AUSTRALIAN COLLEGE OF PHYSIOTHERAPISTS

PebblePad User Guide for Evidence Portfolio Submission

Advanced Practice Physiotherapy Titling Evidence Portfolio Pathway Pilot

Version 1.0
October 2026

AUSTRALIAN PHYSIOTHERAPY ASSOCIATION

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Introduction

This guide shows you how to navigate the PebblePad Portfolio Submission portal to complete and submit your evidence portfolio. It explains where to find each part of the workbook, how to add your documents and how to share your workbook for assessment.

It does not replace the Advanced Practice Physiotherapist Titling Evidence Portfolio Pathway Pilot Handbook which sets out the requirements, standards and timeframes.

Accessing PebblePad

Once payment has been received, you will receive your initial email to set up your PebblePad account.

How to set up your PebblePad account

1. Open the email from noreply@pebblelearning.co.uk with the subject line *A new account has been created for you*.
    a. If you cannot find the email, check your junk or spam folder.
2. Select the link in the email to create your password.
3. Select "reset password"
4. After creating your password, you will be redirected to the PebblePad login screen.

How to sign in to PebblePad

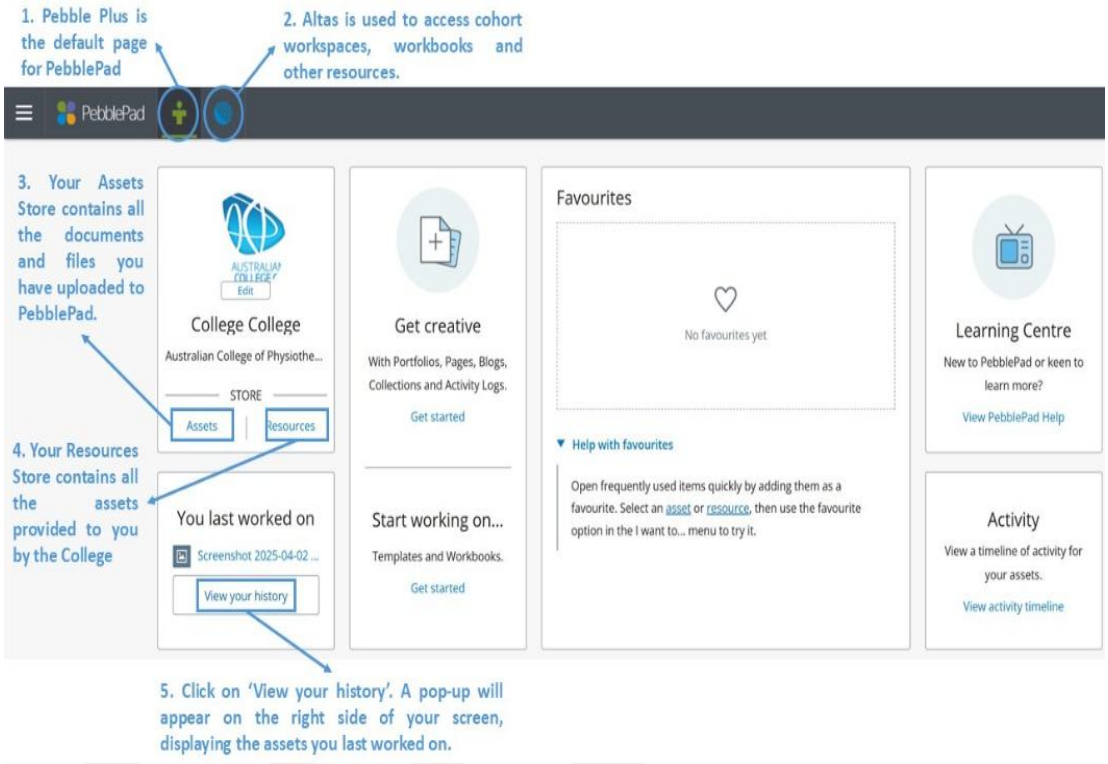
1. Go to the PebblePad login page: https://v3.pebblepad.com.au/login/physiotherapy.
2. From the dropdown menu, select *Australian College of Physiotherapists*.
3. Sign in using your username and the password you created
4. After signing in, open the *Resource Store* to access the *Advanced Practice – Evidence Portfolio Workbook*

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Navigating the PebblePad Dashboard

After signing in, you will arrive at the Home Dashboard, also known as Pebble+. This is your starting point for accessing resources, reviewing your progress, and managing your portfolio.

