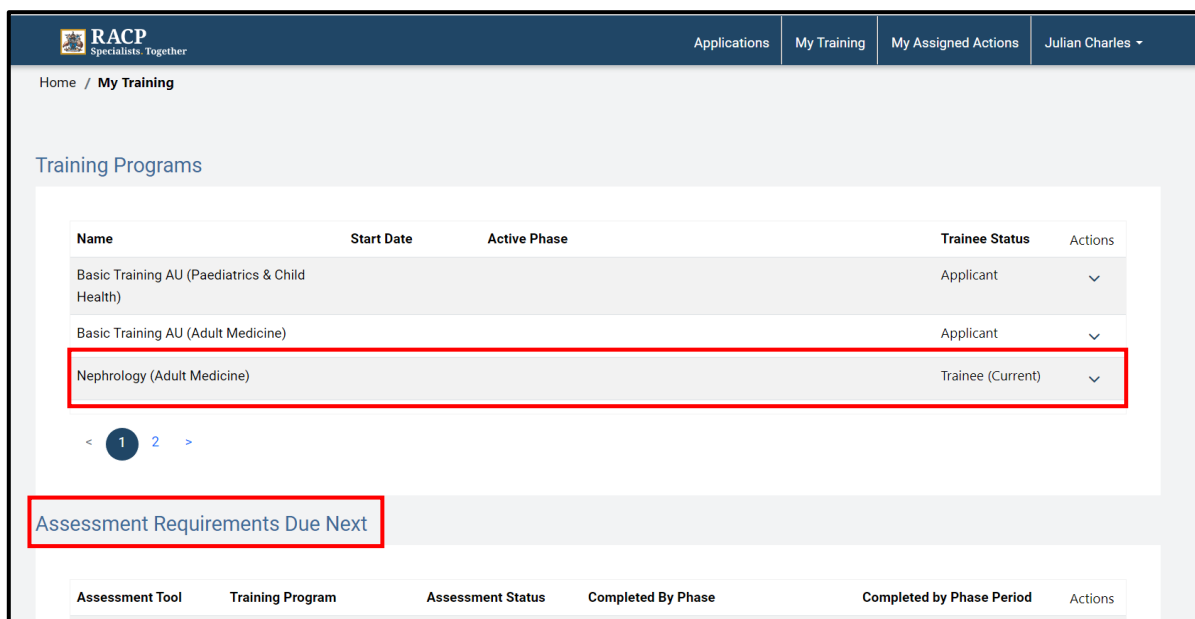
**Context:** Use these instructions to add new learning captures as a trainee and manually complete learning captures within the TMP application.

1. On the landing page, navigate to **Primary Navigation / Menu Bar > My Trainings**. Refer to **Figure 4**.



*Figure 4*

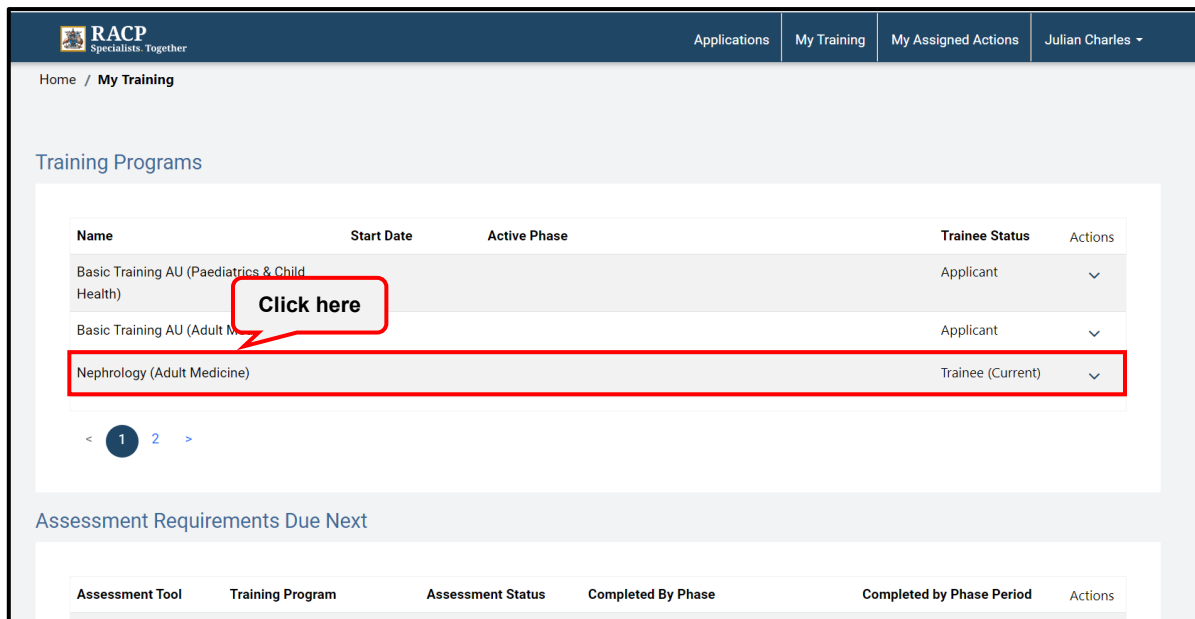
2. From the **My Training** page that appears, you can access your Learning Capture assessment requirements either via your Training program under **Training Programs** section, or via the **Assessment Requirements Due Next** section. Refer to **Figure 5**.



