

# Professional Portfolio

Healthcare Support Workers

# How do I access Professional Portfolio?

The screenshot shows the TURAS dashboard. At the top, it says 'TURAS | Dashboard' and 'Applications ▾ Ron Recognise ▾'. Below this is a dark grey bar with 'Home'. The main content area has a blue header with the NHS Education for Scotland logo and a 'Welcome to TURAS' message. The message states: 'Turas is NHS Education for Scotland's (NES) new single unified digital platform for health and social care professionals. From here you can access all your NES applications with a single secure sign on. Our aim is to provide you with the information and resources you need to support you throughout your career in the public sector. For people working in health and social care'. To the right of the text is an illustration of a laptop and a tablet. Below the header is a section titled 'Applications' with the text 'This is your dashboard. You can access all your applications from here.' There are two teal buttons: 'Learn' and 'Professional Portfolio'. To the right of these buttons is a '+ Add Applications' link. A vertical green 'Helpdesk' button is on the far right. Annotations include a blue arrow pointing from the 'Add Applications' link to the 'Professional Portfolio' button, and a blue arrow pointing from the 'Professional Portfolio' button to the explanatory text below.

TURAS | Dashboard Applications ▾ Ron Recognise ▾

Home

**NHS**  
Education  
for  
Scotland

### Welcome to TURAS

Turas is NHS Education for Scotland's (NES) new single unified digital platform for health and social care professionals. From here you can access all your NES applications with a single secure sign on. Our aim is to provide you with the information and resources you need to support you throughout your career in the public sector.

For people working in health and social care

**Applications**  
This is your dashboard. You can access all your applications from here.

Learn Professional Portfolio

+ Add Applications

Helpdesk

To add Professional Portfolio to your Turas Dashboard click 'Add Applications' and choose Professional Portfolio from the choices given. This will then allow you to access Professional Portfolio from your desktop.

# Which Portfolio is applicable to me?

The screenshot shows the TURAS Professional Portfolio user interface. At the top, the header includes the logo 'TURAS | Professional Portfolio' and navigation links: 'Home', 'Profile', 'Evidence', 'Uploaded Documents', and 'Share Packs'. On the right side of the header, there are links for 'Dashboard', 'Applications', and a user profile for 'Ron Recognise'. Below the header, the main content area is titled 'Home' and contains two prominent blue buttons: 'YOUR DETAILS' and 'CREATE NEW EVIDENCE FORM'. A dropdown menu is open under the 'My Portfolios' link, showing options for 'Nursing & Midwifery', 'Recognition of Prior Learning', and '+ Add Profile'. Annotations with arrows point to the 'My Portfolios' dropdown and the '+ Add Profile' option.

Once you have accessed Professional Portfolio click on 'My Portfolios'

Dashboard Applications Ron Recognise

Home Profile Evidence Uploaded Documents Share Packs

Home

YOUR DETAILS CREATE NEW EVIDENCE FORM

My Portfolios

Nursing & Midwifery  
Recognition of Prior Learning  
+ Add Profile

Select 'Add Profile' and choose 'Recognition of Prior Learning'

# Homepage Explained

The screenshot shows the TURAS Professional Portfolio homepage for a user named Ron Recognise. The page is divided into several sections:

- Navigation:** Home, Profile, Evidence, Uploaded Documents, Share Packs.
- YOUR DETAILS:** A section containing personal information such as Name (Ron Recognise), Current Role (Adult nurse), Primary Email Address (ronrec@example.com), and Contact Phone Number. It also lists Professional Registrations, including NMC (43W9124W). A 'Manage Details' button is present.
- SHARE PACK:** A section titled 'CREATE A NEW SHARE PACK' with a description: 'A share pack is used to organise and showcase your evidence.' A 'Create' button is located below the text.
- CREATE NEW EVIDENCE FORM:** A section for creating a new evidence form. It includes dropdown menus for 'Type of evidence' and 'Form', and a 'Create' button.
- UPLOAD DOCUMENT:** A section for uploading documents. It includes a description: 'Upload images or documents from your computer, tablet or mobile phone. Use 'Tags', 'Title' and 'Description' to help you store, sort and find them later.' It features a 'Tags' section with checkboxes for Revalidation, Career Development, Appraisal, Evidence, Mentor/Practice Teacher, and Other. It also has input fields for Title, Date (dd/mm/yyyy), and Description, and a 'Document' field with a 'Browse...' button. An 'Upload' button is at the bottom.

Annotations with red arrows point to specific features:

- Your Details/Profile Menu Option – these are the details which are held within the Turas Platform for you** (points to the Profile menu item).
- Create New Evidence/Evidence menu Option – allows you to add evidence relevant to your post/learning** (points to the Evidence menu item).
- Allows you to upload a document/photo** (points to the 'Upload Document' section).
- Sharepack – allows you to share evidence with a nominated person and to view previously created packs** (points to the 'Share Pack' section).

