



Postgraduate Certificate In Research Professional Development



What is NEPTUNE

NEPTUNE is the PGR Monitoring system used by students in the Engineering and HaSS Faculties. You will use NEPTUNE for your annual review, and an additional section of NEPTUNE has been developed to host the main PG Cert RPD interface, allowing you to read about available activities, record completed activities, upload evidence, and complete the assessments for each PG Cert RPD class.

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Logging in to NEPTUNE

The best resource for finding out about the activities available to students in the Engineering and HaSS Faculties is the NEPTUNE PGR monitoring system:

<https://neptune.strath.ac.uk/>

Click on 'GO TO LOGIN PAGE' (circled in red in the figure below):

The screenshot shows the NEPTUNE website interface. At the top left is the University of Strathclyde logo. The main heading is 'NEPTUNE' with the subtitle 'University of Strathclyde, Glasgow, Scotland'. Below this, a text box states: 'NEPTUNE is an information system used at Strathclyde University.' A login instruction box says: 'Login to NEPTUNE using your Strathclyde University DS account. The username is of the form e.g. ifs01234' followed by a red circle around the text 'GO TO LOGIN PAGE'. Below this is a link to 'Student Guide to Neptune' and a list of 'NEPTUNE Administrators' with email addresses for Business School, Engineering, and Humanities and Social Sciences. On the right side, there are two sections: 'NEPTUNE' with statistics (5074 users, 13 classes) and 'ACCOUNT' with a note about login issues and contact information (d.crowe@strath.ac.uk). At the bottom right, it says 'NEPTUNE Systems Administrator d.crowe@strath.ac.uk'.

Enter your DS **username** and **password** in the Institutional Login page that appears:



Institutional Login

www.sbs.strath.ac.uk A service provider needs you to login using your University ("DS") credentials (username and password)

Username

Password

Your password

Login

You have been redirected here by another website, log in and you will be returned to the site.

Remember: to properly log out of any resource, you should always end your browser session.

Queries should be addressed to the [IT Helpdesk](#).



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If your log in is successful, you will see the following page, click on the link [Postgraduate Certificate in Research Professional Development](#) to see the home page for viewing and recording information about the PG Certificate:

HOME CLASS ARCHIVES PROFILE ABOUT LOGOUT

NEPTUNE
University of Strathclyde, Glasgow, Scotland

Research Degree

→ Degree | Files | Upload a File to Share with Supervisors | Reviews

NEPTUNE provides access to information relevant to your research degree.

→ [Postgraduate Certificate in Research Professional Development](#)

User:
Last Login: 22 Oct 2013 14:54

STRATHCLYDE UNIVERSITY

- MyPlace
- Nemo Email
- Strathclyde University



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PG Cert RPD homepage

This will bring up the NEPTUNE activities home page for the PG Certificate. There are 4 links at the top of the page (see 1 below), information about the class assessments (see 2 below), an annual summary of credits (see 3 below), a summary of activity (see 4 below) and an interface for selecting new activities (see 5 below).

PG Certificate in Researcher Professional Development - Activities Home

A A - PhD

1 → Activities Home | Activity Descriptions | Portfolio of Evidence | Select Multiple Credits

Select activities that you have completed. You can select and save activities **as often as you wish**.

6 Most activities can only be added once. Some activities can be added multiple times: you can find this information in the Activity Descriptions. Some activities are worth more credits depending on the length of the activity. If you have selected an activity with a variable number of credits it will be listed under Select Multiple Credits.

Your supervisor will *validate* the activities you enter (if you have accumulated the required number of credits for a class) at your next annual review.

2 **Class Assessment**

You can now enter your *Reflective Essay* for the following classes by clicking the class name:

- Class RD901 - Knowledge and Intellectual Abilities (20 credit).

3 **Annual Summary of Credits**

Year	Credits
2013/2014	21
	21 / 60

4 **Summary of Activity**

You can delete an activity by clicking the trash can icon after the activity name.

Activity	RD901	RD902	RD903	RD904	RD905
1 EndNote	1				
2 Access - Managing Complex Access 2010 Databases	1				
3 Research group support	1				
4 Internship/work placement with external partner	18				
	21	0	0	0	0

5 **Select New Activities**

RD901 - Knowledge and Intellectual Abilities

Select Activities ...

RD902 - Personal Effectiveness

Select Activities ...

RD903 - Research Governance and Organisation

Select Activities ...

RD904 - Engagement, Influence and Impact

Select Activities ...

