

Turas Appraisal How to:-Record PDP&R information - Staff



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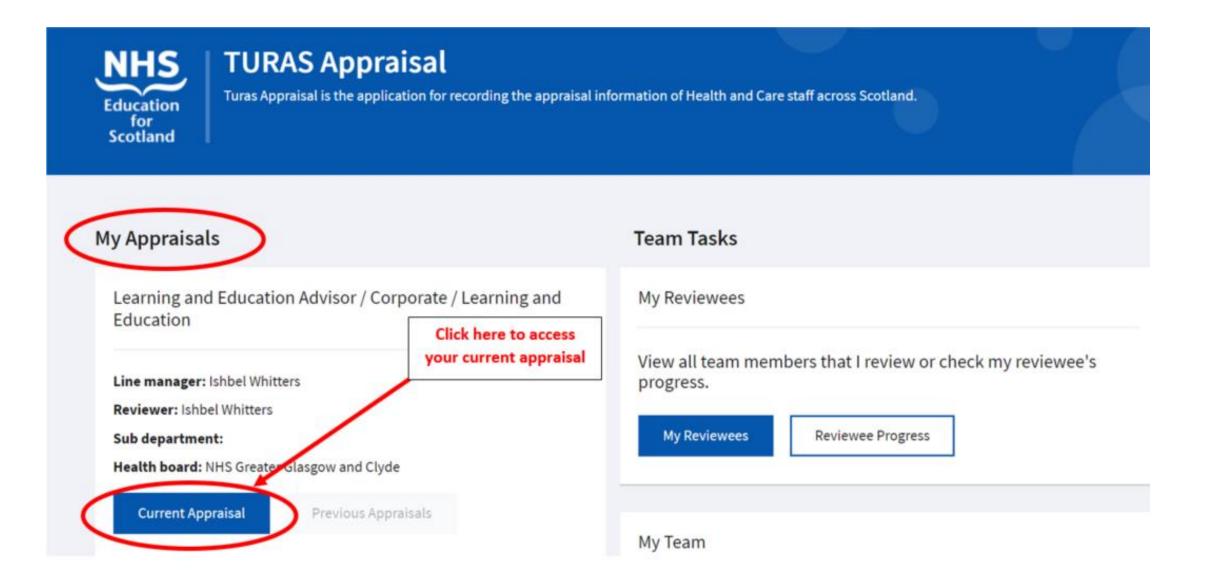


Staff page and functionality

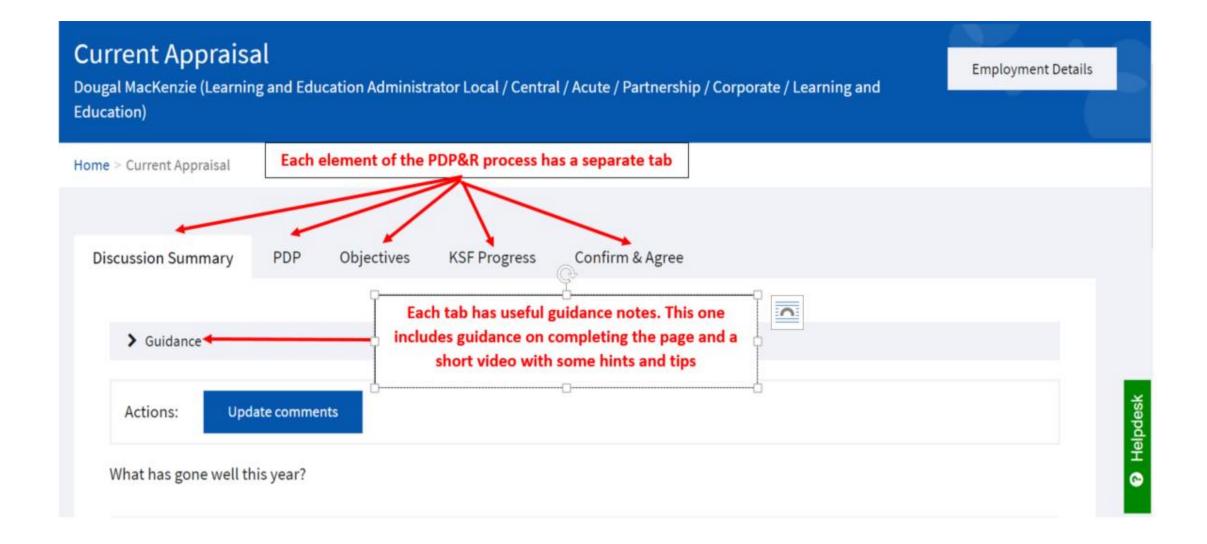
From your "My Appraisals" section on your Turas Appraisal home page you will be able to:-

- View, update and accept PDP learning needs and activities
- View, update and accept objectives
- View, update current dimension levels and comments in the KSF progress
- View and update the discussion summary
- Sign off as complete

Accessing your own appraisals (reviews)



The appraisal home page





What to record and when

Step 1 - At the beginning of the review period:-

- Click on **Current Appraisal** button (all pages should be blank)
- Enter agreed PDP learning needs and activities to be undertaken in the year ahead
- If this is entered by reviewee this requires to be <u>accepted</u> by reviewer and if entered by reviewer requires to be <u>accepted</u> by the reviewee
- Enter agreed service/departmental **objectives** to be completed in the **year ahead**
- If this is entered by reviewee this requires to be <u>accepted</u> by reviewer and if entered by reviewer requires to be <u>accepted</u> by the reviewee

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What to record and when

Step 2 -Throughout the review period or before end of year review meeting:-

- Update status of PDP when learning activities have been undertaken
- Update status of objectives
- Update KSF Progress in preparation for end of year review i.e. enter current levels and enter comments on how you applied what you have learned by undertaking the agreed learning activities to your job.