*Figure 5*

**Navigation option 1 access via Training Programs:**

3. In the **Training Programs** section, click on your Training Program to open it. Refer to **Figure 6**.



Home / My Training

Training Programs

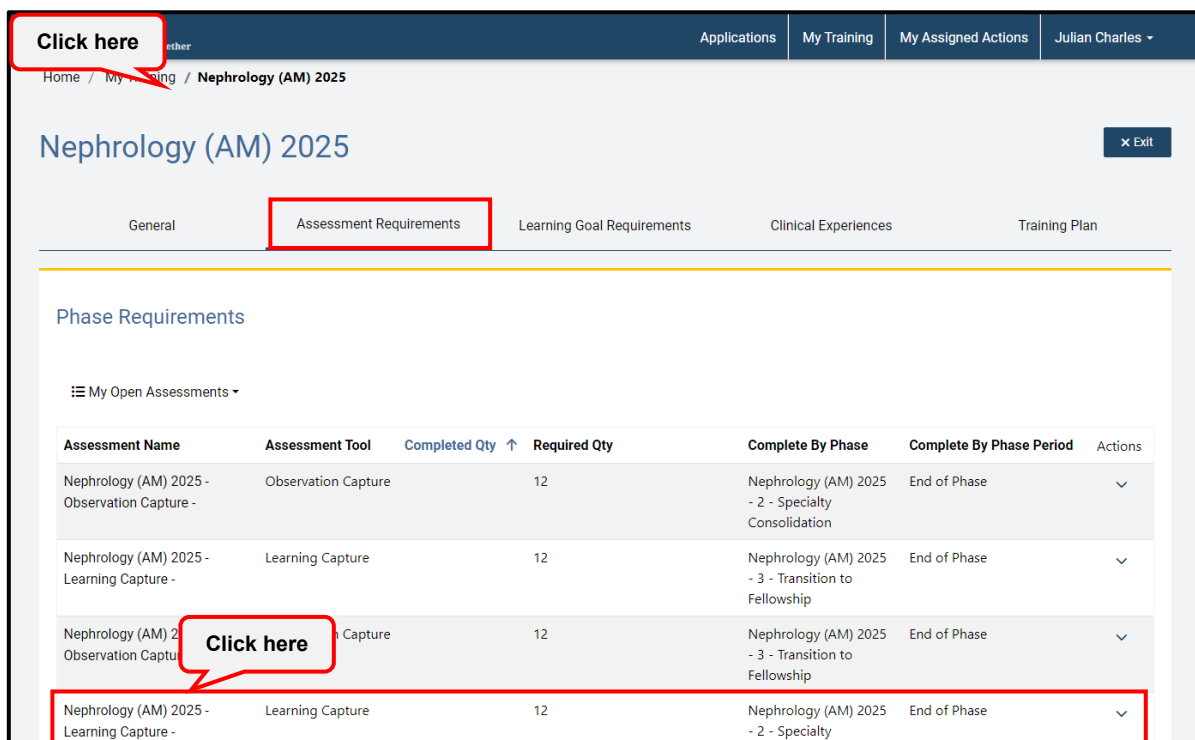
Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Paediatrics & Child Health)			Applicant	▼
Basic Training AU (Adult Medicine)			Applicant	▼
Nephrology (Adult Medicine)			Trainee (Current)	▼

Assessment Requirements Due Next

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
-----------------	------------------	-------------------	--------------------	---------------------------	---------

Figure 6

- Navigate to the **Assessment Requirements** tab > **Phase Requirements** section to view your Assessment Requirements. Click on the assessment requirement that shows 'Learning Capture' under the **Assessment Tool** column. Refer to **Figure 7**.



Home / My Training / Nephrology (AM) 2025

Nephrology (AM) 2025

General Assessment Requirements Learning Goal Requirements Clinical Experiences Training Plan

Phase Requirements

My Open Assessments

Assessment Name	Assessment Tool	Completed Qty	Required Qty	Complete By Phase	Complete By Phase Period	Actions
Nephrology (AM) 2025 - Observation Capture -	Observation Capture		12	Nephrology (AM) 2025 - 2 - Specialty Consolidation	End of Phase	▼
Nephrology (AM) 2025 - Learning Capture -	Learning Capture		12	Nephrology (AM) 2025 - 3 - Transition to Fellowship	End of Phase	▼
Nephrology (AM) 2025 - Observation Capture -	Observation Capture		12	Nephrology (AM) 2025 - 3 - Transition to Fellowship	End of Phase	▼
Nephrology (AM) 2025 - Learning Capture -	Learning Capture		12	Nephrology (AM) 2025 - 2 - Specialty	End of Phase	▼

Figure 7

To access via **Assessment Requirements Due Next** section:

- In the **Assessment Requirements Due Next** section, look within the list of requirements which shows 'Learning Capture' in the **Assessment Tool** column. Refer to **Figure 8**.



Training Programs

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Paediatrics & Child Health)			Applicant	▼
Basic Training AU (Adult Medicine)			Applicant	▼
Nephrology (Adult Medicine)			Trainee (Current)	▼

< 1 2 >

Assessment Requirements Due Next

Assessment Tool ↑	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Capture	Julian Charles - Basic Training AU (PCH) 2025	Incomplete	1 - Foundation	End of Phase	▼
Learning Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▼
Learning Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	▼

Figure 8

6. For the Learning Capture you want to open, click on the down arrow under **Action** column and select **View Details**. Refer to Figure 9.

Nephrology (Adult Medicine) Trainee (Current) ▼

< 1 2 >

Assessment Requirements Due Next

Assessment Tool ↑	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Capture	Julian Charles - Basic Training AU (PCH) 2025	Incomplete	1 - Foundation	End of Phase	▼
Learning Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▼
Learning Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	▼
Learning Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	2 - Specialty Consolidation	End of Phase	▼
Learning Capture	Julian Charles - Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	▼

Click here

View Details

Figure 9

7. The **Assessment Requirement Details** page will appear. Scroll down to the **Learning Captures** section and click on '+ Add Learning Capture' button to create a new learning. Refer to Figure 10.



