



Irish College of GPs PCS ePortfolio

**A Guide to Using Your PCS ePortfolio for Recording CPD
Activity**

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What is the Irish College of GPs PCS ePortfolio?

Irish College of GPs provides a professional competence scheme (PCS) under arrangement with the Irish Medical Council for doctors working in general practice (GPs). This includes facilitating GPs to record and document their annual CPD requirements. The College's PCS ePortfolio is available for all GPs enrolled on its PCS for the current PCS year (1st May – 30th April annually) and can be accessed directly from the homepage of the [Irish College of GPs website](#).

The activity you record to your ePortfolio is used to populate your annual Statement of Participation, a key document demonstrating your engagement with PCS. Your Statement is created once a year in May and reflects your recorded activity for the five most recent PCS years.

Your ePortfolio retains a log of your recorded activity for six PCS years – the current year and five previous. You can also attach copies of supporting documentation to your ePortfolio and these will remain on the system for a **maximum of three PCS years**. You should retain evidence of your CPD activity in your own files for six PCS years (the period covered by your Statement).

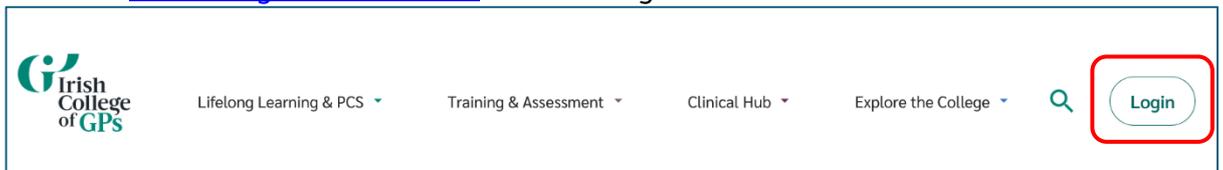
Enrolling on the Irish College of GPs PCS

In order to access your ePortfolio, you will first need to enrol on the Irish College of GPs Professional Competence Scheme (PCS). To enrol on the College's PCS, you will need to meet one or more of the following criteria:

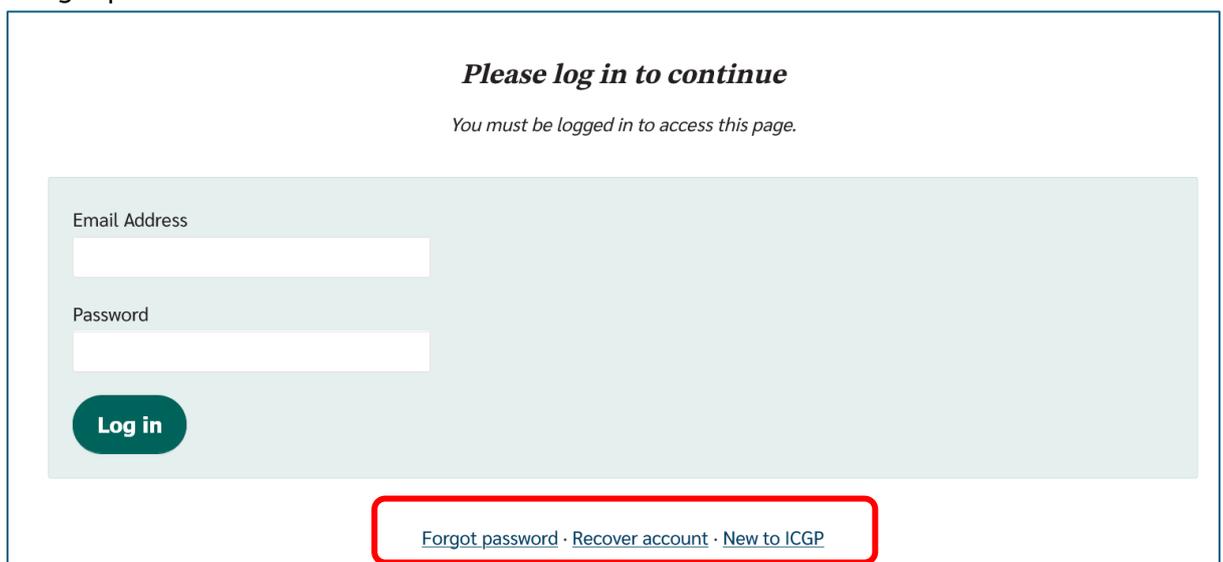
- Member of Irish College of GPs
- On the Medical Council Specialist Division for General Practice
- On the Medical Council General Division and working 50% or more in General Practice

To enrol, please follow the steps below:

1. Go to the [Irish College of GPs website](#) and click Login



2. Enter your email address and password. If you have not used the College website before, select 'New to ICGP'. If you cannot remember your password, please select 'Forgot password'.

