IPEM
Institute of Physics and
Engineering in Medicine

## <u>IPEM's Learning Management System How-To Guide – CPD Portal Navigation</u>

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<u>Accessing the LMS</u>

The web address is https://learn.ipem.ac.uk.

Access to the system works based on your IPEM website account. Therefore, as long as you are logged into the IPEM website, you should select to 'Login via IPEM' (single sign on (SSO)) and should be automatically logged in. If you are not already logged onto the IPEM website, you can still select to 'Login via IPEM', but will need to enter your website credentials before it logs you in.
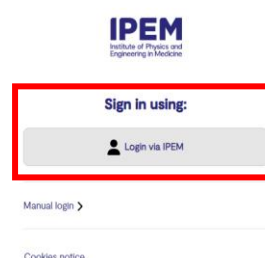
If you do not already have an IPEM website account, a manual LMS profile may have been created for you, in which case you should've been emailed the credentials to use (your IPEM contact reference number and a temporary password). In this case, you'd
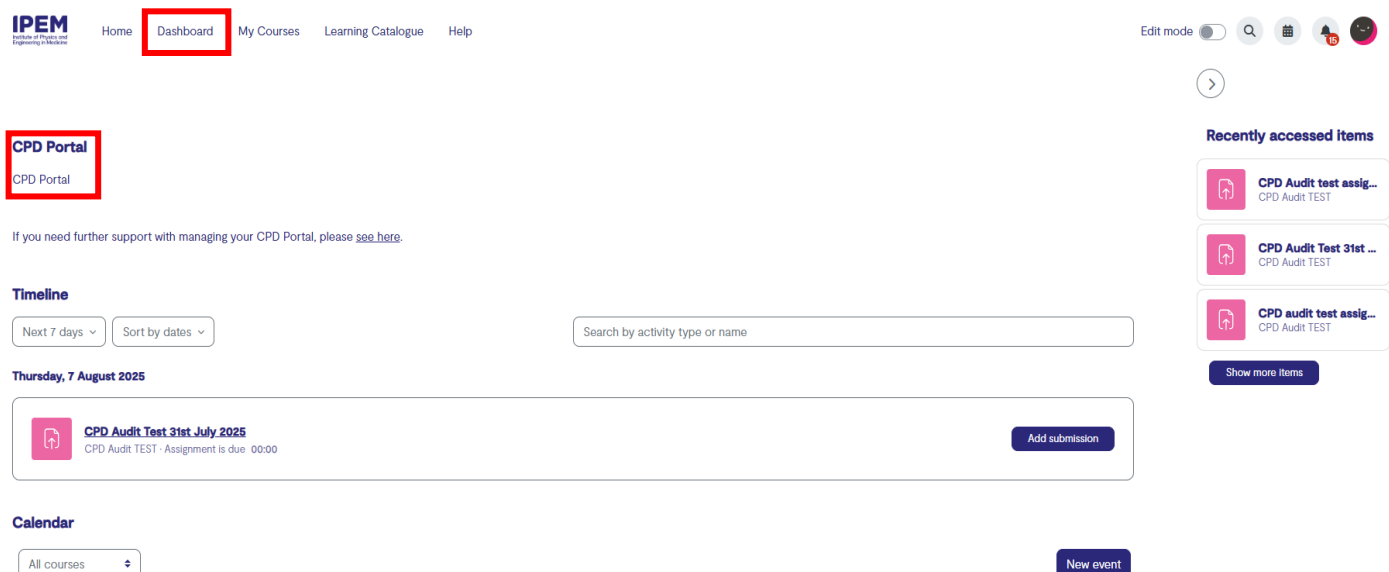
select 'manual login' on the login page. If you are unsure, please email training@ipem.ac.uk.

Upon first log in, you must accept the LMS Use Policy.

Accessing the CPD Portal

Navigate to the Dashboard, and then select the CPD Portal link.

This will take you to your portal, with your table of evidence.

Adding CPD evidence

Any content completed within the LMS will automatically be added to your evidence table. However, some fields won't be populated, such as the 'benefits' fields – these will need to be completed by you especially if you're called for audit.

Anything completed outside of the LMS can be added by selecting 'Add New Evidence'. Mandatory fields are denoted with a red exclamation mark icon so must be completed upon first entry. Any other fields can be completed at a later date if you wish. Again, bear in mind that if you're called to audit, both 'benefits' fields must be completed.

You can use the editing pencil icon at the end of the row to edit a piece of evidence at any point. If you wish to delete an item, use the bin icon, or if you're deleting multiple, you can select each item with the tick box, and select 'delete' from the drop-down menu to delete in bulk.

Previewing a report

If you wish to preview a report of particular evidence, e.g. items completed in 2024, you can select the relevant evidence by using the tick boxes. Then select 'preview' from the drop-down menu which will take you to a page with a 'snapshot' of the evidence.

