

Technical Guide - Completing your Professional Formation application

Step 1

Find the standardised certificates you need for your application:

- your Initial Teacher Training certificate, eg Cert Ed, DTLLS.
- Level 2 Literacy, eg GCE English, GCSE English (Grades A –C only accepted), CSE Grade 1 English, Adult Literacy award at Level 2.
- Level 2 Numeracy, eg GCE Math, GCSE Maths (Grades A-C only accepted), CSE Grade 1 only, Adult Numeracy award at Level 2.

Note: You may also choose to scan other documents to include in your webfolio to support your narrative, eg scheme of work, Lesson plans, lesson observation report, and so on.

Step 2

Scan the documents you have chosen and save as .jpg format. This will enable easy access to your certificate scans. How you scan and save these documents depends on which scanner and program you are using but generally, these are fairly simple to use.

Step 3

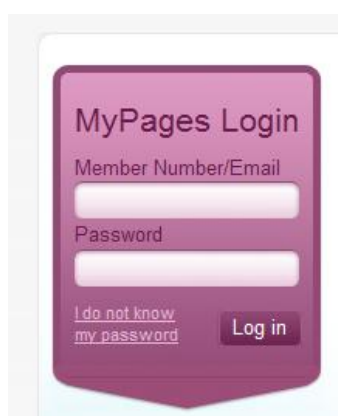
Save these scans on your computer or memory stick. Give the documents suitable names so you are able to select the correct ones for each stage of the webfolio, eg Cert Ed 2006, GCSE Maths 1998, and so on. You should find that the file extension is .jpg so your filename will be something like this:

PSK Cert Ed 2006.jpg (where PSK are your initials)

Step 4

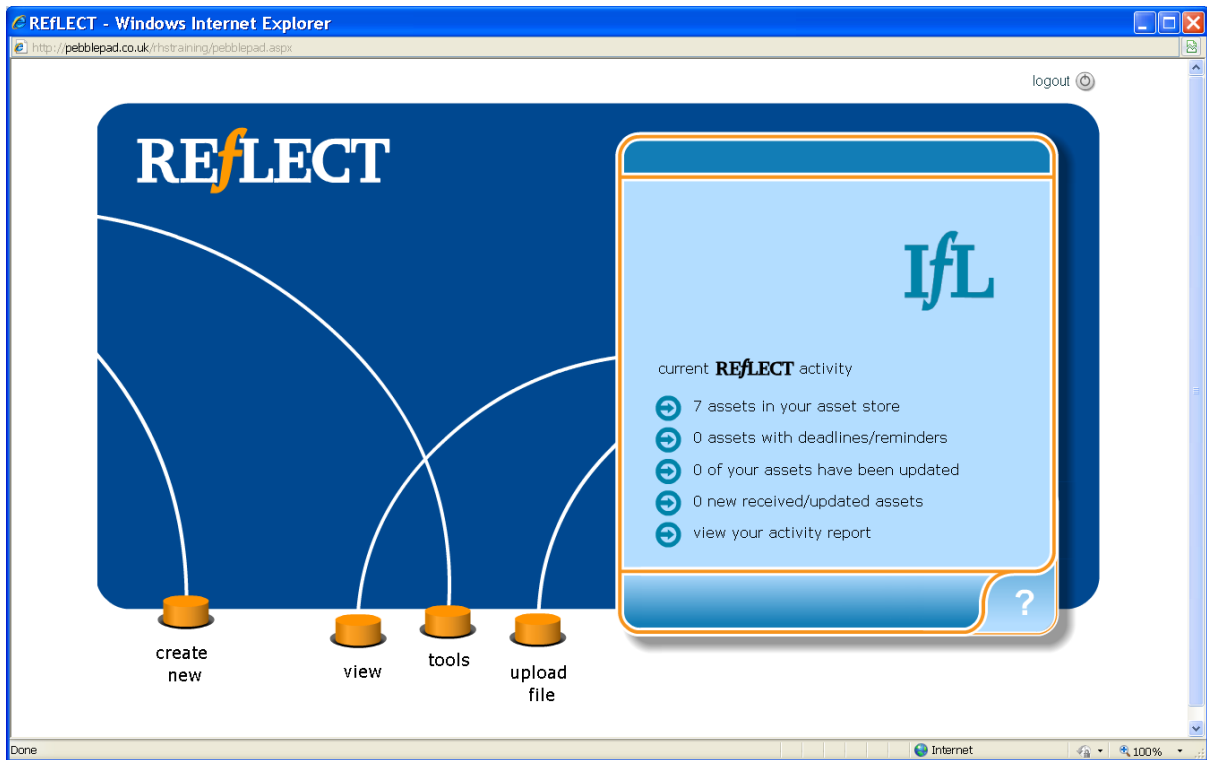
Ensure you have access to your REfLECT account – this is a free service and available to all members of IfL. In order to do this, follow the link you will have been sent when you expressed your Intent to apply for Professional Formation. If you don't have this link, then follow these steps:

