

Learning Capture Guide

Supervisor Guide

Purpose	Use this guide for assistance on providing feedback on Learning Captures
Intended Audience	Rotation Supervisors, Education Supervisors, Advanced Training Supervisors, Directors of Physician Educations (DPEs), Network DPEs and Training Program Coordinators (TPCs), collectively referred to as 'supervisors' throughout the document, except for specific sections which may have systems view or information related to a certain role.
Context	This guide provides guidance on how supervisors provide feedback to a trainee on a Learning Capture.

How to use this document:

The document is structured into 5 sections, representing 3 key Learning & Teaching Assessment Tools 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: Log in to the Portal.....	3
Section 2: Review Trainee's completed Learning Captures	5
Section 3: Provide feedback on a Learning Capture or decline feedback request	7
Section 4: Receive Notifications	11
Section 5: Summary of Outcomes	12

Section 1: Log in to the Portal

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

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

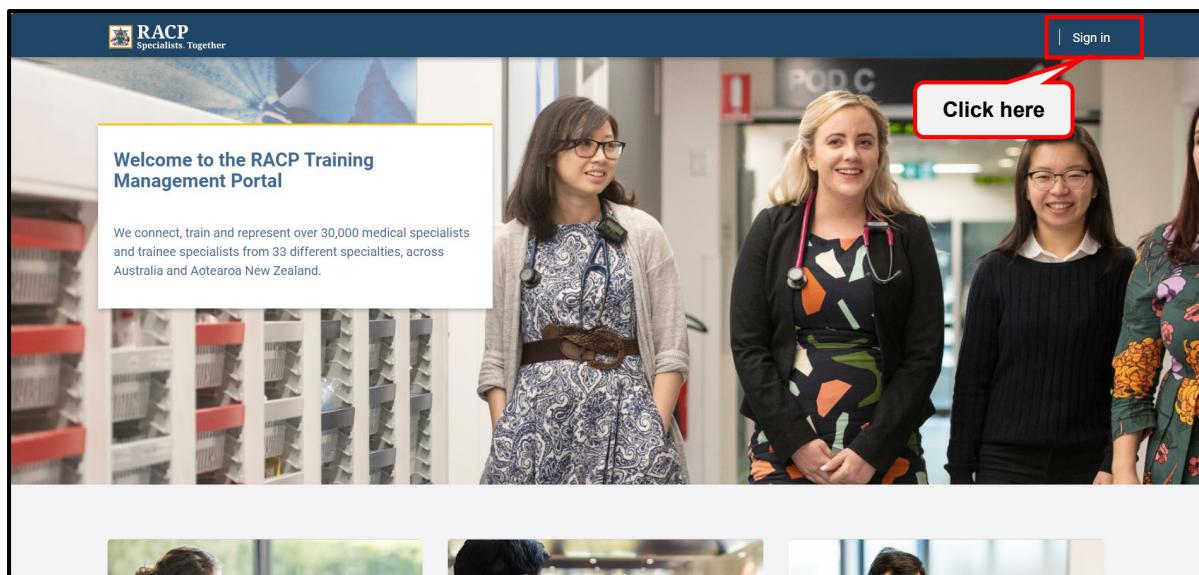
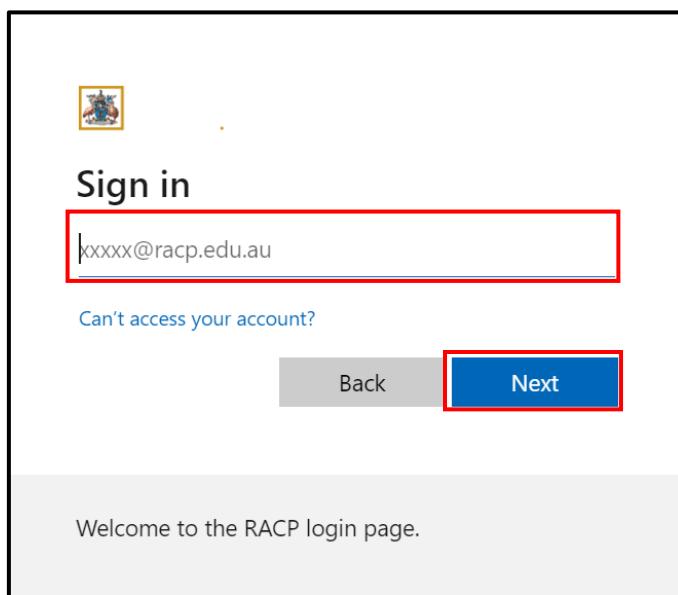


