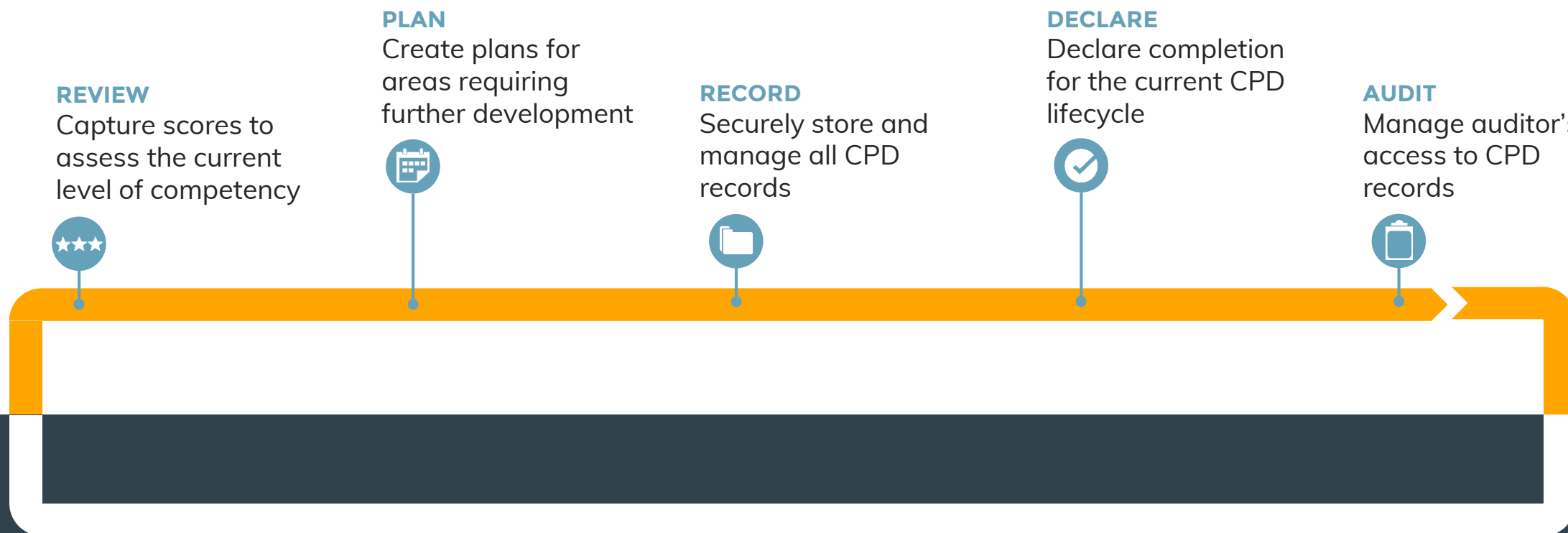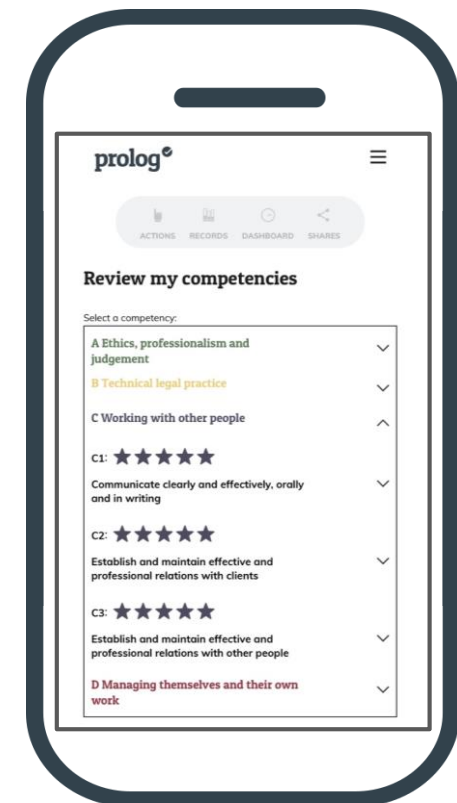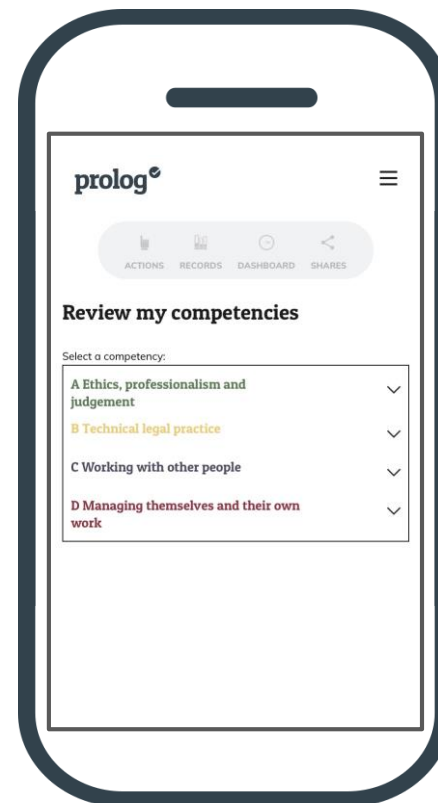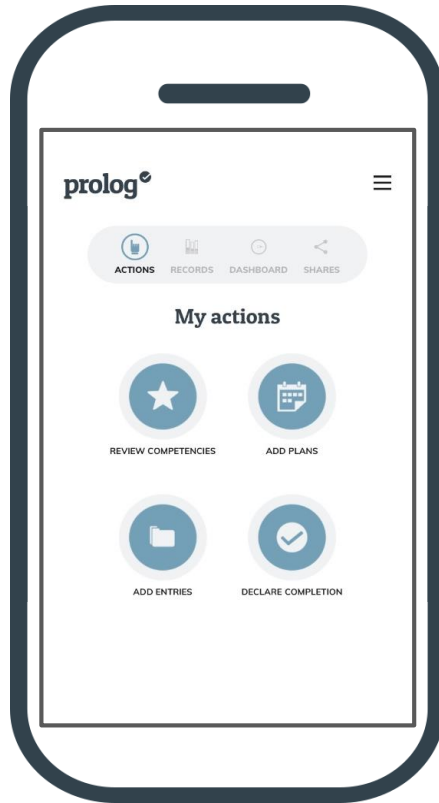# prolog

