

# iLearn

**Team Member Guide:**

**Viewing your Performance & Development information**

# Reviewing your P&DP information

This guide provides a general overview of how to view your Performance and Development Planning information.

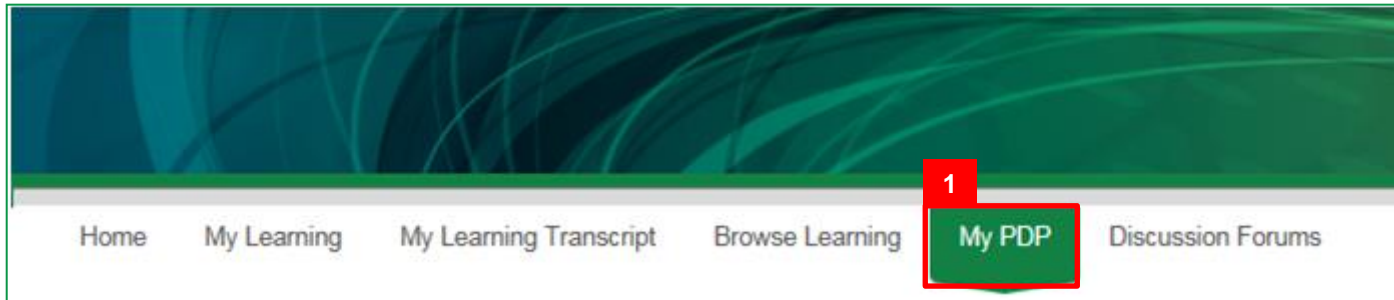
For	PDP Team Member
Last Updated	June 2015 (Version 1.0)
Dashboard Button	<a href="#">PDP dash board – my plan</a>
Department	NPSR, EHP

## In this guide:

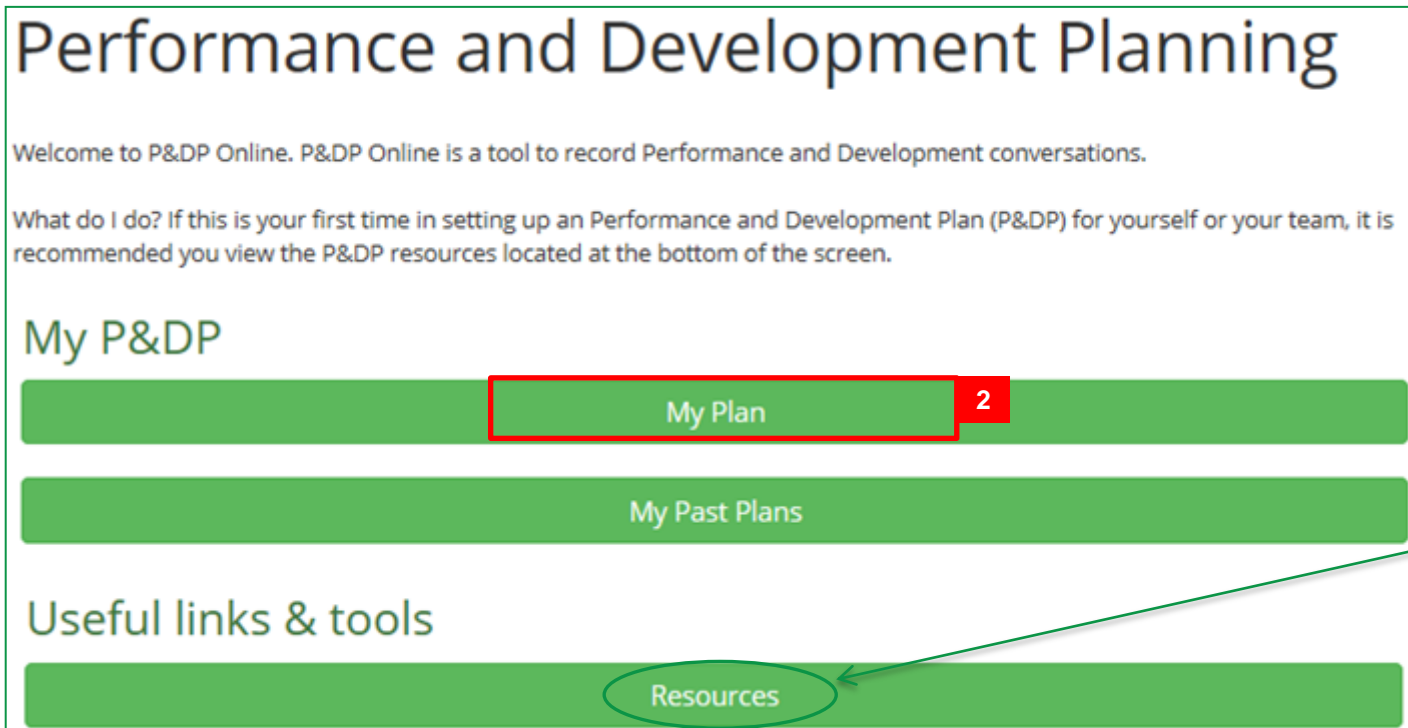
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# Viewing your Plan Details

You can view the dates of your current plan at any time. To view your Plan Details, your supervisor had to first record your plan details on the system.



1  
From the iLearn home page click 'My PDP'.



2  
Click 'my plan'.

**TIPS**  
If this is your first time accessing or setting up a 'P&DP' for yourself, it is recommended you view the available 'Resources' to familiarise yourself with the process and assisting templates.