What to record and when



Step 3 - At the end of review period:-

- Complete the three questions in the Discussion Summary (this is what was discussed at your meeting)
- Confirm and agree
- This will sign off full document including PDP, Objectives, KSF Progress and Discussion Summary. Once confirmed and agreed no changes can be made. You will now be able to start a new document for next review by clicking on Current Appraisal and start off the process above again.

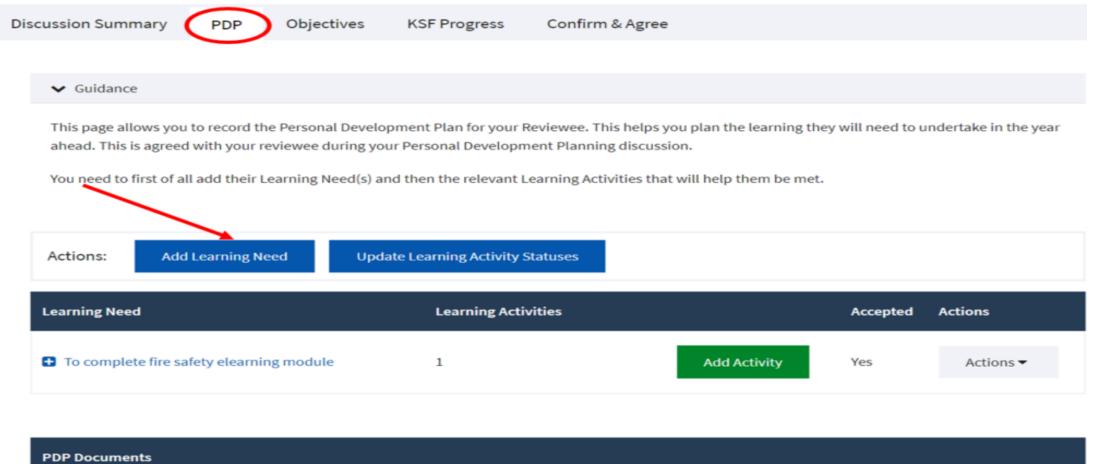
Please note:-

Following your end of year review meeting when the information recorded has been confirmed and agreed, the appraisal will become the **Previous Appraisal** and a new **Current Appraisal** document will appear for you to start again from **Step 1**

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The Personal Development Plan (PDP)

