

Team Member Guide: Viewing and Recording your development plan

Adding development objectives

This guide provides a general overview on how to view and record your development objectives.

For	ACP Team Member
Last Updated	February 2022 (Version 1.0)
Dashboard Button	ACP dash board – my plan
Department	CYJMA


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Viewing your Plan Details

You can view the dates of your current plan at any time.

For	ACP Team Member
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 **iLearn**

 Learner Account



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Welcome

Welcome to **iLearn**, the Department of Communities, Child Safety and Disability Services' Learning Management System.

This is the department's new LMS replacing Learning Station.

The support for the LMS has also been updated. LearningStation_help will no longer be active. To access support for iLearn, simply go to the submit a request link on the top right hand menu. you will be directed to a new service desk system called [iLearn Support](#).

Click on the link to learn more about [iLearn Support](#).

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.

Community Recovery

The Community Recovery on line training program has been developed for approved members of the Community Recovery Ready Reserve (CRRR).

[View more details here](#)

NDIS Transition

In May 2013, the Queensland Government signed a Heads of Agreement with the Australian Government for full implementation of the National Disability Insurance Scheme (NDIS). Under the NDIS, separate state-based schemes will change to a national scheme. This

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From the iLearn home page click 'My ACP'.

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](#)

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[my past plans](#)

Useful links & tools

[acp resources](#)

2

[Click 'my plan'.](#)

◀ Back to Dashboard

My Plan

Team Member	Current Plan Status	Action Required	Progress
Account, Manager manager.account@communities.qld.gov.au	In Progress Mid Point Review Due: 11/06/2015 Closing Review Due: 10/12/2015		Plan Details Development Print Plan

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Click on '[Plan Details](#)' to view your plan details. A pop up window will appear.

Plan Details

Plan for: Lola *Citizen

Current supervisor: Kyla Jacuzzi

Plan type: Probation

Plan start date: 10/03/2015

Duration: 3 months

Due Date of Mid Point Review Conversation: 25/04/2015

Date of Mid Point Review Conversation:

Due Date of Closing Review Conversation: 09/06/2015

Date of Closing Review Conversation:

Close

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After viewing your plan details in the pop up window, click '[Close](#)'.



Adding development objectives

Before you can add a development objective your supervisor must create a new plan. Once a plan has been created, you can add development objectives.

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My Plan

Team Member	Current Plan Status	Action Required	Progress
Account, Manager manager.account@communities.qld.gov.au	In Progress Mid Point Review Due: 11/06/2015 Closing Review Due: 10/12/2015		Plan Details Development Print Plan

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[◀ Back to My Plan](#)

Development

[+ Add](#)

Development Objective	Date Added	Proposed Actions	Further Information	Timeframe	Status	Reviewed/ Approved by supervisor
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Click on 'Development' to record your development plan details.

6

In the development screen, build your development plan by adding new development objectives. Click the 'Add' button. A pop up window will appear.

Add Development

Development Objective - What specific skill, knowledge or behaviour have you agreed to develop?

Manage budgets to ensure the operating expenses are at least 0.5% below budget

Which area will you develop your skills in? (pick the category that is the closest fit)

Accounting

What will you do to meet your development objectives? (choose one or more options)

Learning on-the-job

- ☒ Apply new learning in daily work
- ☐ Develop a new team member
- ☐ Work on new or challenging projects
- ☐ Lead a project/aspect of a project/committee/team
- ☐ Undertake a different role through seconded or higher duties
- ☐ Undertake work experience
- ☐ Present a topic to a group
- ☐ Participate in cross-functional site visits
- ☐ Represent your team at a cross-functional meeting
- ☐ Research and apply new concepts
- ☐ Reflect on learning
- ☐ Other (please specify):

Learning through others

- ☐ Interview others you view as an expert
- ☐ Seek out a mentor
- ☒ Work-shadow an experienced colleague
- ☐ Work with skilled colleagues/consultants
- ☐ Receive structured coaching from a colleague or manager
- ☐ Ask for feedback from your direct manager & direct reports
- ☐ Build work networks e.g. attend a networking event
- ☐ Join a professional association
- ☐ Participate in a Community of Practice
- ☐ Take part in a project/ aspect of a project/ committee/team
- ☐ Participate in a selection panel
- ☐ Debrief with other staff regarding your work
- ☐ Participate in professional or case supervision
- ☐ Participate in regular individual time with your manager
- ☐ Other (please specify):

Learning through formal training

- ☐ Online learning e.g. webinar online learning course
- ☒ Face to face learning
- ☐ Conference or seminar
- ☐ Professional qualifications or certificates
- ☐ Other (please specify):

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In the 'Capability Development' pop up screen, type in the details of your Development Objective.