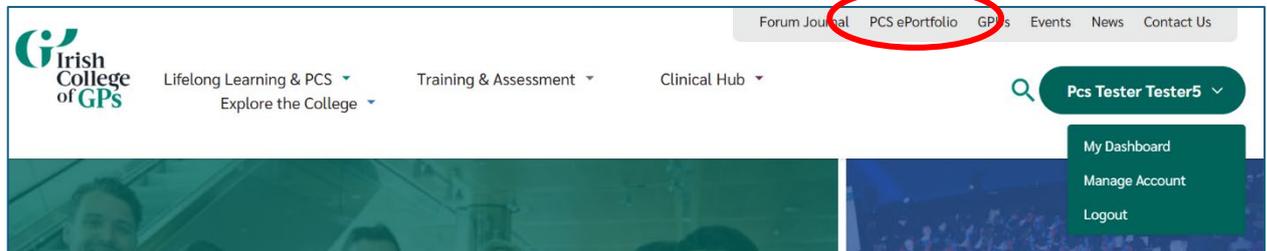
A screenshot of a login form on a website. At the top, it says 'Please log in to continue' in bold, italicized text, followed by 'You must be logged in to access this page.' in a smaller font. Below this is a light green rectangular area containing two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a dark green button with the text 'Log in' in white. At the bottom of the form area, there is a red-bordered box containing three links: 'Forgot password', 'Recover account', and 'New to ICGP'.

3. Select 'Renew & Enrol' from the [PCS main page](#)
4. Complete the online application form and make payment using credit or debit card.
NB: your card must support Strong Customer Authentication (SCA)
5. Your application will be reviewed and you will receive an email once it has been accepted.
6. In the unlikely event that your application is rejected, you will receive an email outlining the reasons for rejection.

Accessing your ePortfolio

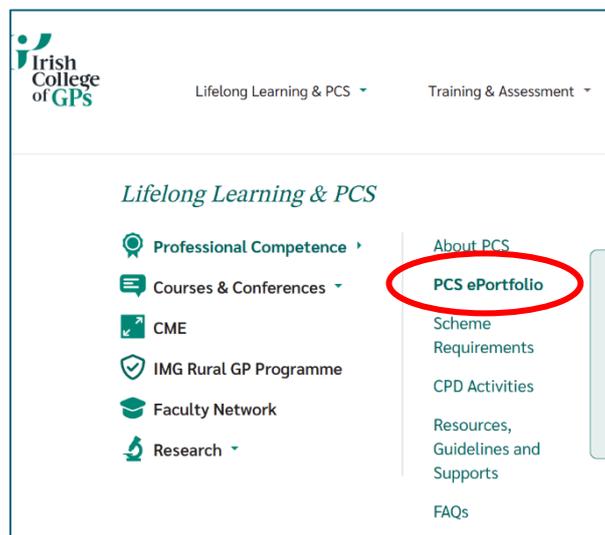
You can access your ePortfolio following the steps below:

1. Login to [Irish College of GPs website](#)
2. Click the link for the PCS ePortfolio in the grey menu at the top right of the screen



NB: Please review the [College PCS Code of Conduct](#) prior to using your ePortfolio.

3. Alternatively, within the Lifelong Learning & PCS menu, hover over Professional Confidence and you will see the link for the PCS ePortfolio within this menu.



Adding CPD Credits to your ePortfolio

The home screen of your ePortfolio is a dashboard with four dials representing your progress towards the four categories of CPD. You can add credits to your ePortfolio either by clicking into each dial individually or by using the Add Activity links underneath the dials. This section will go into more detail about adding activity to each category.

The screenshot displays the PCS ePortfolio 2025/26 dashboard. At the top, navigation arrows show the current period as 2024/25 and the next as 2026/27. The main title is 'PCS ePortfolio 2025/26'. Below this, four circular progress dials are arranged horizontally, each representing a CPD category: PDP (0/5), Practice Review (0/10), Work-Based (0/15), and Accredited CE (0/20). A red rectangular box highlights these four dials. Below the dials, there are two main sections: 'Add Activities' and 'Quick Access'. The 'Add Activities' section contains links for 'Add activity to your ePortfolio' (with sub-links for 'CPDR Code' and 'Manual Entry'), 'Professional Development Plan', 'Practice Review (Formerly Audit)', and 'Search Recognised Activities'. The 'Quick Access' section contains links for 'Activity Log', 'Documentation', 'My Supporting Documentation', and 'Help & Supports'. A red rectangular box highlights the 'Add Activities' section.

< 2024/25

PCS ePortfolio 2025/26

2026/27 >

0/5
PDP

0/10
Practice Review

0/15
Work-Based

0/20
Accredited CE

Add Activities

[Add activity to your ePortfolio](#)
[CPDR Code](#) · [Manual Entry](#)
[Professional Development Plan](#)
Explore and manage your 2025/26 plan
[Practice Review \(Formerly Audit\)](#)
Review and manage your 2025/26 practice review.
[Search Recognised Activities](#)
Find activities & events to add to your ePortfolio.

Quick Access

[Activity Log](#)
See all the activities you've logged for 2025/26
Documentation
[Statement of participation](#) · [Receipts of payment](#) · [Log summary](#)
[My Supporting Documentation](#)
Explore or download your supporting documentation.
[Help & Supports](#)
[Annual requirements](#) · [Resources & supports](#) · [Quick tour](#) · [More...](#)

Completing the Professional Development Plan (PDP)

The Professional Development Plan is a requirement for all doctors and involves identifying learning goals for the year, making a plan for how you will meet your credit requirements, and reflecting on the learning activities you completed in the previous year. The College has designed an interactive form which is integrated into the ePortfolio. When this form is completed, 5 credits will be added to your ePortfolio automatically.