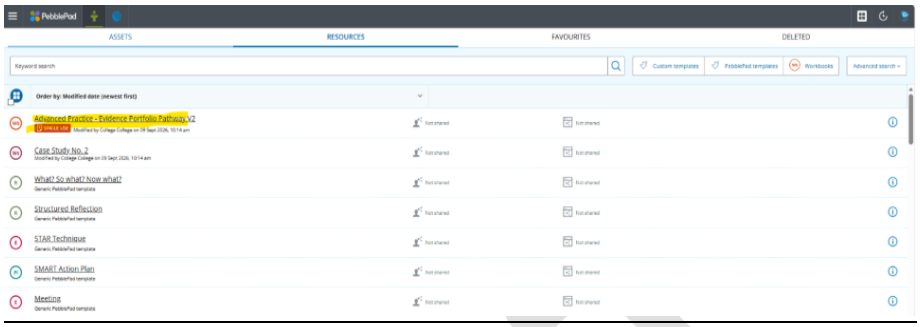
Use the dashboard to navigate between the key areas of PebblePad. The image below explains the main features available from the homepage.



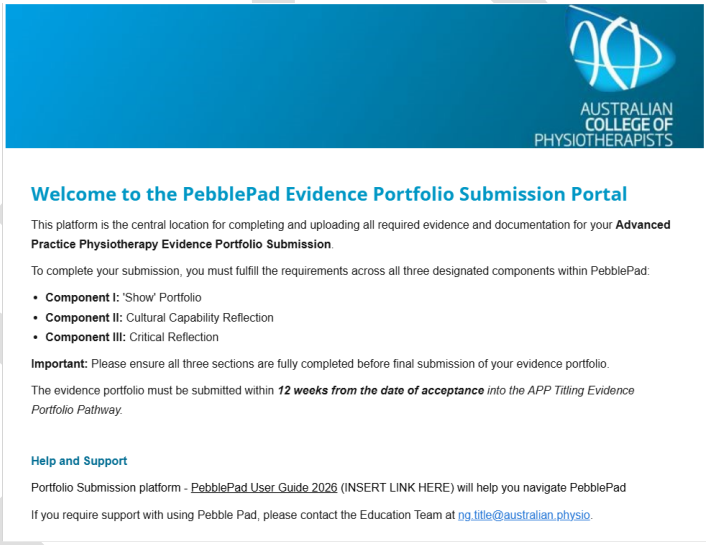
Tip: You can return to the dashboard at any time by selecting the PebblePad logo or the Pebble+ icon in the top menu.

How to Navigate the Workbook

In the **Resource Store**, select the *Advanced Practice – Evidence Portfolio Pathway Workbook* to open the workbook.



The workbook opens on the Introduction page - use this page as your starting point to access each workbook component.



Returning to your work in progress

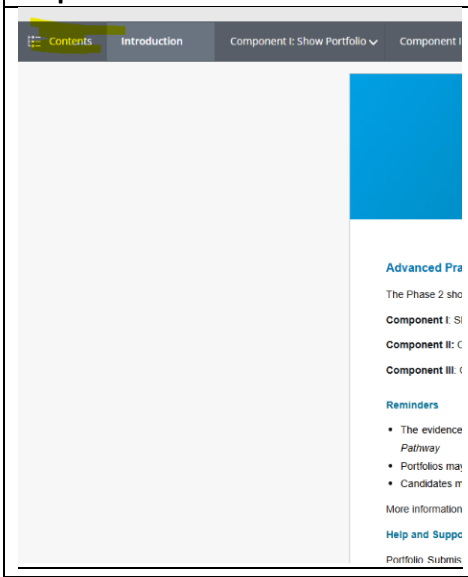
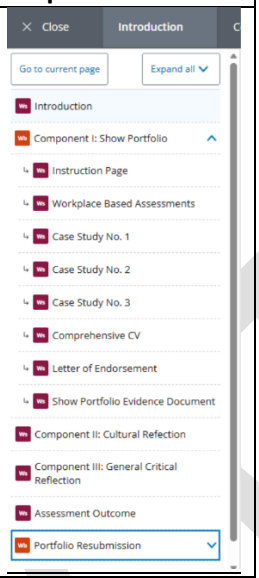
You will usually complete your portfolio over several sessions. To return to your workbook, sign in and select Assets on the dashboard, then open the Advanced Practice – Evidence Portfolio Pathway Workbook. You can also select View your history on the dashboard to reopen items you worked on recently.

