

Learning Captures Guide

Trainee Guide

Purpose	Use this guide as a Trainee for guidance on how to create, complete and review your Learning Captures in the Training Management Platform.
Intended Audience	All Trainees
Context	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

Section 1: Login to the Portal	3
Section 2: Create a Learning Capture.....	5
Section 2.1: Create Feedback Request.....	16
Section 2.2: View Learning Captures and Monitor Feedback Request	21
Section 3: Summary of Outcomes	23

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**.

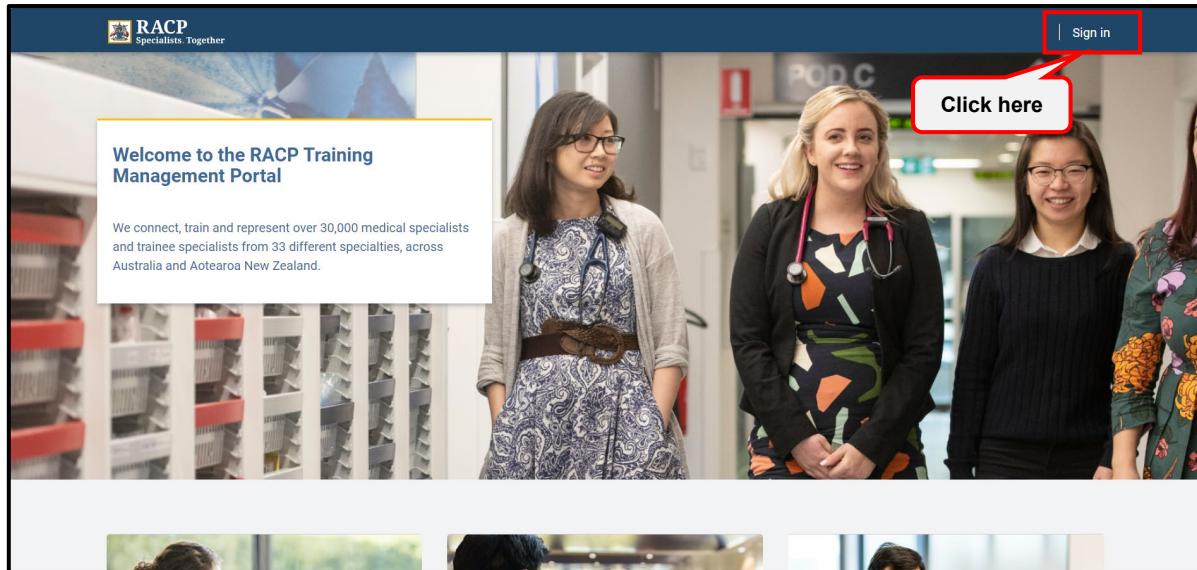
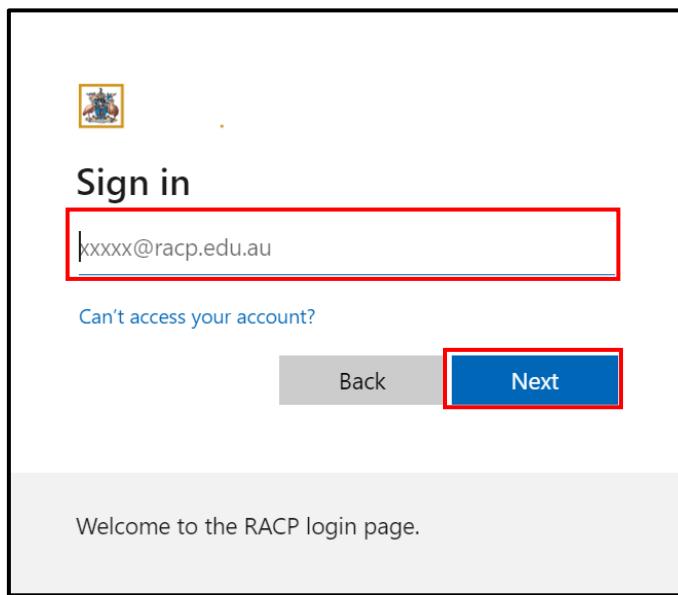


Figure 1

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



Sign in

xxxxx@racp.edu.au

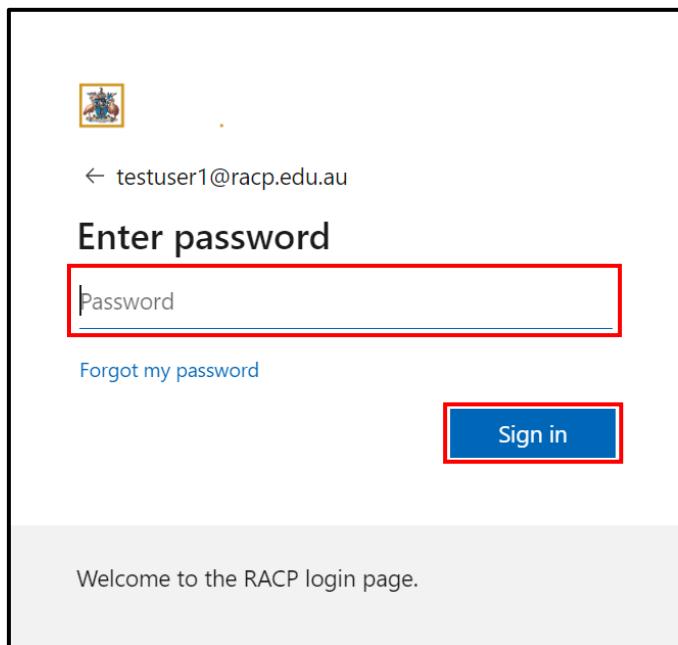
Can't access your account?

Back **Next**

Welcome to the RACP login page.

Figure 2

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



The screenshot shows the RACP login page. At the top left is the RACP logo. Below it is a user icon and the email address '← testuser1@rACP.edu.au'. The main title 'Enter password' is centered above a password input field. To the left of the input field is the text 'Forgot my password'. Below the input field is a blue 'Sign in' button. A red box highlights the password input field and the 'Sign in' button. At the bottom of the page, a grey bar displays the text '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 Training**. Refer to **Figure 4**.

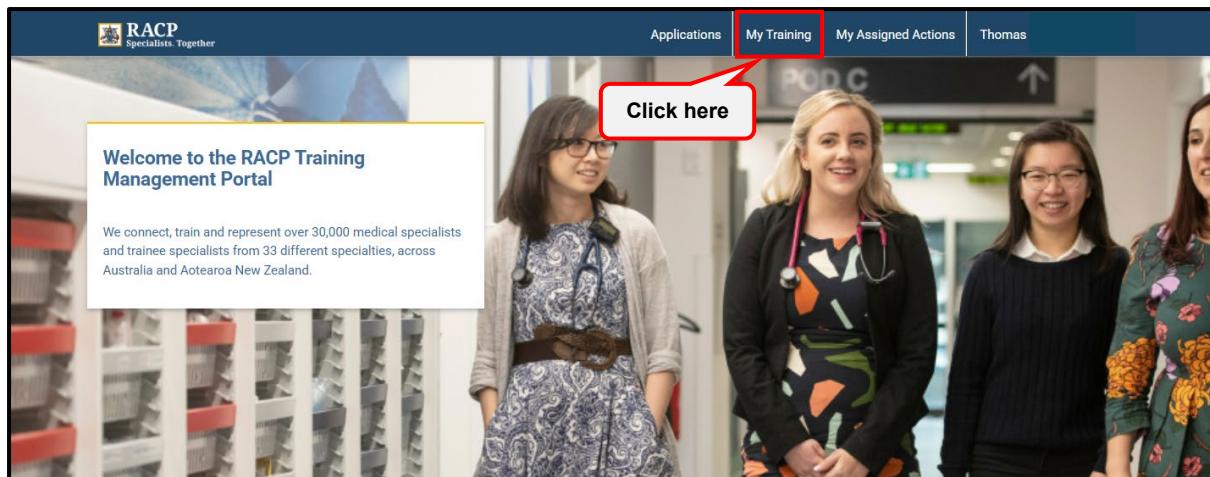
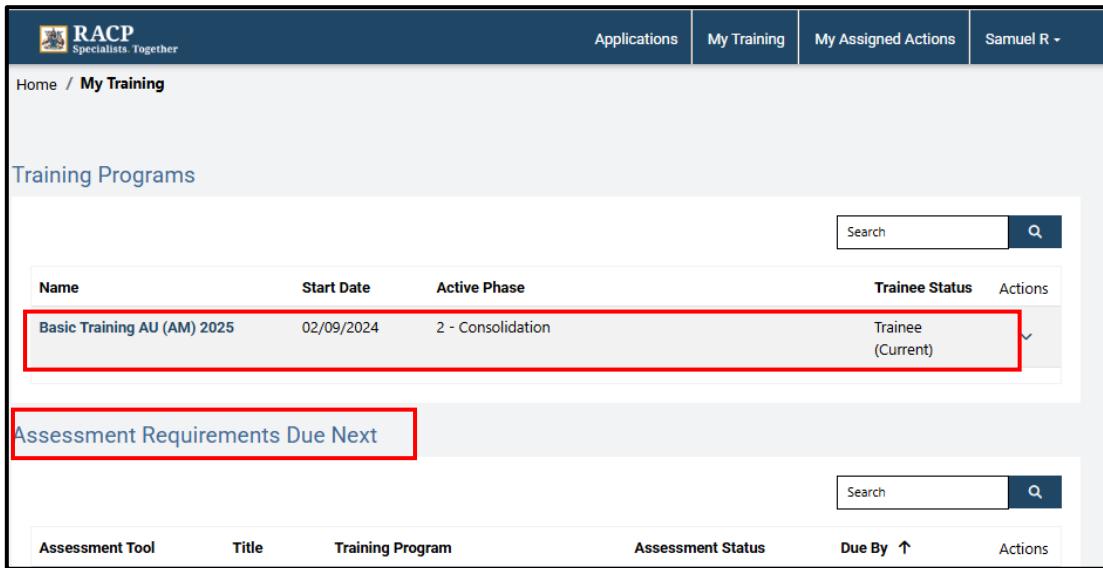


Figure 4

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**.



