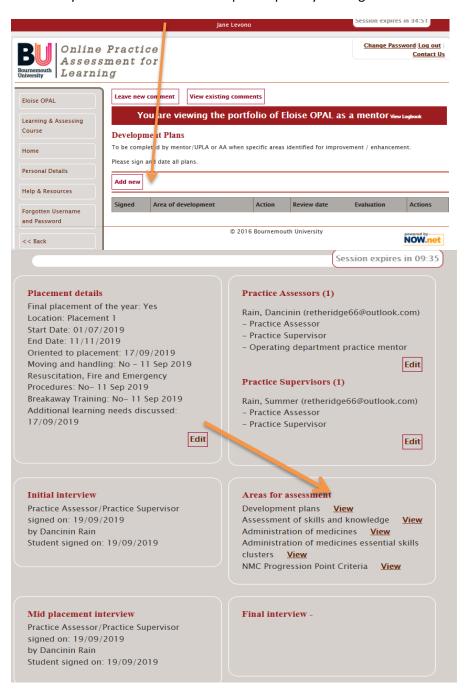
OPAL Technical Guide 6 (Mentor)



How to create a Development plan (Action plan) in OPAL (Practice Assessor).

Occasionally you may feel as a Practice Assessor that it is necessary to make a clear and agreed plan with a student. OPAL has the facility to create what are called development plans and these can be accessed from the dashboard in the 'Areas for Assessment' (see arrow).

Simply click on the 'view' link after the heading 'Development plan' and a new page will open. The will allow you to create a new development plan by clicking on the 'Add New' button



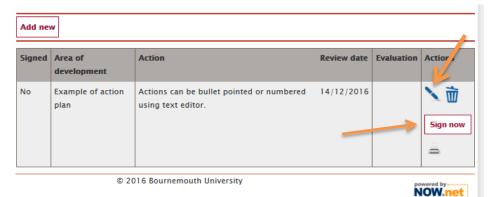
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You will then have several sections which can be completed. You can also copy and paste text which is already written from another document which is sometimes quite helpful as OPAL locks out after 35 minutes so it might be useful to construct the action plan in a word document to simply copy and paste into OPAL. There are four headings:

- 1. Area of Development
- 2. Action
- 3. Review date
- 4. Evaluation

Complete sections 1-3 and then click **Quick save**. This will save the text but allow you to then complete the 'evaluation' section on or after the due date. The student, their Academic Assessor and



other practice
assesors/supervisors
linked to the student
will be able to see the
development plan.
Following the
evaluation open up
the development plan
by clicking on the view
link from the
dashboard. You will

see you action plan and by clicking on the 'Pen icon' the development plan will open for you to add the evaluation text (the dustbin icon will permanently delete the action plan!).

Once the evaluation section is completed the option to save the comments will be open and then you will be required to click the 'Sign now' button which will lock the action plan as completed. If you complete a development plan due to underperformance / misconduct you should follow the BU raising concerns protocol and also notify the academic assessor who will be able to view the progress of the development plan through OPAL.

V1 December 2016

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