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# My Plan

Current Supervisor	Current Plan Status	Action Required	Progress
P&DP supervisor Note: your P&DP supervisor is different to your Enrolment Approval Supervisor	In Progress Mid Point Review Due: 11/06/2015 Closing Review Due: 10/09/2015	3	Plan Details

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Click on 'Plan Details' to view your plan details. A pop up window will appear.

### TIPS

If you do not have 'Plan Details' listed under the 'Progress' column, you do not have a current plan yet. Contact your current supervisor and request them to record a plan for you.

### TIPS

If your 'Current Supervisor' is different to the one listed here, contact your current supervisor and request that they add you as a team member under 'My team's plans'.

**NOTE:** Updating your P&DP supervisor does not automatically update your enrolment approval manager in iLearn. This is a separate process.

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## Plan Details

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Plan for:  
Lola \*Citizen

Current supervisor:  
ACP Supervisor

Plan type:  
Probation

Plan start date:  
03/03/2015

Duration:  
6 months

Due Date of Mid Point Review Conversation:  
11/06/2015

Date of Mid Point Review Conversation:

Due Date of Closing Review Conversation:  
10/09/2015

Date of Closing Review Conversation:

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Close

4

After viewing your plan details in the pop up window, click 'Close'.

# View your past plans

You can still print and view past plans after they have been closed by your supervisor.

Home My Learning My Learning Transcript Browse Learning **My PDP** Discussion Forums

## Performance and Development Planning

Welcome to P&DP Online. P&DP Online is a tool to record Performance and Development conversations.

What do I do? If this is your first time in setting up an Performance and Development Plan (P&DP) for yourself or your team, it is recommended you view the P&DP resources located at the bottom of the screen.

### My P&DP

My Plan

My Past Plans **5**

### Useful links & tools

Resources

**5**

Click 'my past plans'.

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## My Past Plans

Plan Status	Date Started	Date Completed	
Closed	22 Jan 2015	18 Jan 2016	<a href="#">Print Plan</a>
Closed	11 Dec 2014	11 Dec 2015	<a href="#">Print Plan</a>
Closed	12 Jan 2015	14 Jul 2015	<a href="#">Print Plan</a>
Closed	27 Jan 2015	5 Mar 2015	<a href="#">Print Plan</a>

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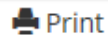
[Print Plan](#)

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To view a past plan click the **'Print Plan'** link. A new screen will appear with a printable version of your plan.

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 Print

 Microsoft Word Version

7b

## My Plan

This plan was closed on 18 Jan 2016

### Plan Details

Plan for:	Lola *Citizen
Supervisor:	Kyla Jacuzzi
Plan type:	Standard
Plan start date:	22 Jan 2015
Duration:	12 months
Due Date of Mid Point Review Conversation:	22 Jul 2015
Date of Mid Point Review Conversation:	23 Jul 2015
Due Date of Closing Review Conversation:	21 Jan 2016
Date of Closing Review Conversation:	18 Jan 2016

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- Click **'Print'** to print the plan; or
- Click **'Microsoft Word Version'** to export to a Word document, that you can save.

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Print

Microsoft Word Version

# My Plan

## Plan Details

Plan for:	Test *Citizen
Supervisor:	PDP *Supervisor
Plan type:	Standard
Plan start date:	15 Jun 2015
Duration:	12 months
Due Date of Mid Point Review Conversation:	15 Dec 2015
Date of Mid Point Review Conversation:	
Due Date of Closing Review Conversation:	14 Jun 2016
Date of Closing Review Conversation:	

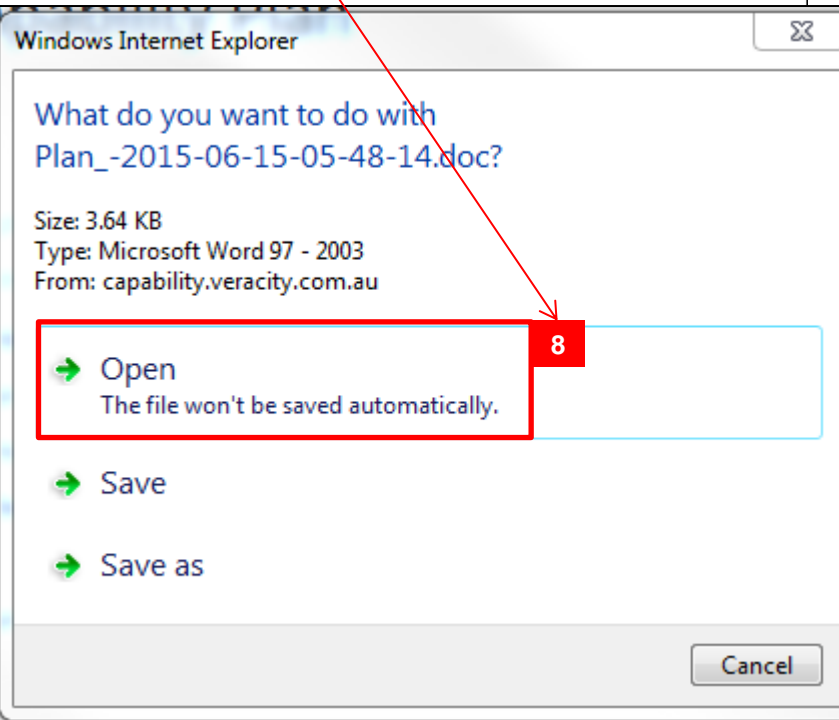
## Development

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If you selected the 'Microsoft Word Version' option a pop-up box will appear at the bottom of your screen.

Click 'Open'.

Go to Word to view the document.



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