Figure 1

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



Sign in

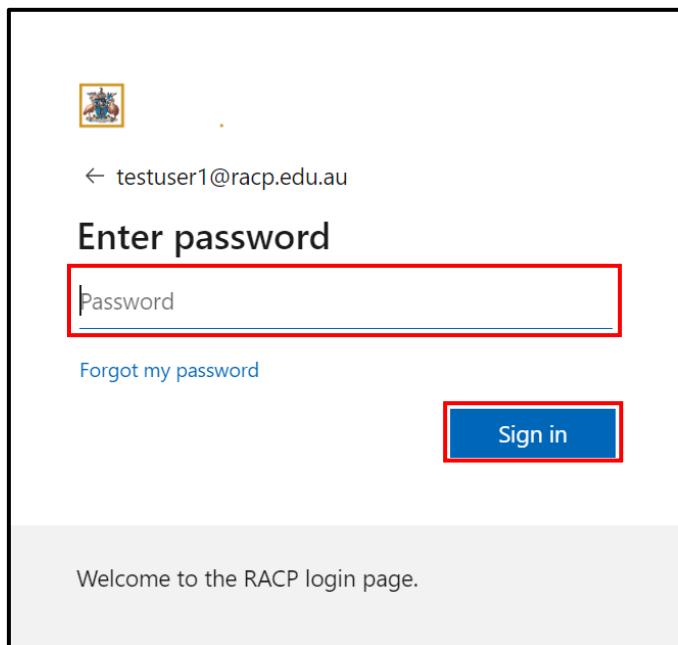
Can't access your account?

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 right of the input field is a 'Forgot my password' link. 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: Review Trainee's completed Learning Captures

Context: Use these instructions as a supervisor to find and review a Trainee's completed learning captures. A Learning Capture is an assessment tool where a trainee reflects and provides evidence on a professional development experience linked to one learning goal. The trainee can optionally request feedback on the Learning Capture from a supervisor or unrelated assessor (i.e. someone who is not a trainee's direct supervisor).