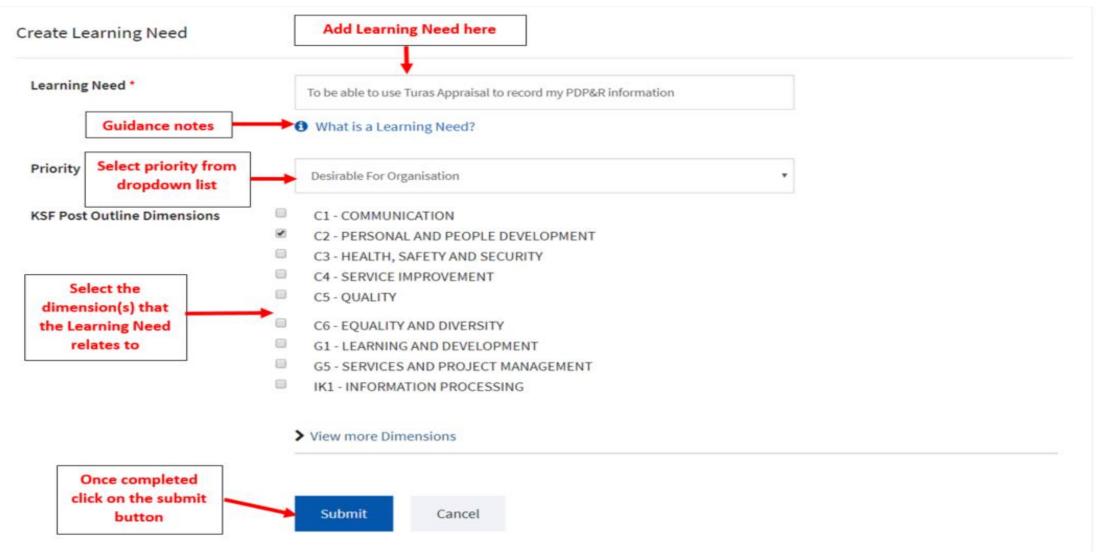
Adding a Learning Need



Upload

Choose file No file chosen

The Personal Development Plan (PDP) Adding a Learning Need

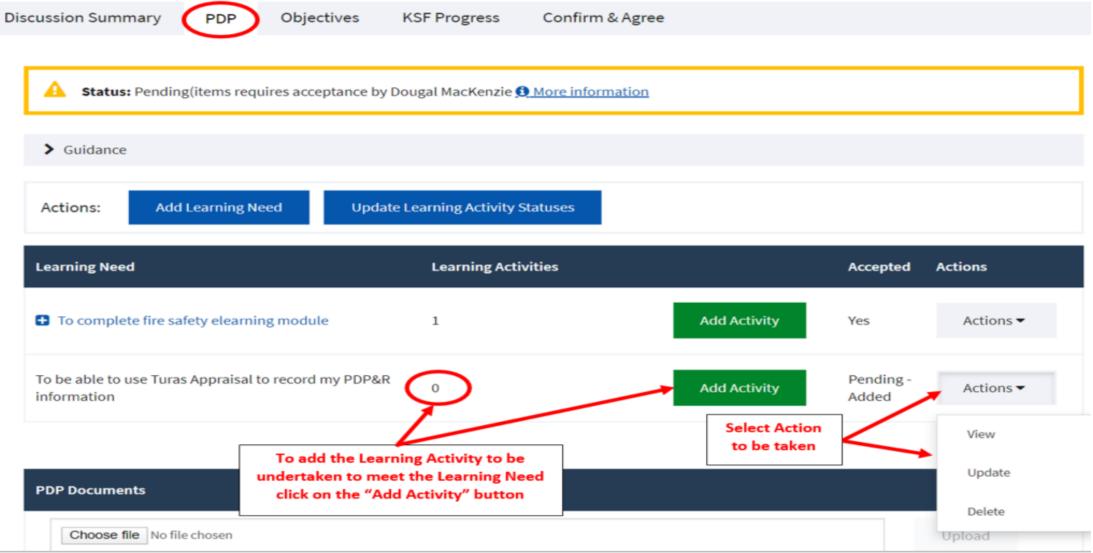


The Personal Development Plan (PDP) Adding a Learning Need

	Are you sure you want to Submit?					
You will be asked to confirm that you want to submit		ncel				
want to submit	To be able to use Turas Appraisal to record my PDP&R information What is a Learning Need?					
Priority	Desirable For Organisation					
KSF Post Outline Dimensions	 C1 - COMMUNICATION C2 - PERSONAL AND PEOPLE DEVELOPMENT C3 - HEALTH, SAFETY AND SECURITY C4 - SERVICE IMPROVEMENT C5 - QUALITY C6 - EQUALITY AND DIVERSITY G1 - LEARNING AND DEVELOPMENT G5 - SERVICES AND PROJECT MANAGEMENT IK1 - INFORMATION PROCESSING 					
	> View more Dimensions					

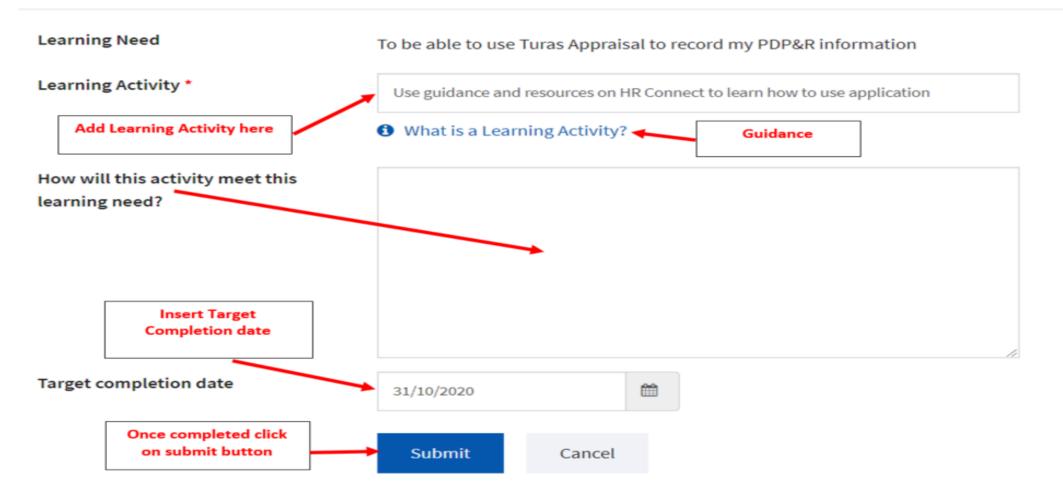
The Personal Development Plan (PDP)

Adding a Learning Activity

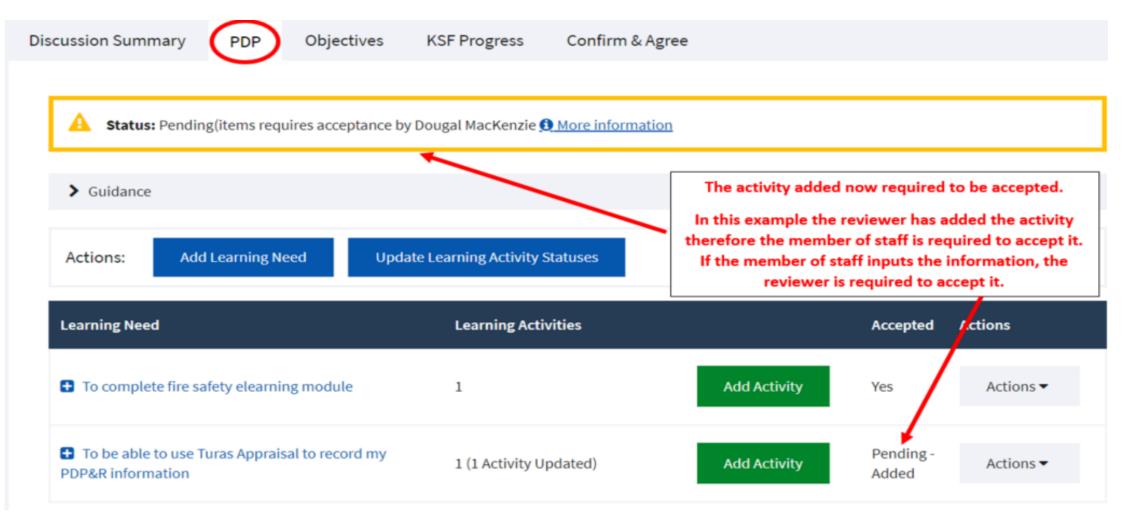


The Personal Development Plan (PDP) Adding a Learning Activity

Create Learning Activity



The Personal Development Plan (PDP) Adding a Learning Activity



The Personal Development Plan (PDP) Updating the status of a Learning Activity

Learning Activities	Add Activity	Accepted	Actions Actions -
1	Add Activity	Yes	Actions -
1 (1 Activity Updated)	Add Activity	Pending - Added	Actions -
Learning Activity			ity Actions
now to use application	Pending - Added	Actions 🕶	
1		Accepted	Add Activity Added Add Activity Added Added Learning Activity