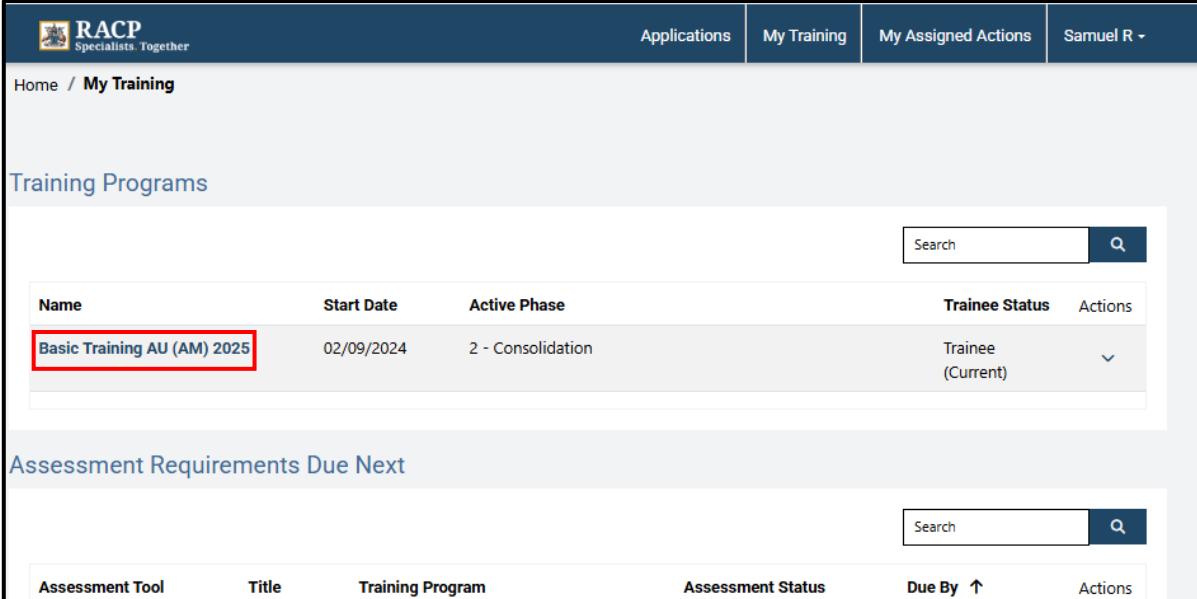
Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (AM) 2025	02/09/2024	2 - Consolidation	Trainee (Current)	

Assessment Tool	Title	Training Program	Assessment Status	Due By ↑	Actions

Figure 5

Access via Training Programs:

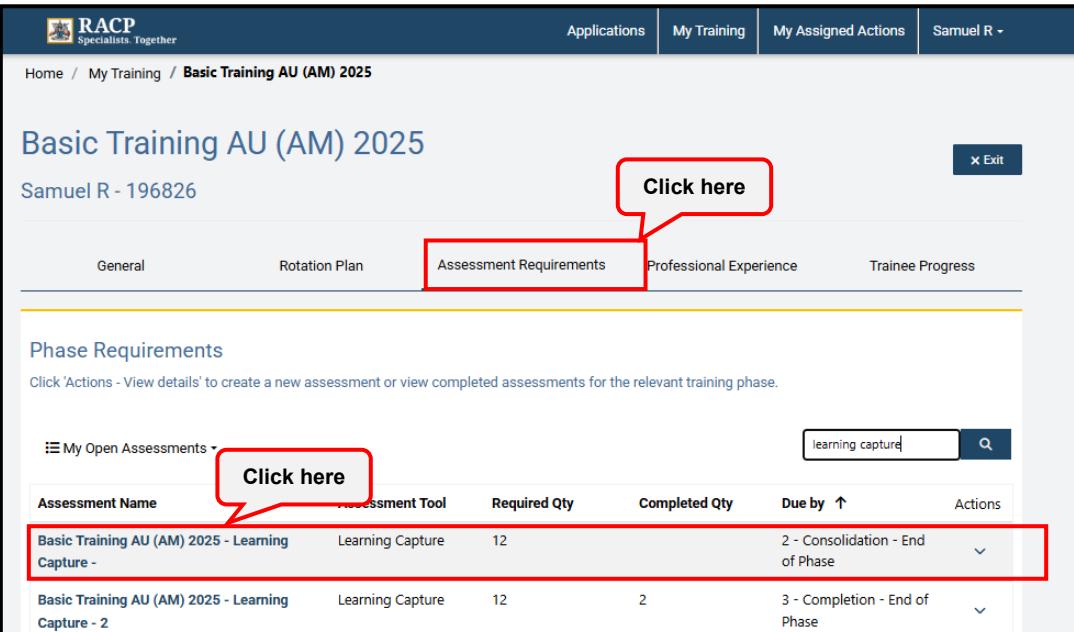
3. In the **Training Programs** section, click on your Training Program to open it. Refer to **Figure 6**.



The screenshot shows the RACP My Training interface. At the top, there are navigation links: Applications, My Training, My Assigned Actions, and a dropdown for Samuel R. Below this, the 'My Training' section is active. The 'Training Programs' section lists a single program: 'Basic Training AU (AM) 2025' (highlighted with a red box), with a start date of 02/09/2024 and an active phase of '2 - Consolidation'. The 'Trainee Status' is 'Trainee (Current)'. The 'Assessment Requirements Due Next' section is empty, showing a search bar and a table header with columns: Assessment Tool, Title, Training Program, Assessment Status, Due By ↑, and Actions.

Figure 6

4. 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**.

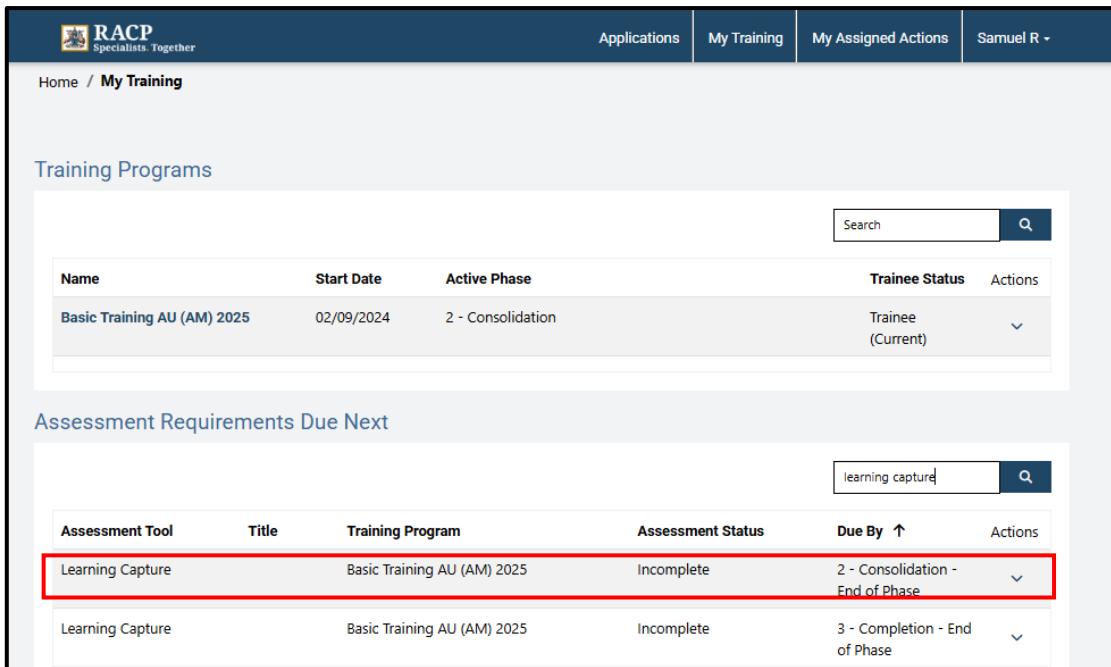


The screenshot shows the 'Basic Training AU (AM) 2025' page. At the top, the title is 'Basic Training AU (AM) 2025' and the user is identified as 'Samuel R - 196826'. Below this, there are tabs: General, Rotation Plan, Assessment Requirements (highlighted with a red box), Professional Experience, and Trainee Progress. The 'Assessment Requirements' section contains a sub-section 'Phase Requirements' with a note: 'Click 'Actions - View details' to create a new assessment or view completed assessments for the relevant training phase.' A search bar shows 'learning capture'. The table lists assessment requirements, with the first row highlighted with a red box: 'Basic Training AU (AM) 2025 - Learning Capture -' (Assessment Name), 'Learning Capture' (Assessment Tool), '12' (Required Qty), '2' (Completed Qty), '2 - Consolidation - End of Phase' (Due by ↑), and a dropdown menu. A second row is partially visible: 'Basic Training AU (AM) 2025 - Learning Capture - 2' (Assessment Name), 'Learning Capture' (Assessment Tool), '12' (Required Qty), '2' (Completed Qty), '3 - Completion - End of Phase' (Due by ↑), and a dropdown menu.