To access the PDP, click the PDP dial on the home page. You can complete each of the four steps individually or in one sitting. There is additional guidance for each step at the top of each page with this blue icon:

 Get support for completing this step

When you have completed all four steps you will be able to mark your PDP complete by toggling the switch at the bottom. A link will appear to allow you to download a PDF of the completed document.

1	Identify Learning Needs ✓ <i>You have completed this step.</i>
2	Plan Specific Learning Activities ✓ <i>You have completed this step.</i>
3	Peer Review ✓ <i>You have completed this step.</i>
4	Reflection ✓ <i>You have completed this step.</i>
5	<input checked="" type="checkbox"/> PDP Completed · Download summary · Download certificate ✓ <i>You have claimed five credits for completing your PDP.</i>

Adding Accredited CE

You can add Accredited CE activity in three ways, using a CPDR code, adding details manually, or searching the calendar for events accredited by the College.

Using a CPDR Attendance Code

You will receive a CPDR Attendance Code at all Irish College of GPs activity. Entering this code will automatically add your credits, the event and your personalised certificate of attendance to your ePortfolio. To add the CPDR code, please follow the steps below:

1. You will find a CPDR Code link on the homepage under the Add Activity menu, or by clicking into the Accredited CE dial.
2. Enter your 5-digit code

CPDR Code

Enter your CPDR code here to claim the credits for an activity you've completed and the details will auto-record, including the relevant Eight Domains of Good Professional Practice.

Note that sharing of a CPDR code is in breach of the [Irish College of GPs PCS Code of Conduct](#) and constitutes unprofessional behaviour.

CPDR codes are distributed at some accredited events & activities as a verifiable record of your attendance, and to make updating your ePortfolio easier. A certificate of attendance will be available to download once you have validated the code.

3. Click Validate to confirm the details of the event. If the code is for an on-demand event, you will be prompted to record the date you completed it.

To add this activity to your ePortfolio, enter the date you completed it.
Please ensure that the date you enter here is the date you completed the on-demand activity.

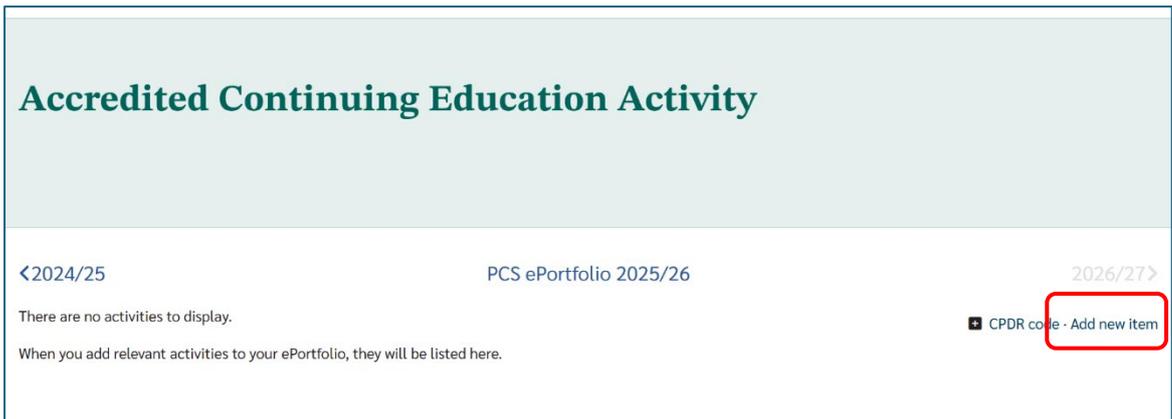
[Back to top](#) ↑

4. Click Add to ePortfolio.

Adding Accredited CE manually

If no CPDR code was provided you can add accredited courses and events manually. Note that you will need a certificate or other evidence and the event must be accredited appropriately. [Read more about what constitutes accreditation here.](#)

1. Click the Accredited CE dial.
2. Click Add New Item.



3. Fill in the details of the activity you are recording.
4. Tick the boxes of the relevant Eight Domains of Professional Practice which relate to your review. These will populate the Eight Domains list on your ePortfolio homepage.
5. Below the Eight Domains, upload your certificate or other evidence. You can click Browse to select a document from your files or drag and drop a document into the grey bar.
6. Click Save Activity.

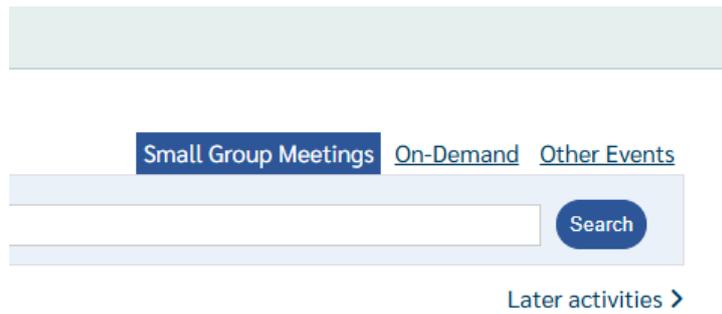
Search Recognised Events

The Irish College of GPs events calendar lists all events that have been accredited by the College for CPD credit. You can use the calendar to record events using the details that were provided by the organisers. **Note:** You can only add events that are in the past, and you must be able to upload a certificate or enter a CPDR code to save the entry.

