Unrelated Assessor Guide

Provide feedback on a Learning Capture

Purpose	This guide provides guidance on how unrelated assessors (unauthenticated users) navigate and provide feedback on a Learning Capture assessment requirements in the TMP Portal.
Intended Audience	Unrelated Assessors (unauthenticated users). An unauthenticated user can include anyone with or without an RACP login, they just do not need to be logged in to complete the activities outlined in the guide. An unrelated assessor does not have a direct training role with a specific trainee (i.e., as an agreed nominated Supervisor), so will not have access to the Trainee's record aside from the page requesting feedback. However, it does not mean that this assessor is not already a Supervisor or holds another role in the TMP. The Unrelated Assessor role is a specific relationship to the trainee making the Learning Capture request.
Context	This guide is designed to help guide Unrelated Assessors in viewing, declining or providing feedback for a requested Learning Capture.

How to use this document:

The document is structured into 2 sections, representing 1 key Unrelated Assessor 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: Learning Capture

Context: Use these instructions as an Unrelated Assessor to view, decline or provide feedback on a Learning Capture in the Training Management Platform (TMP) Portal.

Please note that these requests outlined in the guide will not appear under the **My Assigned Actions** tab in TMP Portal.

1. When you have received an email indicating that a Trainee has requested your feedback on their learning capture, open the email.

2. Confirm the details of the learning capture, ensuring that the Trainee has requested feedback from the right person (you).

3. As guided by the email, click on the hyperlinked text '**TMP Portal'** which will direct you to a page where you can provide feedback. Refer to **Figure 5.**
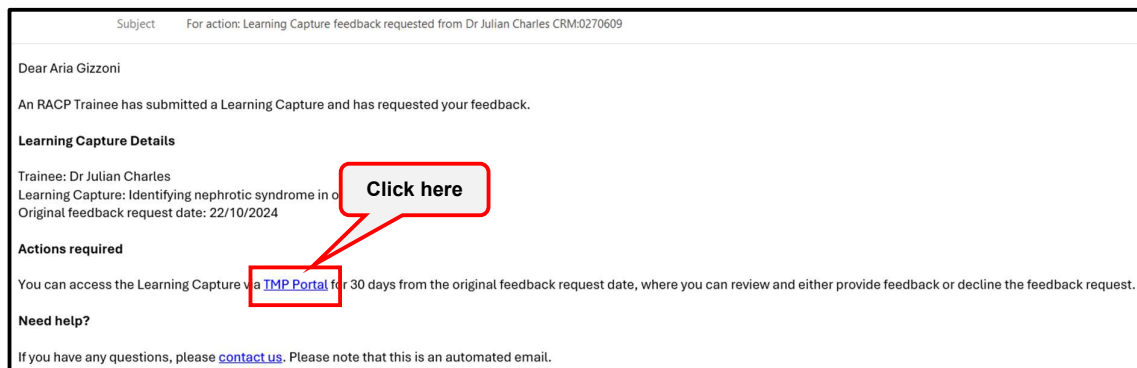

Figure 5

> 🔵 **Note:** *This hyperlink is only active for 30 days.*
>
> *If you have a login for the TMP and you have been requested to complete an Learning Capture for a trainee that is not assigned to you, the request will not display in your 'My Assigned Actions'. You will need to follow the email link to complete the form.*

4. Upon opening the link, you will be directed to a web page where no log in is required. The page will display a form with a reflection completed by an RACP trainee. The reflection can be on a variety of important work-based or learning activities. Refer to **Figure 6.**

Figure 6

5. Under the Document Attached sub-heading, select the hyperlink to download the supporting documentation. Refer to **Figure 7.**

Figure 7

6. Proceed to provide feedback by populating the **Feedback field** within the **Feedback Request section**. Refer to **Figure 8**.

   - If you wish to decline the feedback request, navigate to bottom left of the page and click '**Decline request**'. Refer to **Figure 8**.

7. Submit the feedback request by clicking **Submit** at the bottom right of the form. Refer to **Figure 8**.

Figure 7

Section 2: Summary of Outcomes

The **Unrelated Assessor Guide** is now complete. You now have instructions to:

- View, decline or provide feedback on an Learning Capture in the Training Management Platform (TMP) Portal