Dear Heads of School, Trainee Representatives and Deanery Administrators,

We are aware that some incorrect advice has been going out to trainees, instructing them to remove the evidence links from their Key Skills on the ePortfolio prior to the commencement of their next year of training.

Please note that Trainees should not remove any evidence links from their Key Skills at present.

We are currently working towards implementation of the required amendments to the ePortfolio progress bar functionality, which will be deployed in September, and all ePortfolio users will be informed and provided with appropriate further guidance once this functionality is live.

In the interim, please can we ask you to note the below guidance regarding trainee evidence links, and disseminate this to all trainees in your Deanery:

1. **Trainees should be advised not to remove any evidence links from their Key Skills at present**
2. Trainees who have now crossed a waypoint (ST2 > ST3 or ST5 > ST6) on the ePortfolio system should continue to complete assessments, add other evidence etc. on the ePortfolio but **not** link these to any Key Skills at present - Trainees recently completing ST1, ST3, ST4 and ST6 need not concern themselves with this issue
3. At the point that the ePortfolio progress bar functionality is introduced, the TPDs should:
    1. Tick the "Basic/Intermediate training completed" button on the trainees profile – previous evidence links will be archived accordingly
    2. Inform the trainee that they have done this
4. The Trainee can then go in and attach evidence and it will be assigned to the right training stage

Thank you for your assistance with this, please inform us if you have any queries or if there are any further issues at this juncture.

Kind regards,

Alex Baker
ePortfolio Manager

Royal College of
Obstetricians &
Gynaecologists

E abaker@rcog.org.uk | **T** +44 (0) 20 7772 6204| **W rcog.org.uk** | **S @RCObsGyn**

10-18 Union Street, London SE1 1SZ