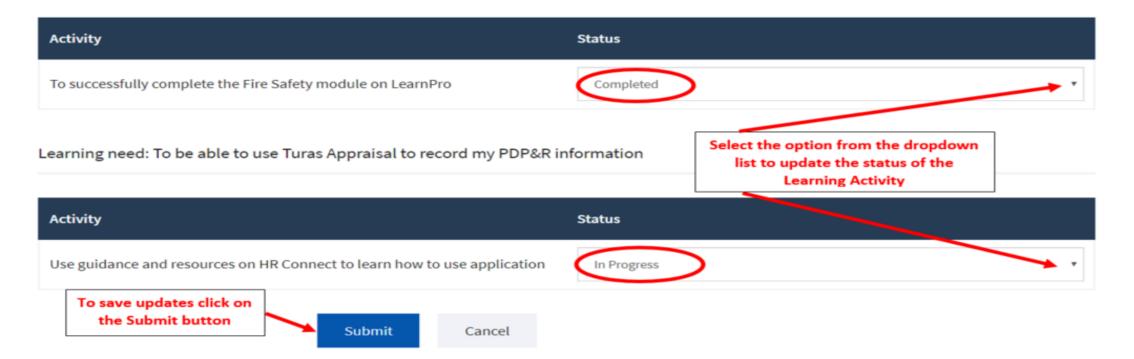
PDP Documents	
Choose file No file chosen	Upload

The Personal Development Plan (PDP)

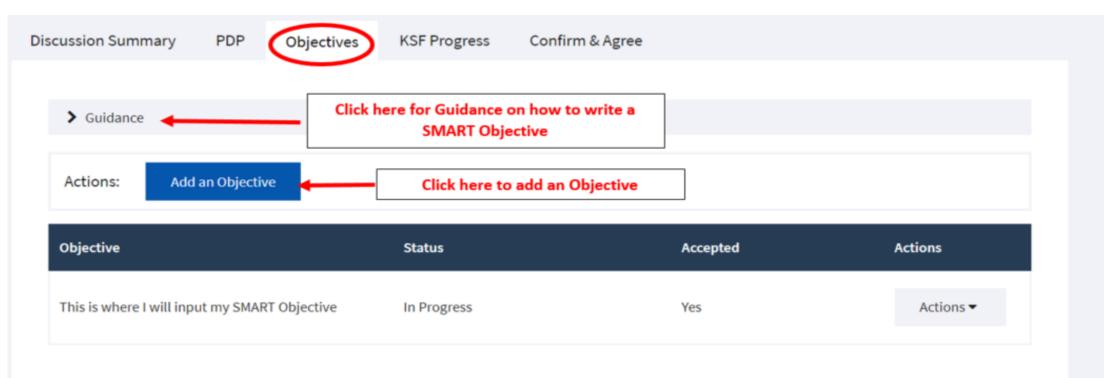
Updating the status of a Learning Activity