How do I  
update my  
details?

## YOUR DETAILS

Name	Ron Recognise
Current Role	Adult nurse
Primary Email Address (linked to TURAS account)	ronrec@example.com
Contact Phone Number	

### Professional Registrations

NMC

43W9124W

Click  
here



Manage Details

# How do I Update 'Your Details'?

Choose the section you wish to update by clicking on the relevant 'Edit' option

PROFESSIONAL PROFILE

Your Details Education Employment Achievements

### TURAS DETAILS

Forename	Ron
Surname	Recognise
Email Address linked to Turas	ronrec@example.com
Primary Sector	Private Healthcare in Scotland
Primary Organisation	Private healthcare other
Current Role	Adult nurse
<u>Professional Registrations</u>	
NMC	43W9124W

[Edit Your TURAS Details](#)

### PROFESSIONAL DETAILS

Work Address

Contact Phone Number

[Edit Your Professional Details](#)

### PERSONAL DETAILS

Personal Address

Secondary Email Address

[Edit Your Personal Details](#)

# How do I add/update Education details?

**PROFESSIONAL PROFILE**

Your Details **Education** Achievements

Click to add new record → **Create New Entry**

← **Choose Education Tab**

Show 10 entries Search:

From Date	To Date	Title	Institution	Award/Grade	Date Of Award	Actions
You haven't created any entries yet						

Showing 0 to 0 of 0 entries Previous Next

**EDUCATION**

Title \*

From Date \*

To Date

Educational Institution

Award/Grade

Date of award

**Add the relevant detail**

**PROFESSIONAL PROFILE**

Your Details **Education** Employment Achievements

**Create New Entry**

Show 10 entries Search:

From Date	To Date	Title	Institution	Award/Grade	Date Of Award	Actions
03/03/2020	04/03/2020	Test 1	NHS Education for Scotland	Degree	05/03/2020	Actions ▾

Showing 1 to 1 of 1 entries Previous **1** Next

Detail will then show on summary table and can be removed/updated via 'Actions' →

# How do I add/update Employment details?

Click to add new record



Create New Entry

Choose Employment Tab



**PROFESSIONAL PROFILE**

Your Details | Education | **Employment**

Show 10 entries

Search:

From Date	To Date	Title	Main Responsibilities	Organisation	Actions
You haven't created any entries yet					

Showing 0 to 0 of 0 entries

Previous Next

**EMPLOYMENT HISTORY AND WORK EXPERIENCE**

Title \*

From Date \*

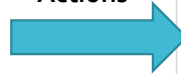
To Date

Main Responsibilities

Organisation

Add the relevant detail

Detail will then show on summary table and can be removed/updated via 'Actions'



From Date	To Date	Title	Main Responsibilities	Organisation	Actions
03/03/2020		Health Support Worker	test	NHS Lothian	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next



# How do I add/update my Achievements?

## PROFESSIONAL PROFILE

Click to add new record



Your Details   Education   Employment   **Achievements**



Choose Employment Tab

Create New Entry

Show 10 entries

Search:

From Date	To Date	Title	Achievement Type	Details	Actions
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You haven't created any entries yet

Showing 0 to 0 of 0 entries

Previous Next

## ACHIEVEMENT

Title \*

From Date \*

To Date

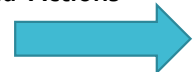
Details

Add the relevant detail

Achievement Type \* 

- Please Select --
- Professional Achievement
- Research, publications and presentations
- Interests and Personal Achievements
- Additional Information
- Supporting Statement
- Personal Profile

Detail will then show on summary table and can be removed/updated via 'Actions'



From Date	To Date	Title	Achievement Type	Details	Actions
-----------	---------	-------	------------------	---------	---------

03/03/2020		Test	Professional Achievements	Test	Actions
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Showing 1 to 1 of 1 entries

Previous 1 Next

# How do I add Evidence?

## CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Choose the type of evidence you want to add

Type of evidence

Form

Please Select...

Learning  
Feedback  
Reflection

Once Type and Form chosen click create and complete the details required

Create

## CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Choose the form you wish to complete based on the Type you have chosen

Type of evidence

Form

Learning

Please Select...

Record Of Learning Activity  
Record Of Support Or Supervision  
Professional Journey Plan

How do I view/update evidence I have added?

Home Profile Evidence ▾ Uploaded Documents Share Packs

Learning For

Learning  
Feedback  
Reflections

**WHAT YOU NEED TO KNOW**

Record of Learning Activity information

When could I use the Record of Support or Supervision?

What is the Professional Journey Planner?

**RECORD NEW LEARNING FORM**

You want to record a learning activity, support or supervision session, or professional journey plan.