8

Select a subject from the drop down list.

9a, b, c

Select the development activities you plan to undertake.

In this example see 7a, b, c.

Further information

Add any extra notes about the development objectives if required **10**

Timeframe - When do you expect to complete all your learning activities for this development objective?

02/02/2015 **11**

Status

In Progress **12**

- In Progress
- Development Completed
- Development no longer required
- Further Development Needed
- Not Started

Close Add Development **13**

21/01/2015 Not Started [x]

10

Add any extra notes about the development objective you plan to undertake.

11

Select the date for completion of the development activity.

12

From the status drop down, select the option which best describes your progress.

13

Click 'Add Development'.
The details of your development objective will be populated in the 'Development' screen.

◀ Back to My Plan

Development

+ Add

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Development Objective	Date Added	Proposed Actions	Further Information	Timeframe	Status	Reviewed/ Approved by supervisor
Manage budgets to ensure the operating expenses are at least 0.5% below budget	21/01/2015 *NEW	<i>Learning on-the-job</i> <ul style="list-style-type: none">• Apply new learning in daily work <i>Learning through others</i> <ul style="list-style-type: none">• Work-shadow an experienced colleague <i>Learning through formal training</i> <ul style="list-style-type: none">• Face to face learning <i>Field of Study</i> <ul style="list-style-type: none">• Accounting > Accounting	Add any extra notes about the development objectives if required	02/02/2015	In Progress	<input type="checkbox"/>

Edit

✕ Remove

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Continue to add new development objectives as required by clicking the 'Add' button.

TIPS

When your supervisor has Reviewed/Approved your development, the check box will change from blank to ticked.

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When your development plan is ready, click 'Submit for Approval' to send it to your supervisor.

Submit for Approval

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Submit Development for Approval

Press Submit to confirm your development

An email will be sent to your supervisor so they can review and approve your development.

Submit

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A pop-up box will appear, click 'Submit'.
Your supervisor will be emailed letting them know you have submitted a development.

Update a development objective

You can update the status of development objectives at any time.

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Development

[+ Add](#)

Development Objective	Date Added	Proposed Actions	Further Information	Timeframe	Status	Reviewed/ Approved by supervisor
Manage budgets to ensure the operating expenses are at least 0.5% below budget	21/01/2015 *NEW	<i>Learning on-the-job</i> <ul style="list-style-type: none">• Apply new learning in daily work <i>Learning through others</i> <ul style="list-style-type: none">• Work-shadow an experienced colleague <i>Learning through formal training</i>	Add any extra notes about the development objectives if required	02/02/2015	In Progress	<input type="checkbox"/>

[✕ Remove](#)

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To update a development objective click the **'Edit'** button beside the required objective requiring the update. A pop up window will appear.

Update Development

Development Objective - What specific skill, knowledge or behaviour have you agreed to develop?
Manage budgets to ensure the operating expenses are at least 0.5% below budget

Further information
Ad any extra notes about the development objectives if required

Timeframe - When do you expect to complete all your learning activities for this development objective?
02/02/2015

Status
In Progress

Close Update Development

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In the Edit screen update as required then scroll down to the 'Status' field, update details and click 'Update Development'.

Remove a development objective

[← Back to My Plan](#)

Development

[+ Add](#)

Development Objective	Date Added	Proposed Actions	Further Information	Timeframe	Status	Reviewed/ Approved by supervisor
Manage budgets to ensure the operating expenses are at least 0.5% below budget	21/01/2015 *NEW	<i>Learning on-the-job</i> <ul style="list-style-type: none">• Apply new learning in daily work <i>Learning through others</i> <ul style="list-style-type: none">• Work-shadow an experienced colleague	Add any extra notes about the development objectives if required	02/02/2015	Further Development Needed	<input type="checkbox"/> Edit X Remove

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To remove a development objective click the '**Remove**' button beside the objective that requires removing. A pop up window will appear.

Delete Development

Are you sure you want to delete this development objective?