Summary Status Learning Activity

Learning need: To complete fire safety elearning module



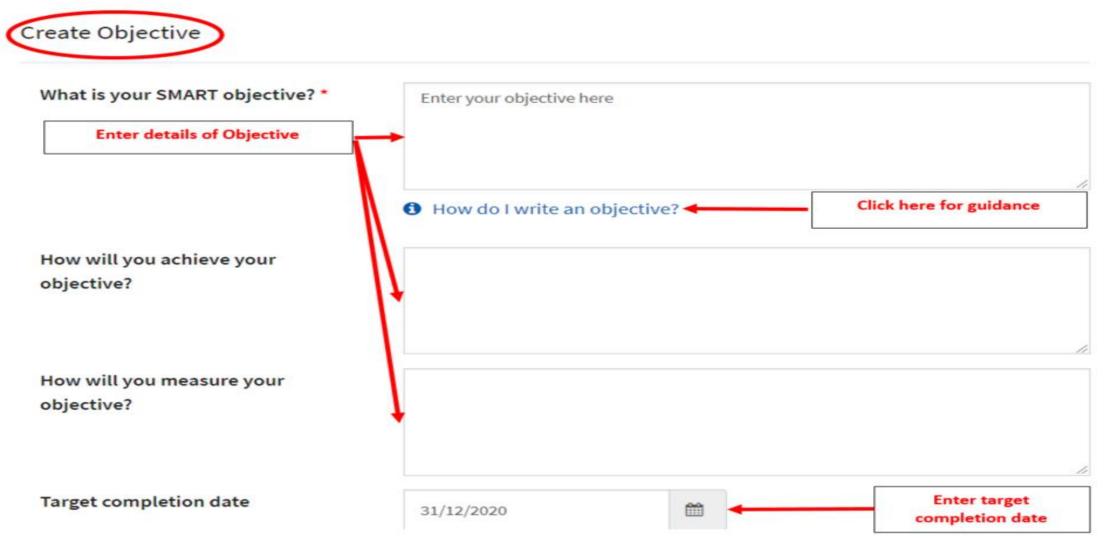
Objectives Adding an Objective



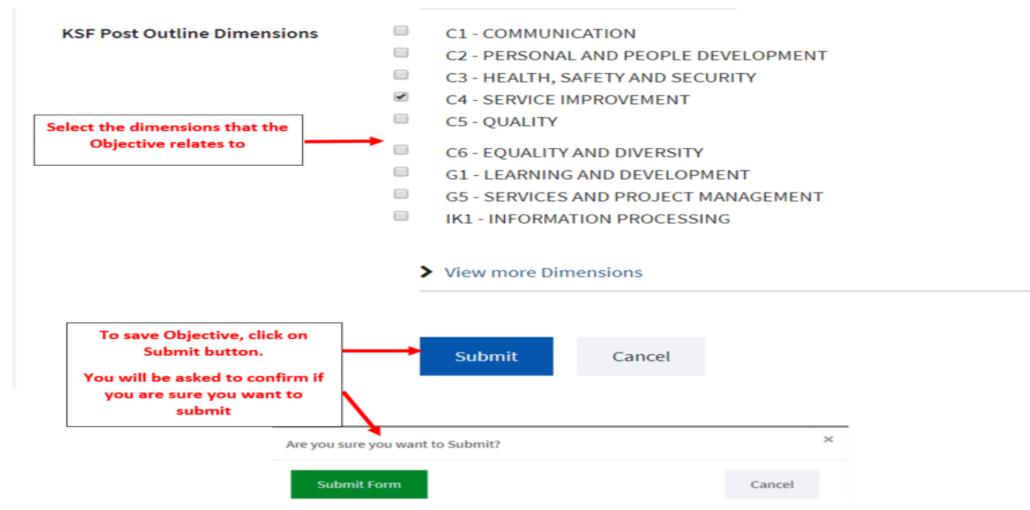
Objectives Documents	
Choose file No file chosen	Upload