Figure 7

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

5. In the **Assessment Requirements Due Next** section, look within the list of requirements which shows 'Learning Capture' in the **Assessment Tool** column.



Training Programs

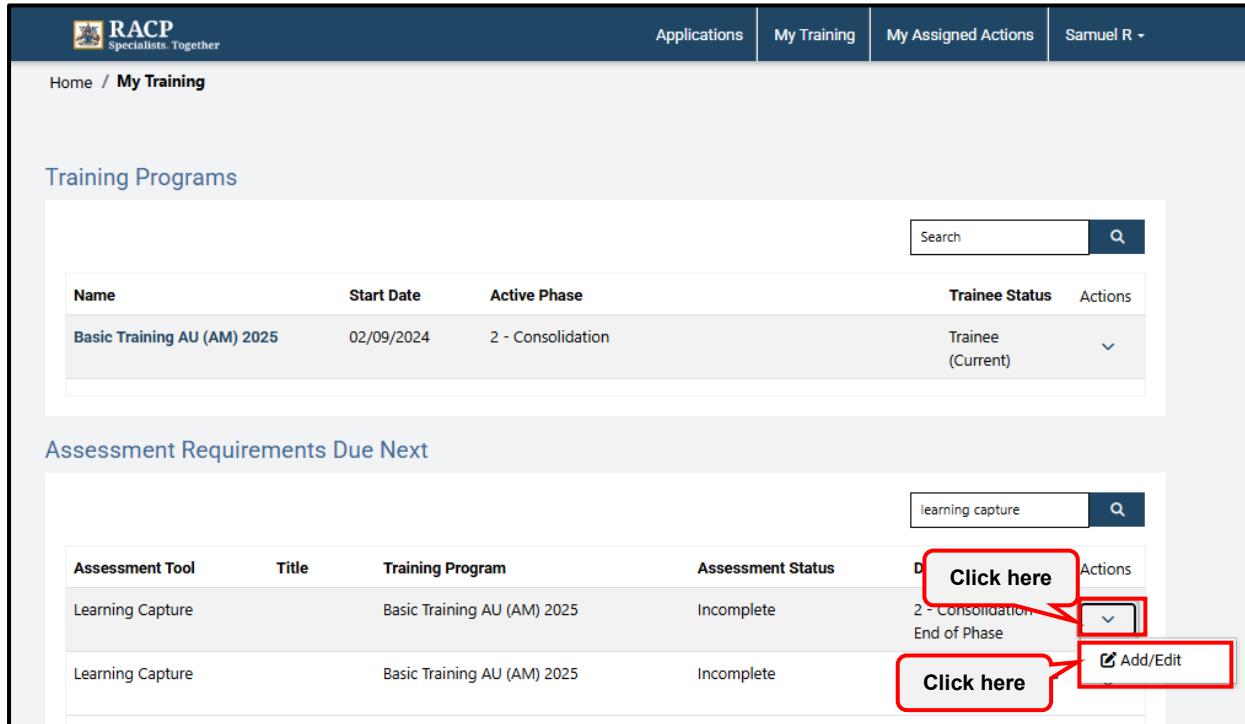
Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (AM) 2025	02/09/2024	2 - Consolidation	Trainee (Current)	

Assessment Requirements Due Next

Assessment Tool	Title	Training Program	Assessment Status	Due By ↑	Actions
Learning Capture	Basic Training AU (AM) 2025	Incomplete	2 - Consolidation - End of Phase		
Learning Capture	Basic Training AU (AM) 2025	Incomplete	3 - Completion - End of Phase		

Figure 8

6. Click the **Actions** downward arrow and select **Add/Edit**. Refer to **Figure 9**.



Training Programs

Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (AM) 2025	02/09/2024	2 - Consolidation	Trainee (Current)	

Assessment Requirements Due Next

Assessment Tool	Title	Training Program	Assessment Status	Due By ↑	Actions
Learning Capture	Basic Training AU (AM) 2025	Incomplete	2 - Consolidation - End of Phase		
Learning Capture	Basic Training AU (AM) 2025	Incomplete	3 - Completion - End of Phase		

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 Requirement Details x Exit

Assessment Tool
Learning Capture

Requirement Type
Mandatory

Assessment Required Qty
10

Assessment Due By
Start of Phase - 1 - Foundation

Completed Qty
1

Assessment Status
Incomplete

Learning Captures Click here

+ Add Learning Capture

Figure 9

8. The **New Learning Capture** form will appear. Populate the **Training Program Cohort 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.*

Home / My Training / Basic Training AU (AM... / Assessment Details / **Create New Learning Capture**

Create New Learning Capture

x Exit

Trainee Details	Learning Capture Details	Feedback Request
-----------------	--------------------------	------------------

Trainee & Program Details

Trainee Program Cohort Phase *

2 - Consolidation

Date of Learning Experience *

27/11/2025

Click here

Save and Next

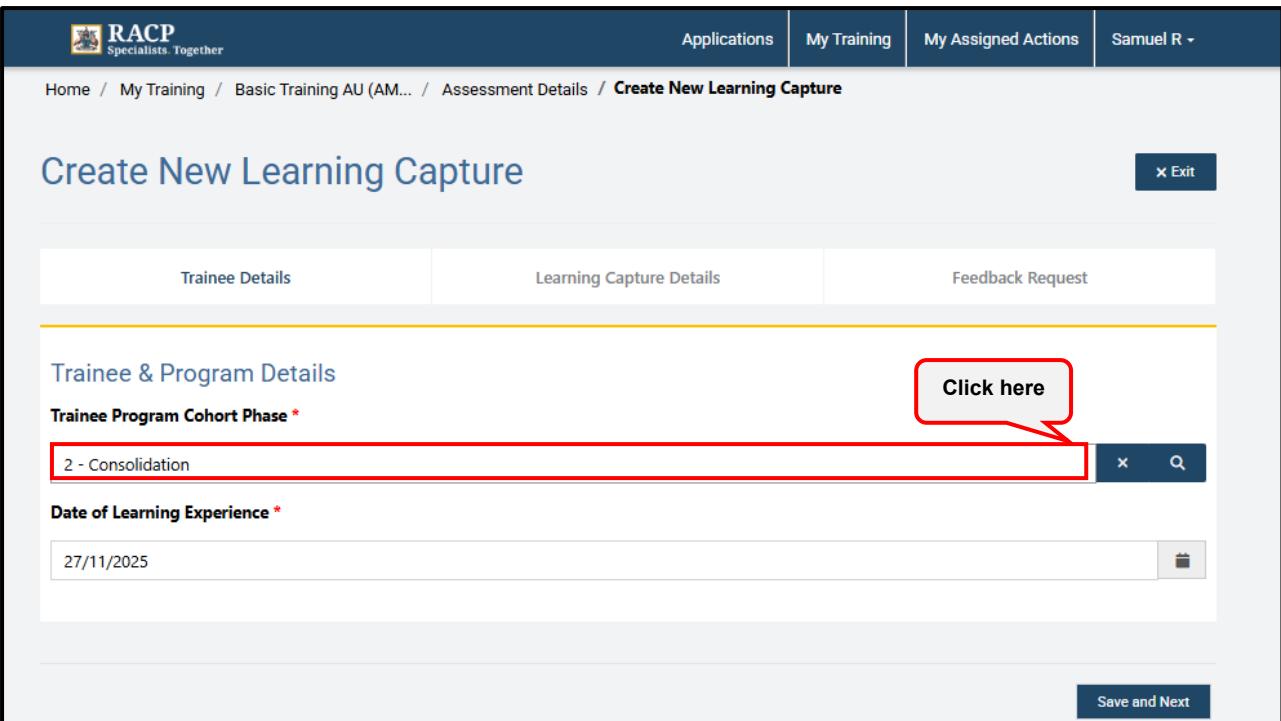


Figure 10

9. 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**.

Lookup records

Check box

Choose one record and click Select to continue

Name ↑

	Training Phase
<input checked="" type="checkbox"/> 1 - Foundation	1 - Foundation
<input type="checkbox"/> 2 - Consolidation	2 - Consolidation
<input type="checkbox"/> 3 - Completion	3 - Completion