1. Log in to the Portal and click on **My Assigned Actions** in the **Navigation bar**. Refer to **Figure 4**.

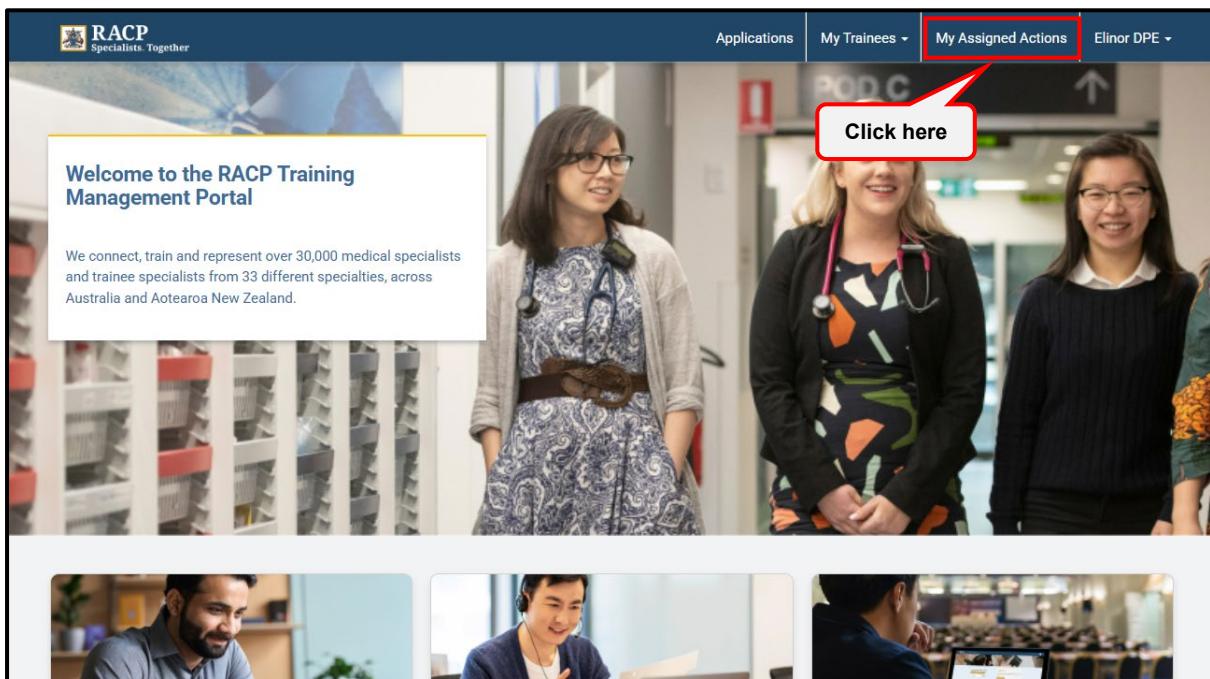
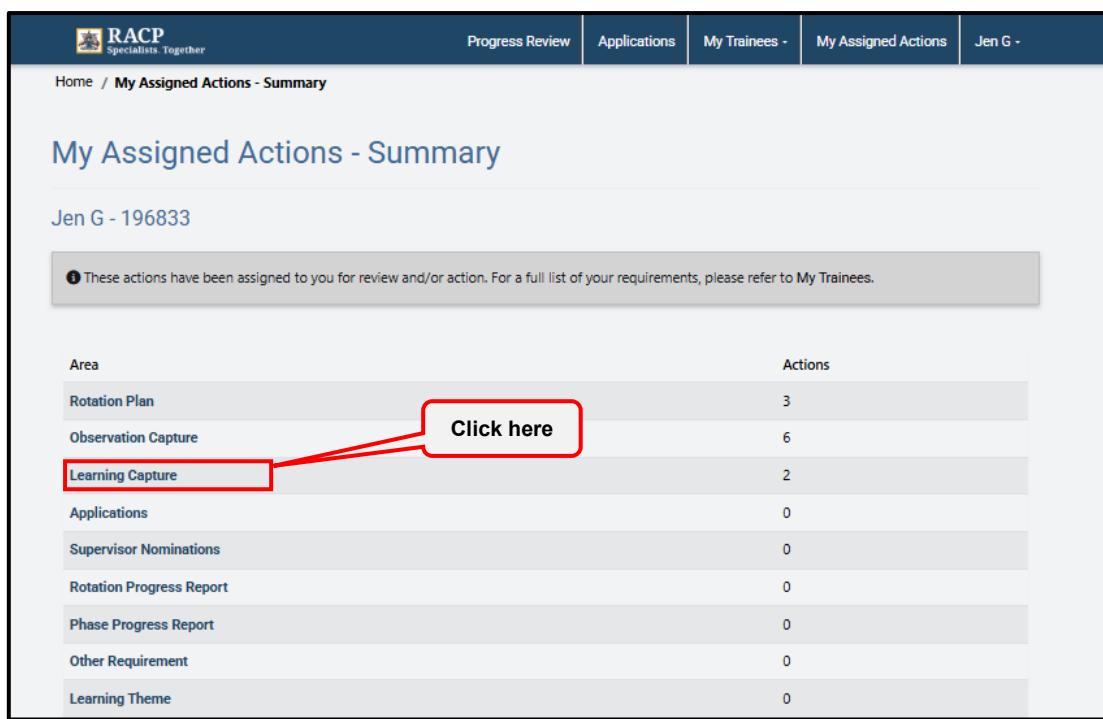


Figure 44

2. Click on the **Learning Capture tab**. The list of learning captures displayed requires your review. Refer to **Figure 5**.



