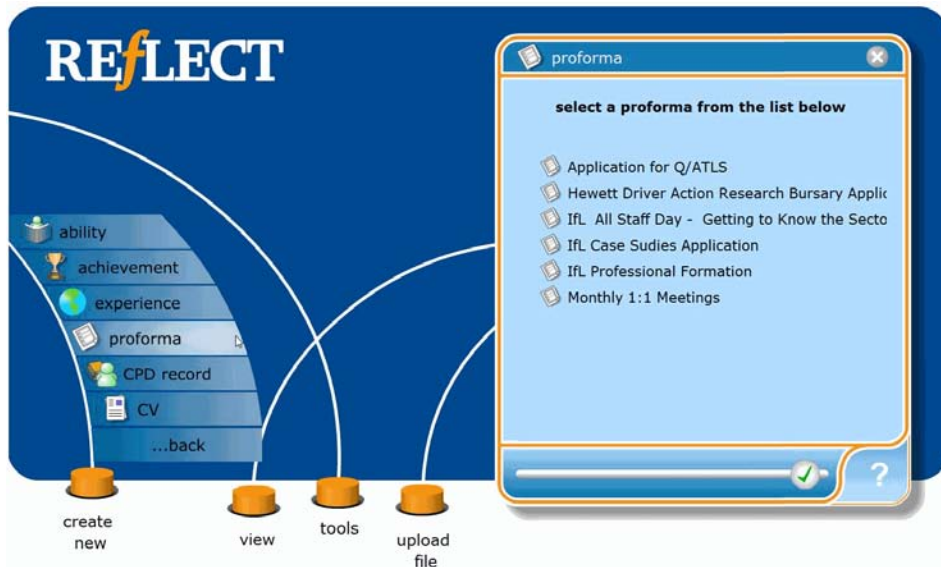


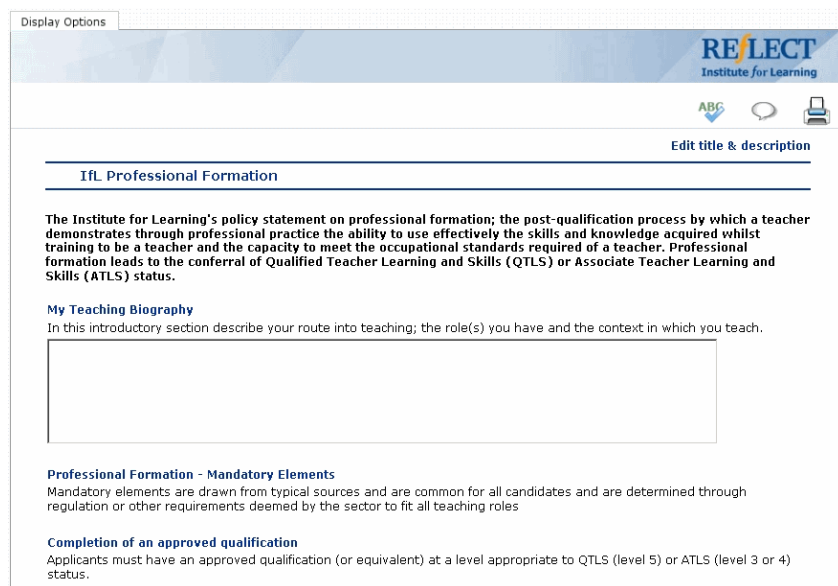
## Accessing the IfL Professional Formation proforma

Click the **create new** button, click **more** and select **proforma** from the menu.



This will open a list of proformas you can access. Select **IfL Professional Formation**, and click the **green tick button** to continue.

The application form will open in a new window, and look like this:



more...

01

02

03

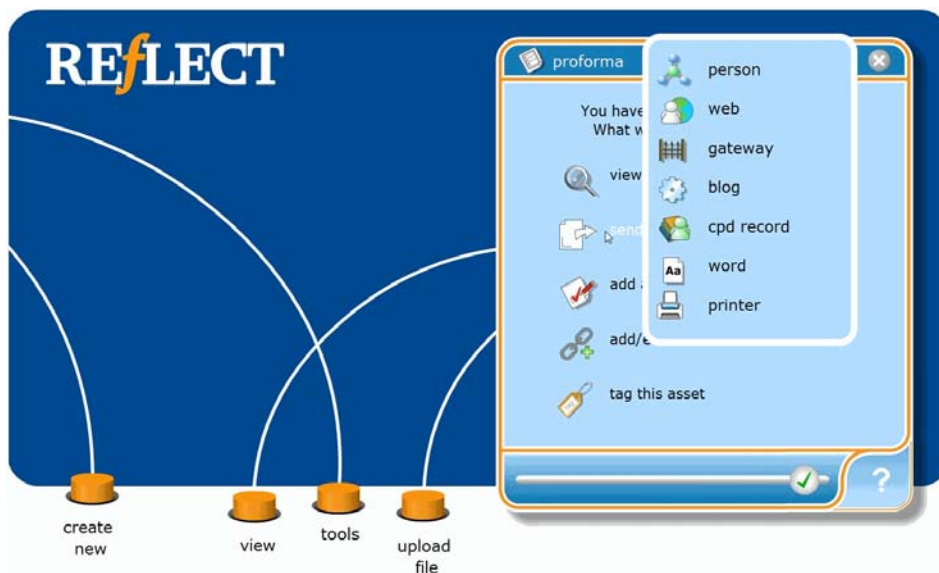
04

05

06

Complete all the fields before clicking **save changes** at the bottom of the form. This will save the asset to REfLECT and show you the completed form.

