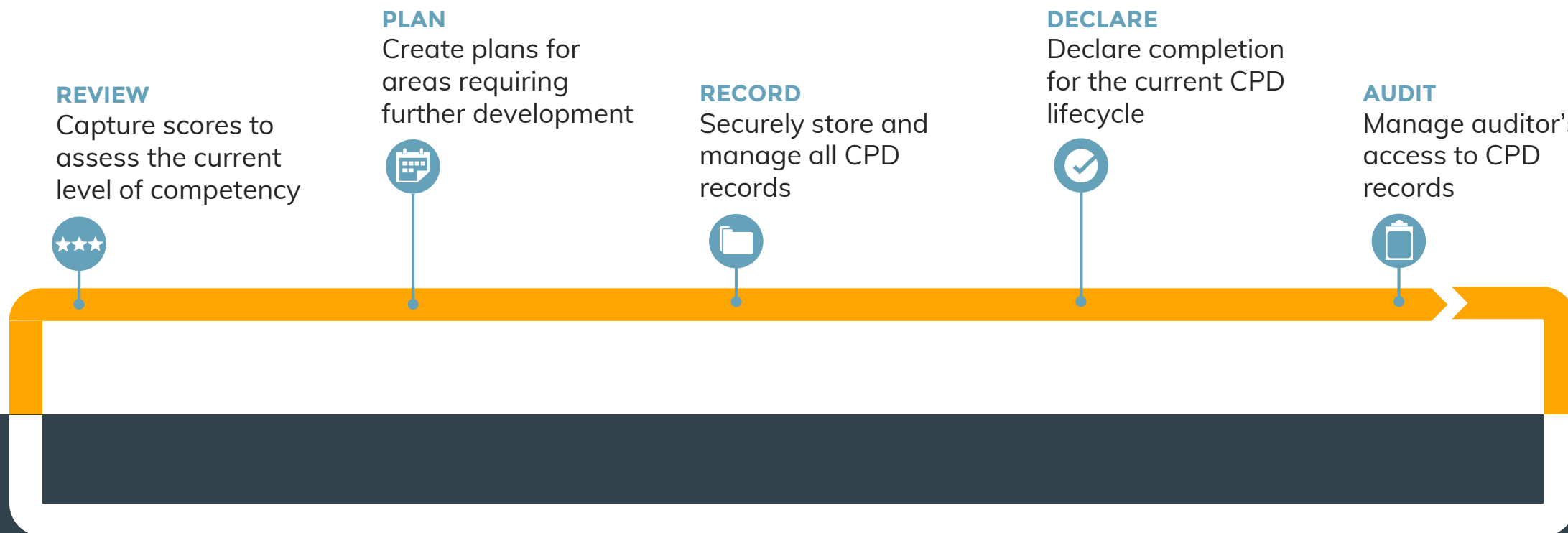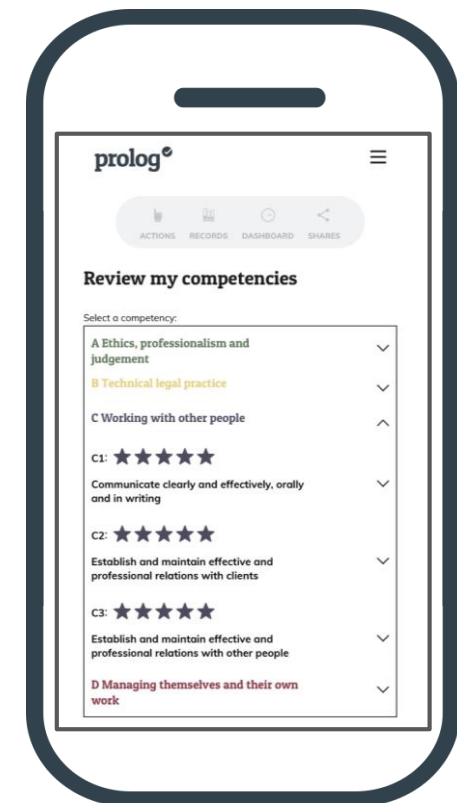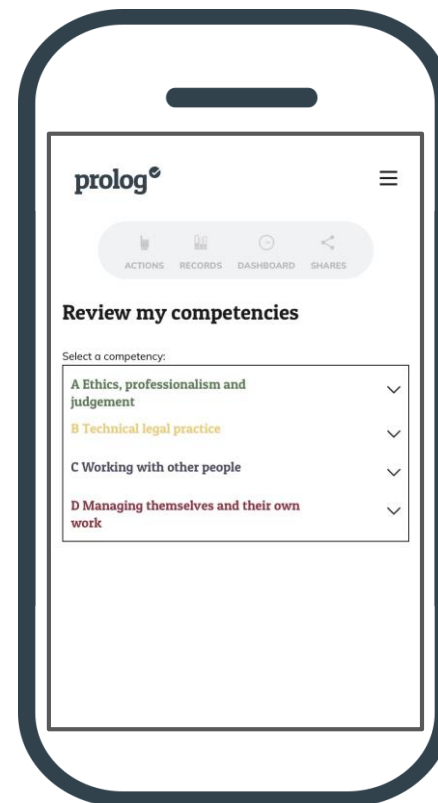**prolog**
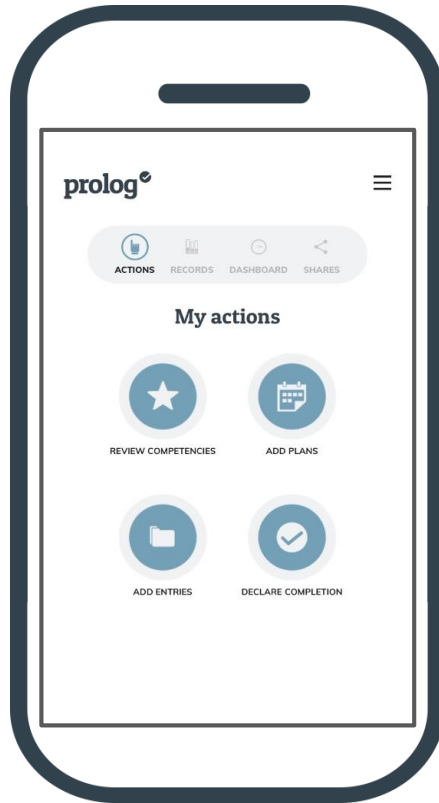
EFFORTLESS CPD FOR INDIVIDUALS