My Assigned Actions - Summary

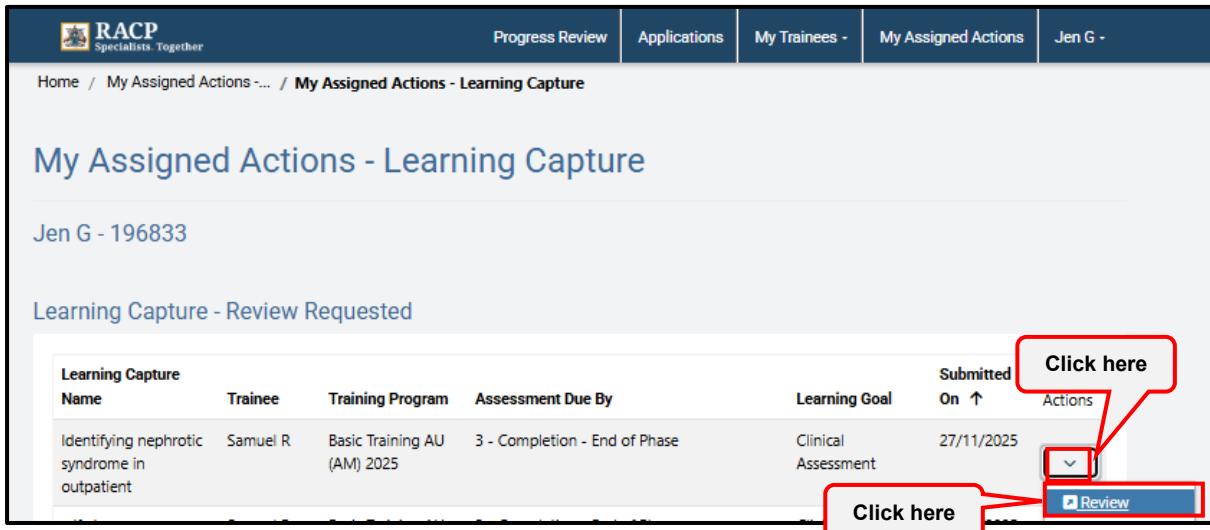
Jen G - 196833

These actions have been assigned to you for review and/or action. For a full list of your requirements, please refer to My Trainees.

Area	Actions
Rotation Plan	3
Observation Capture	6
Learning Capture	2
Applications	0
Supervisor Nominations	0
Rotation Progress Report	0
Phase Progress Report	0
Other Requirement	0
Learning Theme	0

Figure 55

3. To start making a review, click on the downward facing arrow under the **Actions** column against the Learning capture you want to review and click **Review**. Refer to **Figure 6**.



