

iLearn

ACP reporting

ACP reporting

This guide provides a general overview on how to run ACP reports.

For	ACP Supervisor – ACP Reporting Administrator
Last Updated	March 2016 (Version 1.1)
Menu	My ACP– run a report
Department	DCCSDS

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- ‘Stages of ACP’ report **Pages 4, 5, 6, 7, 8**
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- Exporting the ACP report to Excel **Page 13 & 14**

Available reports

As a supervisor you have access to a variety of reports that can assist you in managing the ACP process for your team. There are six different reports to choose from and the report you select depend on the information you require. Below is a description on each of the available reports.

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Reports

Stages of ACP

This report extracts the **details for all ACPs** in a work unit, for plans started during the selected date span.

To run this report go to page 4.

ACP Reporting Structure

This report displays the **supervisors** and the **names** of their **current team members** within a work unit.

To run this report go to page 9.

Overdue Plans

This report displays any plans in a work unit where the **closing review conversation is overdue**.

To run this report go to page 9.

Team Members with No Supervisor

This report displays any team members who **do not have an ACP supervisor** set up in ACP online.

To run this report go to page 9.

Team Members with No ACP

This report displays any team members who **do not have an ACP recorded**.

To run this report go to page 9.

ACPs with No Development Objectives

This report displays team members who have an ACP but have **not yet recorded their development**.

To run this report go to page 9.

'Stages of ACP' report

The screenshot shows the iLearn Queensland Government website. The top navigation bar includes 'Home', 'My Learning', 'My Learning Transcript', 'Browse Learning', 'My ACP', 'Discussion Forums', and 'Regional Training Calendar'. The 'My ACP' tab is highlighted with a red box and the number '1'. Below the navigation bar, there is a 'Welcome' section, a 'System Updates' section with a message about ACP Online updates, and a 'Regional Training Calendar' section featuring a map of Queensland with regional labels and a list of regions.

System Updates

ACP Online has been updated
Changes have been made to ACP Online to make it simpler to use. You will now record less information and have less screens to complete. Access ACP Online by clicking on the 'My ACP' tab at the top of this page.

Regional Training Calendar

The Regional Training Calendar is a function in iLearn that will help you find courses that you may wish to attend.

There is a calendar for each region and for Brisbane CBD so that you can search for sessions that are being held in a location closest to you. You will also be able to enrol for the sessions direct from the calendar.

All Regions
Brisbane Region excl CBD
Brisbane CBD
Central QLD
Far North QLD
North Coast
North QLD
South East
South West
Webinar/Online Event

1
To 'run a report' click 'My ACP' from the iLearn home page.



Achievement & Capability Planning

Welcome to ACP Online. ACP Online is a tool to record Achievement and Capability conversations.

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

My ACP

my plan

my past plans

Useful links & tools

Resources

My Team

my team's plans

my team's past plans

run a report

2

Under the 'My Team' section, click 'run a report'.

TIPS

If you are unable to see the 'My Team' section contact the iLearn support team to set-up your access.

From the header, hover the mouse over the '≡' icon and select 'iLearn Support' from the menu. You can submit the request using the 'Submit Support Ticket' link located on the left hand side of the screen.

[← Back to Dashboard](#)

Reports

Stages of ACP

ACP Reporting Structure

Overdue Plans

Team Members with No Supervisor

Team Members with No ACP

ACPs with No Development Objectives

3

Click **'Stages of ACP'** to access the ACP report.

[← Back to Reports](#)

Stages of ACP

This report extracts the details for all ACPs in a work unit, for plans started during the selected date span

Work Unit: [DCCSDS] 01.10 Region - South East

Exclude completed plans:

Yes

Plan started after:

Plan started before:

04/09/2015

Run Report

Report Running

4

Select the required **'Work unit'** from the dropdown.

5

Select :

'Yes' to retrieve all **open** plans (i.e. **'In Progress'**, **'Review Due'**, **'Review Overdue'** excluding **'Plan Complete'**); and

'No' to retrieve **all** plans started during the period (i.e. **'In Progress'**, **'Review Due'**, **'Review Overdue'**, including **'Plan Complete'**)

TIPS

It is recommended you leave the default option as **'Exclude completed plans - Yes'**. This will remove all plans that have been closed from the report.

