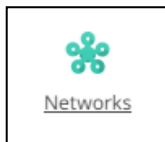


How to access and complete Appraiser Skills Training (AST)

An Introduction for Medical Appraisers

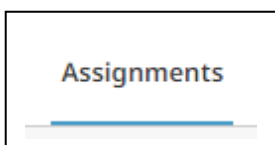
1. Any requests for the training must come from the DB or HB. The request for training needs to be sent to HEIW.RSURvQA@wales.nhs.uk with the name of the Doctor and their Appraisal Lead
2. Within 24 hours, the Doctor will be sent an e-mail to confirm that an account has been created for them on Y Ty Dysgu. The Doctor will need to click on the link to activate their account.
3. The Doctor will then be sent an e-mail to change their password.
4. The Doctor can then log into a Ty Dysgu and choose 'Networks' on the left-hand side.



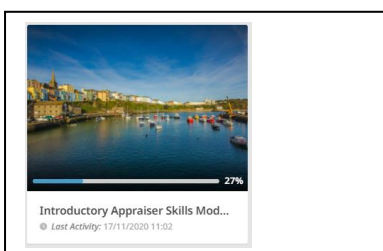
5. Select the 'AST' Network



6. Click on 'Assignments'



7. Click on 'Introductory Appraiser Skills Training' to start.



8. The Doctor will be able to pause the training at any time and return to where they left off until the Assignment has been completed.

✓ **I have completed Appraiser Skills Training – An Introduction**

1. Once the Doctor has completed the training, they will be prompted to return to the AST Network
2. The Doctor will be sent a certificate of completion within 24 hours which they will need to forward to their Revalidation team, and their Appraiser role will be added to MARS.
3. The Doctor will be able to re-access the Network at any time in the future. Under the 'Files' tab the Doctor will be able to access a copy of the module and the resources for future use.