My Assigned Actions - Learning Capture

Jen G - 196833

Learning Capture - Review Requested

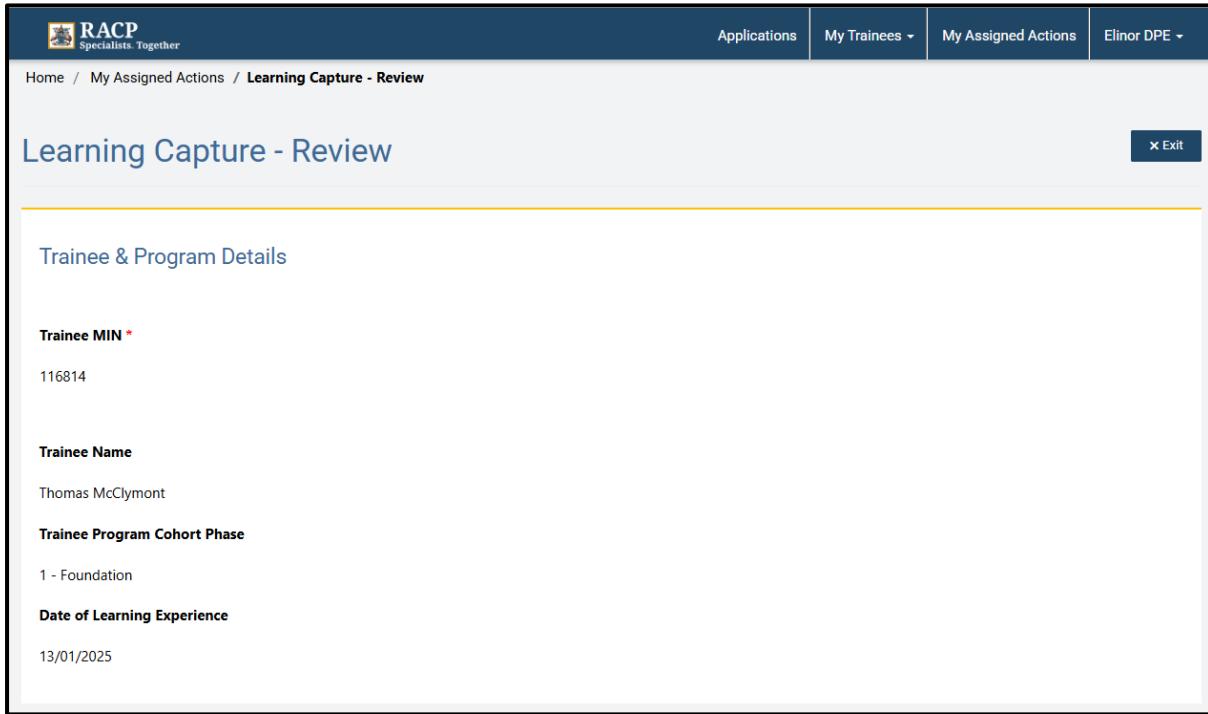
Learning Capture	Name	Trainee	Training Program	Assessment Due By	Learning Goal	Submitted On ↑	Actions
Identifying nephrotic syndrome in outpatient	Identifying nephrotic syndrome in outpatient	Samuel R	Basic Training AU (AM) 2025	3 - Completion - End of Phase	Clinical Assessment	27/11/2025	Click here <input type="button" value="Review"/>

Figure 6

Section 3: Provide feedback on a Learning Capture or decline feedback request

Context: A trainee can request feedback on their learning capture from a supervisor. This is an optional part of the assessment process; a trainee can complete all their Learning Captures without any supervisor or assessor feedback.

1. Follow instruction from **Section 2** above to navigate to the **Learning Capture – Review** page. Refer to **Figure 7**.