HOW TO GUIDE (individual)

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.
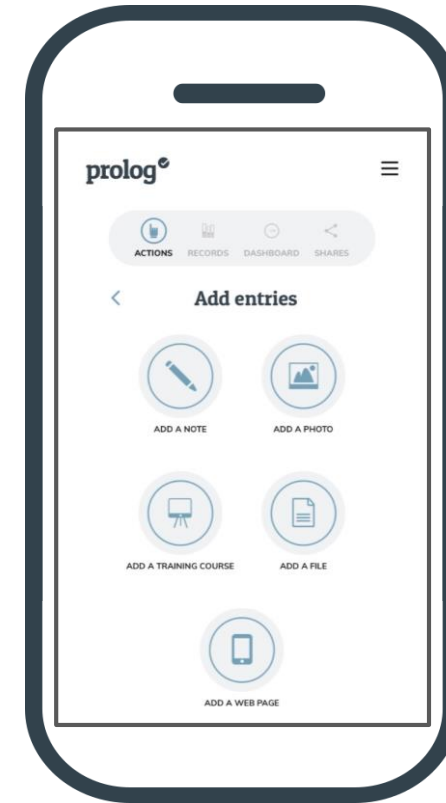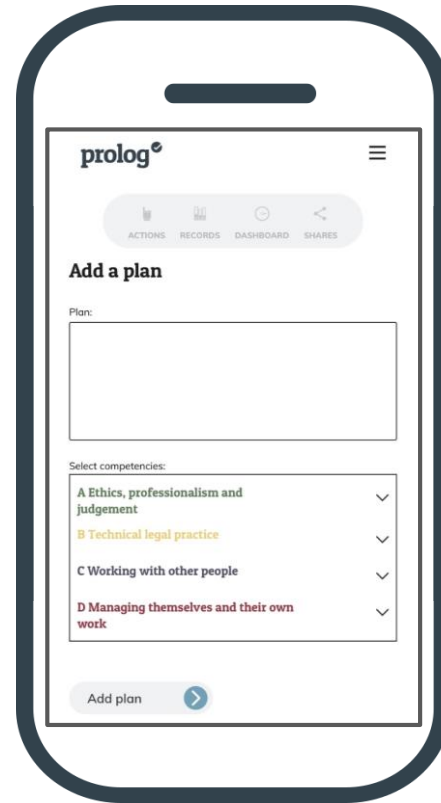
Having identified competencies that require development, the user can then add development plans against a single or multiple competencies.