EFFORTLESS CPD FOR INDIVIDUALS

HOW TO GUIDE (individual within an organisation)

Prolog provides a proven workflow that supports every step of the CPD lifecycle

PLAN
Create plans for areas requiring further development

DECLARE
Declare completion for the current CPD lifecycle

REVIEW
Capture scores to assess the current level of competency

RECORD
Securely store and manage all CPD records

AUDIT
Manage auditor's access to CPD records

The **My actions** area of Prolog allows the user the assess their current level of competency against the SRA's 18 criteria, scoring themselves out of 5 stars.
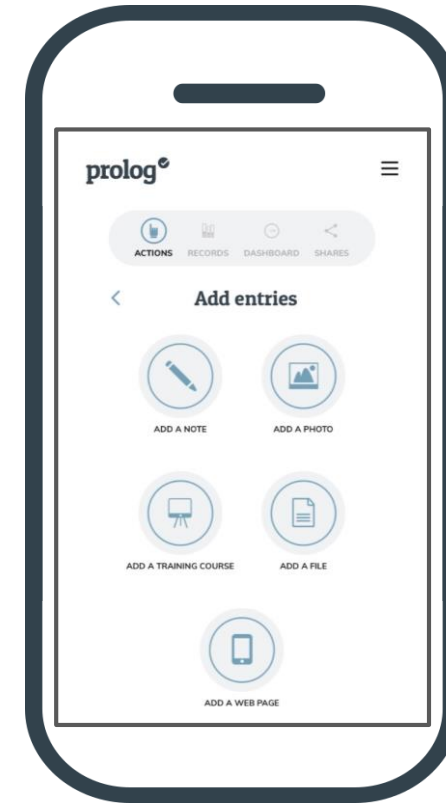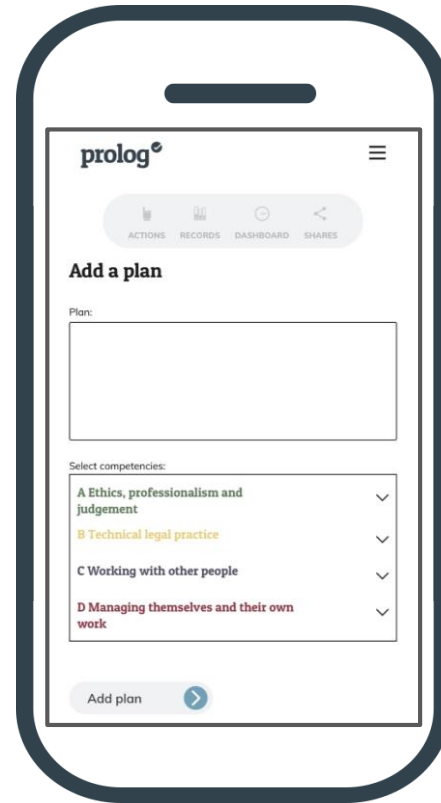
Having identified competencies that require development, the user can then add development plans against a single or multiple competencies.