Objectives

Adding an Objective

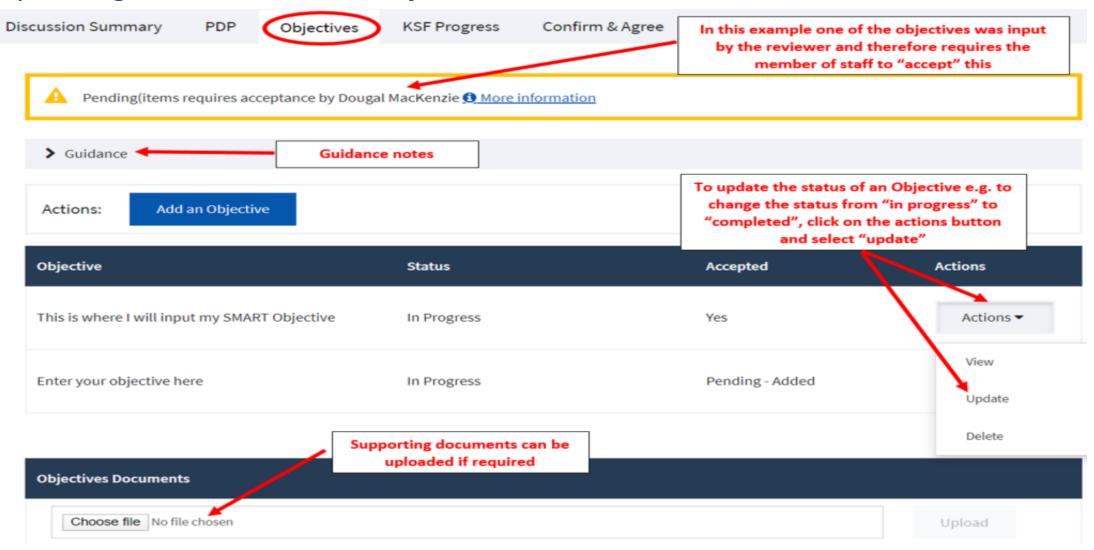


Objectives Adding an Objective

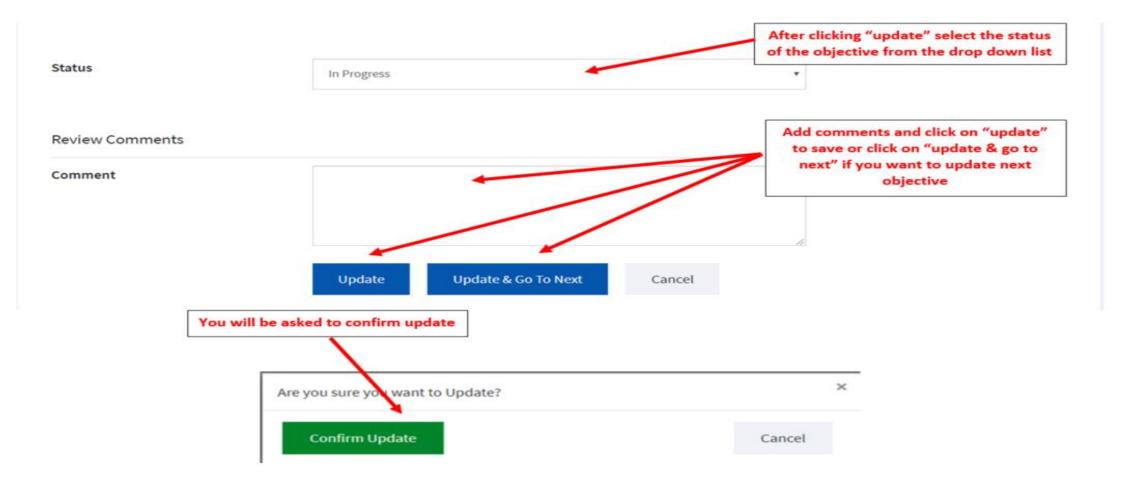


Objectives

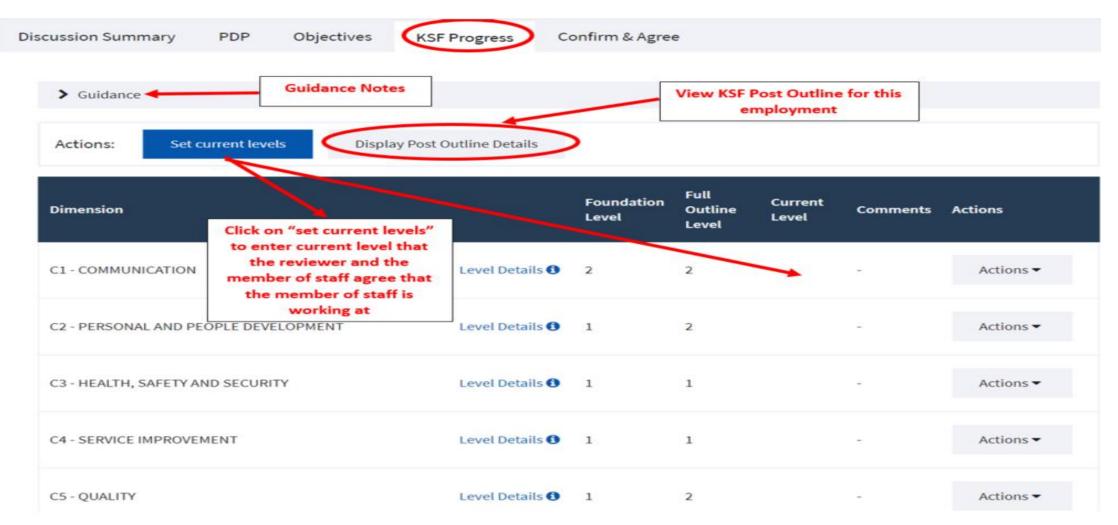
Updating the status of an objective



Objectives Updating the status of an objective



KSF Progress Updating current levels



KSF Progress

Updating current levels

Update KSF Post Outline Dimension Levels

Dougal MacKenzie (Learning and Education Administrator Local / Central / Acute / Partnership / Corporate / Learning and Education)

Employment Details

Home > My Reviewees > Current Appraisal > Update KSF Post Outline Dimension Levels

date KSF Post Outline Dimension Levels			Select current level 1-4 from drop down list for each dimension				
Dimension		Foundation Level	Full Outline Level	Current Level			
C1 - COMMUNICATION	Level Details 🕄	2	2				
C2 - PERSONAL AND PEOPLE	DEVELOPMENT Level Details 🕄	1	2	•			
C3 - HEALTH, SAFETY AND SEC	CURITY Level Details 🕄	1	1	•			
C4 - SERVICE IMPROVEMENT	Level Details 🚯	1	1	•			

KSF Progress

Updating current levels

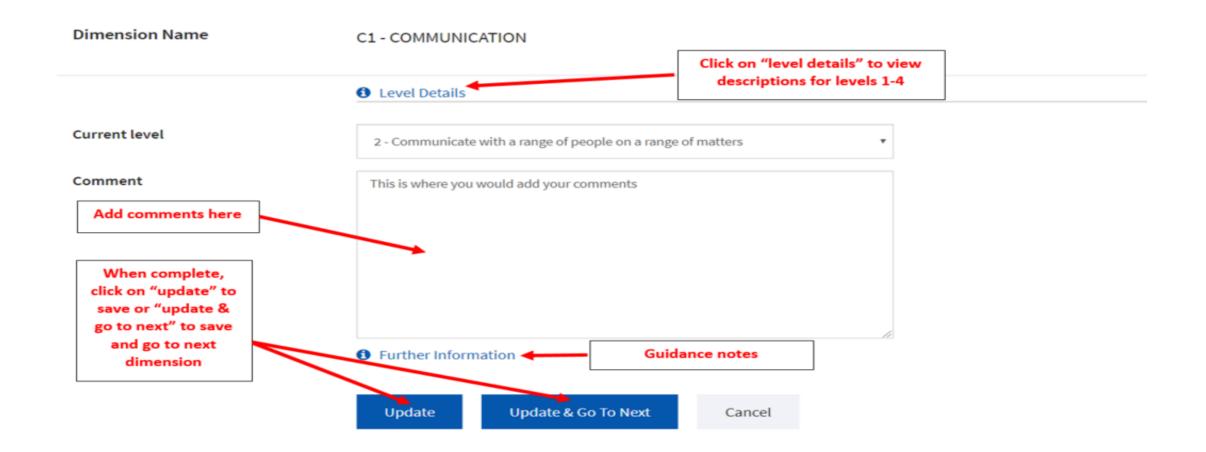
C5 - QUALITY	Level Details 🕄	1	2	2 - Maintain quality in own work and encourage others to do so	1			
	Select current level 1-4 from drop down list for each dimension							
C6 - EQUALITY AND DIVERSITY	Level Details	1	1	1 - Act in ways that support equality and value diversity				
G1 - LEARNING AND DEVELOPM	ENT Level Details 🕄	1	1	1 - Assist with learning and development activities	,			
G5 - SERVICES AND PROJECT MA	ANAGEMENT Level Details ()	1	1	1 - Assist with the organisation of services and/or projects				
K1 - INFORMATION PROCESSIN	G Level Details 🕄	2	2	2 - Modify, structure, maintain and present data and information	3			
lick on "update" and hen "confirm update"			c 1					
to save	Update		Cancel					
	Are you sur	e you want	to Update?	×				
	Confir							