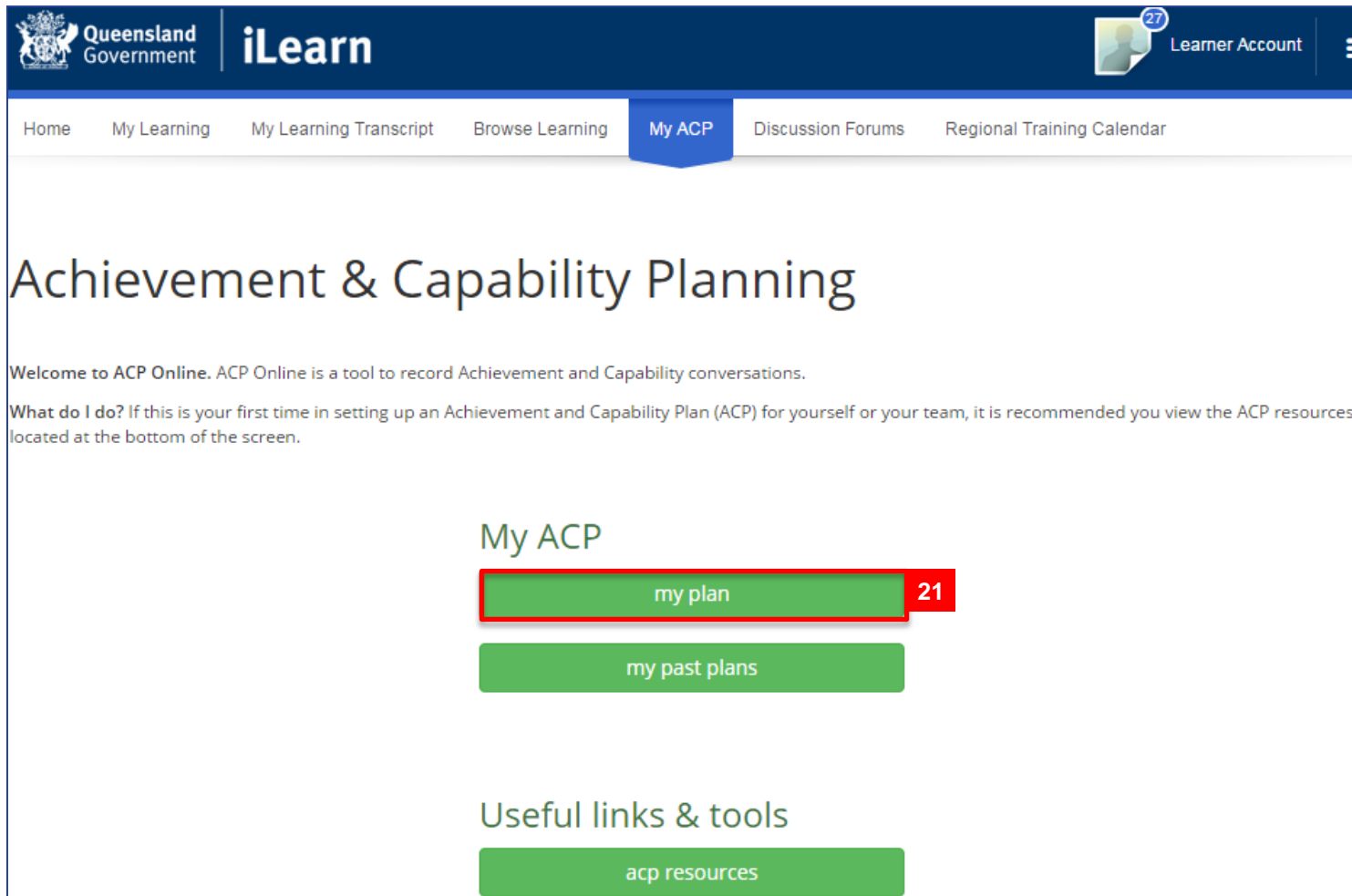
Manage budgets to ensure the operating expenses are at least 0.5% below budget

[No](#) [Yes](#)

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Click '**Yes**' if you want to delete this development objective.

View and Print your plan



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Achievement & Capability Planning

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My ACP

my plan 21

my past plans

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acp resources

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On the ACP dashboard, click '**my plan**'.