IT IS CRITICAL TO SAVE YOUR WORK AT REGULAR INTERVALS AS THERE IS NO AUTO-SAVE

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Using the Contents menu

The Contents dropdown provides an overview of all workbook components and acts as a shortcut to each page.

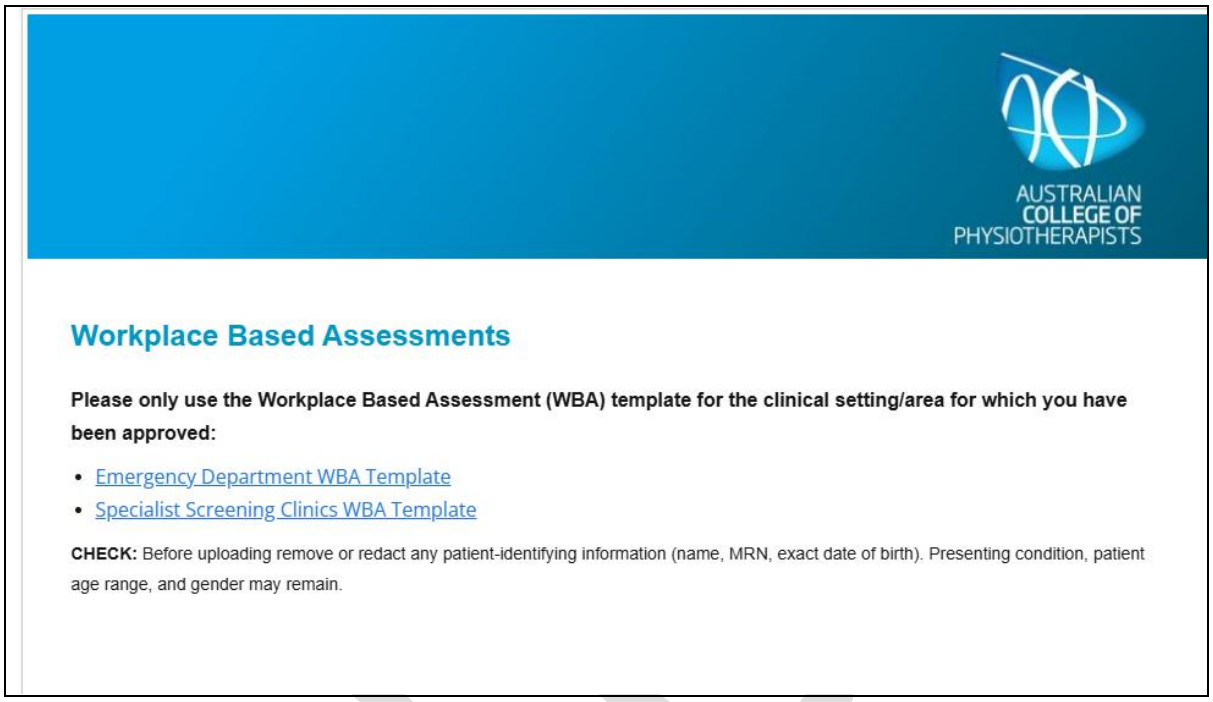
Step 1	Step 2
	

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Component I: Show Portfolio

Workplace Based Assessment

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On this page, first select your nominated clinical practice area from the drop-down list. It applies to all three WBAs. Once each assessment is complete, upload it under the matching heading (WBA #1, #2 or #3) using the 'Add' button.

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Nominated Clinical Practice Area

One answer applies to all three WBAs below

Screening Clinics (Spinal or Peripheral Joint Specialist Outpatient)

Workplace Based Assessment #1

+ Add...

Workplace Based Assessment #2

+ Add...

