

How to write your competencies

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The first page of these instructions is a reminder of how to get to your ePortfolio. If you are familiar with this please go to page 2.

Accessing eLearning and the ePortfolio



Please use Google Chrome to access your portfolio.

Other browsers including Microsoft's Internet Explorer or Edge are not currently compatible.

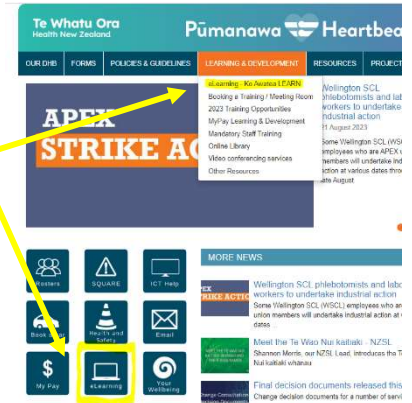
The ePortfolio is accessed through the Hutt Valley eLearning site, Ko Awatea. There is no separate login.

Step 1:

From the Hutt Valley intranet page, navigate to **Ko Awatea LEARN**. See image (right) for guidance. You can use either option highlighted in yellow.

Alternatively, and if logging in from a home computer, you can use the following web address:

<https://koawatealearn.co.nz/>



Step 2:

Click on the Ko Awatea LEARN elearning logo (see image right).

Login using your Ko Awatea username and password.

If you are unable to login please contact the elearning Coordinator for assistance,

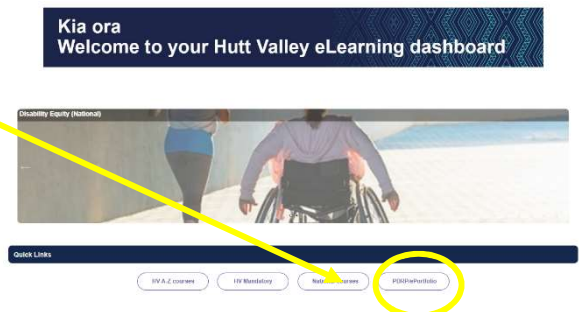
training@huttvalleydhb.org.nz



Step 3:

Select the PDRP/ePortfolio button under Quick Links.

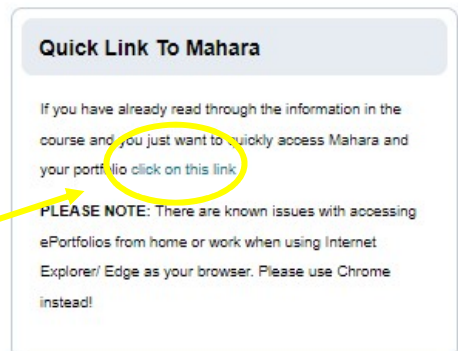
If you have not used ePortfolio before it will ask you to enrol in the course. Click the enrol button when prompted.



Step 4:

Welcome to the gateway. If this is your first time accessing the ePortfolio, we recommend you read through the guides for completion of an ePortfolio under the heading **Creating your ePortfolio**.

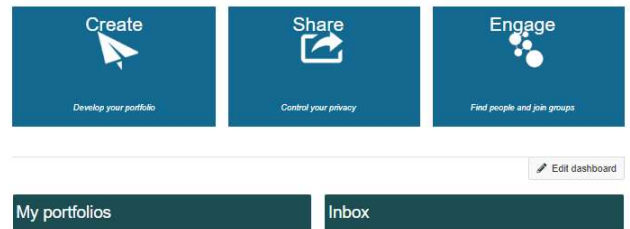
To move through the gateway into your ePortfolio homepage please click the link under **Quick Link to Mahara**.



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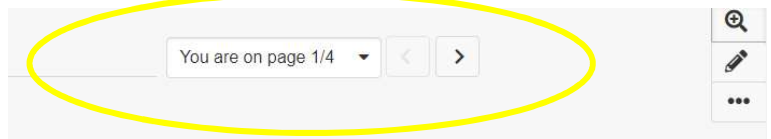
Step 5: Access your portfolio:

Under 'My portfolios' you should see the portfolio you have created. Click on your portfolio to enter.



Step 6:

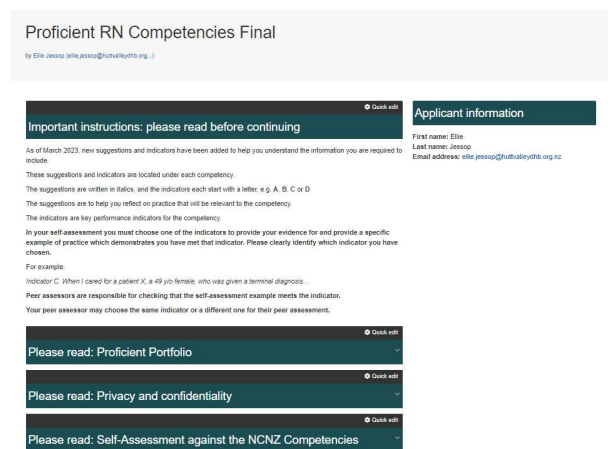
Your portfolio will open on page 1: the manager declaration. To add competencies, navigate to page 2 by clicking the arrow or the drop down box in the top right of your screen.



Step 7:

Page 2 is the section to be completed by the applicant. Clicking anywhere on each of the green boxes will expand the section to show instructions information.

Please read the instructions to ensure you meet the required standards of the portfolio.



Step 8: Writing your competencies

To write your competencies, click the pencil on the right of the screen.

This allows you to edit the contents of the page. You'll notice that the boxes have turned from green to grey.



Scroll down to the competency you want to write and click the cog/wheel next to it
A window will slide in from the right allowing you to type, or paste, in your evidence.



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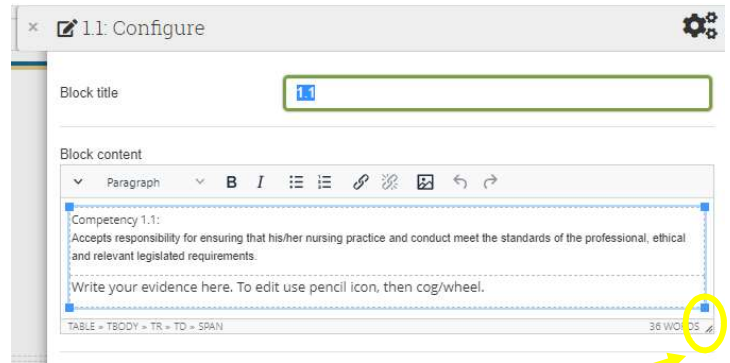
Step 9:

Create a new line under the “Write your evidence here...” to enter your self-assessment.

Once you have finished, scroll down to the bottom and click “Save”.

You must save each time you make a change or changes will be lost.

Steps 1 and 2 above should be repeated for each competency and any section where you need to add or change evidence.



Note: to increase the size of the screen drag the three diagonal lines in the right hand corner.

Step 10:

Once you have clicked save and you have finished editing your competencies, select the icon with the tv/computer screen to return display page two.



If you find that a correction is needed on this ‘How to...’ guide please contact the Nurse Coordinator Professional Development.