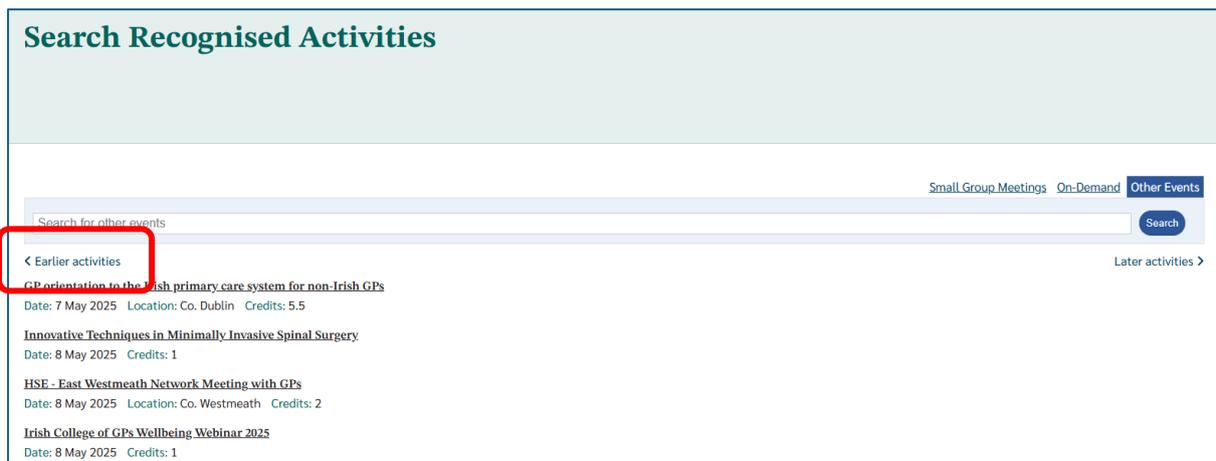
1. From the dashboard, click Search Recognised Activities in the Add Activities menu.



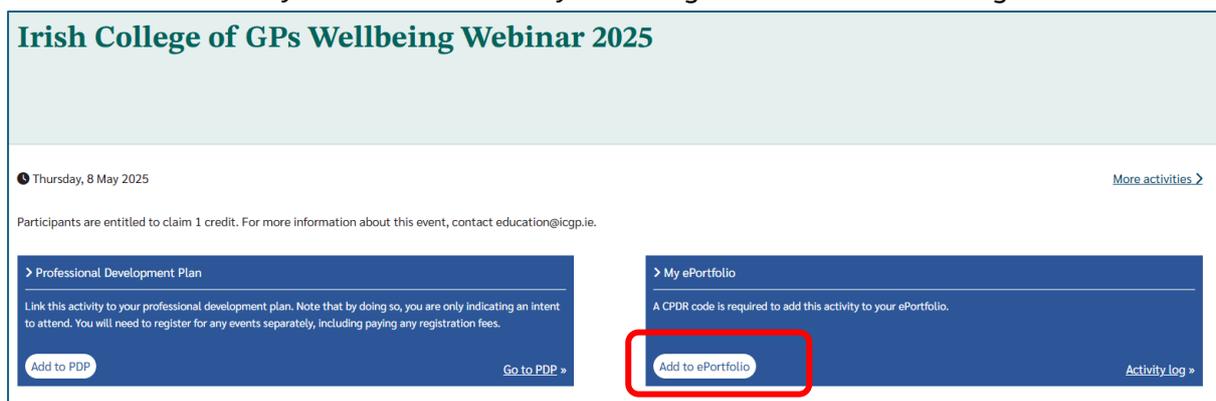
2. The events calendar is broken into three tabs to make searching easier. Small Group Meetings contains CME meetings. On-Demand contains on-demand online learning. Other Events contains all other types of events and courses.



3. Use the search bar to find the event you want to add, or use the Earlier activities arrow to browse back in time.



4. When you find the event you attended, click on the title to open the screen below. Click on Add to ePortfolio on the right-hand side. Note that you will be prompted to add evidence that you attended either by attaching a certificate or entering a CPDR code.



5. The event will populate into your ePortfolio using the details of title, event type, date, credits, and Eight Domains approved by the College.

Removing or Amending Activity

If you wish to remove or amend a recorded activity, please follow the steps below when logged into your ePortfolio.

1. From the dashboard page, click into the Activity Log under the Quick Access menu.

The screenshot shows the PCS ePortfolio dashboard for the 2025/26 period. At the top, there are four circular progress indicators: PDP (0/5), Practice Review (0/10), Work-Based (0/15), and Accredited CE (0/20). Below these, there are two main sections. The left section, titled 'Add Activities', contains links for 'Add activity to your ePortfolio', 'CPDR Code - Manual Entry', 'Professional Development Plan', 'Practice Review (Formerly Audit)', and 'Search Recognised Activities'. The right section, titled 'Quick Access', contains links for 'Activity Log' (highlighted with a red box), 'Documentation', 'My Supporting Documents', and 'Help & Supports'. There are also links for 'Annual requirements', 'Resources & supports', 'Quick tour', and 'More...'.

2. This page contains a list of all the activities you have added to your ePortfolio. Find the activity you want to remove or amend and click on it to open the record.
3. At the bottom of the page you will find buttons to Edit or Delete.