RD905 - Elective

Select Activities ...

Save

Figure 1: PG Cert RPD homepage



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Accessing a list of activities

Selecting the Activity Descriptions link (see 6 above) will take you to a list of all the activities that are available to you:

HOME CLASSES RESOURCES SEARCH EMAIL PROFILE ABOUT LOGOUT



NEPTUNE

University of Strathclyde, Glasgow, Scotland

PG Certificate in Researcher Professional Development

A , A - PhD

[→ Activities home](#)

There are 145 activities available to

Click on an activity for more details.

Activity	Credits	RD901	RD902	RD903	RD904
Developmental - Career Development & Networking					
Achievement of an award or prize	1		Yes		
Membership of a professional networking group and participation in events	1		Yes		
Significant engagement in external careers activities (e.g. careers fairs, interviews)	1		Yes		
Developmental - Citizenship					
Being a mentor/mentee	1				Yes
Department ambassador	1				Yes
Elected member of a university organisation	3		Yes		
Elected member of an external organisation	3		Yes		
Membership of a Professional Body	1		Yes		
Sitting on a departmental committee (minimum 4 meetings)	1			Yes	
Sitting on a faculty committee (minimum 4 meetings)	1			Yes	
Sitting on a student committee or organisation (minimum 4 meetings)	1				Yes
Sitting on a university committee (minimum 4 meetings)	1			Yes	

The activities are organised by the hierarchy described in [planning guidance document](#). The activities are grouped by level of provision (department, Faculty, University, developmental) and the provider (department name, Faculty name, University provider such as the RDP programme, or the type of development activity such as Career Development and Networking). The initial view gives the title of the activity, the number of credits associated with the activity, and which class the activity contributes to.



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Accessing an individual activity

Clicking on the title of the activity will take you to more detailed information about the activity. The information includes: the level and provider of the activity, the class it contributes to, the credit value, the number of times the activity can be completed, if a compulsory upload is required, any official class code associated with the activity, contact information (the person to contact for more information about the activity), a brief description of the activity, the booking method, and any conditions attached to the activity relating to the evidence:

HOME CLASSES RESOURCES SEARCH EMAIL PROFILE ABOUT LOGOUT



NEPTUNE

University of Strathclyde, Glasgow, Scotland

PG Certificate in Researcher Professional Development

Achievement of an award or prize

→ | [Activities home](#)

Level of Provision	Developmental
Provider	Career Development & Networking
Class	RD902 <i>Personal Effectiveness</i> (10 credit)
Credits	1
Number of Times Activity can be added	1
Portfolio of Evidence	Files are required to be uploaded for this activity
Class Code	
Contact	
Description	Participants will have their research activity recognised by an award or prize. This could be through a professional body for best student paper, or a prize for best presentation at a conference. The award should be directly related to your research and you should upload evidence of the prize.
Booking Method	N/A
Conditions	See activity description for upload requirements

NEPTUNE Systems Administrator d.crowe@strath.ac.uk

You should use this as your primary source of information when planning what activities to complete, and you should follow the booking instructions when you have chosen an activity. The conditions will provide any additional information about the evidence required, for instance all half-day workshops from the Researcher Development Programme will require a short assignment to be uploaded along with the evidence of attendance.



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Recording an activity

After you have successfully completed an activity, you should record the activity in NEPTUNE. **Note – only add an activity to your summary of activity table once you have completed it, not before.**

You should select the activity from the drop down list of available activities under the appropriate class heading in the **Select New Activities** section, number 5 in Figure 1: PG Cert RPD homepage. This can be found underneath the Summary of Activity table. You can find out which class the activity contributes to from the activity descriptions.

Select New Activities

RD901 - Knowledge and Intellectual Abilities

University (RDP) - Introduction to NVivo 10 (2 credit)

Select Activities ...