Learning Capture - Review

Trainee & Program Details

Trainee MIN *

116814

Trainee Name

Thomas McClymont

Trainee Program Cohort Phase

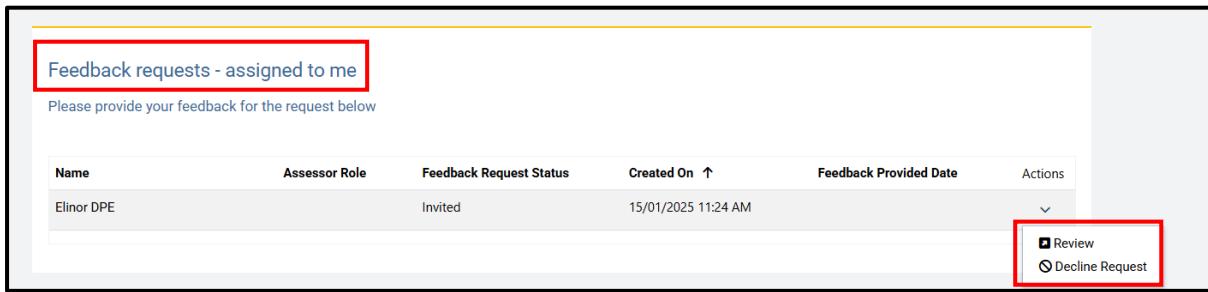
1 - Foundation

Date of Learning Experience

13/01/2025

Figure 76

2. Review all the Learning Capture details as required and scroll down to the **Feedback Requests – assigned to me** section to provide your review or decline. Refer to **Figure 8**.



Feedback requests - assigned to me

Please provide your feedback for the request below

Name	Assessor Role	Feedback Request Status	Created On ↑	Feedback Provided Date	Actions
Elinor DPE	Invited		15/01/2025 11:24 AM		<input type="button" value="Review"/> <input type="button" value="Decline Request"/>

Figure 87

3. To provide your review, click on the downward facing arrow under **Actions** and select **Review**. Refer to **Figure 9**.

Feedback requests - assigned to me

Please provide your feedback for the request below

Name	Assessor Role	Feedback Request Status	Created On ↑	Feedback Provided Date	Actions
Elinor DPE	Invited		15/01/2025 11:24 AM		<div style="border: 1px solid red; padding: 2px; display: inline-block;"> Click here </div> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> Click here </div> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <input type="checkbox"/> Review </div> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <input type="checkbox"/> Decline Request </div>

Figure 98

4. The **View Feedback Request details** window will appear. Scroll down to input your feedback for the Trainee. Refer to **Figure 10**.

View Feedback Request details

Feedback From *
DPE

DPE Name *
Elinor DPE

Personal Message
Kindly provide feedback.

Feedback *

Submit

Figure 109

5. Provide your review comments against the mandatory **Feedback** field marked with an asterisk and click **Submit**. Refer to **Figure 11**.

View Feedback Request details

Feedback From *
DPE

DPE Name *
Elinor DPE

Personal Message
Kindly provide feedback.

Feedback *
I observe the trainee completing as prescribed.

Click here 

Submit 

Figure 1110



Note: The Trainee will be notified regarding the outcome of their Learning Capture feedback request via email and portal comment in **Communication History**.

Once reviewed and submitted, the **Feedback Request Status** will now be updated to '**Feedback Provided**'.

6. To decline the Learning Capture feedback request, click on the downward facing arrow under **Actions** and select **Decline Request**. Refer to **Figure 12**.

