

There are two stages required to complete the record of a TAP meeting:

TAP Preparation form

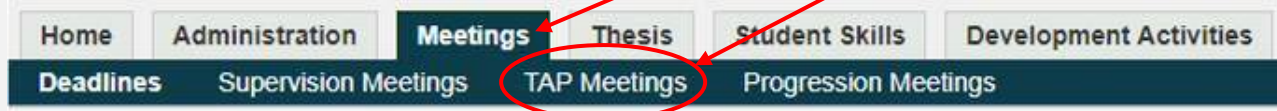
Before each TAP meeting, you and your supervisor need to complete a TAP Preparation form. When this form is submitted, a TAP Meeting Record form is generated.

TAP Meeting Record form

The TAP Preparation form feeds into the TAP Meeting Record form. The Tap Panel review your TAP Preparation and will complete and sign off the TAP Meeting Record.

Creating a TAP Preparation form

To create a TAP Preparation form, click on: 'Meetings' then 'TAP Meetings':



Create a new TAP Preparation form

Next, click on the 'Create a new TAP Preparation Form' button. The form has three main sections: **Student Details;** **TAP Meeting Details;** **Preparation for the TAP meeting.**

Student Details

This section is automatically populated with your details. Double check your supervisor and TAP members are correct – if not, contact your Graduate Administrator before completing the form.

TAP Meeting Details

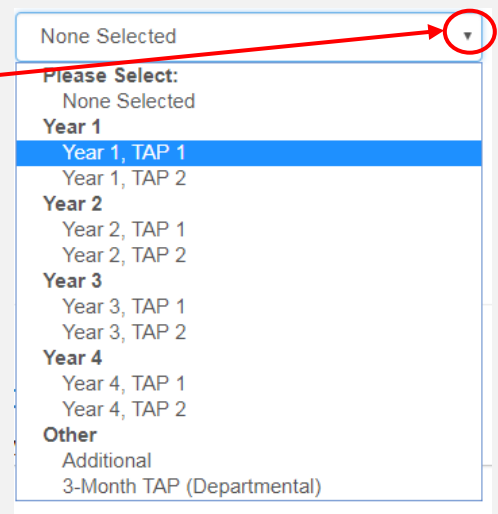
In this section you need to 1) select the correct meeting and 2) enter the date of meeting (if known).

1) Which meeting is this form for?

To change the default option of 'None Selected' to the correct meeting, simply click the arrow to bring up the drop down list of options and select the correct meeting – e.g. **Year 1, Tap 1**.

Note for part-time students: be careful to select the correct meeting. For example: if you are in your second calendar year, your registration year would be Year 1B so you would need to choose **Year1, Tap 2** (effectively Year 1B, Tap 2) and not Year 2 Tap 1.

By selecting the correct meeting, you will make sure you are recording your meeting record against the correct milestone.



None Selected

Please Select:

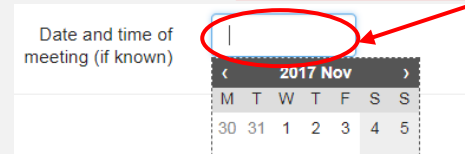
- None Selected
- Year 1**
 - Year 1, TAP 1
 - Year 1, TAP 2
- Year 2**
 - Year 2, TAP 1
 - Year 2, TAP 2
- Year 3**
 - Year 3, TAP 1
 - Year 3, TAP 2
- Year 4**
 - Year 4, TAP 1
 - Year 4, TAP 2
- Other**
 - Additional
 - 3-Month TAP (Departmental)

2) Date and time of meeting (if known):

You may not know the date of the meeting when you complete the TAP Preparation form, in which case leave it blank. However, if you do know it, enter it here.

Note: If you leave the date blank, SkillsForge will generate a date 2 weeks from when the Preparation form is submitted. This will then be changed to the correct date by your TAP Panel on completing the TAP Meeting Record form.

Simply click on the date box to bring up the calendar and select the date.



Preparation for the Tap Meeting

The remainder of the form consists of a number of free text boxes to complete, like the example below.

Preparation for the TAP Meeting

Briefly describe the work you are presenting *

Note: Required fields are indicated by *

TIP: At the bottom right corner you can click and drag to expand the box to give you more space to type into.

After you have completed all of the free text boxes, there is also an option to upload files as appropriate – just click on the link:

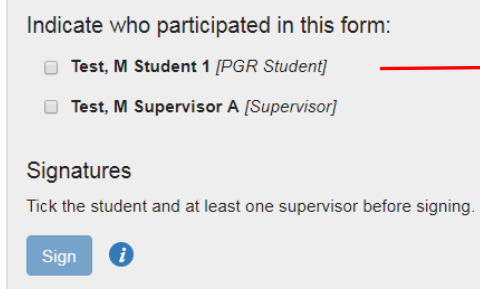
Attachments

Quota used: 0.00MB out of 500.00MB

[Choose a file to upload...](#)

Saving and Signing your form

To finalise your preparation form you need to record who was involved in the preparation of the form (**Note:** if you have two supervisors but only one was involved, only tick against the name of the person who participated in the form).



Test, M Student 1 [PGR Student]
X Awaiting signature - click the button below to sign

The form then shows as 'Awaiting signature'.

As with the Supervision Meeting Record form, it is advisable to click **SAVE** at this stage (top right of form) and wait for your supervisor to check and make any amendments to the form before signing.

Once all parties are happy with the content of the form, click **Sign**, then **Confirm** (top right of form). The last person to sign will be asked if they are ready to submit the form when they click **Confirm**.

Are you ready to send this form?

When you send this form it will be officially submitted and the form will no longer be editable.

Yes, Send No

Once the TAP Preparation form is submitted, SkillsForge automatically generates the TAP Meeting Record form which your TAP Panel will then complete.