- Department (BioMedical Engineering) - Experimental Methods: Experimental Reports (10 credit)
- Department (BioMedical Engineering) - Research Methodology (10 credit)
- External (Conferences) - Conference Attendance (1 credit)
- External (Conferences) - Workshop Attendance (1 credit)
- External (Knowledge Exchange) - Internship/work placement with external partner (5 to 20 credits)
- External (Knowledge Exchange) - Journal club attendance (minimum of 5 attendance in a year) (1 credit)
- External (Knowledge Exchange) - Lab meeting attendance (minimum of 10 attendance in a year) (1 credit)
- External (Knowledge Exchange) - Off-campus External training course (methods, software, or equipment) (1 credit)
- External (Knowledge Exchange) - On-campus External training course (methods, software, or equipment) (1 credit)
- External (Recognised Prior Learning) - Domain A RPL (1 to 20 credits)
- University (Information Systems) - EndNote (1 credit)
- University (Information Systems) - Library Use and Information Literacy Skills for Researchers (1 credit)
- University (Information Systems) - Managing Your Thesis with Word 2007 (1 credit)
- University (Information Systems) - Pivot Tables and Sub Totals with Excel 2010 (1 credit)
- University (Information Systems) - Powerpoint - Improving Your Powerpoint Presentation Skills (1 credit)
- University (RDP) - Introduction to NVivo 10 (2 credit)

Select Activities ...

RD905 - Elective

Select Activities ...

Save



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The activity will appear below the drop down box once you have selected it from the list, the figure below shows an [activity](#) listed under each of the classes.

You can add activities under each class at the same time, and you can remove any you have added by accident by clicking on the [Remove this](#) link.

Make sure you remember to click the [Save](#) button to add the activities to your summary of activity:

Select New Activities

RD901 - Knowledge and Intellectual Abilities

Select Activities ...

University (RDP) - Introduction to NVivo 10 (2 credit)

[Remove this](#)

RD902 - Personal Effectiveness

Select Activities ...

Faculty (ENG) - Finishing your PhD on time (1 credit)

[Remove this](#)

RD903 - Research Governance and Organisation

Select Activities ...

University (RDP) - Project Management in the Real World (3 credit)

[Remove this](#)

RD904 - Engagement, Influence and Impact

Select Activities ...

External (Conferences) - Oral Presentation at Peer-reviewed International Conference (10 credit)

[Remove this](#)

RD905 - Elective

Select Activities ...

University (RDP) - Enterprise Academy (10 credit)

[Remove this](#)

[Save](#)



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Reviewing your progress

Once the activities have been saved the number of credits will appear under the appropriate class in the Summary of Activity table, number 4 in Figure 1: PG Cert RPD homepage. The summary shows the **activities** you have recorded against each of the **classes**. The bottom of the table will give a **running total** of the number of credits you have added to each class:

Summary of Activity

Activity	RD901	RD902	RD903	RD904	RD905
Workshop Attendance	1				
2 Your CV, Preparation for Interview and First Career Steps		1			
3 Obtaining departmental travel funds			1		
4 Membership of enterprise club/society and attendance at enterprise events				1	
5 Being a mentor/mentee					1
6 Introduction to NVivo 10	2				
7 Elected member of a university organisation		3			
8 Enhancing your Employability		1			
9 Obtaining external research funds (* 50k)			5		
10 Organisation of Postgraduate Research Presentation Day		5			
11 Experimental Methods: Experimental Reports	10				
12 Internship/work placement with external partner	8				
13 Workshop Attendance	1				
14 Demonstration/Tutoring				2	
15 Interview Success for Postgraduate Researchers					1
16 CAPM exam preparation and exam			5		
17 Competing in an enterprise competition				5	
18 Oral Presentation at Peer-reviewed International Conference					10
	22	10	11	8	12

You can delete an activity from the Summary of Activity by clicking on the **waste bin** icon, at the end of each activity title.

Some activities are worth a range of credits depending on the amount of time spent on the activity. If an activity is worth a variable number of credits, the **range of credits** on offer can be seen in the credits column of the list of activities in the Activity Description page:

External - Knowledge Exchange					
Demonstration/Tutoring	1 to 5				Yes
Entry in a international reseach-related competition	3				Yes
Entry in a national reseach-related competition	2				Yes
Entry in a university reseach-related competition	1				Yes
Internship/work placement with external partner	5 to 20	Yes			



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Activities with multiple credits

If you have added an activity with a variable number of credits, it will appear in a list of activities under the [Select Multiple Credits](#) link:

HOME CLASS ARCHIVES PROFILE ABOUT LOGOUT



NEPTUNE

University of Strathclyde, Glasgow, Scotland

PG Certificate in Researcher Professional Development - Activities Home

A G..... - PhD I

→ [Activities Home](#) | [Activity Descriptions](#) | [Portfolio of Evidence](#) | [Select Multiple Credits](#)

The **minimum** and **maximum** number of credits for each activity is listed under the **activity title** on the Select multiple credits page:



NEPTUNE

University of Strathclyde, Glasgow, Scotland

PG Certificate in Researcher Professional Development - Multiple Credits

A G - PhD

→ [Activities Home](#) | [Activity Descriptions](#)

You have added 2 activities which have **multiple credits** associated with them.