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My Plan

Current Supervisor	Current Plan Status	Action Required	Progress
Kyla Jacuzzi	In Progress Mid Point Review Due: 25/04/2015 Closing Review Due: 09/06/2015		Plan Details Development Print Plan

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

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23a

◀ Back | [Print](#) | [Microsoft Word Version](#)

Achievement & Capability Plan

Plan Details

Plan for:	Lola *Citizen
Supervisor:	Kyla Jacuzzi
Plan type:	Probation
Plan start date:	10 Mar 2015
Duration:	3 months
Due Date of Mid Point Review Conversation:	25 Apr 2015
Date of Mid Point Review Conversation:	
Due Date of Closing Review Conversation:	9 Jun 2015
Date of Closing Review Conversation:	

Development

Development Objective	Date Added	Proposed Actions	Further Information	Timeframe	Status	Reviewed/ Approved
Testing development also not approved	19/12/2014	Learning through others • Participate in a selection panel	Test	25 Dec 2014	In Progress	✓

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- Click **'Print'** to print the plan; or
- Click **'Microsoft Word Version'** to export to a Word document, where you can update the document if required.

TIPS

If you had a 'draft' or 'current' plan prior to 8 September 2014, you can access the full plan (including your deliverables, development, review and feedback sections) via **'Print Plan'**.



◀ Back Print **Microsoft Word Version**

Achievement & Capability Plan

Plan Details

Plan for:	Lola *Citizen
Supervisor:	Kyla Jacuzzi
Plan type:	Probation
Plan start date:	10 Mar 2015
Duration:	3 months
Due Date of Mid Point Review Conversation:	25 Apr 2015
Date of Mid Point Review Conversation:	
Due Date of Closing Review Conversation:	9 Jun 2015
Date of Closing Review Conversation:	

Development

Do you want to open or save **plan.doc** (16.3 KB) from **capability.veracity.com.au**?

24 Open Save Cancel ×

• Participate in a selection panel

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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.

plan (3) - Microsoft Word

File Home Insert Page Layout References Mailings Review View Acrobat Design Layout

Clipboard Font Paragraph Styles Editing Print

Achievement & Capability Plan

Plan Details

Plan for: Lola *Citizen
 Supervisor: Kyla Jacuzzi
 Plan type: Probation
 Plan start date: 10 Mar 2015
 Duration: 3 months
 Due Date of Mid Point Review Conversation: 25 Apr 2015
 Date of Mid Point Review Conversation:
 Due Date of Closing Review Conversation: 9 Jun 2015
 Date of Closing Review Conversation:

Development

Development Objective	Date Added	Proposed Actions	Further Information	Timeframe	Status	Reviewed/ Approved
Testing development also not approved	19/12/2014	<i>Learning through others</i> <ul style="list-style-type: none"> Participate in a selection panel <i>Field of Study</i> <ul style="list-style-type: none"> MATHEMATICAL SCIENCES > Mathematics 	Test	25 Dec 2014	In Progress	

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The plan will be downloaded in a Word document format and can be edited as required. Save the plan.


TIPS


Please note : You will need to save and store your plan locally, as you will not be able to load it into iLearn.



View your past plans

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

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My ACP

my plan

my past plans

Useful links & tools

acp resources

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Click 'my past plans'.

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My Past Plans

Plan Status	Date Started	Date Completed	
Closed	22 Jan 2015	18 Jan 2016	Print Plan
Closed	11 Dec 2014	11 Dec 2015	Print Plan
Closed	12 Jan 2015	14 Jul 2015	Print Plan
Closed	27 Jan 2015	5 Mar 2015	Print Plan

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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](#)

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Achievement & Capability 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

Development

Development Objective	Date Added	Proposed Actions	Further Information	Timeframe	Status	Reviewed/ Approved
Testing development also not approved	19/12/2014	<i>Learning through others</i> <ul style="list-style-type: none">Participate in a selection panel	Test	25 Dec 2014	In Progress	✓

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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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Achievement & Capability Plan

Plan Details

Plan for: Lola *Citizen

Supervisor: Kyla Jacuzzi

Plan type: Probation

Plan start date: 10 Mar 2015

Duration: 3 months

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Due Date of Closing Review Conversation: 9 Jun 2015

Date of Closing Review Conversation:

Development

Development Objective	Date Added	Proposed Actions	Further Information	Timeframe	Status	Reviewed/ Approved
Do you want to open or save plan.doc (16.3 KB) from capability.veracity.com.au ?						

Open Save Cancel ✕

29

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

Click '**Save**' to save your plan as a Word document.