Once development plans have been created the user can assign their completed actions as evidence against the relevant competency. Users can log these entries in any way they see fit - notes, photos, websites, videos, files or traditional training courses.
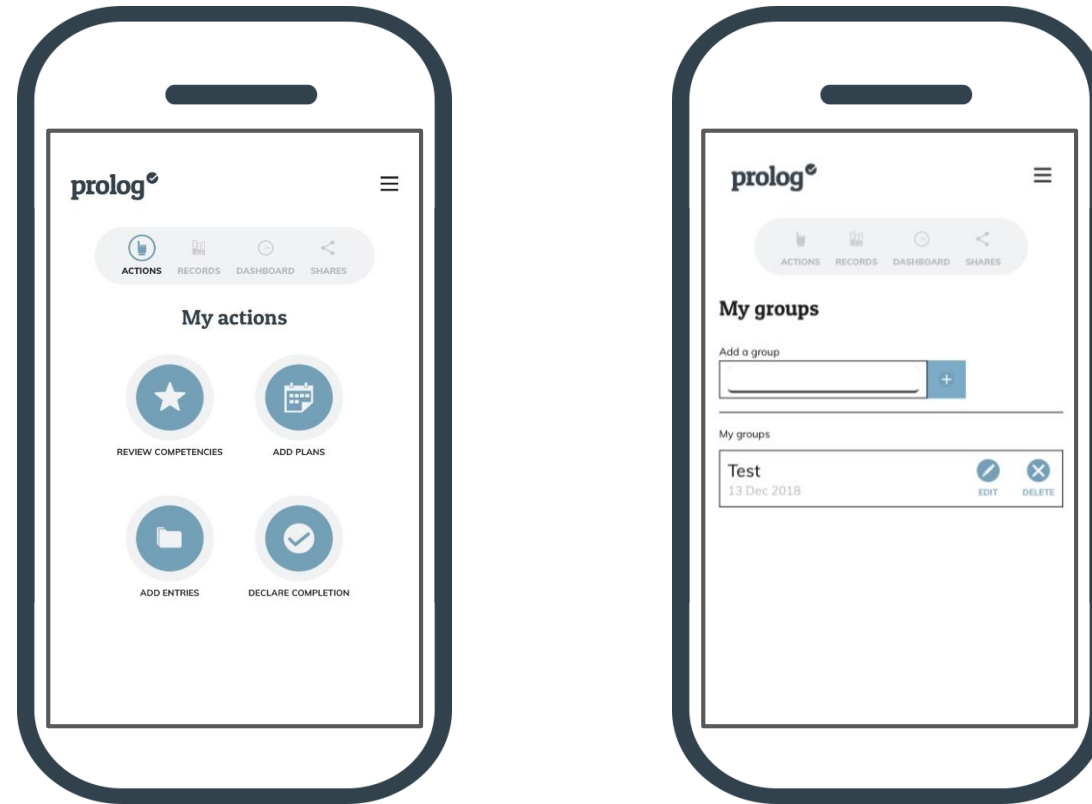
Once all CPD evidence has been recorded and the development requirements have been met for the year, a declaration of completion can be made which archives