6

Select the date span from the calendar pop-up by clicking in the date boxes.

TIPS

Date Span: Leave the **'Plan started after'** date **blank** to retrieve all plans that are **'In Progress'**.

7

Click **'Run Report'**.

8

Indicates that your report is running.

Back to Reports

Stages of ACP

This report extracts the details for all ACPs in a work unit, for plans started during the selected date span

Work Unit:

[DCCSDS] 01.10 Region - South East

Exclude completed plans:

No

Plan started after:

Plan started before:

14/09/2015

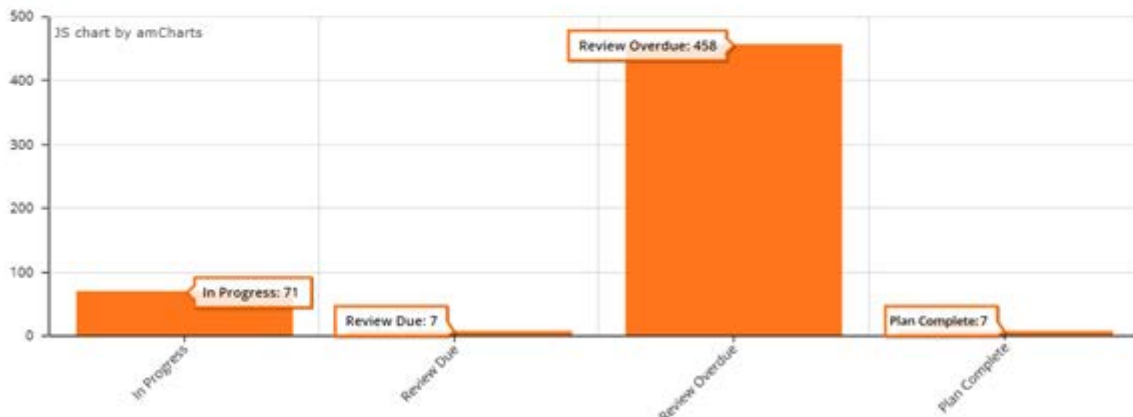
Run Report

Microsoft Excel Version

DCCSDS] 01.10 Region - South East Work Unit

- 14/09/2015 date range

543 users found



Team Member	Email	Work Unit	Supervisor	Stage	Duration	Start Date	Mid Point Date	Close Date	Completed Date
ACP Learner	acp.learner@qld.gov.au	Financial Management	ACP Supervisor	In Progress	12 months	11/03/2015	11/09/2015	10/03/2016	
Basic User	basic.user@qld.gov.au	Financial Management	Mary Supervisor	Plan Complete	12 months	10/03/2014	10/09/2014	10/03/2015	10/03/2015
Jo Soap	jo.soap@qld.gov.au	Reporting	Jo Supervisor	Mid Point Review Overdue	12 months	17/04/2014	17/10/2014	17/04/2015	

9

The report results display on screen.

TIPS

Interpreting the Stages:

In Progress – refers to all plans that are in progress within your specified date span.

Mid Point Review Due / Closing Review Due – refers to all plans that have a midpoint or closing review coming up within the next two weeks from the date the report is generated.

Mid Point Review Overdue – all plans with midpoint reviews outstanding.

Closing Review Overdue – all plans with closing reviews outstanding.

Note: If both the Midpoint Review and the Closing Review is outstanding, the report will return that a Mid Point Review is overdue (this should be the earlier of the two dates).

Plan Complete – all plans with Mid Point and Closing Reviews signed off.

TIPS

To export the report to **Microsoft Excel**, follow steps 1 to 6 on page 13-14.

All other reports

The screenshot shows the iLearn Queensland Government website. The top navigation bar includes 'Home', 'My Learning', 'My Learning Transcript', 'Browse Learning', 'My ACP', 'Discussion Forums', and 'Regional Training Calendar'. The 'My ACP' item is highlighted with a red box and the number '1'. Below the navigation bar, there is a 'Welcome' section with text about the LMS and support. A 'System Updates' section mentions 'ACP Online has been updated'. A 'Regional Training Calendar' section includes a map of Queensland with regional labels and a list of regions: All Regions, Brisbane Region excl CBD, Brisbane CBD, Central QLD, Far North QLD, North Coast, North QLD, South East, South West, and Webinar/Online Event. On the right side, there are three content boxes: 'Community Recovery', 'Disability Services Reform', and 'REACH', each with a 'View more details here' link.