KSF Progress Updating comments/evidence

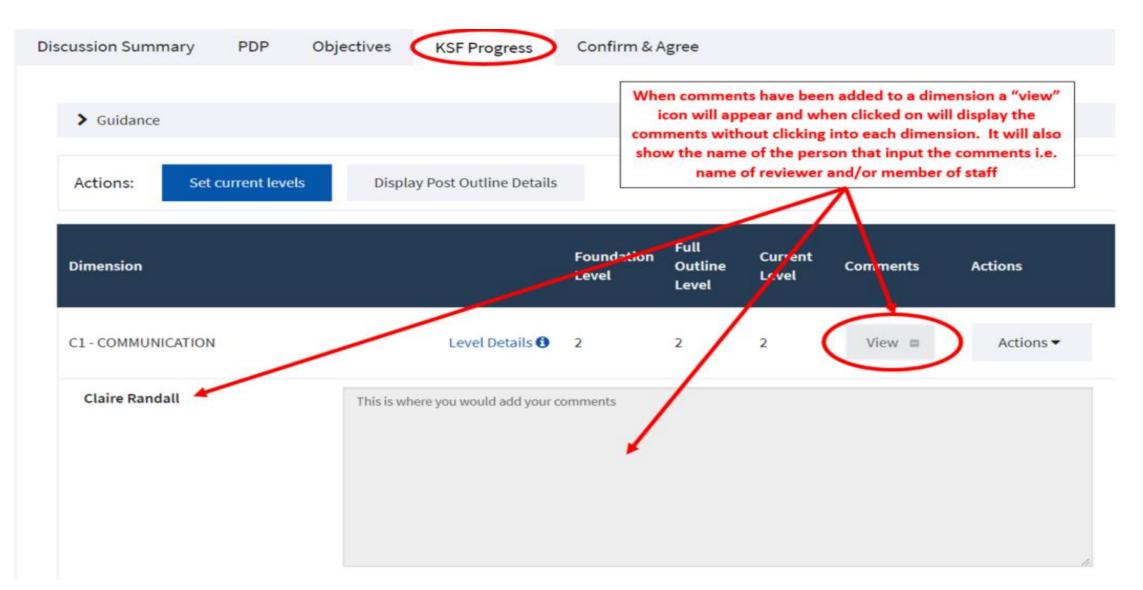
 Guidance Actions: Set current levels Display 	Post Outline Details			To add comments/evidence to dimensions, click on the "actions2 button and then click on "update"		
Dimension		Foundation Level	Full Outline Level	Current Level	Con:ments	Actions
1 - COMMUNICATION	Level Details (1)	2	2	2	. \	Actions -
2 - PERSONAL AND PEOPLE DEVELOPMENT	Level Details 3	1	2	2		Update
3 - HEALTH, SAFETY AND SECURITY	Level Details 🚯	1	1	1	-	Actions -