To receive more than the minimum credits for these activities select the number required and click Save.

Additional credits should reflect the amount of time spent on the activity. For example a 5 day internship is worth 5 credits, while a 20 day internship is worth 20 credits. Similarly, 5 hours of teaching or demonstrating is worth 1 credit, while 10 hours of teaching is worth 2 credits. Please see the **guidance documentation** for full details.

Internship/work placement with external partner

Class RD901 Knowledge and Intellectual Abilities - External (Knowledge Exchange)

Minimum Credits: 5

Maximum Credits: 20

Select number of credits:

You should select the number of credits from the **drop down box** that best reflects the amount of time spent on the activity.



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Remember that 10 hours of active engagement equals 1 credit. You will be required to justify your choice, so do not select the maximum number of credits without being able to evidence the hours involved.

Multiple credits can apply to activities that occur regularly, but only last for a fraction of a day. Examples of this might be a seminar series, or teaching and demonstrating. In this instance you should multiply the length of each seminar by the number of seminars attended. For example, if you attended 5 seminars that lasted for 2 hours each, you would be eligible to select 1 credit under the appropriate class. Teaching and demonstrating works in a similar way, but you should include the preparation time for each lecture, tutorial, or laboratory.

As an exception to the '10 hours equals 1 credit rule', if an activity occurs over a number of days, you should base your selection on 1 credit per day. In the example above this is a 5 day internship with a company – in this instance you would select 5 credits under the 'internship/work placement with external partner option' for RD901.

If you have taken part in an activity that is not listed in NEPTUNE, you can propose the activity to your supervisor. Follow the instructions in the [planning guidance document](#).

Uploading a file to your portfolio of evidence

You can find out if the activity you have added requires an upload, by checking the **Portfolio of Evidence** row in the activity description, accessed by clicking on the activity title in the Activity Descriptions page:

HOME CLASSES RESOURCES SEARCH EMAIL PROFILE ABOUT LOGOUT

University of Strathclyde **NEPTUNE**
University of Strathclyde, Glasgow, Scotland

PG Certificate in Researcher Professional Development

Achievement of an award or prize

→ [Activities home](#)

Level of Provision	Developmental
Provider	Career Development & Networking
Class	RD902 <i>Personal Effectiveness</i> (10 credit)
Credits	1
Number of Times Activity can be added	1
Portfolio of Evidence	Files are required to be uploaded for this activity
Class Code	
Contact	
Description	Participants will have their research activity recognised by an award or prize. This could be through a professional body for best student paper, or a prize for best presentation at a conference. The award should be directly related to your research and you should upload evidence of the prize.
Booking Method	N/A
Conditions	See activity description for upload requirements

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To upload a file, click on the **Portfolio of Evidence** link at the top of the home page, one of the four links highlighted in section 1 of Figure 1: PG Cert RPD homepage:



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[HOME](#) [CLASS ARCHIVES](#) [PROFILE](#) [ABOUT](#)

[LOGOUT](#)



NEPTUNE

University of Strathclyde, Glasgow, Scotland

PG Certificate in Researcher Professional Development - Activities Home

A G..... - PhD

→ [Activities Home](#) | [Activity Descriptions](#) | [Portfolio of Evidence](#) | [Select Multiple Credits](#)

This will display a page with a table of all the activities you have added:

PG Certificate in Researcher Professional Development - Portfolio of Evidence

A A - PhD

→ [Activities Home](#) | [Activity Descriptions](#)

Please use the *Upload File* link to submit files to your portfolio of evidence for each activity. You can find information about what files are required for activities with compulsory uploads in the [Activity Descriptions](#).

Date is when you added activity. * in R column means files are required for this activity.

	Activity	Credits	Class	Date	Files	R	
1	University (RDP) - EndNote	1	RD901	14 Oct 2013			Upload File
2	University (RDP) - Access - Managing Complex Access 2010 Databases	1	RD901	14 Oct 2013		*	Upload File
3	Developmental (Knowledge Exchange) - Research group support * Test PDF 14 Oct 2013 * Test CV PDF 14 Oct 2013	1	RD901	14 Oct 2013	2	*	Upload File
4	Developmental (Knowledge Exchange) - Internship/work placement with external partner	5	RD901	14 Oct 2013		*	Upload File

The right hand column contains an [Upload File](#) link. Clicking on the [Upload File](#) link will take you to the upload page.