1
To 'run a report' click 'My ACP' from the iLearn home page.



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← Back to Dashboard

Reports

Stages of ACP

ACP Reporting Structure ³

Overdue Plans

Team Members with No Supervisor

Team Members with No ACP

ACPs with No Development Objectives

3

Click on the report of your choice to access the ACP report.



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ACP Reporting Structure

This report displays the supervisor/team member ACP reporting structure for a work unit.

Work Unit:

[DCCSDS] 01.01 Corporate and Executive Services ⁴

Run Report ⁵

Report Running ⁶

4

Select the required 'Work unit' from the dropdown.

5

Click 'Run Report'.

6

Indicates that your report is running.

[← Back to Reports](#)

ACP Reporting Structure

This report displays the supervisor/team member ACP reporting structure for a work unit

Work Unit:

[DCCSDS] 01.01 Corporate and Executive Services

Run Report

Microsoft Excel Version

DCCSDS] 01.01 Corporate and Executive Services Work Unit

821 users found

Team Member	Email	Supervisor	Supervisor Email	Organisation	Org Unit	Work Unit - Level 2	Work Unit - Level 3	Work Unit - Level 4
iLearn Trainer	itrainer@qld.gov.au	ACP Supervisor	asupervisor@qld.gov.au	Communities, Child Safety and Disability Services	01.01 Corporate and Executive Services	Financial Services	Funding and Procurement Services	Funding Operations
ACP Learner	alearner@qld.vov.au	ACP Manager	amanager@qld.gov.au	Communities, Child Safety and Disability Services	01.01 Corporate and Executive Services	Information Services	Information Management & Security	Solution Delivery

7

7

The report results display on screen.

TIPS

To export the report to **Microsoft Excel**, follow steps 1 to 6 on page 13-14.

Exporting the ACP report to Excel

← Back to Reports

ACP Reporting Structure

This report displays the supervisor/team member ACP reporting structure for a work unit

Work Unit: [DCCSDS] 01.01 Corporate and Executive Services

Run Report

Microsoft Excel Version 1

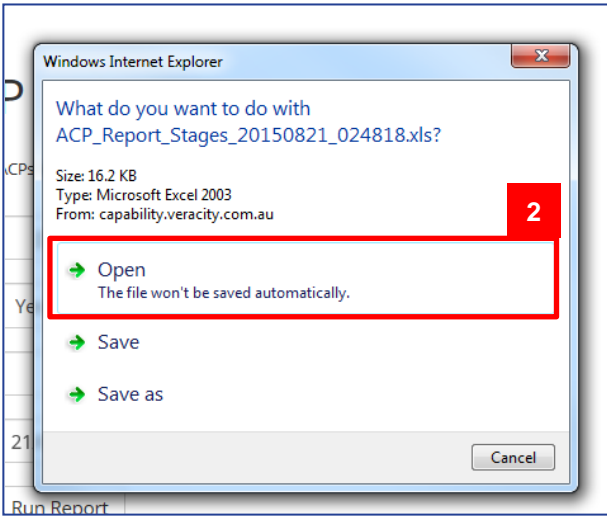
DCCSDS] 01.01 Corporate and Executive Services Work Unit