**Assessment Due By**  
End of Quarter 3 - 1 - Specialty Foundation

**Completed Qty**  
2

**Assessment Completion Date**  
—

**Assessment Status**  
Incomplete

---

**Learning Captures**

**Click here** →

**+ Add Learning Capture**

Title	Training Phase	Status	Completion Date	Created On ↑	Actions
Identifying nephrotic syndrome in outpatient	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation			16/10/2024 4:47 PM	⌵

**Figure 10**

- The **New Learning Capture** form will appear. Populate the **Training Program Phase** that this learning capture applies to, by clicking on the search icon. Refer to **Figure 11**.



**Note:** *If there is an active Training Program Phase, this field will be auto populated. to reflect the training phase you are currently enrolled in If you need to create an Observation Capture against a different phase of training due to progression conditions, you can use the magnifying icon to do this.*

RACP Specialists. Together Applications My Training My Assigned Actions Julian Charles ▾

Home / My Training / Nephrology (AM) 2025 / Assessment Details / Create New Learning Capture

## Create New Learning Capture ✕ Exit

Trainee Details Learning Capture Details Feedback Request

---

**Trainee & Program Details**

**Trainee Program Cohort Phase \***

🔍

**Date of Learning Experience \***

22/10/2024 📅

**Click here** →

**Save and Next**

**Figure 11**

- In the **Lookup records**, select the **Trainee Program Cohort Phase** to which Learning Capture applies by checking the box and click **Select**. Refer to **Figure 12**.



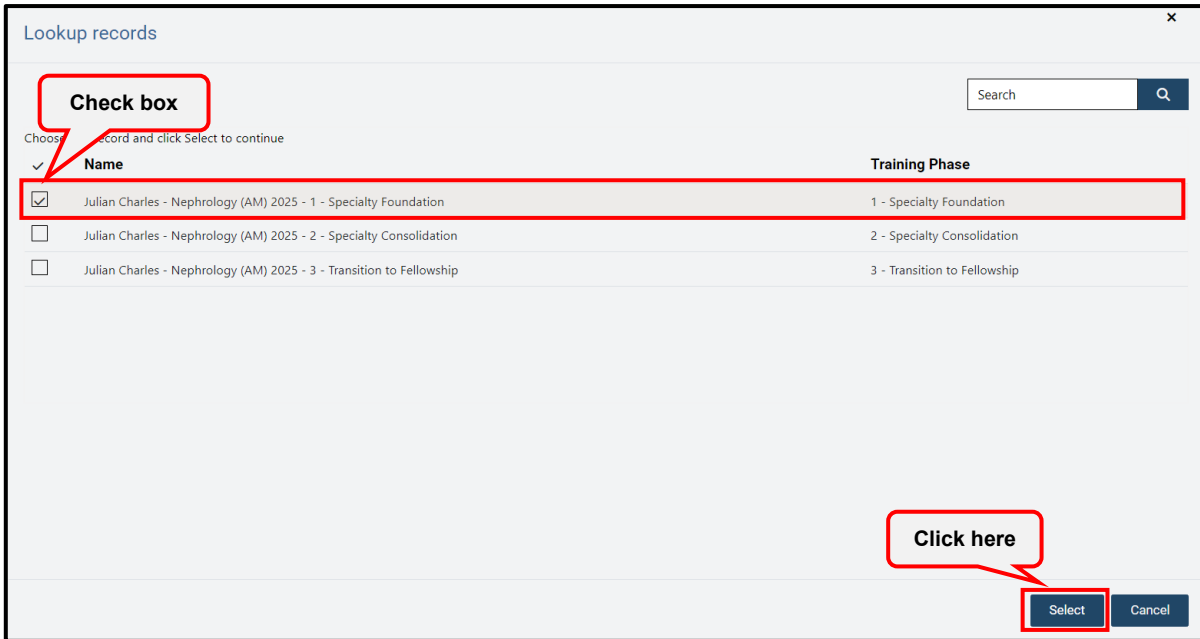


Figure 12

10. The **Date of Observation** field will auto-populate today's date. Click on the **calendar icon** to select the date or input the date manually. Refer to **Figure 13**.