Search

Click here

Select Cancel

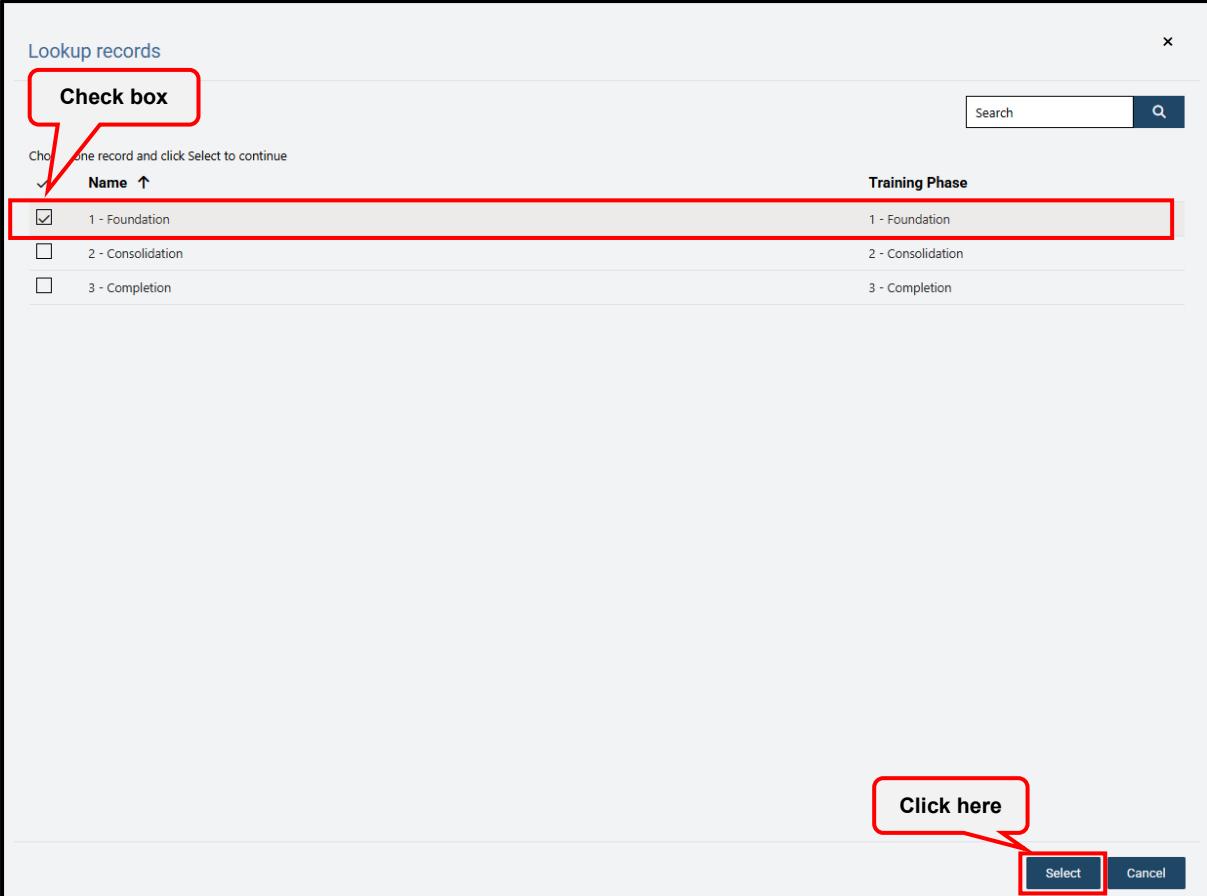
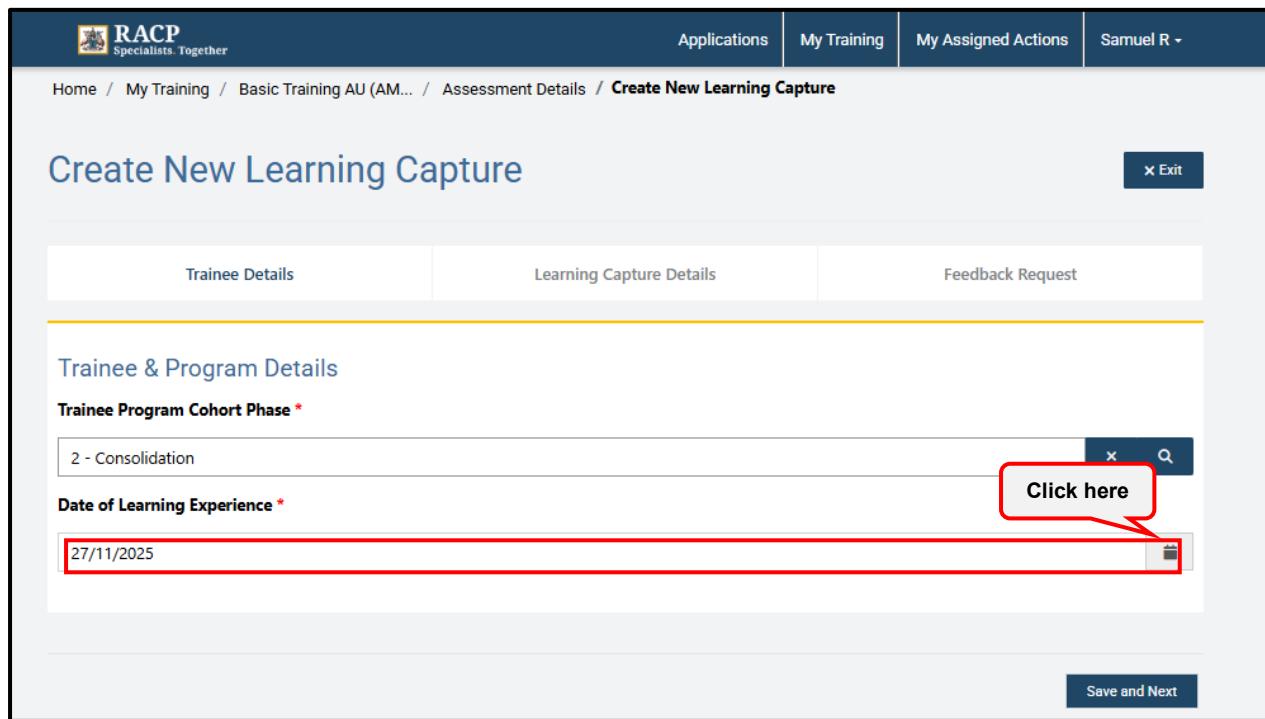


Figure 11

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**.



Applications | My Training | My Assigned Actions | Samuel R ▾

Home / My Training / Basic Training AU (AM... / Assessment Details / Create New Learning Capture

Create New Learning Capture

Trainee Details Learning Capture Details Feedback Request

Trainee & Program Details

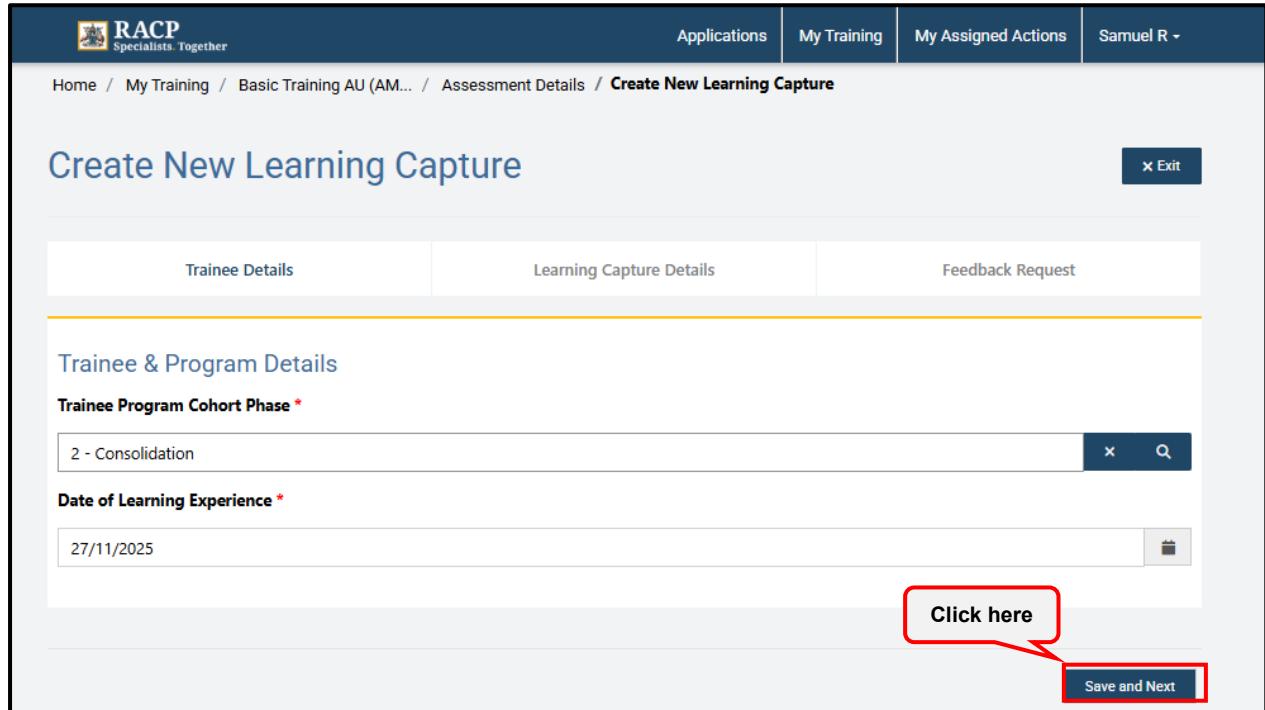
Trainee Program Cohort Phase *
2 - Consolidation

Date of Learning Experience *
27/11/2025

Save and Next

Figure 12

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



Applications | My Training | My Assigned Actions | Samuel R ▾

Home / My Training / Basic Training AU (AM... / Assessment Details / Create New Learning Capture

Create New Learning Capture

Trainee Details Learning Capture Details Feedback Request

Trainee & Program Details

Trainee Program Cohort Phase *
2 - Consolidation

Date of Learning Experience *
27/11/2025

Save and Next

Figure 13

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



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.

