Annual Review of Competence Progression (ARCP) – guidance for local administrators

This guide explains how the new platform will support the ARCP process and provides information for local administrators.

After reviewing feedback from local administrators and ARCP organisers on the usability of the ARCP process on the existing e-Portfolio, the new platform has been designed to work differently in terms of how ARCP panels are created and how learner records are reviewed.

Below are some of the features of the new Lifelong Learning platform:

- improved view of all ARCP panels created at the Deanery/LETB level
- notifications sent to panel members and anaesthetists in training about the ARCP date
- improved ESSR that will allow panel members to see a snapshot of what an anaesthetist in training has achieved over a defined period
- ARCP outcome forms that can be signed by the panel chair and the anaesthetist in training
- all ARCP forms stored in one place.

Why?

One of the changes to the ARCP process on the Lifelong Learning platform is the removal of 'ARCP records' as occurs on the existing e-Portfolio. During engagement with stakeholders (College staff, administrators and anaesthetists), we found that the use of ARCP records on the e-Portfolio was variable. Examples of inconsistency include:

- not all regions use 'cut-off' dates and users are unable to contact their local administrator to extend ARCP record dates
- some regions ask users to contact the College to re-open records
- not all regions close ARCP records, leading the user to contact the College support team, who then advise the user to contact the local administrator
- uncertainty from users regarding who can update their ARCP record: the College, trainers or local administrators?

Local administrators

Local administrators will have accounts created and ready for use on the new Lifelong Learning platform from August 2018.

ARCP panel history

The ARCP panel history on the existing e-Portfolio (below) will not be transferred to the new platform. It will be the responsibility of each School to ensure that a record of these is retained (if required). This can be done by either copying and pasting the list to a document or taking a 'print screen' of each panel.

| Admin Home | Portfolio | CPD | General Management | | | | | | Live Server |

| Assessment Tool Reports | Trainee Reports | Trainer Reports | Forms | Training Levels | ARCP Records | MSF Assessment Tools | ARCP Panels |

ARCP PANELS LIST

ARCP Panel Name	ARCP Panel Status	School of Anaesthesia	Last Modified By	Last Modified On	Action(s)
Tuesday test	Archived	Head Office	Andrew Leabourne	27/01/2015 14:38	View
Tuesday test 2	Undergoing Setup	Head Office	Andrew Leabourne	27/01/2015 14:40	View
New ARCP Panel	Undergoing Setup	Head Office	Adrian Admin9	20/02/2015 13:55	View
Test Panel	Current	Head Office	Shamim Ullah	27/02/2015 15:27	View
Test 2	Undergoing Setup	Head Office	Shamim Ullah	01/07/2015 09:16	View
KSS	Current	Head Office	Adrian Admin1	08/10/2015 09:26	View
test panel B	Current	Head Office	Adrian Admin1	08/10/2015 10:17	View
Test at Stoke	Current	Head Office	Shamim Ullah	03/11/2015 13:46	View
test	Current	Head Office	Shamim Ullah	24/03/2016 16:02	View
Reading ARCP	Undergoing Setup	Head Office	ADMIN TEST	20/09/2016 12:01	View
20.05.2017	Undergoing Setup	Head Office	ADMIN TEST	27/10/2016 10:38	View
20.08.2017 panel B	Current	Head Office	ADMIN TEST	27/10/2016 14:40	View
20 8 17 panel B	Undergoing Setup	Head Office	NW admin	27/10/2016 14:34	View
2016 - oxford a	Undergoing Setup	Head Office	Shamim Ullah	08/11/2016 12:29	View
Test for Nomensa	Undergoing Setup	Head Office	Nomensa Admin	12/04/2017 08:25	View
Central 15/05/2015	Current	Head Office	Adrian Admin1	15/05/2017 10:19	View
test213	Undergoing Setup	Head Office	Shamim Ullah	18/12/2017 11:19	View
SESA test	Undergoing Setup	Head Office	Shamim Ullah	20/04/2018 10:44	View
Iceland ARCP 30th May 2018	Current	Head Office	Kari Hreinsson	14/05/2018 20:39	View

Total Records: 19

Existing school sites and documentation

The Lifelong Learning platform includes new features such as, the initial assessment of competence as an online form. School administrators/leads may need to review the information/guidance materials stored on their and update where necessary.

e-Portfolio download

The existing e-Portfolio will remain live until August 2019, after which it will be decommissioned and the College will not be able to recover accounts. From July 2018 anaesthetists in training will be able to download an offline version of their existing e-portfolio to their computer, which will allow them to navigate the site and access all their entries after the site is decommissioned.

It is important that all users download a copy of their existing e-Portfolio records before the site closes in August 2019. The College will not hold a copy of the e-Portfolio and will not be able to retrieve entries after this date. Reminders will be sent to all users by the College throughout 2018/2019.