

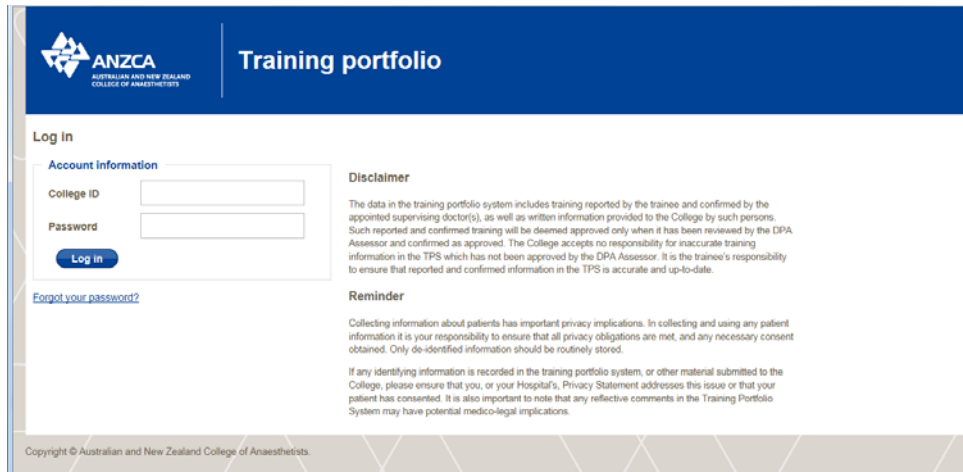
Training Portfolio Summary (TPS)/Trainee Summary Report Instructions

**Current/Continuing QARTS Trainees ONLY

Your TPS will **ONLY** be accepted in **PDF format**.

1. Log into your ANZCA Training Portfolio <https://tps.anzca.edu.au/Reports>

This screen will appear



The screenshot shows the ANZCA Training Portfolio login page. The header includes the ANZCA logo and the text 'Training portfolio'. Below the header is a 'Log In' section with a 'Log in' button. To the right of the login form are sections for 'Disclaimer' and 'Reminder'. The disclaimer states that the data in the training portfolio system includes training reported by the trainee and confirmed by the appointed supervising doctor(s), as well as written information provided to the College by such persons. The reminder states that collecting information about patients has important privacy implications and that users should ensure that all privacy obligations are met and any necessary consent is obtained.

2. Once logged in, to download the Training Portfolio Summary (TPS)/Trainee Summary Report, click the *Reports* tab on the left hand menu as displayed below.



3. Download your Training Portfolio Summary (TPS)/Trainee Summary Report in **PDF FORMAT ONLY**. **Photos will NOT be accepted.**
4. Upload to your QLD Health RMO Campaign application where required.

NOTE: If you have any issues in downloading in PDF format, please contact Head Office in Melbourne.

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