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

Trainee Details Learning Capture Details Feedback Request

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/cardiothoracic 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 14

What did you learn? *

We admitted the patient under cardiology for renal/cardiothoracic 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

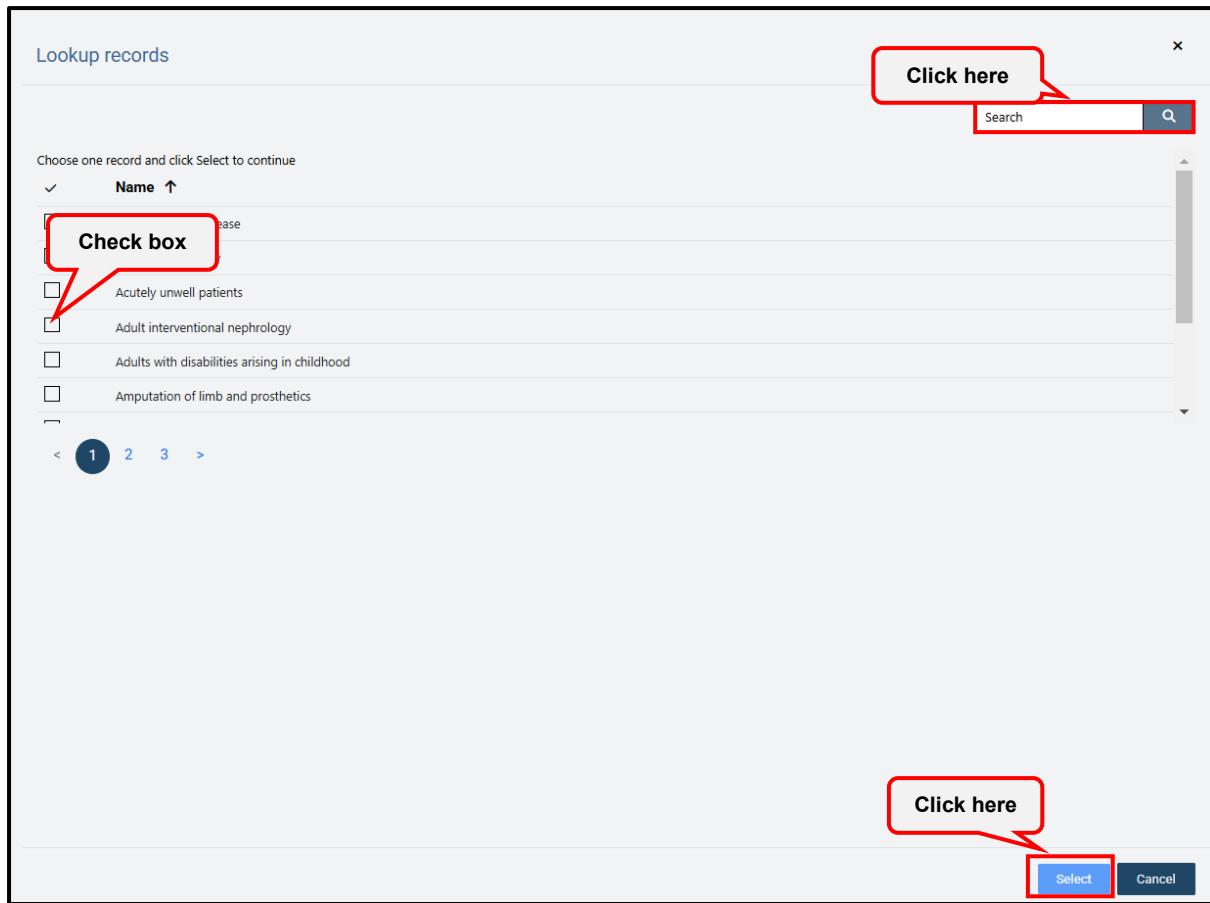
There are no folders or files to display.

Figure 15

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 based on the **Training Cohort phase** selected in **Step 9**.*



Lookup records

Choose one record and click Select to continue

Name ↑

Check box

- Acutely unwell patients
- Adult interventional nephrology
- Adults with disabilities arising in childhood
- Amputation of limb and prosthetics

< 1 >

Click here

Search

Click here

Select Cancel

Figure 16

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 18**.



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 *

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

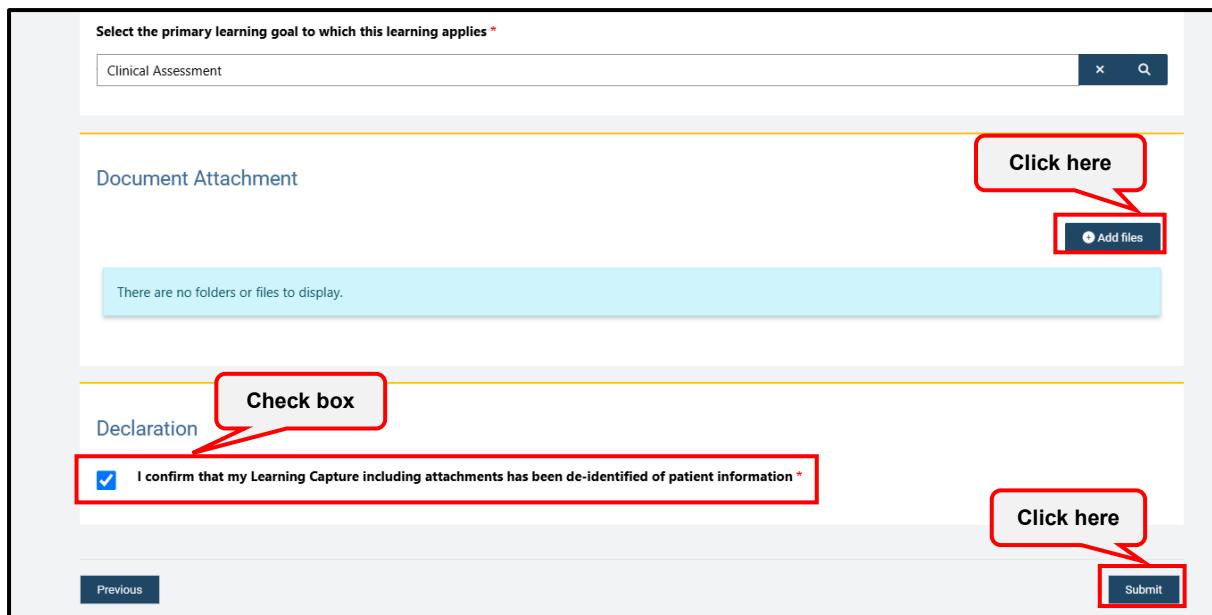


Figure 17

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 | Thomas

Home / My Training / Basic Training AU (AM... / Assessment Details / Create New Learning Capture

Create New Learning Capture

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)

To read the assessor feedback, please **review** the details of each feedback request after the request has been **provided**

+ Add Feedback Request

Name	Assessor Role	Feedback Request Status	Created On ↑	Feedback Provided Date	Actions
------	---------------	-------------------------	--------------	------------------------	---------