Access the IfL website using this link: www.ifl.a.c.uk



Log onto the site using your membership number (or email address) and your password you created when you joined IfL.

Once logged on, click on the REFLECT option in the left hand menu to be taken to your REFLECT account. You will see a screen similar to this one:



This is the home page of your REFLECT account and from here you can do a number of things. In this guide, you will see how to upload files (scans) and add them to your application webfolio.

Click on:

Tools Professional Formation

which will give you access to your webfolio.

Uploading your scanned document to your asset store

From the REFLECT home page, click on:

Upload File Single File

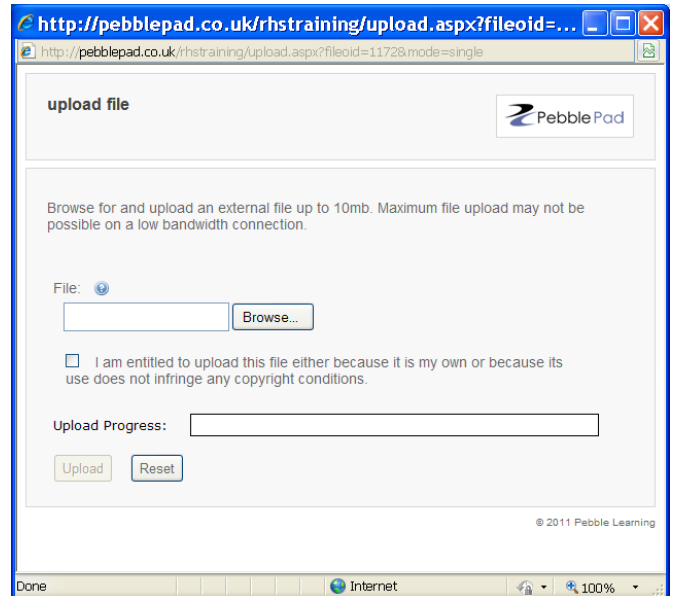
A new pad appears – add title and brief description of your scanned document

Click on **Upload file** icon – bottom right hand corner.



You should now see this box, click on:

- **Browse** button
- Navigate to where you have stored your scans on your computer or memory stick
- **Select** the file you wish to upload
- Click on the **Open** button –this will add your filename to the box.
- **Tick** the checkbox which confirms you are entitled to use the file
- Select **Upload** button – you should be able to see the progress of your file uploading. You will be returned to your original pad.



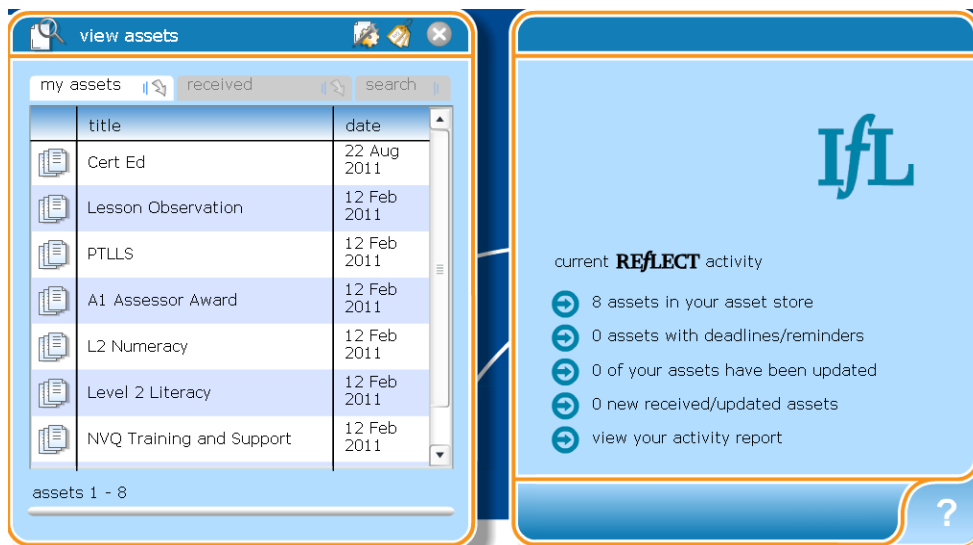
Add reflection on page 2 of the upload single file pad, click 3 to move to the next screen
View the asset on page 3 – you should now be able to see your file in your Asset store.
Click on the green tick to **Save and Close** the pad.
Click on the X (top right corner) to **close** any pad.