CPD Portal

This is your CPD portal, where you can record all of your CPD activity. Any CPD content you complete in the LMS will automatically be recorded here, but you will need to complete certain fields. For anything completed outside of the LMS, manually record it by selecting 'Add New Evidence'. To see your CPD activities categorised by competency, refer to your Competency Report. Here, you can view all competency frameworks, or you can filter on framework and/or specific competency.

If you wish to view a report of any of your CPD evidence, for example for 2024, you can select which evidence to include, and then select 'Preview' from the dropdown menu. This will publish a unique URL link which will be shareable outside of the LMS (viewers don't need an LMS account).

If you are called for audit, you will need to select the relevant evidence and then choose 'Submit for audit' from the dropdown menu. You can then select the relevant audit to publish against. This will publish a unique URL link straight to the relevant audit course which you'll be enrolled in. Once audit results are released, you can view the outcome/feedback in the course itself via 'My Courses'.

Date activity completed	Description	Type of Activity	Competency Framework	Competency	Benefits to self or own practice	Benefits or impact to service	Supporting Evidence	(in hours)	Actions	Select
25 July 2025	Testing evidence 1	Self-Directed learning	Engineering Council – IEng	IEng B3 – Implement design solutions for equipment or processes and contribute to their evaluation	Lorem ipsum dolor sit amet, consectetur adipiscing elit....	Lorem ipsum dolor sit amet, consectetur adipiscing elit....	Sample PDF 1.pdf	1.5		☐
8 July 2025	Test	Formal /education	0 IPEM Framework	A Knowledge and Understanding	test	Test	CTTS Programme.pdf	2.0		☑
25 February 2025	Test description	Formal /education	0 IPEM Framework	A Knowledge and Understanding				1.5		☑
3 April 2025	Test #2	Professional activity	0 IPEM Framework	B Professional Practice				2.0		☐
28 July 2025	New evidence after	Self-Directed						1.2		☐

If you wish to share this, for example with your manager, press the 'get shareable link' button at the bottom of the page. This will provide a unique URL which can be shared with anyone – the individuals do not need to have an LMS account to view it.

Downloading a report

It currently isn't possible to download this report, but you can instead save the preview as a PDF. To do this, press Ctrl+P as if you were printing, and amend the destination/source to 'Save as PDF'.

Submitting for audit

If you're called to audit, you'll need to firstly make sure your evidence is uploaded and ready for review. This includes checking you have completed all fields and attached any supporting evidence files – remember that the 'benefits' fields need to be completed for audit, even though they aren't marked as mandatory.

Similarly to if you were previewing a report of your evidence, select the relevant items using the tick boxes, and then select 'submit for audit' under the drop-down menu. You will see a similar report screen to if you were previewing, but at the top left you will have a drop-down menu to select the relevant audit. You can scroll to search, or type in the box. If you aren't sure which audit, please contact **profdev@ipem.ac.uk**.

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Evidence / Submit for audit

| CPD Audit TEST | x ^ | Publish |

CPD Audit TEST	
CPD Audit TEST	
CPD Audit Test#2	

Summary of CPD activities

| Name: Student One | Job Title: | Date of Publish: 04-08-2025 |

Show 10 v entries

Date activity completed	Description	Type of Activity	Competency Framework	Competency	Benefits to self or own practice	Benefits or impact to service	Supporting Evidence	Time (in hours)
8 July 2025	Test	Formal /education	0 IPEM Framework	A Knowledge and Understanding	test	Test	CTTS Programme.pdf	2.0
25 February 2025	Test description	Formal /education	0 IPEM Framework	A Knowledge and Understanding				1.5

Showing 1 to 2 of 2 entries   « ‹ 1 › »

Select the relevant audit and select 'publish'. A pop-up message will appear checking you wish to publish against the audit – select yes. If you receive an error message saying you are not enrolled for an audit which you think you should be, please get in touch: **profdev@ipem.ac.uk**.

Viewing feedback

Once your submission has been reviewed, you will be able to see feedback from the auditors. To do this, find the audit course via 'My Courses'. Within the course, navigate to the relevant assignment, and you should be able to see if your submission has passed, and any relevant scoring/comments.

Competency Report

If you have chosen to link your CPD evidence to particular competency frameworks, you can view a summary of the framework via the 'Competency Report' page. On this page, you will see a list of all competency frameworks in the LMS, and their individual competencies. You can use the search functions at the top to filter on any relevant frameworks and/or individual competencies – this may make it easier to view the information.

Any competencies with evidence linked will show. This is a great way to be able to see where you may have gaps in any framework you're working towards. As with the preview report page, you can get a shareable link for this page (at the bottom), so you can share

this with anyone you wish, for example your manager – this might be helpful when doing performance reviews or setting goals.