The screenshot shows a detailed view of an activity record. The activity is titled 'Eight domains of General Practice' and includes sections for 'Activity description', 'Date', 'Supporting documentation', and 'Credits'. At the bottom of the page, there are two buttons: 'Edit activity' and 'Delete activity', which are circled in red. A 'Back to top' link is also visible at the bottom right.

Note: You will not be able to delete entries or attachments that were added before 30 April 2025. Please contact the Professional Competence Team on professional.competence@icgp.ie if you are trying to delete records from before 30 April 2025.

Accessing ePortfolio Documents

There are three types of document you may wish to access on your ePortfolio:

1. Statement of Participation
2. PCS Receipt
3. Certificates and other evidence documents

Statement of Participation

On your ePortfolio dashboard, click Documentation, then Statement of Participation to download your statement.

<2024/25 PCS ePortfolio 2025/26 2026/27>

0/5 PDP 0/10 Practice Review 0/15 Work-Based 0/20 Accredited CE

Add Activities
[Add activity to your ePortfolio](#)
[CPDR Code](#) · [Manual Entry](#)
[Professional Development Plan](#)
Explore and manage your 2025/26 plan.
[Practice Review \(Formerly Audit\)](#)
Review and manage your 2025/26 practice review.
[Search Recognised Activities](#)
Find activities & events to add to your ePortfolio.

Quick Access
[Activity Log](#)
See all the activities you've logged for 2025/26.
[Documentation](#)
Your statement of participation, receipts, and other documentation.
[My Supporting Documents](#)
Explore or download your supporting documentation.
[Help & Supports](#)
[Annual requirements](#) · [Resources & supports](#) · [Quick tour](#) · [More...](#)

- Statement of Participation**
Download your annual statement of participation
- Receipts of Payment**
Get receipts for your PCS fees and other transactions
- ePortfolio Summary**
Download an overview of your 2025 PCS ePortfolio
- Full ePortfolio**
Details of all activities logged in your PCS ePortfolio

PCS Receipt

On your ePortfolio dashboard, click Documentation, then Receipts of Payment.

<2024/25 PCS ePortfolio 2025/26 2026/27>

0/5 PDP 0/10 Practice Review 0/15 Work-Based 0/20 Accredited CE

Add Activities
[Add activity to your ePortfolio](#)
[CPDR Code - Manual Entry](#)
[Professional Development Plan](#)
Explore and manage your 2025/26 plan.
[Practice Review \(Formerly Audit\)](#)
Review and manage your 2025/26 practice review.
[Search Recognised Activities](#)
Find activities & events to add to your ePortfolio.

Quick Access
[Activity Log](#)
Scroll the activities you've logged for 2025/26.
[Documentation](#)
View your participation, receipts, and other documentation.
[My Supporting Documents](#)
Explore or download your supporting documentation.
[Help & Supports](#)
[Annual requirements](#) · [Resources & supports](#) · [Quick tour](#) · [More...](#)

You can also access your PCS receipt through your Irish College of GPs website account. Click on your name at the top right of the screen and select My Dashboard. This will take you to your website dashboard where you will see an area for My Receipts.

Forum Journal PCS ePortfolio GPUs Events News Contact Us

cal Hub ▾

🔍 Pcs Tester Tester5 ▾

My Dashboard
Manage Account
Logout

Within the Receipts area you may need to scroll down to find your Professional Competence receipts. Click to download the receipt for the relevant year.

Professional Competence

- 1 May 2025 – 30 April 2026  [Download Receipt](#)
- 1 May 2024 – 30 April 2025  [Download Receipt](#)
- 1 May 2023 – 30 April 2024  [Download Receipt](#)

Certificate of Attendance

1. To access the certificate for a specific event, log into your ePortfolio.
2. Click into the Activity Log for a list of all the activities you have recorded.

The screenshot shows the PCS ePortfolio 2025/26 dashboard. At the top, there are navigation arrows for '< 2024/25' and '2026/27 >'. Below this, four circular progress indicators show: 0/5 PDP, 0/10 Practice Review, 0/15 Work-Based, and 0/20 Accredited CE. The dashboard is divided into two main sections: 'Add Activities' on the left and 'Quick Access' on the right. The 'Quick Access' section contains several links, with 'Activity Log' highlighted by a red box. Below the 'Activity Log' link, there is a brief description: 'View all the activities you've logged for 2025/26.'

3. Locate the event you want the certificate for and click into it. Under Supporting Documentation you will see the certificate. Click on this to download.

The screenshot shows the 'Test On-Demand Activity' page. The title 'Test On-Demand Activity' is at the top. Below it, there is an 'Activity description' section with the text '(This activity does not have a description.)'. The 'Date' is listed as '7 May 2025'. The 'Eight domains of General Practice' are listed as 'Professionalism' and 'Scholarship'. The 'Supporting documentation' section contains a link 'Certificate of attendance' which is highlighted by a red box. Below this, the 'Credits' section shows '3.25 - Course (Accredited CE activity)'. At the bottom right, there is a 'Delete activity' button.

Note: If you are downloading more than one certificate please see the next section for a quick way to download all certificates at once.

PDP Summary and Certificate

You have the option to download a PDF copy of your completed PDP suitable for printing, or a certificate which can be used to claim study leave.