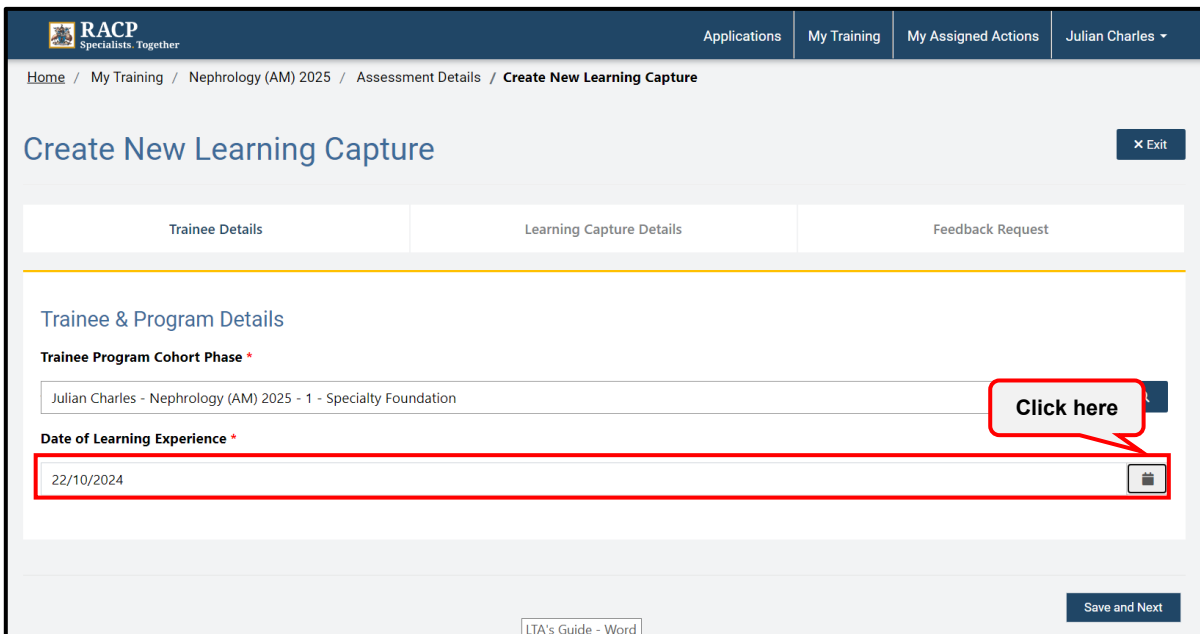


Figure 13

11. Click **Save and Next**. Refer to **Figure 14**.



**Figure 14**

12. In the **Learning Capture Details** section, populating the below mandatory free-text fields. Refer to **Figure 15** and **Figure 16** for an example.

- **Type of Learning** – Select the type of learning associated with the Learning Capture from the drop-down list.



**Note:** *Type of Learning list includes – Clinical experiences, Courses and Workshops, Personal reflection, Readings and resources and Other learning experiences.*

*If you select 'Other learning experiences', another mandatory field - 'Please specify other learning experience' will appear for you to fill.*

- **Title** – Enter the title (free-text) for the Learning Capture
- **Description of Activity** – Provide a description (free-text) for the Learning Capture
- **What did you learn** – Provide free-text inputs on your learnings
- **How will you apply these learnings in the future** – Provide free-text inputs
- **Select the primary learning goal to which this observation applies** – click on the search icon to select a learning goal this capture applies to.



## Create New Learning Capture

✕ Exit

✓ Trainee Details	Learning Capture Details	Feedback Request
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### Learning Capture Details

**Type of Learning \***

Clinical experiences

**Title \***

Identifying nephrotic syndrome in outpatient

**Description of Activity \***

I was referred a new patient for review of 'biventricular cardiac failure' in cardiology clinic after a recent presentation under general medicine with symptoms of progressive dyspnoea, peripheral oedema and fatigue. The patient had an inpatient echo prior during that admission which actually showed that they had normal LV/RV function, however did have moderate to severe aortic regurgitation. Interesting, on review of the patients bloods, they also had a significant hypalbuminaemia with a urine PCR showing nephrotic range proteinuria which seemed to have been missed by the treating team. It appeared that while the aortic regurgitation may be partially contributing to the

**What did you learn? \***

We admitted the patient under cardiology for renal/cardi thoracic input. The renal team ended up performing a renal biopsy which showed IgA nephropathy, potentially secondary to a recent viral LRTI. The patient was started on steroids and ace inhibitors, and it is now thought this was the predominant cause of her symptoms

Figure 15

**What did you learn? \***

We admitted the patient under cardiology for renal/cardi thoracic input. The renal team ended up performing a renal biopsy which showed IgA nephropathy, potentially secondary to a recent viral LRTI. The patient was started on steroids and ace inhibitors, and it is now thought this was the predominant cause of her symptoms

**How will you apply this learning in the future? \***

- 1) Whenever a test is ordered, ensure the result is followed up even if you no longer directly care for the patient.
- 2) Avoid the cognitive bias of type 1 thinking and assuming that a patient's existing diagnosis is infallible.

**Select the primary learning goal to which this learning applies \***

Click here

Document Attachment

Add files

There are no folders or files to display.

Figure 16

13. Look for the learning goal in the list of records that appears. Select the learning goal by checking the box next to it and click **Select**. Refer to **Figure 17**. Alternatively, you can use the **Search option** at the top right corner to look for the learning goal.

 **Note:** The list of learning goals that appear are filtered basis the **Training Cohort phase** selected in **Step 9**.