Repeat for each of your other scans.

To see the list of your evidence, click on:

View
My Assets

Your files will be listed in your asset store similar to the example below:



Your personal webfolio

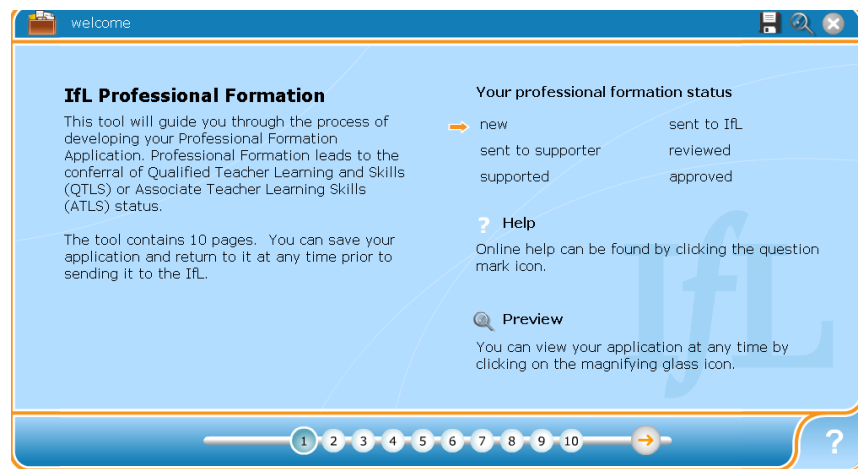
From the REfLECT home page, click on:

Tools

Professional Formation

you should see this screen:

This is your professional formation webfolio – there are 10 pages which cover the whole of the application – these are divided up into specific areas, so you can complete them in stages.



Note: At any time you can access Help by clicking on the **Question Mark** - bottom right

Page 1 – the introduction to the webfolio – top right shows the list of 6 different stages which the webfolio goes through, how to access Help and how to Preview your application. At the moment the application status is shown as **New**.

Page 2 – About You

This screen will show your name, membership number, whether you are applying for ATLS or QTLS and the application period. This is entered automatically for you when you **Expressed your Intent**.

This screen also shows whether or not you have sent in your **Declaration of Suitability** to IfL. This is an essential part of the application and the form is available on the website here:

http://www.ifl.ac.uk/_data/assets/pdf_file/0003/13287/2011-04-05-Declaration-of-suitability-1.pdf

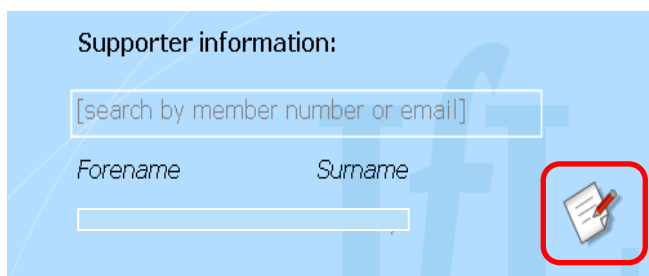
Print out this form, complete it and return to IfL by post if you haven't done so already.

Supporting Statement

This is added at the end of the process (see Page 10). However, Page 2 is where you add the details of your supporter.

The easiest method is to key in the IfL membership number of your supporter and the relevant information will be inserted from the database.

If you don't have this information, then you can click on the **Edit Supporter Information** icon which will allow you to add the surname, forename and email address manually.

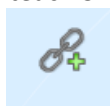


NB: only the name of your supporter will be seen on this page, the email address will not be visible.