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Clicking on the **Browse** button to navigate to the location of the file you want to upload. You should then enter a **name for the file**. You can choose to add a **description** of the file, containing important information not contained in the name of the file. Remember to click the **Upload file** button to finalise the upload.

Researcher Development Activities

A A - PhD

[→ Activities Home](#) | [Activity Descriptions](#) | [Portfolio of Evidence](#)

Developmental (Knowledge Exchange) - Research group support (1 credit) RD901

Upload a file to associate with this activity.

Maximum file size that can be uploaded is **20mb**.

1. [Test PDF 4 Oct 2013](#)
2. [Test CV PDF 14 Oct 2013](#)

Select your file to upload

Browse...

Enter Title of File

Describe the contents of the file (if the title is not self-explanatory)

Upload File

File names are listed under the activity title in the Portfolio of evidence once you have uploaded the files. Also listed are the **file format** and the **date** it was uploaded. You can click on each file to view it. Clicking on a PDF, Word, Powerpoint or image file will open the file in your web browser. Other file formats will be downloaded if clicked.

You can delete a file by clicking on the **waste bin** icon next to the file title within the Portfolio of evidence page. Otherwise you can click on the waste bin icon next to the file title within the Summary of Activity table on the PG Cert RPD homepage.



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Deleting an activity from you credits table

If you have mistakenly added an activity, or you want to move an activity from one of the first four classes to RD905, you can delete it from the list by clicking on the **waste bin** icon to the right of the activity title in the Summary of Activity table (number 4 in the Figure 1: PG Cert RPD homepage):

Summary of Activity

	Activity	RD901	RD902	RD903	RD904	RD905
1	Workshop Attendance 	1				
2	Your CV, Preparation for Interview and First Career Steps 		1			
3	Obtaining departmental travel funds 			1		

Exceeding the number of times an activity can be added

If you have recorded an activity the maximum number of times stated in the activity description, you will be taken to the following message when you click the Save button at the bottom of the home page:

HOME CLASS ARCHIVES PROFILE ABOUT LOGOUT 

 **NEPTUNE**
University of Strathclyde, Glasgow, Scotland

PG Certificate in Researcher Professional Development - Activities Home

A G - PhD

[→ Activities Home](#) | [Activity Descriptions](#) | [Portfolio of Evidence](#) | [Select Multiple Credits](#)

Some activities you selected **could not be saved** as there is a maximum number of times they can be selected!
They were: **Internship/work placement with external partner** (5 to 20 credits)

Nothing has been saved as you did **not** select any appropriate activities. [→ Activities Home](#)

NEPTUNE Systems Administrator d.crowe@strath.ac.uk

You can record more than the required number of credits in a class, but the additional credits will not be reflected in your academic transcript. They will be listed on your assessment so you can still demonstrate the full range of training you undertook.



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Completing a class assessment

A link to the assessment form for each class will only appear in the [Class Assessment](#) section of the Activities home page once you have accumulated enough credits for a class.

HOME CLASS ARCHIVES PROFILE ABOUT LOGOUT



NEPTUNE

University of Strathclyde, Glasgow, Scotland

PG Certificate in Researcher Professional Development - Activities Home

A G - PhD

→ [Activities Home](#) | [Activity Descriptions](#) | [Portfolio of Evidence](#) | [Select Multiple Credits](#)

Select activities that you have completed. You can select and save activities as often as you wish.

Most activities can only be added once. Some activities can be added multiple times: you can find this information in the [Activity Descriptions](#). Some activities are worth more credits depending on the length of the activity. If you have selected an activity with a variable number of credits it will be listed under [Select Multiple Credits](#).

Your supervisor will *validate* the activities you enter (if you have accumulated the required number of credits for a class) at your next annual review.

Class Assessment

You can now enter your *Reflective Essay* for the following classes:

- [Class RD901 - Knowledge and Intellectual Abilities \(20 credit\). Last edited on 28 August 2013.](#)
- [Class RD902 - Personal Effectiveness \(10 credit\). Last edited on 23 August 2013.](#)
- [Class RD903 - Research Governance and Organisation \(10 credit\). Last edited on 23 August 2013.](#)
- [Class RD905 - Elective \(10 credit\).](#)

Clicking on the [class code and title](#) link will take you to the assessment form. An example of the full assessment form is shown on the next page in Figure 2: Example assessment form.