1. Log into your ePortfolio.
2. Click on the dial labelled PDP on the dashboard. You will see links to download the completed PDP or certificate next the completed toggle.

1 **Identify Learning Needs**
✓ You have completed this step.

2 **Plan Specific Learning Activities**
✓ You have completed this step.

3 **Peer Review**
✓ You have completed this step.

4 **Reflection**
✓ You have completed this step.

5 **PDP Completed** · [Download summary](#) · [Download certificate](#)
✓ You have claimed five credits for completing your PDP.

3. Alternatively, click Documentation under the Quick Access menu on the dashboard, and you will see the PDP downloads toward the bottom of the list.

Statement of Participation
Download your annual statement of participation

Receipts of Payment
Get receipts for your PCS fees and other transactions

ePortfolio Summary
Download an overview of your 2025 PCS ePortfolio

Full ePortfolio
Details of all activities logged in your PCS ePortfolio

PDP Summary
An overview of your 2025 professional development plan

PDP Certificate
Your certificate of completion of your 2025 PDP

Practice Review
No review on file for 2025 · [Create review](#)

Downloading and Saving ePortfolio Records

Bulk download a folder of certificates and evidence

Your Irish College of GPs ePortfolio retains your essential records for 6 PCS years – the current year and the 5 most recent. However, attachments and evidence are retained for 3 PCS years – the current year and the 2 most recent. Documents you store on your ePortfolio should also be saved in hard or soft copy. You can easily download all your attachments for the year in one file by following the steps below.

1. Log in to your ePortfolio.
2. On the main page, click My Supporting Documentation on the Quick Access menu.

<2024/25 PCS ePortfolio 2025/26 2026/27>

0/5 PDP 0/10 Practice Review 6/15 Work-Based 5.25/20 Accredited CE

Add Activities
[Add activity to your ePortfolio](#)
[CPDR Code](#) · [Manual Entry](#)
[Professional Development Plan](#)
Explore and manage your 2025/26 plan.
[Practice Review \(Formerly Audit\)](#)
Review and manage your 2025/26 practice review.
[Search Recognised Activities](#)
Find activities & events to add to your ePortfolio.

Quick Access
[Activity Log](#)
See all the activities you've logged for 2025/26
Documentation
[Statement of participation](#) · [Receipts of payment](#) · [Log summary](#)
My Supporting Documentation
Explore or download your supporting documentation.
[Help & Supports](#)
[Annual requirements](#) · [Resources & supports](#) · [Quick tour](#) · [More...](#)

3. This screen will show you a list of attachments as well as an indication of how much of your storage quota has been used. To download all your files at once click Request File Archive on the left-hand side.

<2024/25 PCS ePortfolio 2025/26 2026/27>

Uploaded File	Attached To	Size
Certificate.pdf	Communications for doctors webinar	259.7kB
Evidence.docx	PCS committee	13.3kB
Evidence.docx	Flu vaccine roll out meeting	13.3kB

> Download All Files > Quota Usage

Request file archive 0%

4. It may take a minute for the file to be ready. When you see the download button appear as below, click to download the folder.

<2024/25		PCS ePortf
Uploaded File	Attached To	
Certificate.pdf	Communications for doctors webinar	
Evidence.docx	PCS committee	
Evidence.docx	Flu vaccine roll out meeting	

> Download All Files

Archive creation complete: [Download](#)

Download a copy of your ePortfolio Summary

1. Log in to your ePortfolio.
2. On the main page, click Documentation on the Quick Access menu.

<2024/25
PCS ePortfolio 2025/26
2026/27>

0/5
PDP

0/10
Practice Review

0/15
Work-Based

0/20
Accredited CE

Add Activities

[Add activity to your ePortfolio](#)

[CPDR Code](#) · [Manual Entry](#)

[Professional Development Plan](#)

Explore and manage your 2025/26 plan.

[Practice Review \(Formerly Audit\)](#)

Review and manage your 2025/26 practice review.

[Search Recognised Activities](#)

Find activities & events to add to your ePortfolio.

Quick Access

[Activity Log](#)

[Documentation](#) Documentation

[My Supporting Documents](#)