that years' entries and notifies the COLP or manager as appropriate.
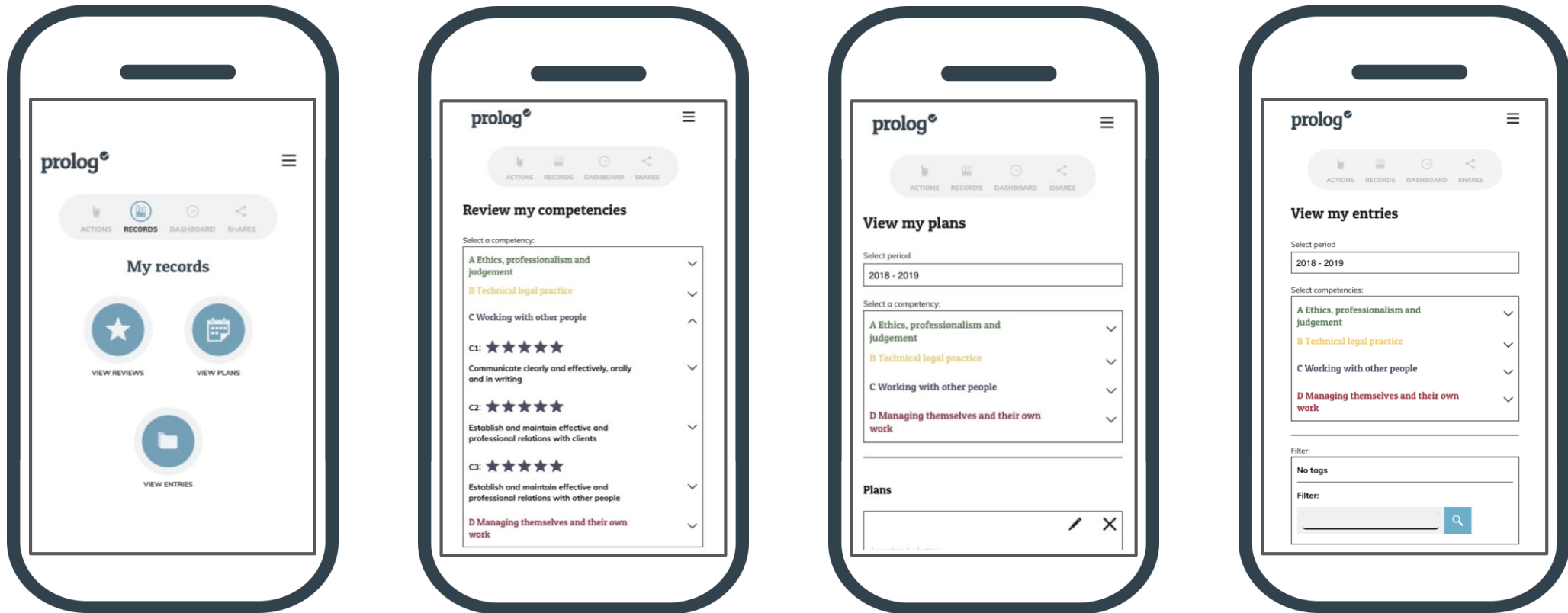
In the event of an audit from the regulator, the user can allow external access to the CPD records.
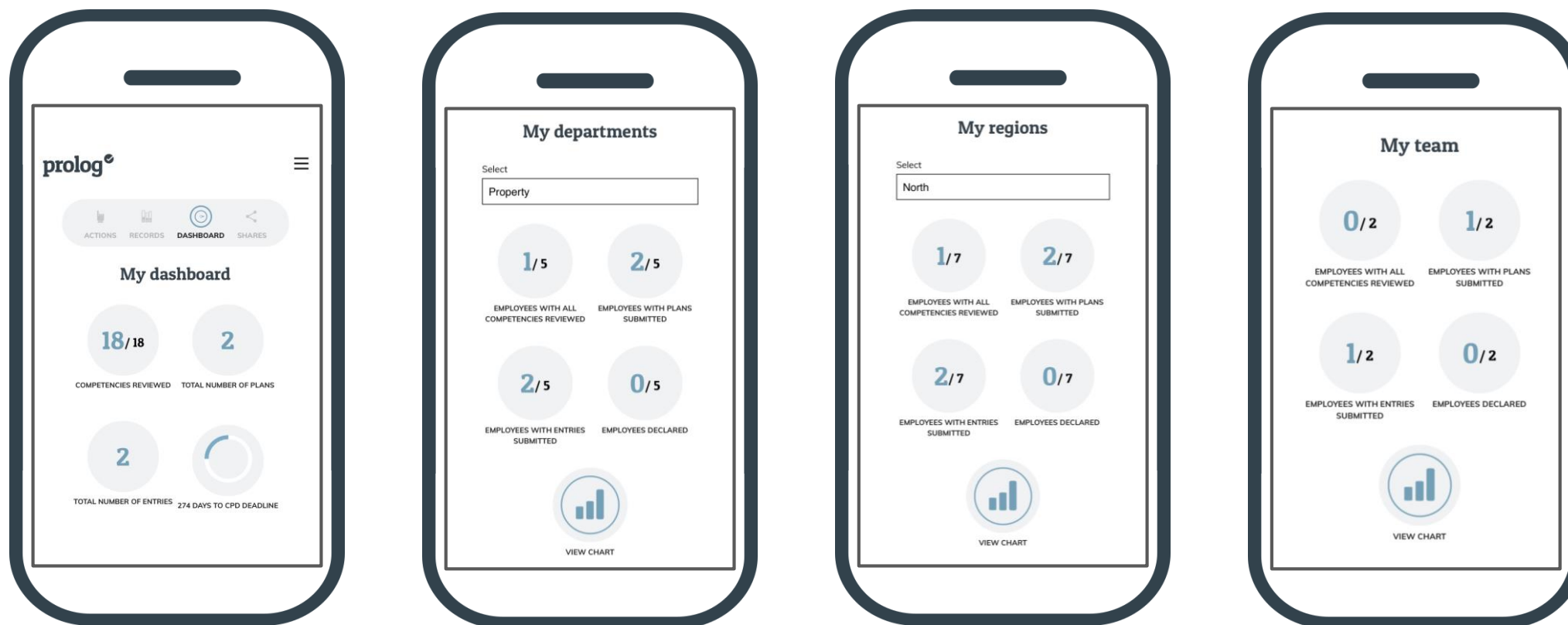
The **My groups** section within My actions enables user's to set up a group or become a member of a group outside of the structure, departments or teams for the purpose of reporting and/or sharing.