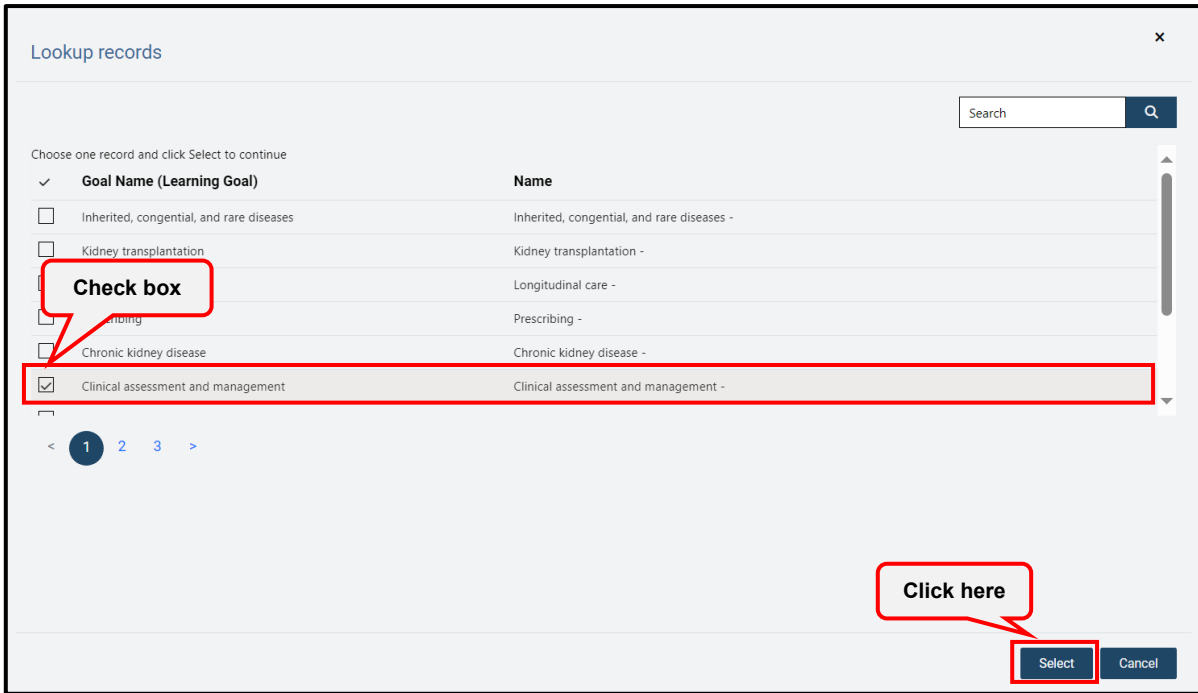


Figure 17

14. Once you return to the **Create New Learning Capture** page, click on **Add files** button to attach documents to support your learning capture. This is optional. Refer to **Figure 17**.



**Note:** Once you click on **Add files**, click **Choose files** to browse and select the documents to be uploaded and click **Add files**.

To delete or replace a file you have uploaded, select **'Overwrite existing files'** and ensuring the filename of the new document is exactly the same as the previously uploaded file. If the filename is not exactly the same, it will not overwrite the existing file and instead add it as a second file (with no way to remove the first one).

There are certain file types that aren't supported: *ade, adp, ani, bas, bat, chm, cmd, com, cpl, crt, hlp, ht, hta, inf, ins, isp, job, js, jse, lnk, mda, mdb, mde, mdz, msc, msi, msp, mst, pcd, reg, scr, sct, shs, url, vb, vbe, vbs, wsc, wsf, wsh, exe, php, htaccess, ini, cab, and pif* files.

15. Scroll down to the **Declaration** section and tick the checkbox to confirm that all details of the Learning Capture including attachments have been de-identified of patient information. This is mandatory to confirm. Refer to **Figure 18**.
16. Click **Submit**. Refer to **Figure 18**.

Select the primary learning goal to which this learning applies \*

Clinical assessment and management -

Document Attachment

Click here

Add files

There are no folders or files to display.

Declaration

Check box

I confirm that my Learning Capture including attachments has been de-identified of patient information \*

Click here

Previous

Submit

Figure 18

17. Once you submit the Learning Capture, the system will show a success confirmation on the screen. Refer to **Figure 19**.

RACP Specialists. Together

Applications My Training My Assigned Actions Julian Charles -

Home / My Training / Nephrology (AM) 2025 / Assessment Details / Create New Learning Capture

Create New Learning Capture

Exit

Trainee Details Learning Capture Details Feedback Request

Success

Your Learning Capture has been successfully completed.

If you are interested in getting feedback on your learning capture, please request this by clicking the "+ Add Feedback Request" button below and will be reflected in the corresponding Assessment Requirement.

Invite Feedback (Optional)

+ Add Feedback Request

Name	Assessor Role	Feedback Request Status	Created On ↑	Actions
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Figure 19

18. As a next step, you need to create a **Feedback request**, for which the steps are covered in the next **Section 3.1: Create Feedback Request**.



## Section 2.1: Create Feedback Request

**Context:** Use these instructions as a trainee to create a feedback request for a Learning capture in the Training Management Platform (TMP) portal. Unlike the Observation Capture, you can create as many Feedback requests for Learning Captures as you want. This is an optional step and is not required to complete the assessment task.

1. Once you have created a Learning Capture, you will have the opportunity to ask for feedback, however this is optional. For a **Feedback request** to be initiated, click on **'+ Add Feedback Request'** button. Refer to **Figure 20**.

The screenshot shows the 'Create New Learning Capture' interface. At the top, there are three tabs: 'Trainee Details', 'Learning Capture Details', and 'Feedback Request'. A green success message states: 'Your Learning Capture has been successfully completed. If you are interested in getting feedback on your learning capture, please request this by clicking the '+ Add Feedback Request' button below and will be reflected in the corresponding Assessment Requirement.' Below this is a section titled 'Invite Feedback (Optional)' with a '+ Add Feedback Request' button. A red callout box with the text 'Click here' points to this button. Below the button is a table with columns: Name, Assessor Role, Feedback Request Status, Created On ↑, and Actions. A light blue message at the bottom of the table says 'There are no records to display.'

Figure 20

2. **Add New Feedback Request** form will appear. Refer to **Figure 21**.

The screenshot shows the 'Add New Feedback Request' form. It contains the following fields: 'Feedback From \*' (a dropdown menu with 'Select' as the current value), 'Assessor Role \*' (a text input field), 'Personal Message' (a large text area), and 'Feedback Requested Date' (a date picker showing 'DD/MM/YYYY'). A 'Submit' button is located at the bottom right of the form.

Figure 21



3. In the **Feedback From** field, select the role from the dropdown list consisting of 'DPE', 'Education Supervisor', 'Rotation Supervisor' or 'Others'. Refer to **Figure 22**.
4. Select the **DPE Name** from the drop-down list filtered by DPEs related to your Training Program Setting. Refer to **Figure 22**.
5. Populate the **Assessor role** as 'DPE' and enter a personal message, if required. Refer to **Figure 22**.