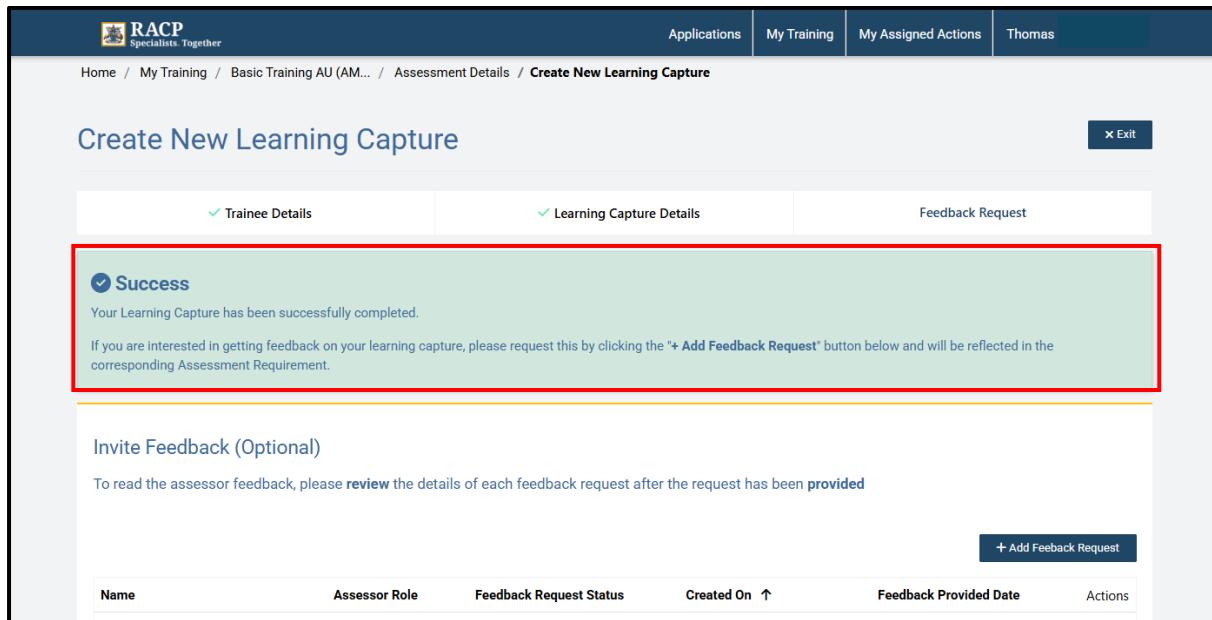


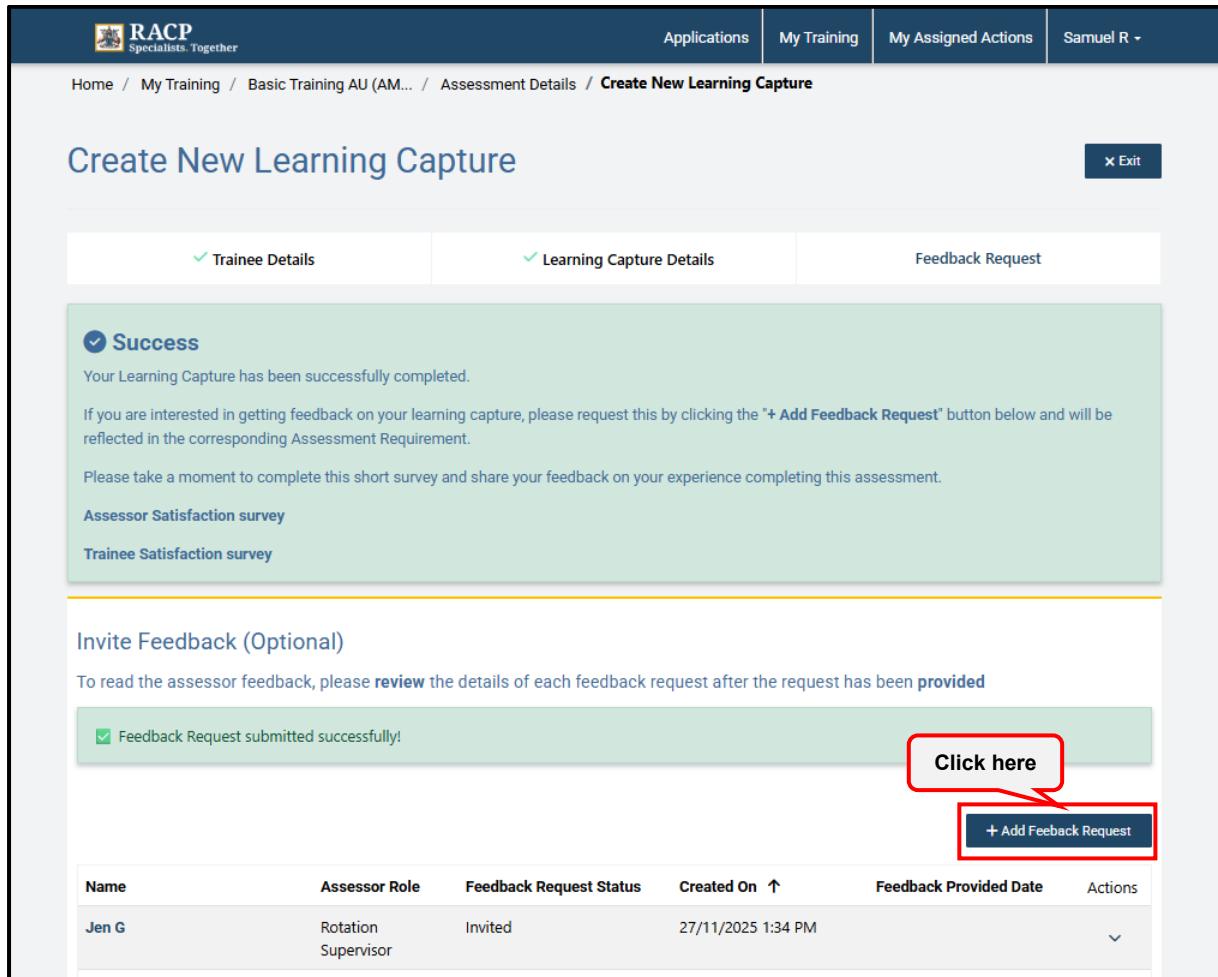
Figure 18

18. As a next step, you need to create a **Feedback request**, for which the steps are covered in the next **Section 2.1: 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.

- 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' page. At the top, there are tabs for 'Trainee Details', 'Learning Capture Details', and 'Feedback Request'. The 'Trainee Details' tab is active, showing a success message: 'Your Learning Capture has been successfully completed.' It also includes links for 'Assessor Satisfaction survey' and 'Trainee Satisfaction survey'. Below this, there is a section titled 'Invite Feedback (Optional)' with a note: 'To read the assessor feedback, please **review** the details of each feedback request after the request has been **provided**'. A success message 'Feedback Request submitted successfully!' is displayed. A red box highlights the '+ Add Feedback Request' button. A red callout bubble points to this button with the text 'Click here'.

Name	Assessor Role	Feedback Request Status	Created On ↑	Feedback Provided Date	Actions
Jen G	Rotation Supervisor	Invited	27/11/2025 1:34 PM		▼

Figure 19

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

Add New Feedback Request

Feedback From *

Select

Personal Message

Submit

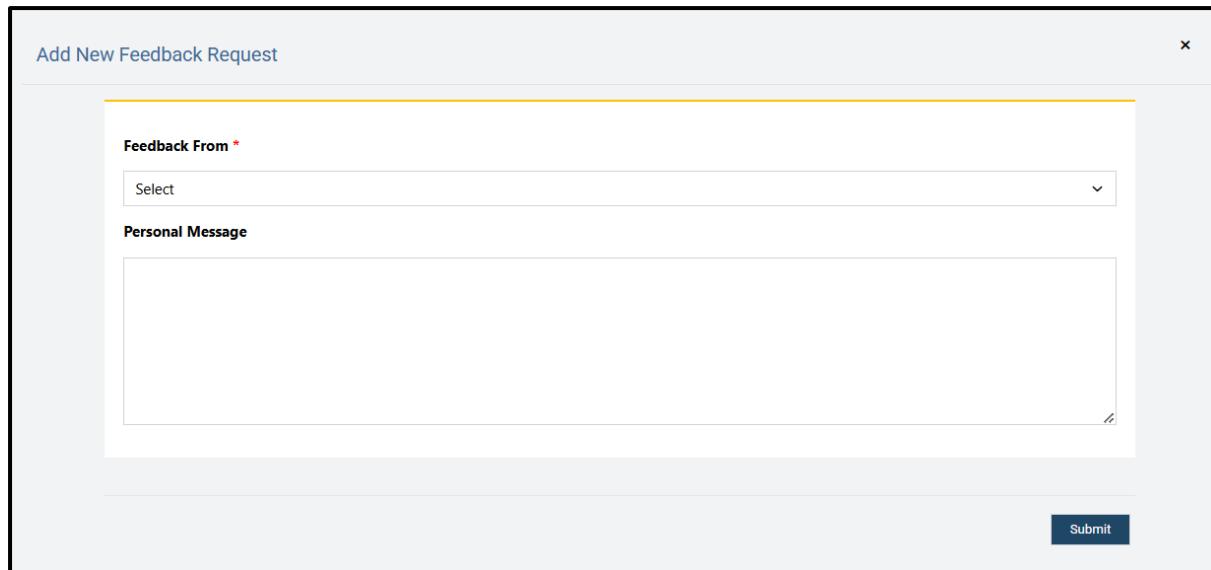


Figure 20

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 role and then the name from the drop-down list filtered by DPEs related to your Training Program Setting. Refer to **Figure 22**.
5. Enter a personal message, if required. Refer to **Figure 22**.

Add New Feedback Request

Feedback From *

DPE

DPE Name *

Elinor DPE

Personal Message

Kindly provide feedback.