The **My records** area of Prolog gives the user the ability to view competencies, plans and entries that have been submitted.
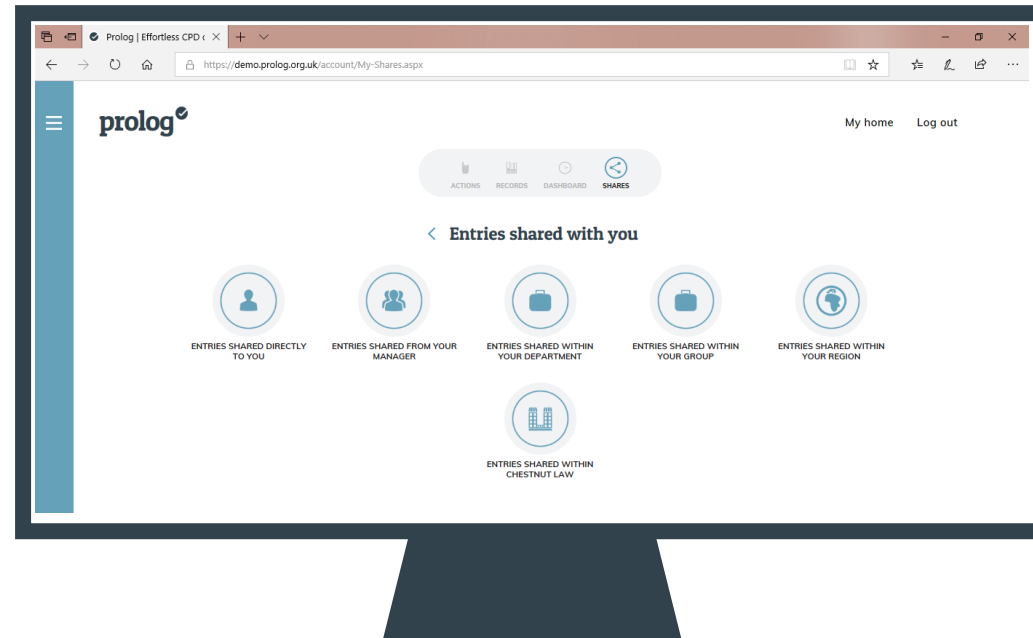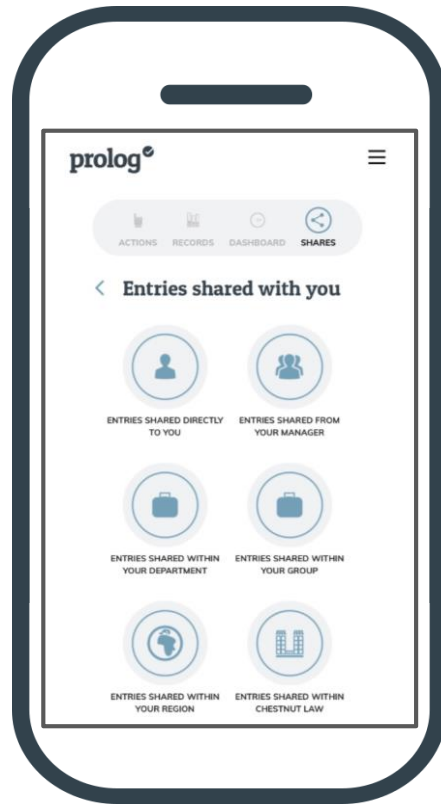
The **My dashboard** area of Prolog for an individual provides the user with a summary report of all CPD and gives a countdown to the CPD compliance deadline.