**Figure 22**

6. Alternatively, if you select **Education Supervisor**, populate the **Education Supervisor Name** by selecting from the dropdown list filtered by **Education Supervisors** named against your Training Program.
7. Alternatively, if you select **Rotation Supervisor**, populate the **Rotation Supervisor Name** by selecting from the dropdown list filtered by **Rotation Supervisors** named against your Rotation Plans for your Training Program.
8. Alternatively, if you select **Others**, populate the **Name** and **Email** field (mandatory) and the fill in the **Assessor Role** and **Personal Message** (optional). These assessors will be emailed a link to an online form to complete.



**Note:** Basis the role you select in **Feedback from** field, populate the **Name**, **Role** and **Personal message** fields accordingly.

For example, if you select 'DPE' from the **Feedback from** drop-down list, select the **DPE Name** from the drop-down list of **DPEs** (this list is filtered by **DPEs** related to your Training Program Setting), populate the **Assessor Role** to 'DPE' and enter personal message for the DPE to provide feedback.



*Figure 23*

9. Scroll down to the **Feedback Requested Date** field and select a date by clicking on the calendar icon. This is optional. Refer to **Figure 24**.
10. Click **Submit**. Refer to **Figure 24**.

*Figure 24*

11. Once you click **Submit** after nominating an assessor to provide you with feedback, the system will show a success message and the **Feedback request Status** will appear as **'Invited'**. Refer to **Figure 25**.





Create New Learning Capture ✕ Exit

✓ Trainee Details    ✓ Learning Capture Details    Feedback Request

**Success**  
Your Learning Capture has been successfully completed.  
If you are interested in getting feedback on your learning capture, please request this by clicking the "+ Add Feedback Request" button below and will be reflected in the corresponding Assessment Requirement.

Invite Feedback (Optional) + Add Feedback Request

Name	Assessor Role	Feedback Request Status	Created On ↑	Actions
Renae Lo	DPE	Invited	23/10/2024 1:11 AM	⌵

Figure 25

12. Scroll to the top and click on **Exit** button on the top right corner of the screen to navigate back to the **Assessment Details** page. Refer to **Figure 26**.

RACP Specialists. Together    Applications    My Training    My Assigned Actions    Julian Charles -

Home / My Training / Nephrology (AM) 2025 / Assessment Details / Learning Capture - Details

## Learning Capture - Details

✕ Exit

**Trainee and Program Details**

**Trainee Program Cohort Phase**  
Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation

**Date of Learning Experience**  
01/01/2025

**Learning Capture Details**

**Type of Learning**  
Clinical experiences

**Title**

Figure 26

13. On the **Assessment Details** page, scroll down to the **Learning Captures** section to view the list of learning captures sorted by the **Created on**, which you can toggle to descending order (newest to oldest) or navigate to the next/last page to view your Learning Capture. You can see that your **Learning Capture Status** is updated as '**Completed**' (all learning captures are completed once submitted). Refer to **Figure 27**.



**Assessment Due By** End of Quarter 3 - 1 - Specialty Foundation

**Completed Qty** 3

**Assessment Completion Date** —

**Assessment Status** Incomplete

---

### Learning Captures

[+ Add Learning Capture](#)

Title	Training Phase	Status	Completion Date	Created On ↑	Actions
	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Draft		22/10/2024 7:11 PM	▼
Identifying nephrotic syndrome in outpatient	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Completed	22/10/2024	23/10/2024 12:05 AM	▼

< 1 2 >

**Figure 27**



**Note:** Unlike the Observation Captures, Learning Captures do not have the **Feedback Request approval** process. Hence, these requests cannot be cancelled in Draft status as the Assessor has already been invited to provide the feedback.



## Section 2.2: View Learning Captures and Monitor Feedback Request

**Context:** Use these instructions as a trainee to view the submitted Learning Captures in the Training Management Platform (TMP) portal. Your Learning captures can be viewed in My Training page via multiple ways as covered in subsequent steps.

### My Training via Assessment Requirements Due Next

1. Navigate to **Landing page > My Training** in the Navigation menu > **My Training** page. Refer to **Figure 28**.

Home / My Training

Applications **My Training** My Assigned Actions Julian Charles ▾

Click here

#### Training Programs

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Paediatrics & Child Health)			Applicant	▾
Basic Training AU (Adult Medicine)			Applicant	▾
Nephrology (Adult Medicine)			Trainee (Current)	▾

< 1 2 >

#### Assessment Requirements Due Next

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▾

**Figure 28**

2. Scroll down to **Assessment Requirements Due Next** section, which shows all your Assessment tools due. For the Learning Capture you want to open, click on downward arrow under **Actions** and select **View details**. Refer to **Figure 29**.

Nephrology (Adult Medicine) Trainee (Current) ▾

< 1 2 >

#### Assessment Requirements Due Next

Assessment Tool ↑	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Capture	Julian Charles - Basic Training AU (PCH) 2025	Incomplete	1 - Foundation	End of Phase	▾
Learning Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▾
Learning Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	1 - Specialty Foundation	End of Phase	▾
Learning Capture	Julian Charles - Nephrology (AM) 2025	Incomplete	2 - Specialty Consolidation	End of Phase	▾
Learning Capture	Julian Charles - Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	▾

Click here

View Details

**Figure 29**



3. On the **Assessment Requirements Details** page, scroll down to the **Learning Captures** section and click on the hyperlinked text under **Title**. Refer to **Figure 30**.