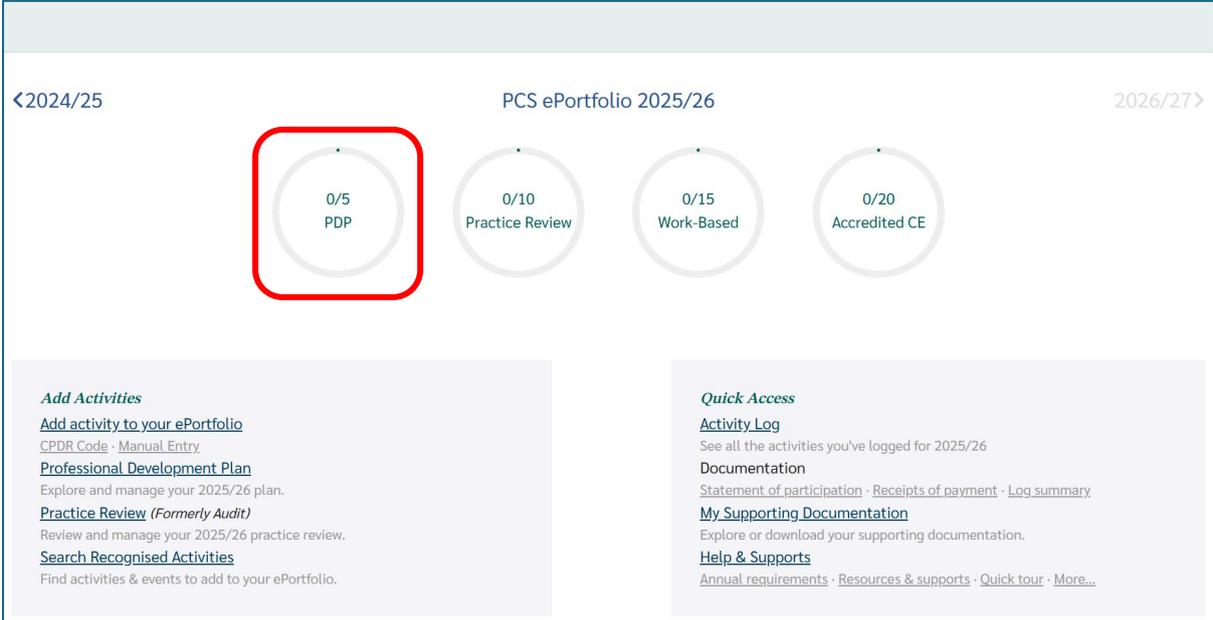
[Help & Supports](#)

[Annual requirements](#) · [Resources & supports](#) · [Quick tour](#) · [More...](#)

3. Select ePortfolio Summary.
4. A PDF summary of all activity logged will download automatically.

Download a copy of your PDP

1. Log in to your ePortfolio.
2. On the main page, click the PDP dial on the dashboard.



<2024/25 PCS ePortfolio 2025/26 2026/27>

0/5 PDP

0/10 Practice Review

0/15 Work-Based

0/20 Accredited CE

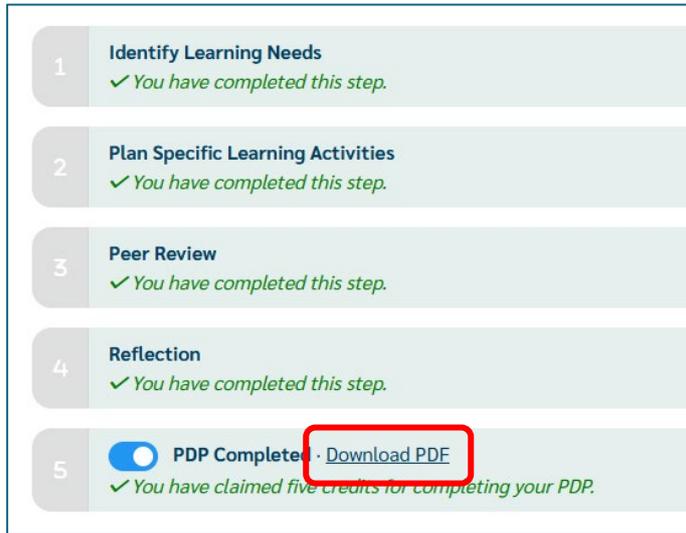
Add Activities

- [Add activity to your ePortfolio](#)
- [CPDR Code - Manual Entry](#)
- [Professional Development Plan](#)
Explore and manage your 2025/26 plan.
- [Practice Review \(Formerly Audit\)](#)
Review and manage your 2025/26 practice review.
- [Search Recognised Activities](#)
Find activities & events to add to your ePortfolio.

Quick Access

- [Activity Log](#)
See all the activities you've logged for 2025/26
- Documentation**
[Statement of participation](#) · [Receipts of payment](#) · [Log summary](#)
- [My Supporting Documentation](#)
Explore or download your supporting documentation.
- Help & Supports**
[Annual requirements](#) · [Resources & supports](#) · [Quick tour](#) · [More...](#)

3. Next to the PDP Completed toggle, you will see a link to download a PDF copy of your completed PDP.



1 **Identify Learning Needs**
✓ You have completed this step.

2 **Plan Specific Learning Activities**
✓ You have completed this step.

3 **Peer Review**
✓ You have completed this step.

4 **Reflection**
✓ You have completed this step.

5 **PDP Completed** · [Download PDF](#)
✓ You have claimed five credits for completing your PDP.

This can also be accessed through the Documentation area, along with receipts etc.

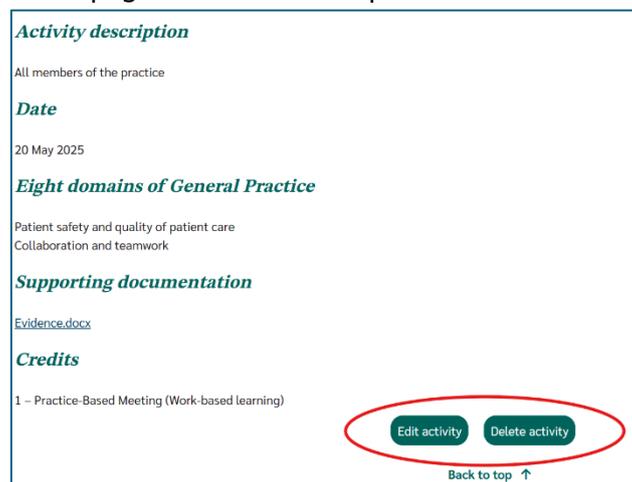
Deleting ePortfolio Attachments

To delete an attachment from your ePortfolio while retaining the ePortfolio entry, please follow the steps below. Please remember to retain evidence to support your CPD activity in a secure location for 6 PCS years, in the event that you are requested to provide same.