Submit

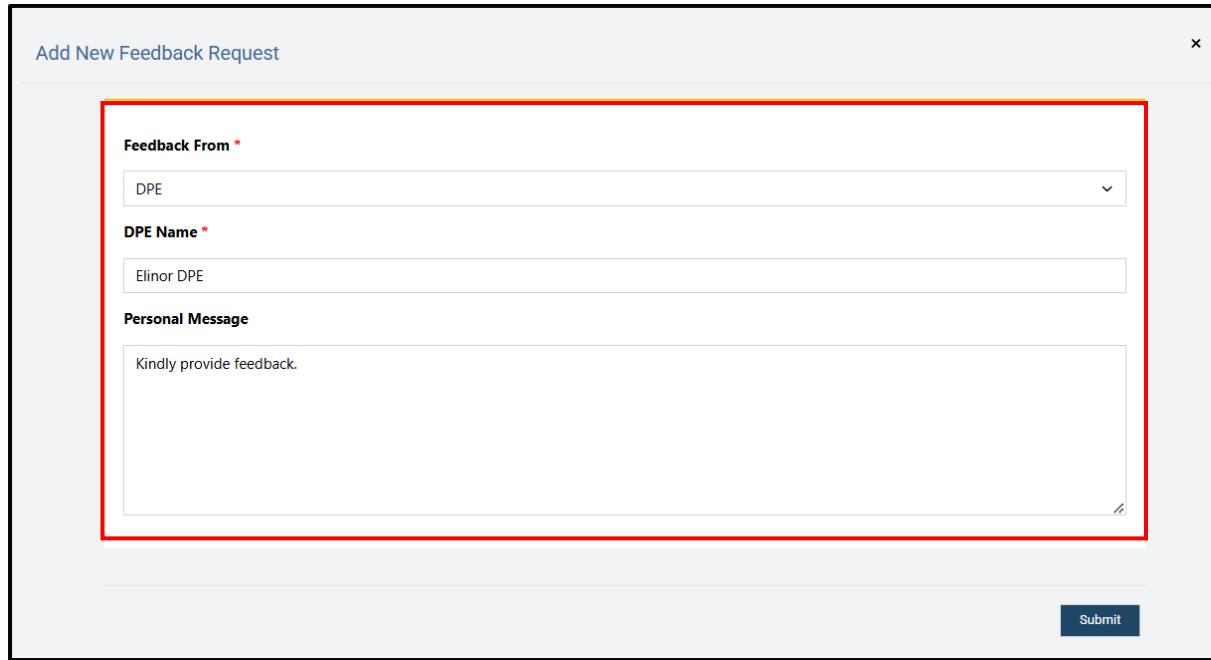


Figure 21

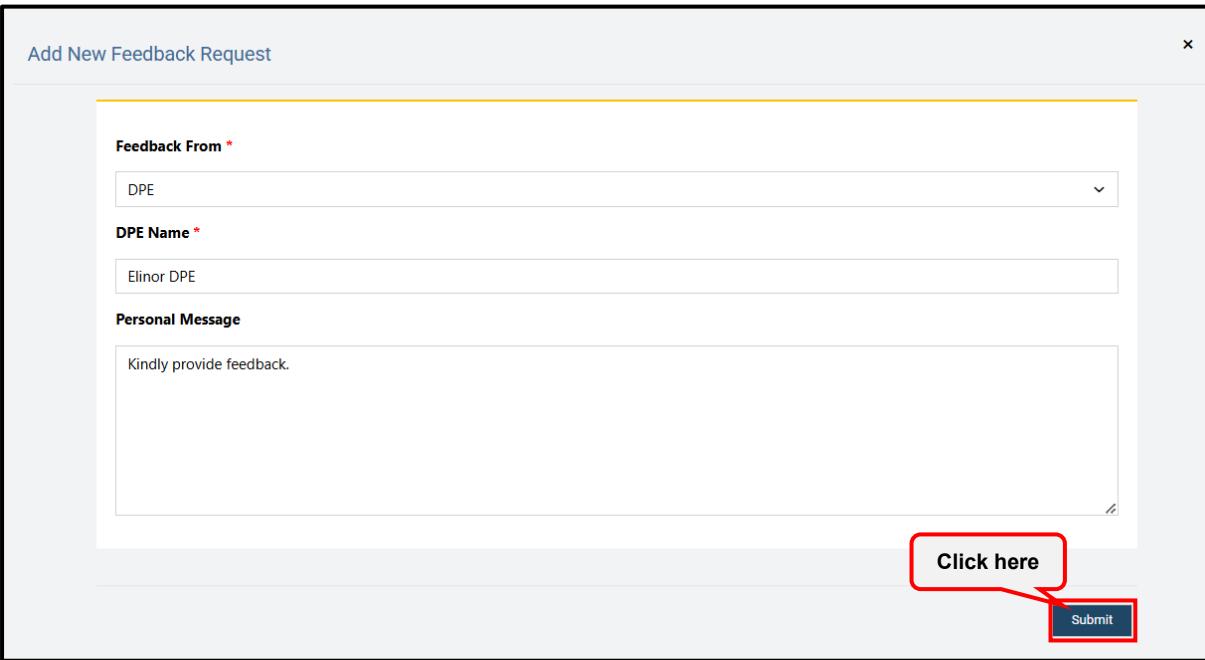
6. Alternatively, if you select **Others**, populate the **Name** and **Email** field (mandatory) and the fill in the **Assessor Role** and **Personal Message** (optional). These assessors will be emailed a link to an online form to complete.

7. Click **Submit**. Refer to **Figure 23**.



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.



Add New Feedback Request

Feedback From *

DPE

DPE Name *

Elinor DPE

Personal Message

Kindly provide feedback.

Click here

Submit

Figure 22

8. 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 24**.

Create New Learning Capture

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)
To read the assessor feedback, please [review](#) the details of each feedback request after the request has been [provided](#)

Name	Assessor Role	Feedback Request Status	Created On ↑	Feedback Provided Date	Actions
Elinor DPE		Invited	15/01/2025 11:24 AM		▼

Figure 24

9. 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 25**.

Create New Learning Capture

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.
Please take a moment to complete this short survey and share your feedback on your experience completing this assessment.

[Assessor Satisfaction survey](#)
[Trainee Satisfaction survey](#)

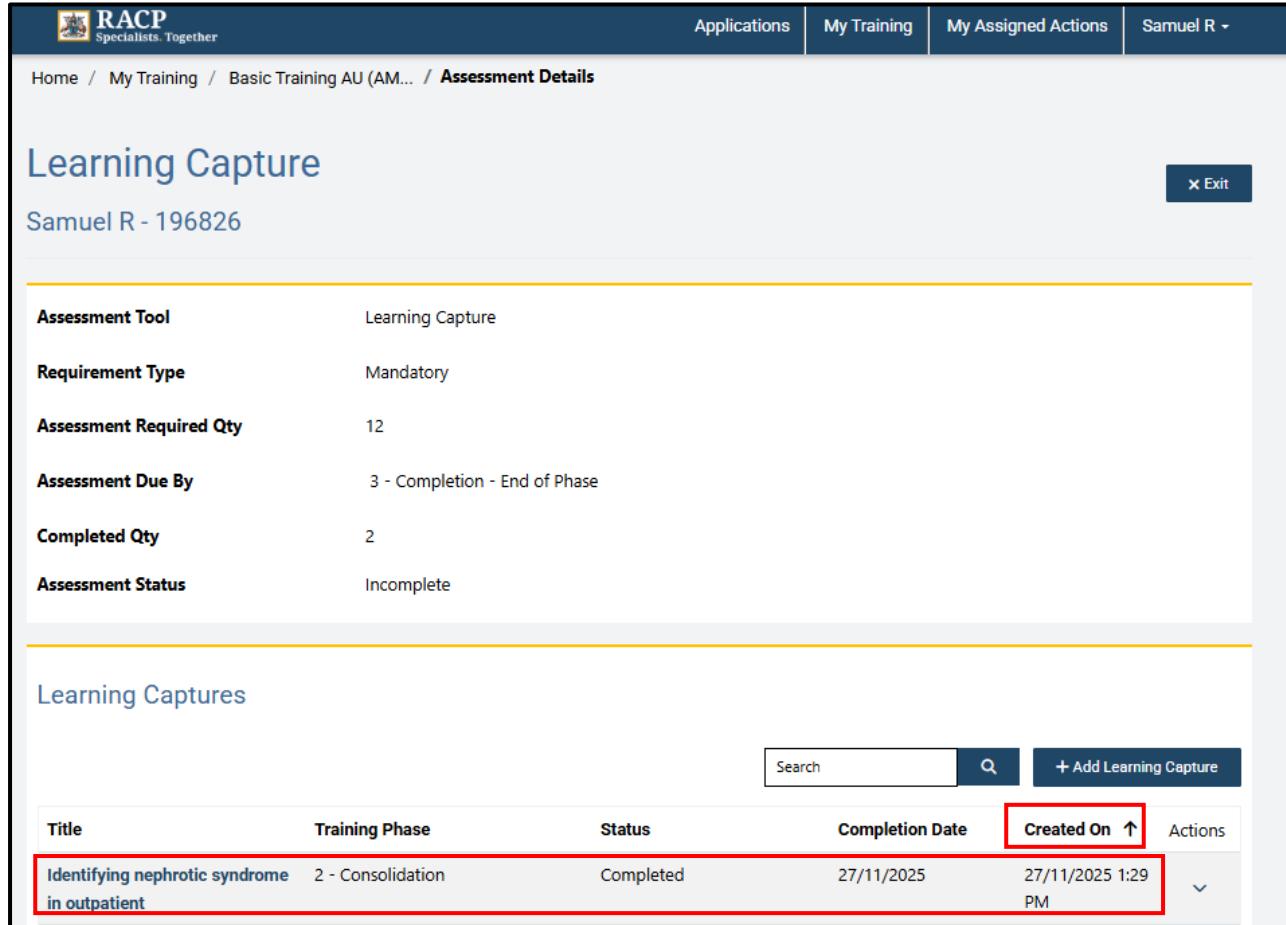
Invite Feedback (Optional)
To read the assessor feedback, please [review](#) the details of each feedback request after the request has been [provided](#)

Feedback Request submitted successfully!

Name	Assessor Role	Feedback Request Status	Created On ↑	Feedback Provided Date	Actions
Jen G	Rotation Supervisor	Invited	27/11/2025 1:34 PM		▼

Figure 235

10. 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 26**.



The screenshot shows the 'Assessment Details' page for a 'Learning Capture'. The page header includes the RACP logo and navigation links for 'Applications', 'My Training', 'My Assigned Actions', and a user profile for 'Samuel R'. The breadcrumb navigation shows 'Home / My Training / Basic Training AU (AM... / Assessment Details'. The main content area is titled 'Learning Capture' and shows the following details:

Assessment Tool	Learning Capture
Requirement Type	Mandatory
Assessment Required Qty	12
Assessment Due By	3 - Completion - End of Phase
Completed Qty	2
Assessment Status	Incomplete

Below this is a section titled 'Learning Captures' with a table:

Title	Training Phase	Status	Completion Date	Created On ↑	Actions
Identifying nephrotic syndrome in outpatient	2 - Consolidation	Completed	27/11/2025	27/11/2025 1:29 PM	▼