Page 3 – Qualifications

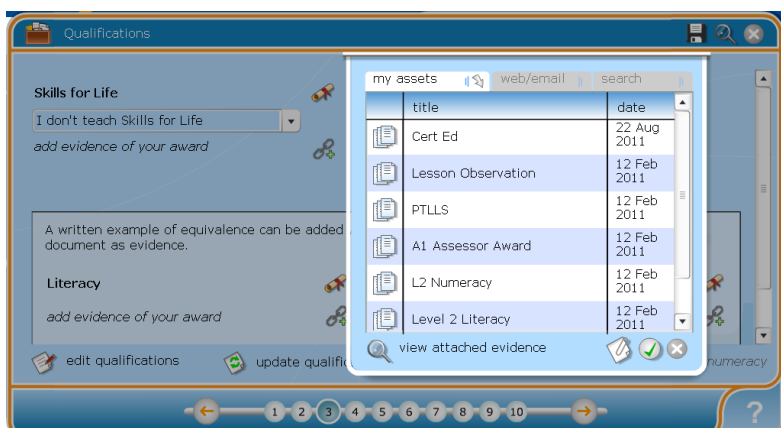
This is the page where you add the **standardised** qualifications you scanned into your REfLECT assets store to your webfolio. These will be:

- Your initial teacher training award
- Level 2 Literacy award
- Level 2 Numeracy award
- Level 5 Additional Diploma if you teach Skills for Life



Click on the **Add evidence link** –

A drop down menu appears listing the certificates you have uploaded – similar to this example:



Select the document you wish to add from the list

Click on the **green tick** – the drop down list will disappear and the word you highlighted will be a link to the document chosen. It will show in blue underlined text within your page. When you click on this linked word, the document will be available for viewing – see Page 8 for full details of viewing.



When you have added the certificate correctly, you will see this icon

Pages 4 - 9

All these pages follow a similar format, one for each of the personalised elements:

Page 4 – Teaching Biography

Page 5 – Subject Currency

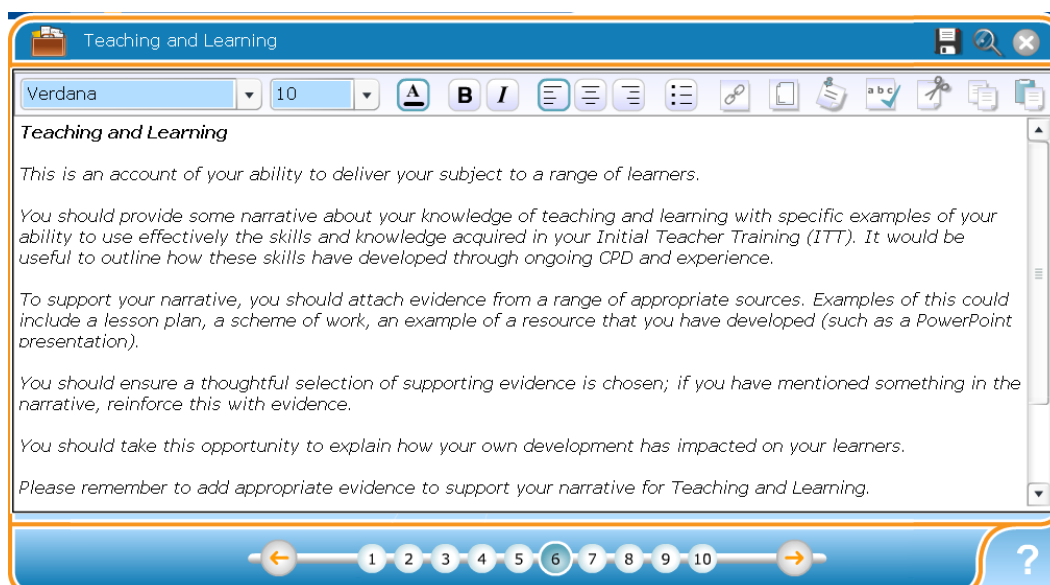
Page 6 – Teaching and Learning

Page 7 – Self Evaluation

Page 8 – Development Planning

Page 9 – Reflective Practice

You can add your narrative for each of the above elements and also any supporting evidence which you have. This is an example of the Teaching and Learning page – there is information on this page, which will disappear when you start to enter your own narrative.



Remember to save your page when you have finished adding your information.

If you prefer, you may wish to produce a draft in a Word document rather than keying into the webfolio – this will enable you to check your work for fluency and accuracy and perhaps have a peer review. The final draft can then be copied and pasted into your webfolio page.