821 users found

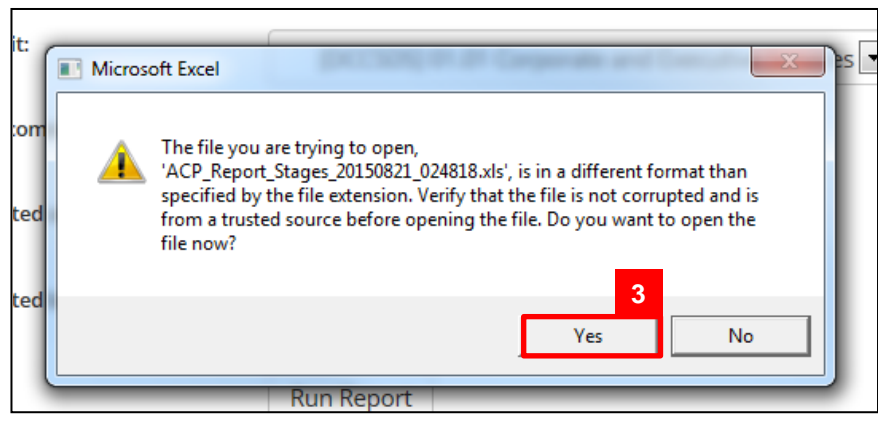
Team Member	Email	Supervisor	Supervisor Email	Organisation	Org Unit	Work Unit - Level 2	Work Unit - Level 3	Work Unit - Level 4
iLearn Trainer	itrainer@qld.gov.au	ACP Supervisor	asupervisor@qld.gov.au	Communities, Child Safety and Disability Services	01.01 Corporate and Executive Services	Financial Services	Funding and Procurement Services	Funding Operations
ACP Learner	alearner@qld.vov.au	ACP Manager	amanager@qld.gov.au	Communities, Child Safety and Disability Services	01.01 Corporate and Executive Services	Information Services	Information Management & Security	Solution Delivery

1

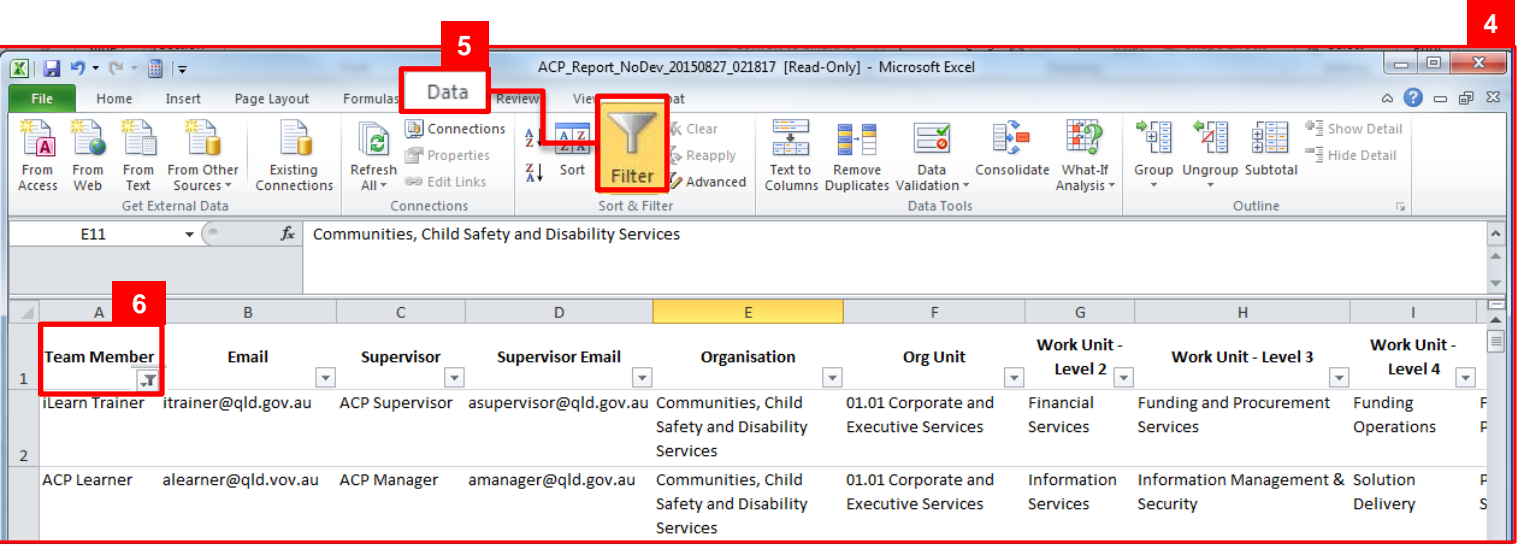
Click 'Microsoft Excel Version' to export the report to Microsoft Excel.



2
Click 'Open' to open the file.



3
If you get a warning screen advising that the file is in a different format, just click 'Yes' to continue and open the file.



4
The Report should now appear in Microsoft Excel.

5
You can apply a simple Auto filter to the header row by selecting Row 1 and clicking 'Data' and then 'Filter'.

6
Then you can filter by 'Team Member', or any other row header as required.

 Save the Excel file in your directory as required.