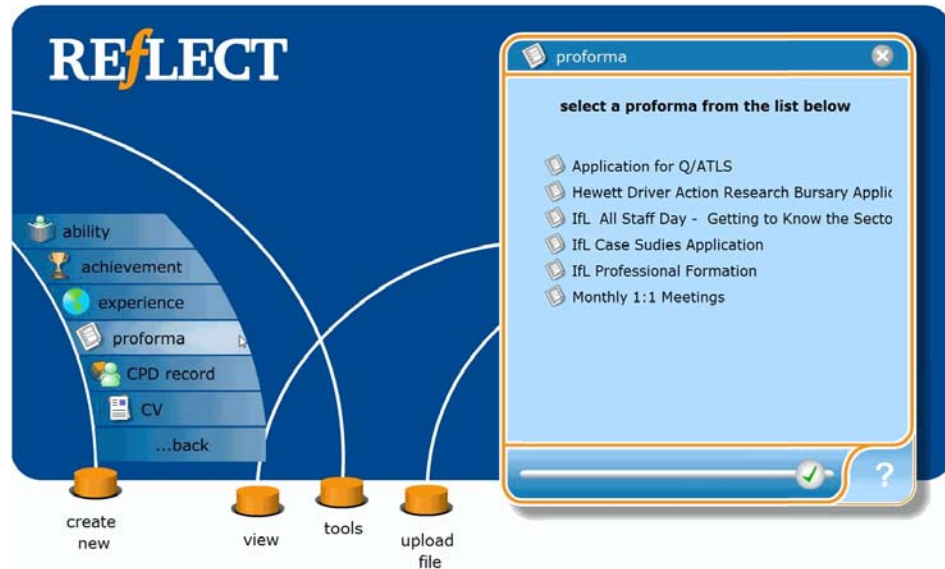


## Tip sheet: Accessing the CPD case studies proforma

Click the **create new** button, click **more** and select **proforma** from the menu.



This will open a list of proformas you can access. Select **IfL Case Studies Application**, and click the **green tick button** to continue. The application form will open in a new window, and look like this:

more...

01

02

03

04

05

06

Display Options

**REFLECT**  
Institute for Learning

ABC

[Edit title & description](#)

---

**Ifl Case Studies Application**

---

Case study applications for publication in IFL journals must be of sufficient rigour and interest to our members. The publication of case studies is intended to demonstrate the quality and innovation of our members in meeting the requirements of IFL and its stakeholders.

This form will gather some initial detail and judgement of submissions, as well as record an outline of proposals submitted so far. This will then be used to inform future commissioning.

**Personal details**

**Full name**

**Membership number**

**Membership grade**

**Please describe your job role**

Complete all the fields before clicking **save changes** at the bottom of the form. This will save the form to REfLECT and show you the completed asset.

If you wish to make any changes, you can click **edit response**. If you are finished, just close the window to return to your REfLECT pad.

If you wish to submit your application form later, click the **green tick button** to save and close it. Your form will be saved in your assets and you can also return to send it later with these steps.

more...

01

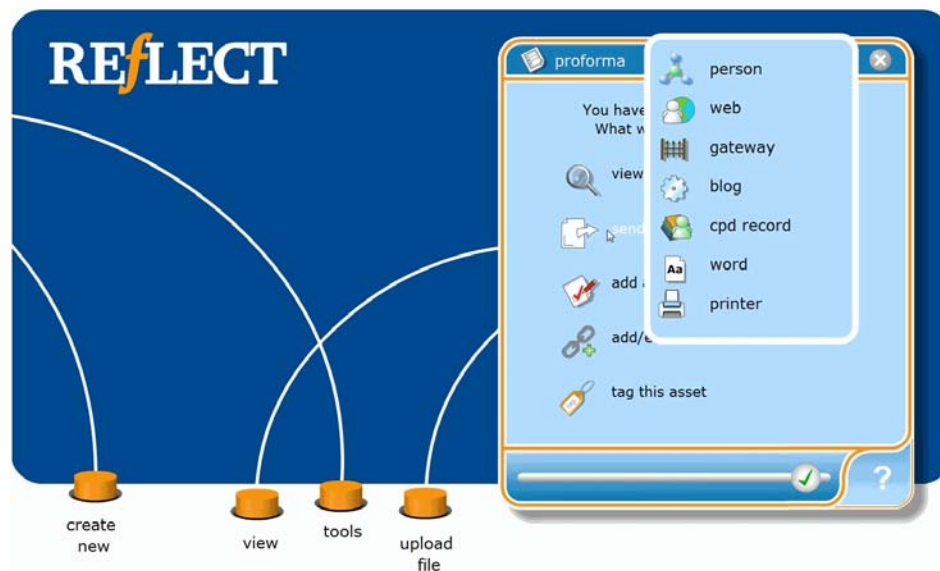
02

03

04

05

06



To submit the application form, you must send it to the **case studies gateway**. To do this, hover over **send to...** and click **gateways**.

Click the gateway icon at the bottom right of the pad. This will show a list of all available gateways. Select **case studies**, which may be a **sub menu of research**. Then click the **green tick button** to submit. Sending your case study will subscribe you to the gateway.

more...

01

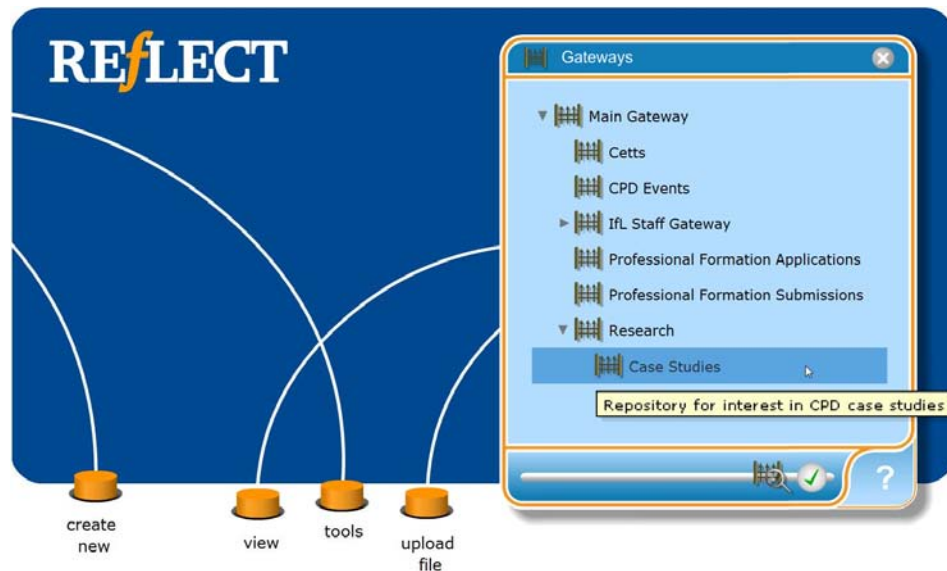
02

03

04

05

06



The Hewett Driver gateway will open to show you that your application form has been successfully submitted and you will receive an email notification as a receipt.

If you make any changes from within REfLECT these changes will register immediately on the gateway. Similarly, if you delete your application within REfLECT it will also be removed from the gateway.