KSF Progress Updating comments/evidence

Update KSF Post Outline Dimension

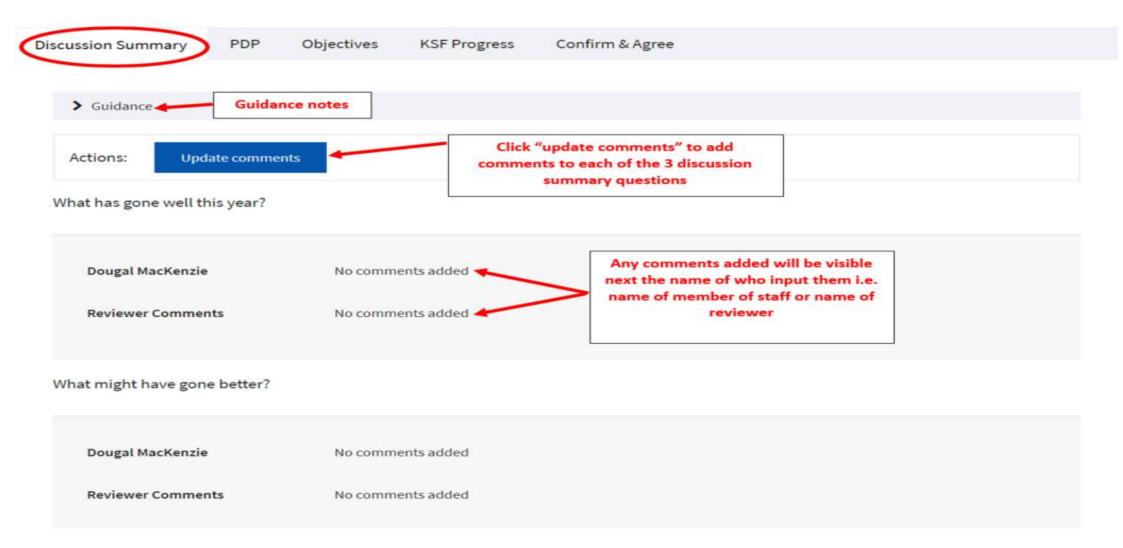


KSF Progress Updating comments/evidence



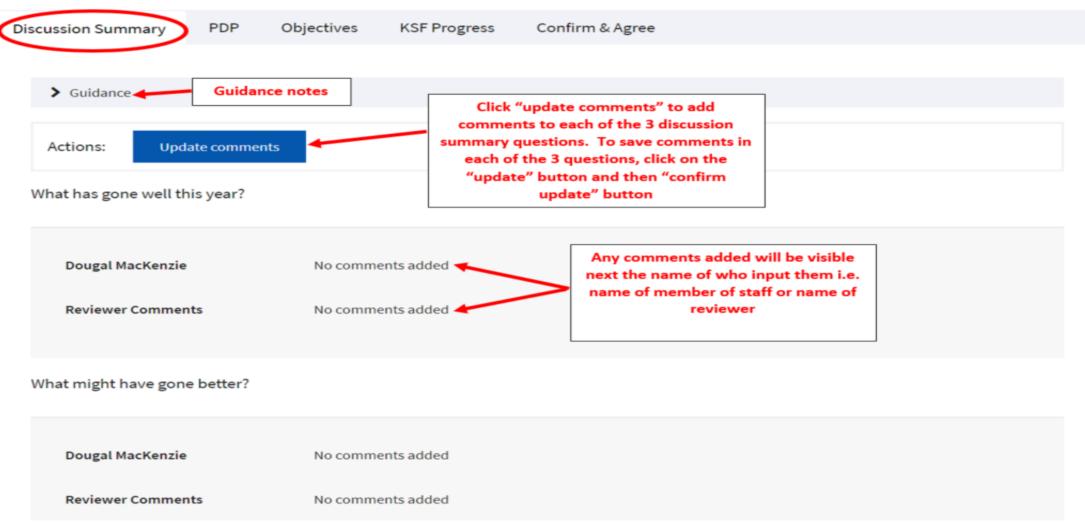
Discussion Summary

Update comments

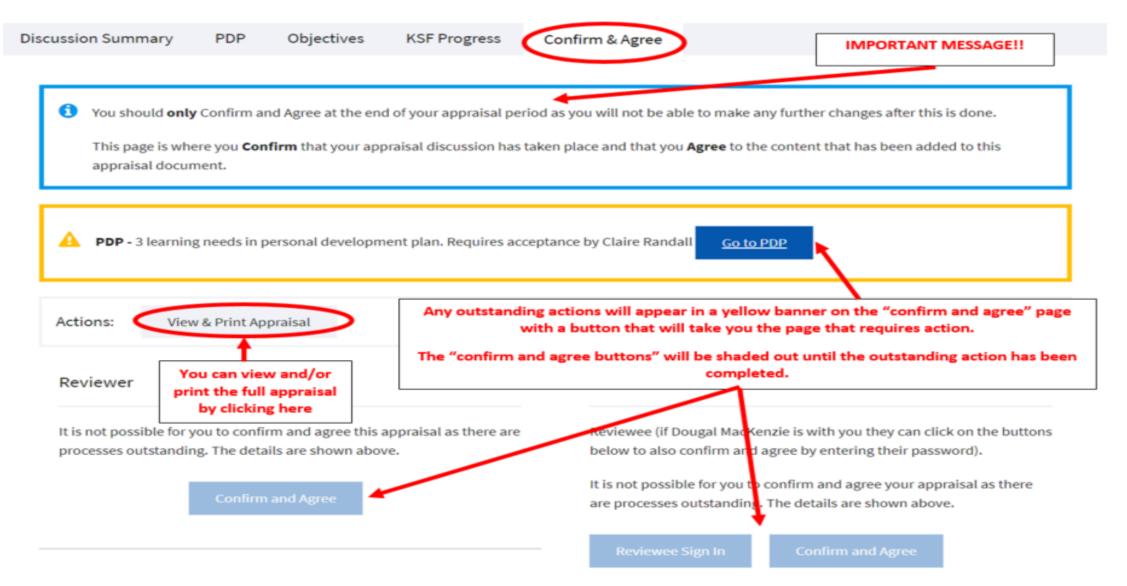


Discussion Summary

Update comments



Confirm and agree



Confirm and agree

PDP

Discussion Summary

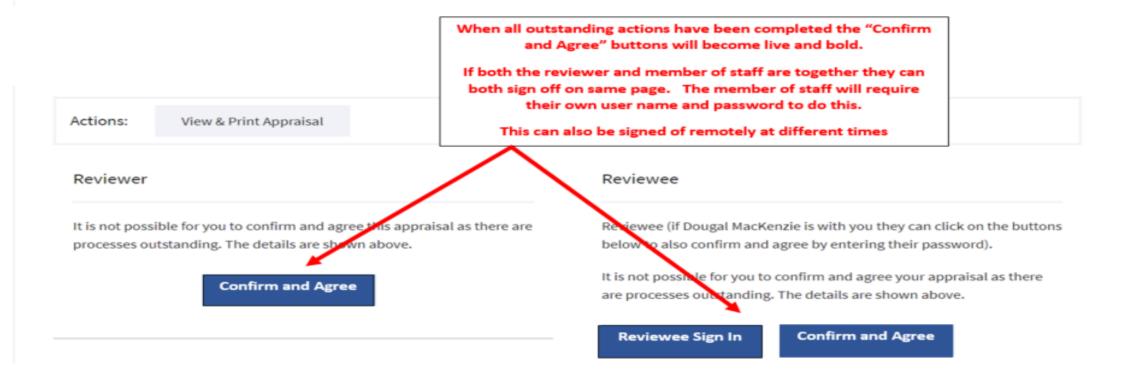
Objectives

KSF Progress

Confirm & Agree

1 You should **only** Confirm and Agree at the end of your appraisal period as you will not be able to make any further changes after this is done.

This page is where you **Confirm** that your appraisal discussion has taken place and that you **Agree** to the content that has been added to this appraisal document.



Confirm and agree

