

RCGP Revalidation ePortfolio (ReP) Decommissioning FAQs

1. Why is this happening?

The RCGP launched the Appraisal Toolkit for GPs in partnership with Clarity Informatics in September 2014. To ensure that the College meets its obligations as a data processor, the RCGP Revalidation ePortfolio (ReP) as a legacy system will be decommissioned on 1 July 2017. This means that any data remaining within the ReP after that date will be archived, and only available by advance request. Data will be erased after a period of five years.

2. Download instructions

If you would like to retrieve your ReP data, please take the following steps at the earliest opportunity:

1. Login to your [Revalidation ePortfolio](#) and select 'Dashboard' from the menu on the left hand side of the screen.
2. Click 'Download ePortfolio' button on your dashboard. This will download a zip file with the most recent appraisal year.
3. For your previous appraisals, go to your dashboard. You will see a 'Revalidation Areas' table consisting of 12 areas. Please select area 12 called '[Appraisal summary \(& historic\)](#)'. You will see all your previous appraisals on this page. Select the one you wish to download and click the pen and paper icon under the 'actions' column. This will take you to the page which allows you to download your appraisal files.

If you require any further assistance with downloading your data, please contact the RCGP Helpdesk on 0203 188 7667 or rep@rcgp.org.uk

3. Download instructions – no longer a College member

You will not be able to download your historical data using the above process if you are no longer an RCGP member. However, we can offer you discretionary access by advance request to enable you to download your historical data. To arrange this, please contact the RCGP Helpdesk on 0203 188 7667 or rep@rcgp.org.uk

4. I haven't consented to have my data transferred to the Appraisal Toolkit for GPs (ATKfGPs) yet – how do I do that?

If you're eligible to have your data transferred (this was determined in 2014 on the basis of your prior usage of the RCGP Revalidation ePortfolio), you will see a "consent" pop up when you access your ePortfolio. Click "yes" to give the consent. To confirm the transfer, you will then need to login to the ATKfGPs. You will be prompted to enter your RCGP password to begin the transfer of data. However, please ensure that your designated body supports the ATKfGPs before doing so.

5. Do these developments affect the RCGP Trainee ePortfolio?

No, the RCGP Trainee ePortfolio is not affected.

6. Is the Appraisal Toolkit for GPs being decommissioned?

No, these developments relate only to the RCGP Revalidation ePortfolio.