If you wish to make any changes, you can click **edit response**. If you are finished, close the window to return to your REfLECT pad.



If you wish to send your application form later, click the **green tick button** to save and close it. Your form will be saved in your assets and you can also return to send it later with these steps.

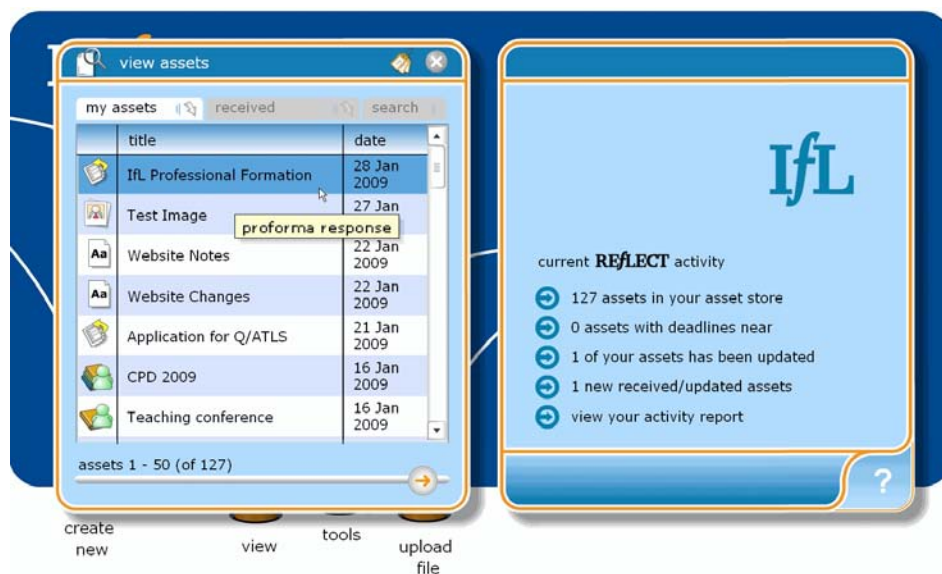
To send your form, hover over **send to...** and select **person** from the list. More information about sending/sharing assets can be found on the tip sheet 'sharing an asset'. Please note that you must enable **comment** rights for the recipient.

More information about adding a supporting statement can be found on the tip sheet 'adding a supporting statement to an IfL Professional Formation'.

more...

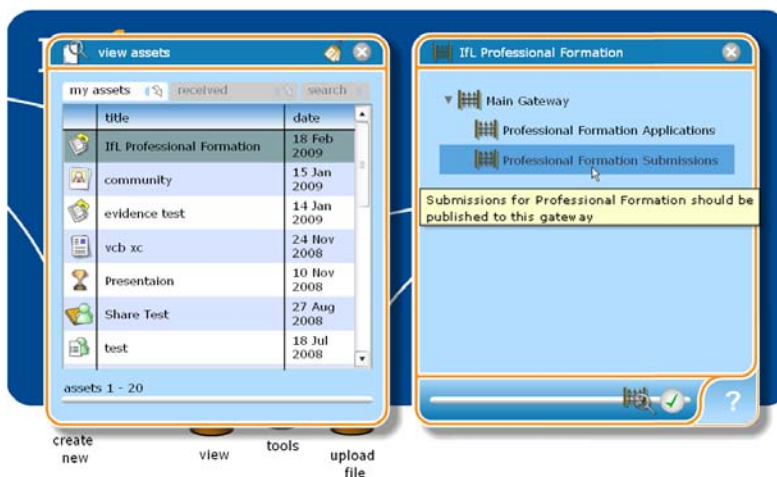
01 02 03 04 05 06

When your application has been returned by your supporter and includes their statement, you can send it to the IfL. You will receive notice of an updated asset on your homepad, and when you open your asset store, you will know your application has been updated because its title will be **bold**.



Clicking the application once will open the menu pad.

Hover over **send to...** and then click **gateways**. Send your professional formation to the gateway titled: **Professional Formation Submissions**.



Your application is complete and will be sent to the IfL.

more...

01 02 03 04 05 06

## Adding a supporting statement to an IfL Professional Formation Proforma

When you receive a Q/ATLS application, your homepage will show a received asset.



Click the **new received/updated assets** to see a list of your received assets.

Double-click the **IfL Professional Formation** proforma followed by **view this asset** in the list of options which appears.

When the asset opens, scroll to the bottom and click the **Use the following for feedback – Supporters statement** option and the comment window will appear.

The image shows a form with several sections: 'Evidence of subject currency', 'Evidence of teaching and learning', 'Evidence of self evaluation', 'Evidence of professional development planning', and 'Evidence of reflective practice'. Each section has an 'Add evidence' link. Below these is a section for 'Supporting testimony' with instructions. At the bottom, there is a link 'Use the following for feedback: Supporters Statement' and a button labeled 'Use for feedback'.

Type your supporting statement into the **comment field**. Click submit when you are finished. When you click submit, your comments are attached to the application, ready for the applicant to send to the IfL.