

Dear Registered Trainee,

## **Welcome to the Learning Environment for Pathology Trainees (LEPT) System**

### **CCT Specialties: Integrated Cellular Pathology Training (ICPT) Chemical Pathology**

As a new registered trainee in the above specialties, you are provided with access to the Learning Environment for Pathology Trainees (LEPT) system which you must use in line with the requirements of your curriculum.

The LEPT system is an ePortfolio which supports the Annual Review of Competence Progression (ARCP) process. It is used to record trainees' progress throughout their training including workplace-based assessments, multi-source feedback (MSF) and other components for the Educational Supervisor Structured Report (ESSR).

As part of the registration process, separate arrangements are in place for you to receive your password to access the secure area of the College website. The LEPT system is accessible via the College website through a single sign-on function. Instructions on how to log into the LEPT system are provided below.

It is your responsibility to keep your ePortfolio up to date as you progress through training. This includes ensuring the correct people, such as your Educational Supervisor, Training Programme Director and Head of School (if appropriate) have read-only access at each stage of your training/rotation. Instructional videos on how to use the LEPT system will be provided shortly; you will be notified when they are ready. Some instructional notes may also be provided. In the absence of these, the LEPT system is straightforward and simple to use with immediate effect.

As part of your first year training, you will receive notification, via the LEPT system of when to start your MSF assessment. The commencement dates are during February for ICPT trainees and during March and July for Chemical Pathology trainees. Exact MSF dates together with further information will be published on the LEPT system in due course. For subsequent years it is your responsibility to initiate your MSF assessments in your ePortfolio so that they coincide timely with the dates of your ARCP.

Whilst we aim to respond to queries in a timely manner, please note that the Assessment Department is extremely busy during the ARCP period (April to July). As there are lots of steps for getting your ePortfolio ready for an ARCP it is essential that you do not leave things to the last minute.

Please contact us (the Assessment Team) if you have any queries regarding the LEPT system. Additionally, if you have any feedback or suggestions for improving the LEPT system, then please let us know as we are keen to continuously improve the services we provide.

Yours sincerely,



**Ms Sandra Dewar-Creighton**  
**Assessment Manager**



**Mr Michael Gillett**  
**Assessment Administrator**

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The Royal College of Pathologists

Pathology: the science behind the cure

## Instructions for logging into the LEPT system – New Trainees 2022 Single Sign-On

1. Access the College website at: <https://www.rcpath.org>. Select 'New LEPT system' from the Popular Resources section.

About the College Document library

**POPULAR RESOURCES**

- Bulletin
- Diamond Jubilee
- CPD portfolio
- Learning Environment for Pathology Trainees (LEPT)
  - Old LEPT system
  - New LEPT system
- Datasets and tissue pathways
- Examinations
- Medical examiners

Screenshot 1

2. Enter your details to log in (Screenshot 2). The password is case-sensitive.

**MEMBER LOG IN**

EMAIL ADDRESS / MEMBERSHIP NUMBER

PASSWORD

Screenshot 2

3. Access to the LEPT system will be gained and you will be presented with the following screen (Screenshot 3).

**Trainee**

Welcome to the Learning Environment for Pathology Trainees (LEPT) system, the ePortfolio provided for you by the Royal College of Pathologists. Please use the LEPT system to record all of your progress in training and assessments. The LEPT system works best for you if you use and update it regularly. There is help text provided throughout but should you have any issues that you are unable to resolve yourself, please contact [assessment@rcpath.org](mailto:assessment@rcpath.org) and a member of College staff will be able to help you. Wishing you all the best for your pathology training.

**CONTINUE**

Screenshot 3

4. After clicking into the 'Continue' tab, your LEPT home page will now be presented (Screenshot 4). You must select your Educational Supervisor, Training Programme Director and Head of School (if there is one) before you can commence using the ePortfolio.

PortfolioAssessmentsARCPsTraining DevelopmentTraining RotationsResourcesHelp

RelationshipsScreenshot 4

It is important that your supervisors are known to the portfolio system in order for it work to your full advantage. To enable these individuals to assist your learning, and for quality management of training and assessment, these individuals require view only access to the "open" parts of your portfolio. ("Open" parts means all items recorded in your portfolio except entries marked in the reflective section as "private"). Please use the drop-down boxes below to identify these individuals.

Educational Supervisor

Please select your Educational Supervisor. This is required in order to use the system

The list will include all users with the Educational Supervisor role in your Deanery/LETB

Training Programme Director

Please select your Training Programme Director. This is required in order to use the system

The list will include all users with the Training Programme Director role in your Deanery/LETB

Head of School

The list will include all users with the Head of School role in your Deanery/LETB