Assessment Status  
Incomplete

Learning Captures

+ Add Learning Capture

Title	Training Phase	Status	Completion Date	Created On ↑	Actions
	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Draft		22/10/2024 7:11 PM	⌵
Identifying nephrotic syndrome in outpatient	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Completed	22/10/2024	23/10/2024 12:05 AM	⌵

< 1 2 >

**Figure 30**

4. Alternatively, you can also click on the downward arrow under **Actions** and select **View Details** to open the Learning Capture. Refer to **Figure 31**.

Assessment Status  
Incomplete

Learning Captures

+ Add Learning Capture

Title	Training Phase	Status	Completion Date	Created On ↑	Actions
	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Draft		22/10/2024 7:11 PM	⌵ View details
Identifying nephrotic syndrome in outpatient	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Completed	22/10/2024	23/10/2024 12:05 AM	⌵

< 1 2 >

**Figure 31**

5. The **Learning Capture details** page will appear. Refer to **Figure 32**.



**Learning Capture - Details** × Exit

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**Trainee and Program Details**

**Trainee Program Cohort Phase**  
Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation

**Date of Learning Experience**  
01/01/2025

---

**Learning Capture Details**

**Type of Learning**  
Clinical experiences

**Title**  
Identifying nephrotic syndrome in outpatient

**Description of Activity**  
I was referred a new patient for review of 'biventricular cardiac failure' in cardiologv clinic after a recent presentation under general medicine with svmtoms of progressive

*Figure 32*

6. On the **Learning Capture details** page, scroll down to the **Invite Feedback (Optional)** section to view the **Feedback Request Status**. Refer to **Figure 33**.

**Declaration**

I confirm that my Learning Capture including attachments has been de-identified of patient information

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**Invite Feedback (Optional)**

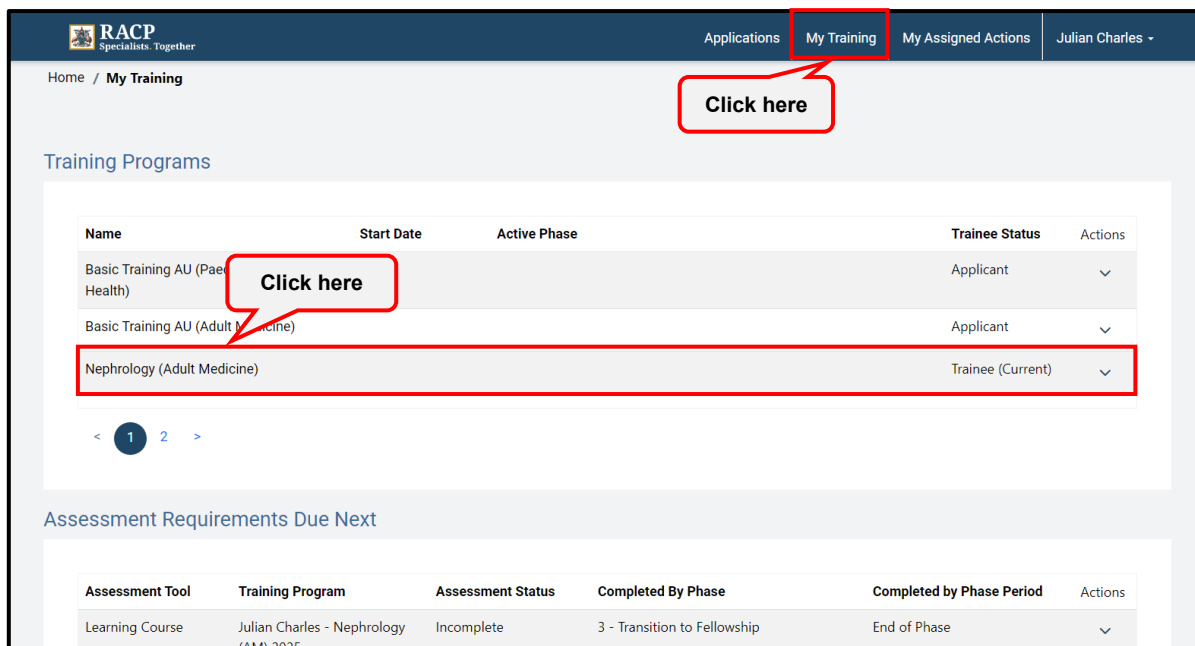
**Feedback Request** + Add Feedback Request

Name	Assessor Role	Feedback Request Status	Created On ↑	Actions
Renae Lo	DPE	Invited	23/10/2024 1:11 AM	▼

*Figure 33*

**Via your Training program under Training Programs section**

7. Navigate to **Landing page > My Training** in the Navigation menu > **My Training** page. Refer to **Figure 34**.
8. Click on your Training Program to open it (under **Training Programs** section). Refer to **Figure 34**.