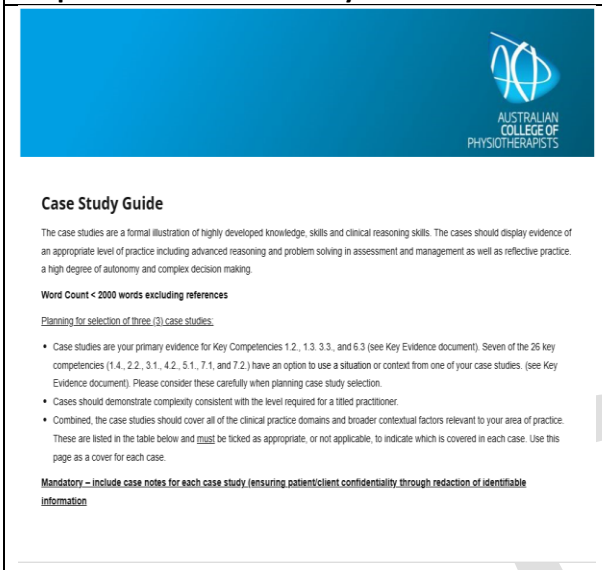
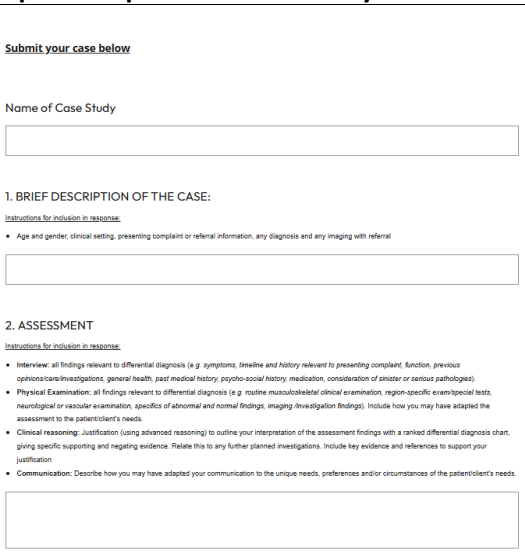
Workplace Based Assessment #3

+ Add...

Case Studies 1, 2 and 3

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Complete three case studies using the template embedded in PebblePad

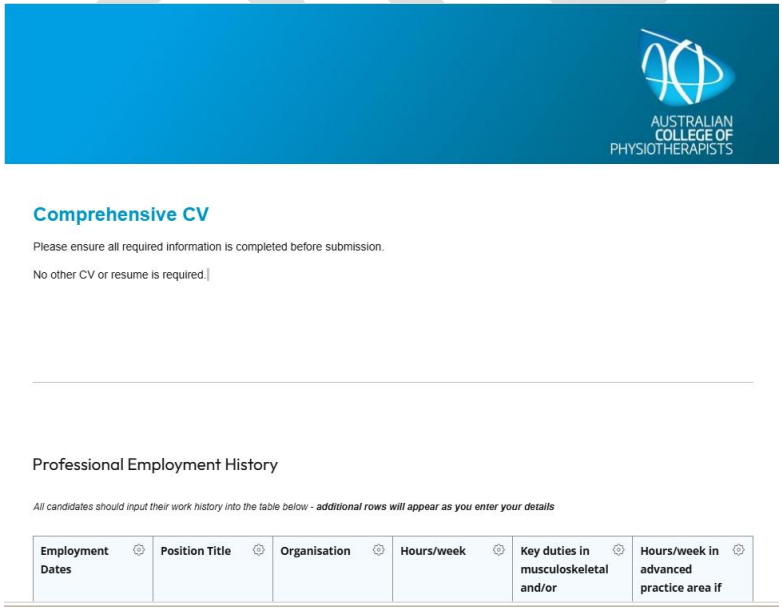
Step 1: Read the Case Study Guide	Step 2: Complete the Case Study Form
	

Comprehensive CV

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Complete the Comprehensive CV template embedded in PebblePad.

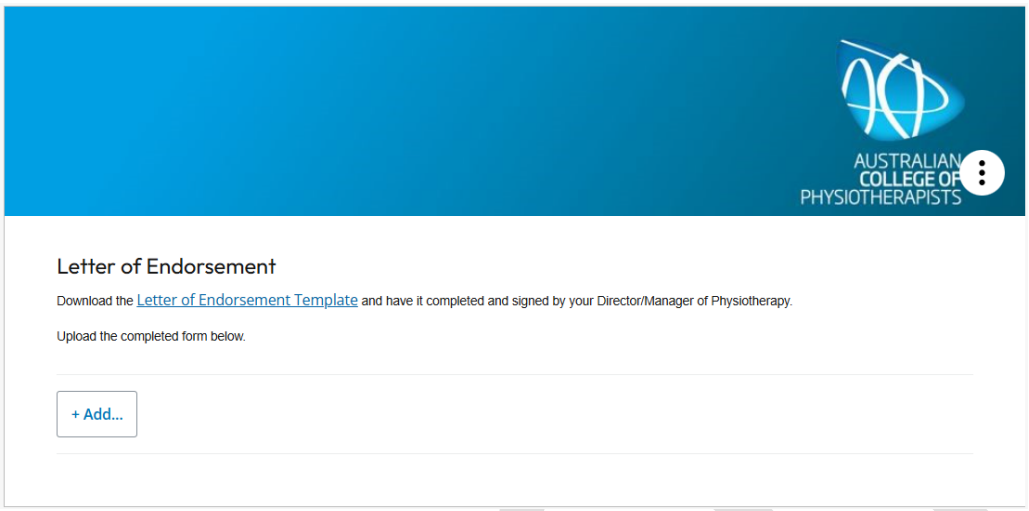
Extra rows appear as you add details to the tables.