Figure 26



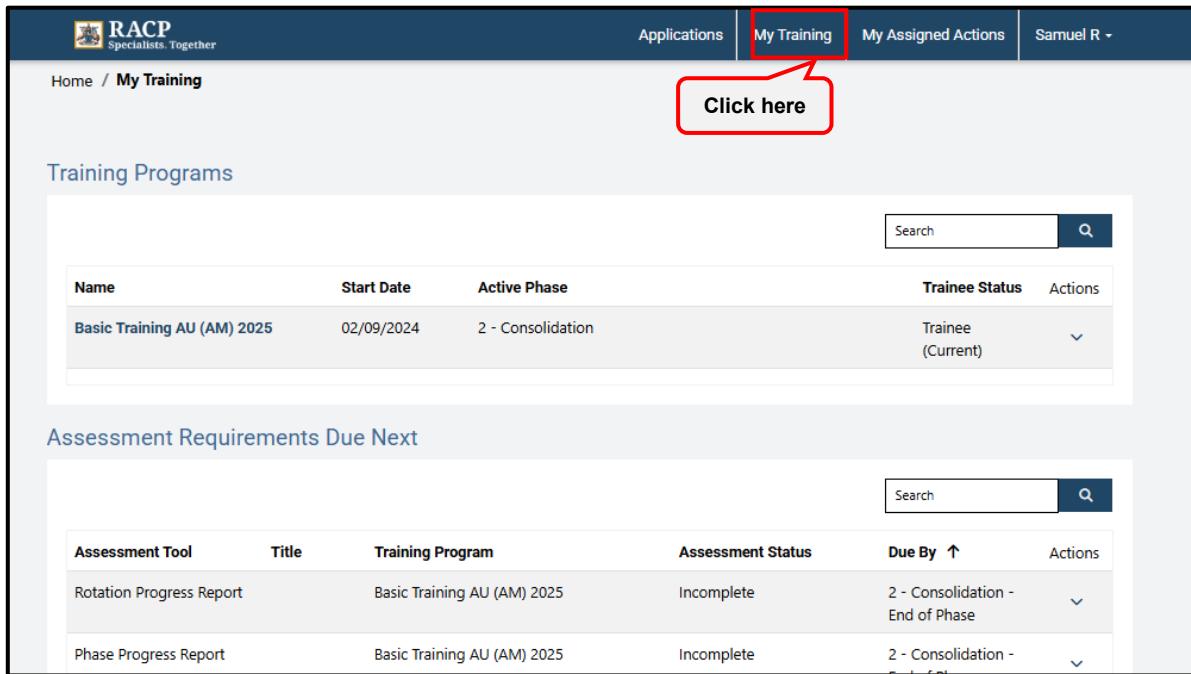
Note: *Unlike the Observation Captures, Learning Captures do not have the Feedback Request approval process. Hence, these requests cannot be cancelled in Draft status as the Assessor has already been invited to provide the feedback.*

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**.

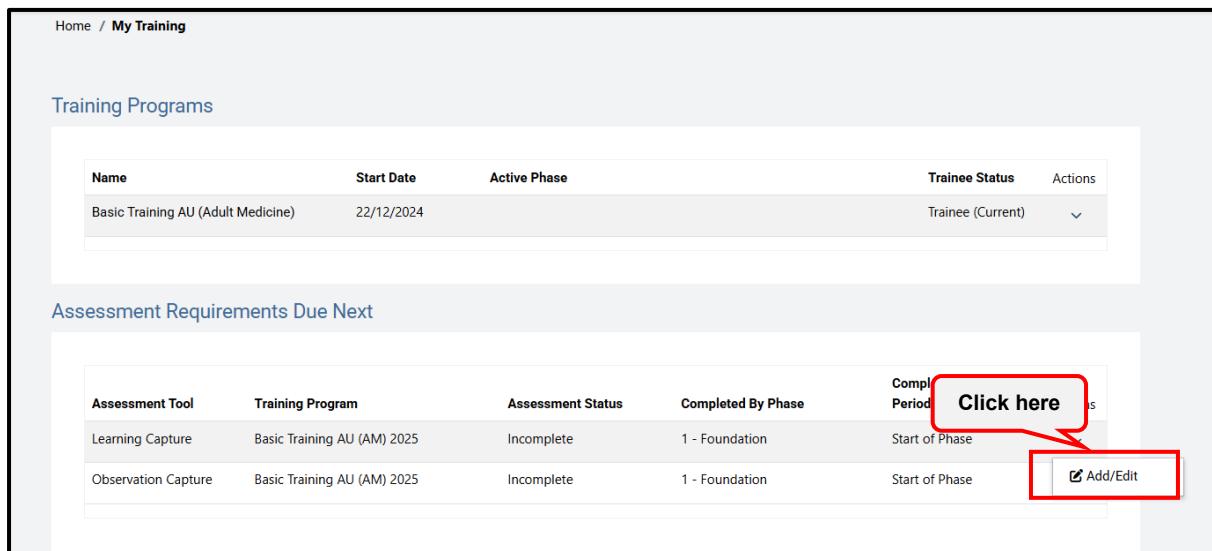


Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (AM) 2025	02/09/2024	2 - Consolidation	Trainee (Current)	<input type="button" value="View Details"/>

Assessment Tool	Title	Training Program	Assessment Status	Due By ↑	Actions
Rotation Progress Report	Basic Training AU (AM) 2025	Incomplete	2 - Consolidation - End of Phase	<input type="button" value="View Details"/>	<input type="button" value="Add/Edit"/>
Phase Progress Report	Basic Training AU (AM) 2025	Incomplete	2 - Consolidation - End of Phase	<input type="button" value="View Details"/>	<input type="button" value="Add/Edit"/>

Figure 24

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 **Add/Edit**. Refer to **Figure 29**.

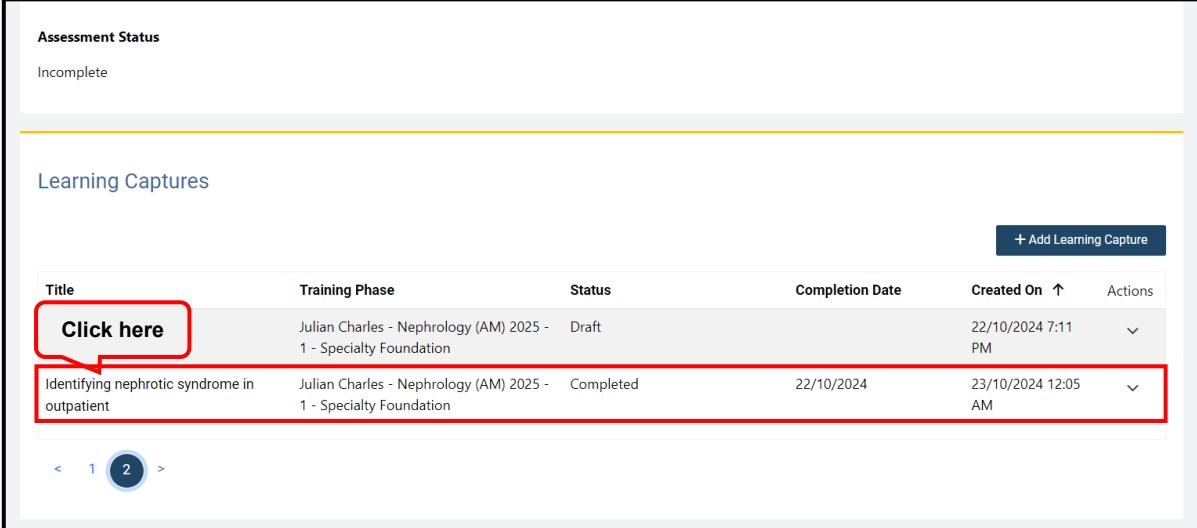


Name	Start Date	Active Phase	Trainee Status	Actions
Basic Training AU (Adult Medicine)	22/12/2024		Trainee (Current)	<input type="button" value="View Details"/>

Assessment Tool	Training Program	Assessment Status	Completed By Phase	Completed Period	Actions
Learning Capture	Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	<input type="button" value="View Details"/>
Observation Capture	Basic Training AU (AM) 2025	Incomplete	1 - Foundation	Start of Phase	<input type="button" value="Add/Edit"/>

Figure 25

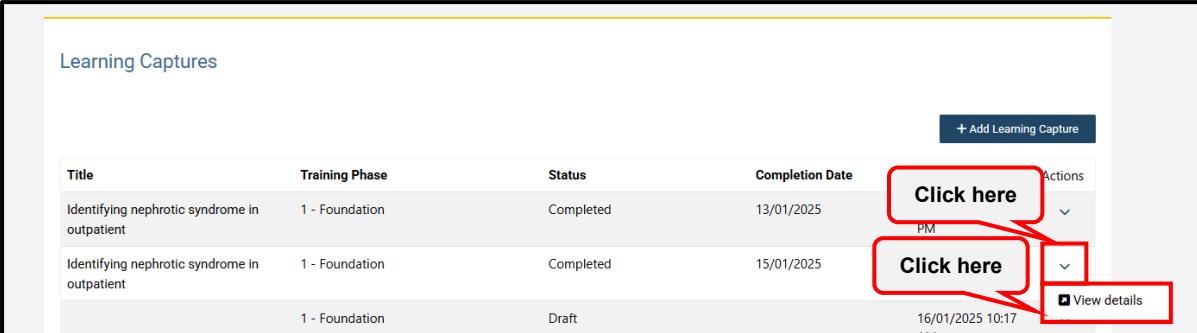
3. On the **Assessment Requirements Details** page, scroll down to the **Learning Captures** section and click on the hyperlinked text under **Title**. Refer to **Figure 30**.



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

Figure 26

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**.



Title	Training Phase	Status	Completion Date	Created On ↑	Actions
Identifying nephrotic syndrome in outpatient	1 - Foundation	Completed	13/01/2025	13/01/2025	▼
Identifying nephrotic syndrome in outpatient	1 - Foundation	Completed	15/01/2025	15/01/2025	▼
	1 - Foundation	Draft	16/01/2025 10:17	16/01/2025 10:17	<input type="checkbox"/> View details

Figure 27

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

Learning Capture - Details

[X Exit](#)

Trainee and Program Details

Trainee Program Cohort Phase

1 - Foundation

Date of Learning Experience

13/01/2025

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 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

Figure 28

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

Invite Feedback (Optional)

To read the assessor feedback, please [review](#) the details of each feedback request after the request has been provided

Feedback Request

[+ Add Feedback Request](#)

Name	Assessor Role	Feedback Request Status	Created On ↑	Feedback Provided Date	Actions
Elinor DPE		Invited	15/01/2025 11:24 AM		▼

Figure 29

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