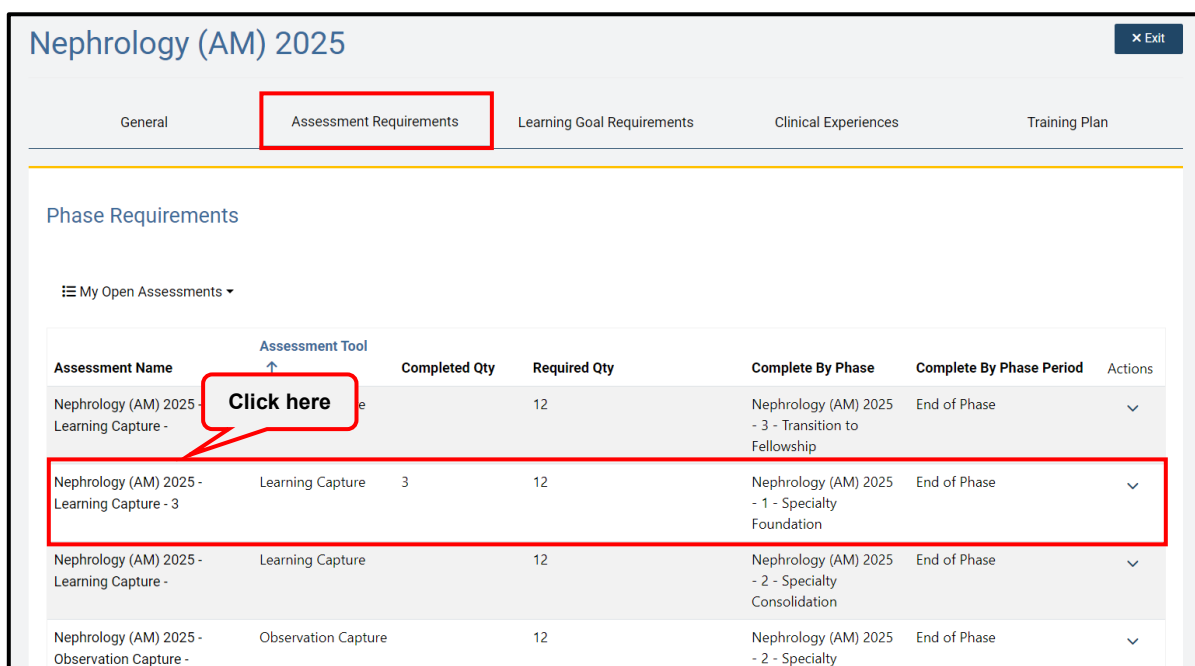
Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Paediatrics & Health)			Applicant	▼
Basic Training AU (Adult Medicine)			Applicant	▼
Nephrology (Adult Medicine)			Trainee (Current)	▼

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed by Phase Period	Actions
Learning Course	Julian Charles - Nephrology (AM) 2025	Incomplete	3 - Transition to Fellowship	End of Phase	▼

Figure 34

- Navigate to the **Assessment Requirements** tab > **Phase Requirements** section and click on the assessment requirement that shows **'Learning Capture'** under the **Assessment Tool** column in the grid. Refer to **Figure 35**.



Assessment Name	Assessment Tool	Completed Qty	Required Qty	Complete By Phase	Complete By Phase Period	Actions
Nephrology (AM) 2025 - Learning Capture -			12	Nephrology (AM) 2025 - 3 - Transition to Fellowship	End of Phase	▼
Nephrology (AM) 2025 - Learning Capture - 3	Learning Capture	3	12	Nephrology (AM) 2025 - 1 - Specialty Foundation	End of Phase	▼
Nephrology (AM) 2025 - Learning Capture -	Learning Capture		12	Nephrology (AM) 2025 - 2 - Specialty Consolidation	End of Phase	▼
Nephrology (AM) 2025 - Observation Capture -	Observation Capture		12	Nephrology (AM) 2025 - 2 - Specialty	End of Phase	▼

Figure 35

- On the **Assessment Details** page, scroll down to the **Learning Captures** section and click on the hyperlinked text under **Title**. Refer to **Figure 36**.

**Assessment Status**  
Incomplete

---

Learning Captures

[+ Add Learning Capture](#)

Title	Phase	Status	Completion Date	Created On ↑	Actions
	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Draft		22/10/2024 7:11 PM	⌵
Identifying nephrotic syndrome in outpatient	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Completed	22/10/2024	23/10/2024 12:05 AM	⌵

< 1 2 >

**Figure 36**

11. Alternatively, you can also click on the downward arrow under **Actions** and select **View Details** to open the Observation Capture. Refer to **Figure 37**.

**Assessment Status**  
Incomplete

---

Learning Captures

[+ Add Learning Capture](#)

Title	Training Phase	Status	Completion Date	Created On ↑	Actions
	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Draft		22/10/2024 7:11 PM	⌵ <a href="#">View details</a>
Identifying nephrotic syndrome in outpatient	Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation	Completed	22/10/2024	23/10/2024 12:05 AM	⌵

< 1 2 >

**Figure 37**

12. The **Learning Capture details** page will appear. Refer to **Figure 38**.



Home / My Training / Nephrology (AM) 2025 / Assessment Details / Learning Capture - Details

## Learning Capture - Details

× Exit

### Trainee and Program Details

**Trainee Program Cohort Phase**  
Julian Charles - Nephrology (AM) 2025 - 1 - Specialty Foundation

**Date of Learning Experience**  
01/01/2025

### Learning Capture Details

**Type of Learning**  
Clinical experiences

**Title**

**Figure 38**

13. On the **Learning Capture details** page, scroll down to the **Invite Feedback (Optional)** section to view the **Feedback Request Status**. Refer to **Figure 39**.

**Declaration**

I confirm that my Learning Capture including attachments has been de-identified of patient information

### Invite Feedback (Optional)

**Feedback Request**

+ Add Feedback Request

Name	Assessor Role	Feedback Request Status	Created On ↑	Actions
Renae Lo	DPE	Invited	23/10/2024 1:11 AM	▼

**Figure 39**





## Section 3: Summary of Outcomes

The Learning Teaching & Assessment Tool Guide for Trainees is now complete. You now have instructions to:

- Login to the Training Management Platform (TMP) Portal as a Trainee
- Create a Learning Capture
- Create Feedback Request for a Learning Capture
- Monitor Learning Capture status
- View Submitted Learning Captures