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.
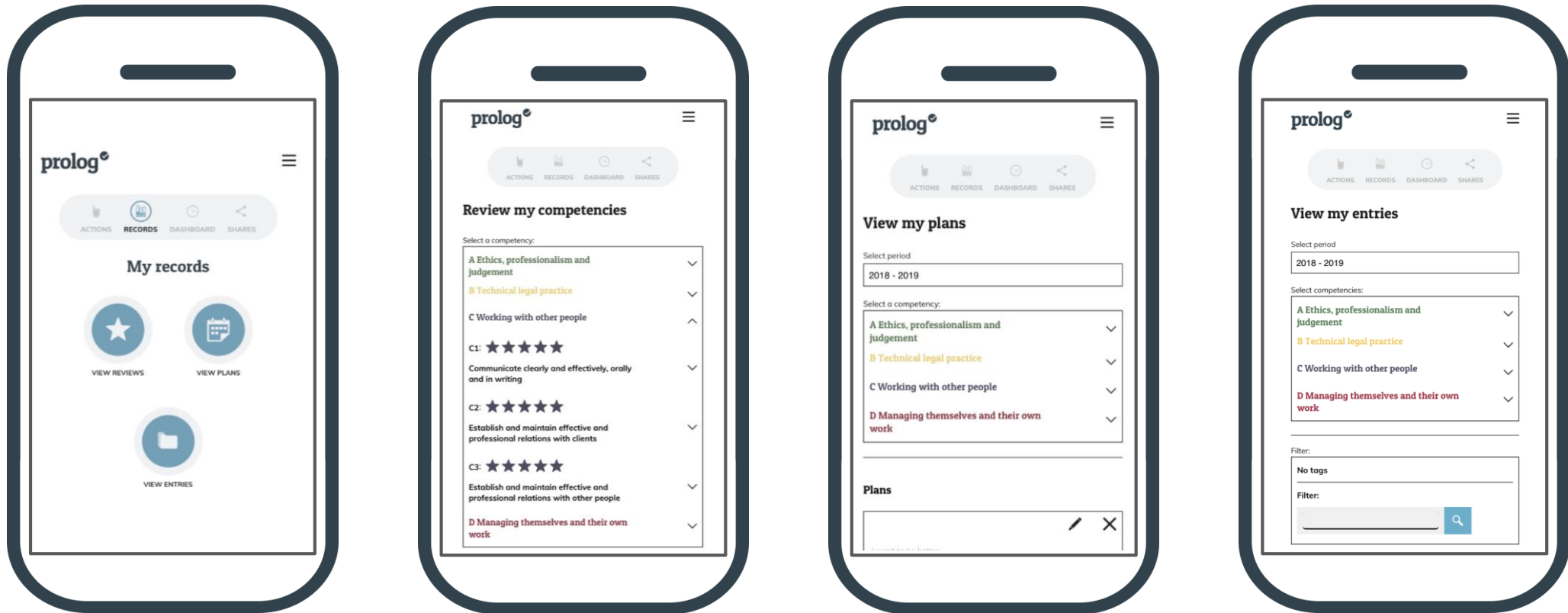
Once all CPD evidence has been recorded and the development requirements have been met for the year, a declaration of completion can be made which archives that years' entries and notifies the COLP or manager as appropriate.
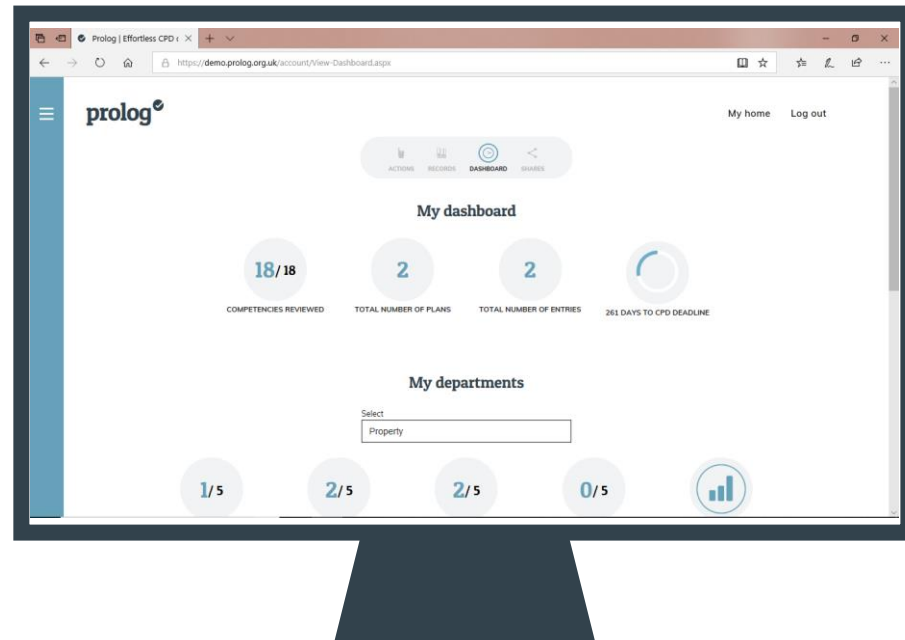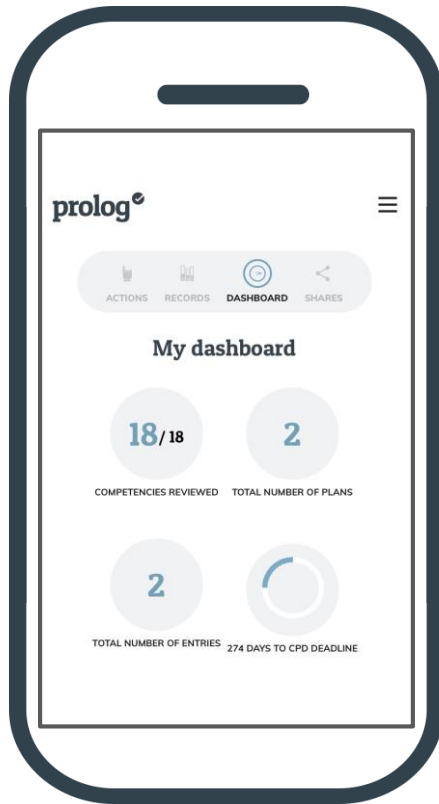
In the event of an audit from the regulator, the user can allow external access to the CPD records.

The **My 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.

Summary of features:

CPD workflow features
Add and manage your plans ✔

Store and tag different types of entries ✔

Declare completion of CPD activities ✔

Full control over access to auditors ✔

Reporting and alert features
Summary dashboard ✔

Regular email alerts ✔

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 ✔

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EXPERIENCE EFFORTLESS CPD