Feedback requests - assigned to me

Please provide your feedback for the request below

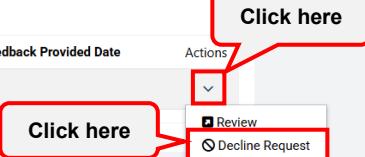
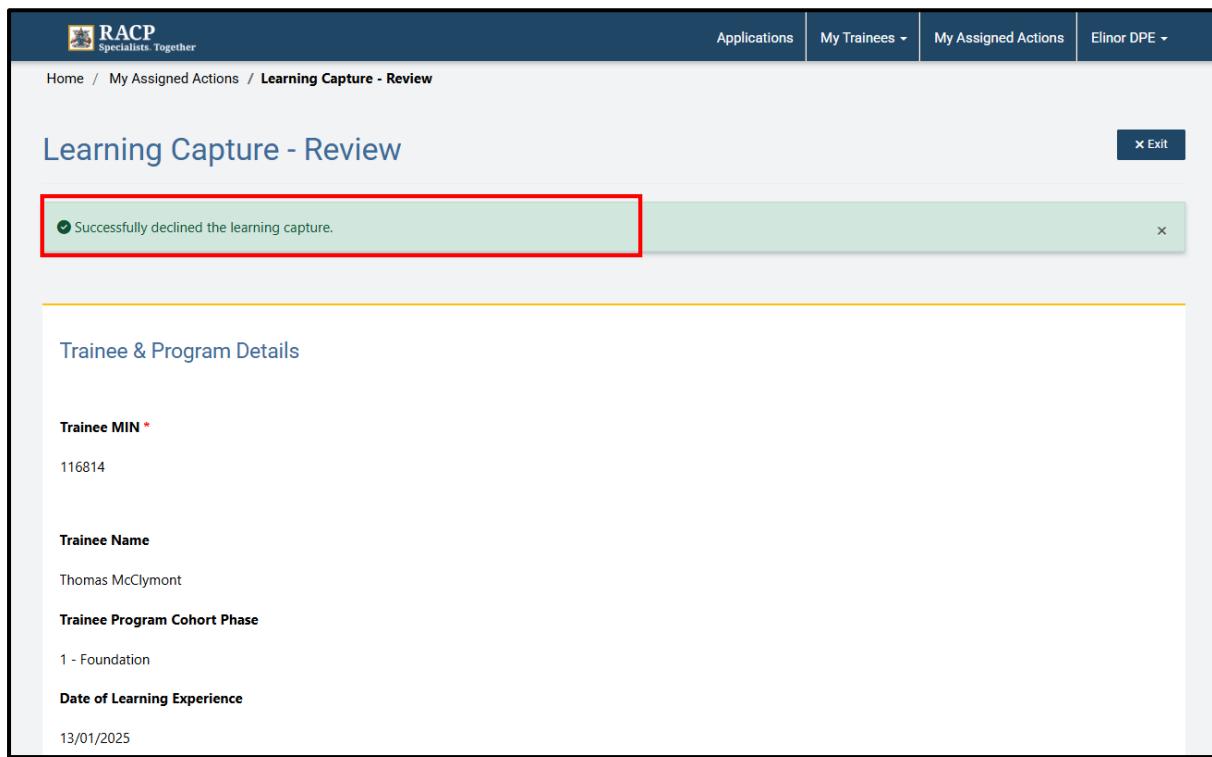
Name	Assessor Role	Feedback Request Status	Created On ↑	Feedback Provided Date	Actions
Elinor DPE		Invited	15/01/2025 11:24 AM		 Click here  <input type="checkbox"/> Review  <input type="checkbox"/> Decline Request 

Figure 1211

7. Once declined, you will see a system notification in the top righthand corner of the screen to advise that the Feedback Request has been successfully declined. Refer to **Figure 13.**



The screenshot shows the 'Learning Capture - Review' page. At the top, there is a navigation bar with links for 'Applications', 'My Trainees', 'My Assigned Actions', and 'Elinor DPE'. Below the navigation, the page title is 'Learning Capture - Review'. A green notification box at the top left contains the text 'Successfully declined the learning capture.' A red box highlights this notification. The main content area is titled 'Trainee & Program Details'. It includes fields for 'Trainee MIN *' (116814), 'Trainee Name' (Thomas McClymont), 'Trainee Program Cohort Phase' (1 - Foundation), and 'Date of Learning Experience' (13/01/2025). The 'Trainee MIN' field is marked with a red asterisk, indicating it is a required field.

Figure 1312



Note: *The Trainee will then be notified regarding the outcome of their Learning Capture Feedback Request via email and portal comment in **Communication History**.*

Once declined, the Learning Capture Feedback request will not be visible in Supervisor's list.

Section 4: Receive Notifications

Context: This section outlines the way you will receive notifications as a Supervisor.

A Trainee can request feedback for various assessment tools including:

1. Observation Captures
2. Learning Captures

There are two ways you will receive notifications:

1. Via Email
2. Via Portal Comments in the Portal.

Section 5: Summary of Outcomes

The **Supervisor Portal Learning Capture Guide** is now complete. You now have instructions to:

- Log in to the Portal as a Supervisor
- Provide feedback on your trainee's Learning Capture
- Decline a Learning Capture feedback requests