Please see Professional Formation Made Easy Notes for a simple template you may wish to use.

Adding scanned evidence to your pages

To add evidence to any of your narrative pages:

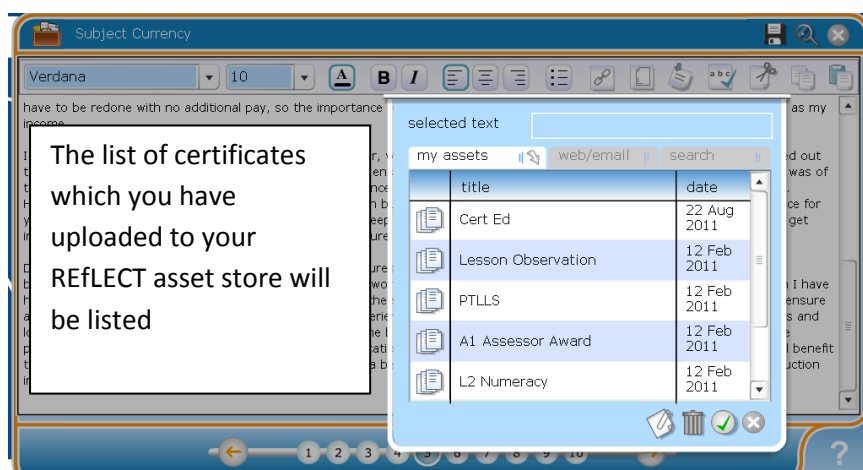
Key in your **narrative**

Highlight a **keyword or phrase** to which you wish to link your evidence, eg this might be the name of a certificate you wish to insert

Click on the **Add a Link** option from the menu at the top of the screen (linked chain)



A drop down list appears displaying the certificates you have uploaded – similar to this example:



Click on the **evidence** you wish to add from the list

Click on the **green tick** – the drop down list will disappear and the word you highlighted will be a link to the document chosen. It will show in blue underlined text within your page. When you click on this linked word, the document will be available for viewing.

Repeat these steps when you wish to add a linked document to any of your pages.

Other options

If you wish to **remove** a link, click on the underlined word, click on the **dustbin** icon

If you wish to **close** the drop down screen without adding a link, click on the **cross** – bottom right.

If you wish to **upload** another piece of evidence, click on the **paper and paperclip icon**, and follow the steps above to add to your asset store

Please note: If you do not link evidence within your webfolio, this will not be seen by the review and moderation team. They do not have access to the information in your personal REFLECT account.

To check a link is active

You may wish to check that you had added the correct evidence to your narrative, so you will need to look at the 'reading' view of your webfolio.

From the REfLECT home page, click on:

View

My Assets

Professional Formation webfolio (you may need to scroll down)

View this Asset from the right hand pad

You will then be taken to the view which the reviewers and moderators see – click on each of the options in the left hand menu to see your narrative. Click on the links within the text to open your attached evidence or certificate.

See example below:

Display Options

Professional Formation

Overview
Teaching Biography
Subject Currency
Teaching and Learning
Self Evaluation
Development Planning
Reflective Practice
Supporting Statement
Review

Subject Currency

This is where your narrative will be added.

Any word or phrase can be highlighted to use to add a link to evidence or certificates which have been uploaded and stored in your REfLECT area.

Evidence of my [PGCE](#)

Tree view

Click on the link to be taken to the certificate or evidence you have selected. You will be able to open the file/document and check that the correct information has been uploaded.

Page 10 – the final steps

Share with Supporter – this option appears on Page 10 of your webfolio. When you have added all your narrative and evidence, you will click on the **Share with Supporter** link. This will allow your supporter to access the webfolio and add his/her statement.



NB – if you send your webfolio to your supporter and then “unlock” your webfolio to make some changes, you will take back control of your webfolio and your supporter will not be able to access the supporter’s statement form, so please ensure you have completed all your checks and amendments before clicking to share with your supporter.

Once the supporting statement has been completed, and your supporter has **saved** the form, you will receive an email to this effect. You will be able to read the supporting statement; if you are happy with this you can complete the final step below. If you are not happy with the statement, you can unlock your webfolio and change your supporter’s details and resend to a different supporter.

Share with IfL

The final step is to **Share with IfL** option.

Click on this link on **Page 10** of your webfolio. This will transfer your webfolio to the Review Handling System – a secure area where this will be stored until the review period begins.