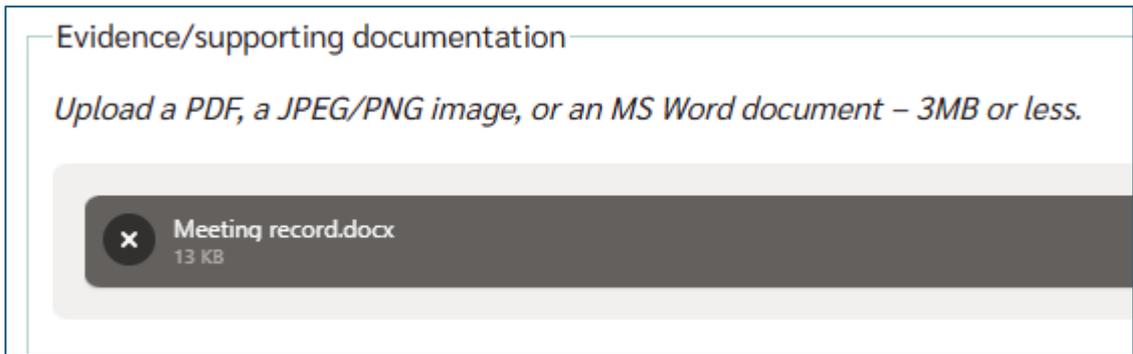
1. From the dashboard page, click into the Activity Log under the Quick Access menu.



2. This page contains a list of all the activities you have added to your ePortfolio. Find the activity with the attachment you want to delete and click on it to open the record.
3. At the bottom of the page click Edit to re-open the record.



4. Delete attachments by clicking the X next to the document. Once an attachment is deleted you can add a new attachment if you wish.



5. Click Save Activity to save your changes.

Note: You cannot save an Accredited CE or Practice Review entry without an attachment.

Note: You will not be able to delete entries or attachments that were added before 30 April 2025. Please contact the Professional Competence Team on professional.competence@icgp.ie if you are trying to delete records from before 30 April 2025.

Accessing previous PCS years

You may view records made for previous PCS years and download attachments. Use the years above the dials on your dashboard to navigate between different PCS years.

The screenshot displays the PCS ePortfolio dashboard for the 2025/26 period. At the top, navigation arrows for '<2024/25' and '2026/27>' are highlighted with red boxes. The main heading is 'PCS ePortfolio 2025/26'. Below this, four circular progress indicators show the following progress: 0/5 PDP, 0/10 Practice Review, 0/15 Work-Based, and 0/20 Accredited CE. The dashboard is divided into two main sections: 'Add Activities' and 'Quick Access'. The 'Add Activities' section includes links for 'Add activity to your ePortfolio', 'CPDR Code', 'Manual Entry', 'Professional Development Plan', 'Practice Review (Formerly Audit)', and 'Search Recognised Activities'. The 'Quick Access' section includes links for 'Activity Log', 'Documentation', 'My Supporting Documentation', and 'Help & Supports'.

You can use the [Activity Log](#) and [bulk download function](#) to navigate and save previous year documentation.

Note: The Medical Council introduced a new framework for PCS on 1 May 2025, including a new set of category requirements. PCS activity prior to 1 May 2025 will reflect the older requirements with a simplified dashboard. You will not be able to delete entries or attachments that were added before 30 April 2025. Please contact the Professional Competence Team on professional.competence@icgp.ie if you are trying to delete records from before 30 April 2025.

Troubleshooting Q&A

Q: Why can't I access my ePortfolio?

A: To access your ePortfolio, you need to be enrolled on the current PCS year. If you have not yet enrolled, please go Irishcollegeofgps.ie and select 'Renew/Enrol'.

Q: Why can't I add an Attachment?

A: There are 2 reasons that an attachment may not add to your ePortfolio:

1. Document is not in one of the compatible file formats:
 - PDF
 - JPEG
 - PNG
 - MS Word 2007+
2. Your document exceeds the limit. The limit for each file is 3MB and there is a 30MB total limit to your ePortfolio.

Q: Why do I not have a Statement of Participation?

A: You will only have a Statement of Participation once you have completed one full PCS year. If this is your first year of enrolment, you will be able to access your first Statement once the year is complete in May.

Q: Why can't I add or edit entries to previous PCS years?

A: Per the Medical Council's rules, the PCS year runs from 1 May to 30 April each year. All activity must be recorded by the deadline in order to be counted toward that PCS year. In May 2025, the ePortfolio received a major update to correspond with the new Maintenance of Professional Competence framework introduced that year. As a result of this development work all previous years became read-only.

Q: Why do I need to record before 30 April?

A: The statutory deadline of 30 April is set by the Medical Council. Information that you record to your ePortfolio is used to populate your annual Statement of Participation – proof of your adherence to PCS requirements. As per Arrangements with the Medical Council, we raise the Statements of Participation once a year at the beginning of May, and therefore activity which you record after 30 April will not be included. Per Medical Council Guidelines, activity can only be recorded toward the requirements of the PCS year in which it took place.