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PG Certificate in Researcher Professional Development - Class Assessment

A A - PhD

[→ Activities Home](#) | [Activity Descriptions](#) | [Portfolio of Evidence](#)

Complete the assessment form for Class RD901 *Knowledge and Intellectual Abilities*. You have added **21** of the required **20** credits for this class.

1 :: Activities

1. University (RDP) - EndNote (1 credit)
2. University (RDP) - Access - Managing Complex Access 2010 Databases (1 credit)
3. Developmental (Knowledge Exchange) - Research group support (1 credit)
 - Test PDF 14 Oct 2013
 - Test CV PDF 14 Oct 2013
4. Developmental (Knowledge Exchange) - Internship/work placement with external partner (18 credit)

2 :: Class Learning Outcomes

1. Enhanced knowledge base in a research context (including: subject knowledge, theoretical knowledge of research methods, practical application of research methods, information seeking, information literacy and management, languages, academic literacy and numeracy).
2. Enhanced cognitive abilities in a research context (including: analysing, synthesising, critical thinking, evaluation, problem solving).
3. Enhanced creativity in a research context (including: inquiring mind, intellectual insight, innovation, argument)

3 :: Assessment Criteria

Word Count: 2000 words + and evidence for each activity

Write a reflective essay of no more than 2000 words describing how the activities you took part in helped you to meet one or more of the learning outcomes for this class. As well as describing the activities, you should reflect on how you felt about the activities, what went well, what you would change, and how you will use what you learned in future. There is a 700 word limit on the description of activities. The remaining 1300 should be reflective. In particular, your reflective essay should:

1. describe the new skills and knowledge you acquired during each activity, or how you applied existing skills or knowledge to a new situation;
2. describe which RD901 learning outcomes your activities met, and what aspects of each activity contributed to the learning outcome;
3. make reference to the supporting documents you have provided in your portfolio of evidence;
4. reflect on why you chose your activities to meet your development needs, and how you identified those needs;
5. reflect on how you think the new skills or knowledge acquired during the activities can contribute to your research, and your professional development beyond your research;
6. reflect on your expectations of the activity, and if those expectations were met.

The assessment is marked on a satisfactory/unsatisfactory basis, with the threshold for a satisfactory mark being set at 50%. If you do not meet the standard for a satisfactory mark, or you do not address enough of the criteria, the assessment will be returned to you. If the assessment is returned to you, you will be given sufficient feedback to allow you to get the essay to a satisfactory standard and resubmit it.

4

5 Check the box and then click the Save button to submit your assessment to your supervisor.

6 **Save**

Figure 2: Example assessment form

The assessment form contains the following sections:



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Activities: section 1 in Figure 2: Example assessment form

Class Learning Outcomes: section 2 in Figure 2: Example assessment form

Assessment Criteria: section 3 in Figure 2: Example assessment form

Reflective Essay: section 4 in Figure 2: Example assessment form

Submit to supervisor: section 5 in Figure 2: Example assessment form

Save: section 6 in Figure 2: Example assessment form

The activities section lists each of the activities you recorded, with a link to the associated evidence under the activity title. The **learning outcomes** are based on the subdomains of the Researcher Development Framework and the individual competencies for each subdomain. The competencies are listed in brackets in each learning outcome.

The **Assessment criteria** gives details of the word count and marking criteria. You should attempt to meet all the marking criteria, and refer to the individual competencies in the learning outcomes.

The **text box** is available to enter your reflective essay. The box has limited word processing capabilities. If you prefer to prepare your answer in other word processing software, you can then copy and paste your completed answer from the word processing software. Please see the [assessment guidance document](#) for details of how to complete the reflective essay.

Clicking on the **Save** button will save your progress, and give you the option to edit the document again. To edit the document again, simply click on the class code in the Class Assessment section of the PG Cert RPD home page.

When you are ready to submit, click on the **submit to supervisor check box** below the text box and then click the **Save** button. You should only do this if you are ready for your assessment to be sent to your supervisor.

Your supervisor will review the assessment and decide if you have met the requirements of the class, based on the assessment criteria. There is a section on the assessment form for your supervisor to provide you with feedback. This may be general comments if your supervisor has approved the class, or specific information regarding what you need to improve before the assessment can be approved.

If your assessment requires further work, your supervisor will return the form to you with feedback of what needs to be improved. You will receive an email notification if this happens.