Create Learning Form ▾

**LEARNING FORMS**

Show 10 ▾ entries Search:

Date	Title	Form	Actions
03/03/2020	Test	Record Of Learning Act	Actions ▾
01/02/2020	Giving Injections in the buttocks	Record Of Learning Activity	Actions ▾
06/12/2019	Toenail trimming	Record Of Learning Activity	Actions ▾
05/01/2020	Test 1	Record Of Learning Activity	Actions ▾
11/09/2019	RPL Support 1	Record Of Support Or Supervision	Actions ▾

Showing 1 to 5 of 5 entries

Previous 1 Next

Select the type of evidence you wish to view

You can create from this page also

Click on 'Actions' for the evidence you wish to view/update

How do I share evidence I have collected?

Click 'Create'



Create

## SHARE PACK

### CREATE A NEW SHARE PACK

A share pack is used to organise and showcase your evidence.



# Creating a Sharepack – Step 1

## Create Share Pack



### SHARE PACK TITLE



Profile

Share Pack Title \*

Recognition of Prior Learning

Test Power

Cancel Create and Next Step



Add Title and click Create

# Creating a Sharepack – Step 2

Select the Profile Item(s) you wish to include in the Sharepack by selecting the relevant Tab and marking the check box for the relevant item(s). Then save and move onto next step

Step 1 Step 2 Step 3 Step 4  
Name your Share Pack Add Profile Items Add Evidence Items Preview

### ADD PROFILE ITEMS

Title: Test Power

Click on the tabs below to select the items from your Profile section that you wish to include in this Share Pack. The items you select will appear in the green Your Share Pack tab.

Your Share Pack (1) Your Details Education Employment Achievements

#### TURAS DETAILS

Forename	Ron
Surname	Recognise
Email Address linked to Turas	ronrec@example.com
Primary Sector	Private Healthcare in Scotland
Primary Organisation	Private healthcare other
Current Role	Adult nurse
Professional Registrations	
NMC	43W9124W

Add to Share Pack?

#### PROFESSIONAL DETAILS

Work Address

Contact Phone Number

Add to Share Pack?

#### PERSONAL DETAILS

Personal Address

Secondary Email Address

Add to Share Pack?

Exit Previous Save Save and Next Step

# Create Sharepack – Step 3

## ADD EVIDENCE ITEMS

Title: Test Power

Click on the tabs below to select the items from the Evidence and Uploaded Documents sections that you wish to include in this Share Pack. The items you select will appear in the green Your Share Pack tab.

Navigation tabs: **Your Share Pack (5)** | Learning | **Feedback** | Reflections | Uploaded Docs

Show 10 entries Search:

Date	Title	Form Type	Feedback	From	Add to Share Pack?
03/03/2020	test feedback <a href="#">(View)</a>	Generic Feedback Form	really great	Jamie Reid	<input checked="" type="checkbox"/>
19/09/2019	RPL gen feedback 1 <a href="#">(View)</a>	Generic Feedback Form	a	a a	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries Previous **1** Next

Exit Previous **Save** **Save and Next Step**

Select the Evidence you wish to include in the Sharepack by selecting the relevant Tab and marking the check box for the relevant item(s). Then save and move onto next step

# Create Sharepack – Step 4

Step 1      Step 2      Step 3      Step 4

Name your Share Pack      Add Profile Items      Add Evidence Items      Preview

**TITLE: TEST POWER**

Name      Ron Recognise

**1. TURAS DETAILS** +

**2. EDUCATION : TEST 1** +

Title	Test 1
From Date	03/03/2020
To Date	04/03/2020
Educational Institution	NHS Education for Scotland
Award/Grade	Degree
Date of award	05/03/2020

**3. ACHIEVEMENT : TEST** +

**4. FEEDBACK FORM : TEST FEEDBACK** +

**5. FEEDBACK FORM : RPL GEN FEEDBACK 1** +

Previous    Finished    Share Link

You can preview each area by clicking on the +

When you are happy click here




# Creating Sharepack – Last Step

**SHARE YOUR SHARE PACK: TEST POWER**

Recipient Name \* / Email \*   [Remove](#) [Add Recipient](#)

Purpose of Sharing \*   
**Enter message to recipient**

Link Expires \*    
**Enter date you wish the link to expire**

[Return to Share Packs](#) [Share Link](#)

**Click 'Share Link' and recipient will receive an email with a link to the shared evidence – they cannot access your Portfolio only what you have shared**

**Enter the details of who you wish to share evidence with, if more than 1 click 'Add Recipient'**

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**ACTIVE SHARED LINKS: TEST POWER**

Show  entries Search:

Recipient Name	Email	Expires	Last Sent	Last Viewed	Actions
You haven't shared any links yet					

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[View Sharing History](#)

**Clicking here will allow you to view who you have previously shared evidence with**