Depending on the user's line management responsibilities there is the ability to see the CPD progress of your department, your region and/or your team.

The **My shares** section of Prolog gives the user the ability to send relevant CPD content to others in the organisation.

It also allows the user to receive or search for relevant CPD content from other users within the organisation.

Summary of features

CPD workflow features

Add and manage your plans ✔

Store and tag different types of entries ✔

Declare completion of CPD activities ✔

Manage auditor access to employees' records ✔

Reporting and alert features

Summary dashboard for employees ✔

Summary dashboard for managers ✔

Progress reporting for the organisation ✔

Progress reporting of teams ✔

Summary reporting for departments and offices ✔

Regular email alerts for employees ✔

Regular email alerts for managers ✔

Sharing features

Share entries with individuals ✔

Share entries with members of your team ✔

Share entries with members of your department or office ✔

Share entries with the Prolog community ✔

Search for entries to add to your records ✔

Accessibility features

Access your records on your mobile ✔

Access your records on your desktop ✔

Security features

Access your records over an encrypted connection ✔

Store records on secure servers ✔

Replicate records to prevent loss ✔

CONTACT

info@prolog.org.uk

Prolog Compliance Limited
Dalton House
9 Dalton Square
Lancaster
LA1 1WD

www.prolog.org.uk

prolog

EXPERIENCE EFFORTLESS CPD