Letter of Endorsement

Download the *Letter of Endorsement* template from this page and arrange for your Director or Manager of Physiotherapy to complete and sign it.

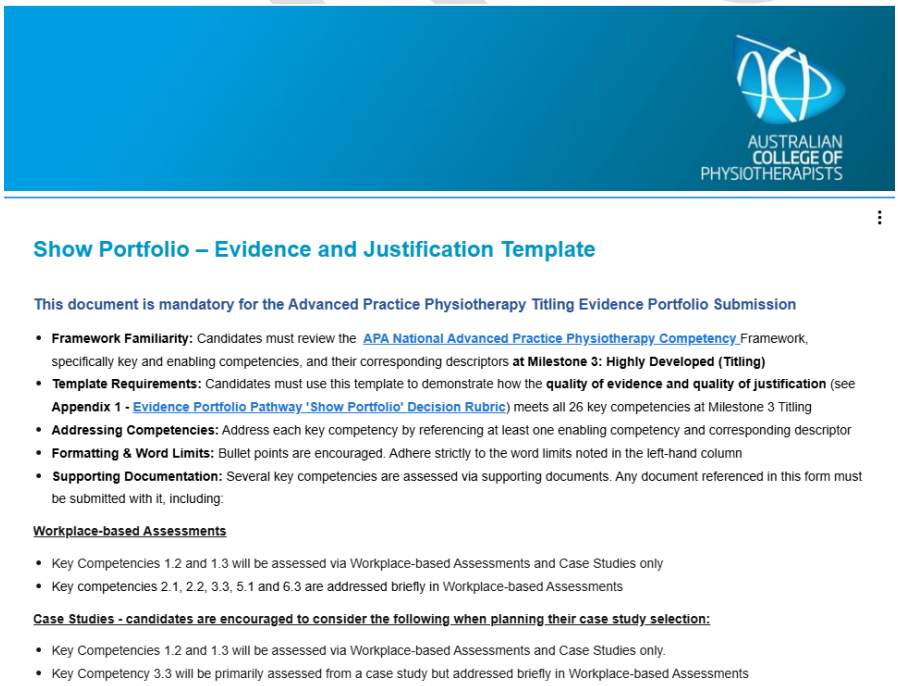
Upload the signed copy using the 'Add' button.



Show Portfolio – Evidence and Justification

IT IS CRITICAL TO SAVE YOUR WORK AT REGULAR INTERVALS AS THERE IS NO AUTO-SAVE

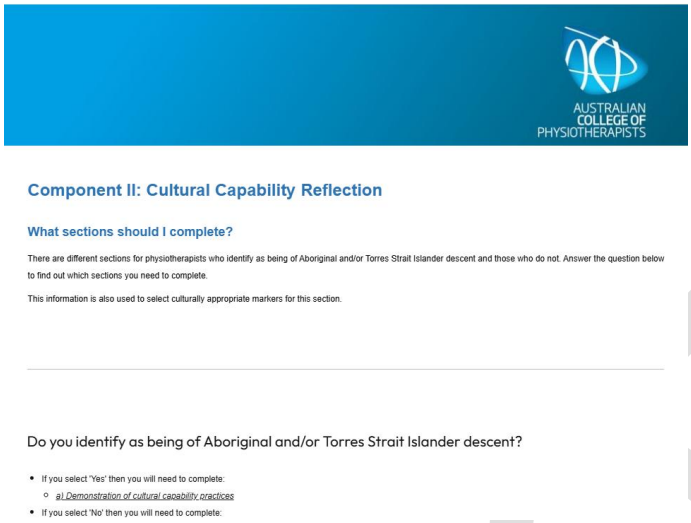
Complete the *Show Portfolio – Evidence and Justification Template* embedded in PebblePad.



Component II: Cultural Reflection

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To be completed in PebblePad using the embedded template as shown below:



Component II: Cultural Capability Reflection

What sections should I complete?

There are different sections for physiotherapists who identify as being of Aboriginal and/or Torres Strait Islander descent and those who do not. Answer the question below to find out which sections you need to complete.

This information is also used to select culturally appropriate markers for this section.

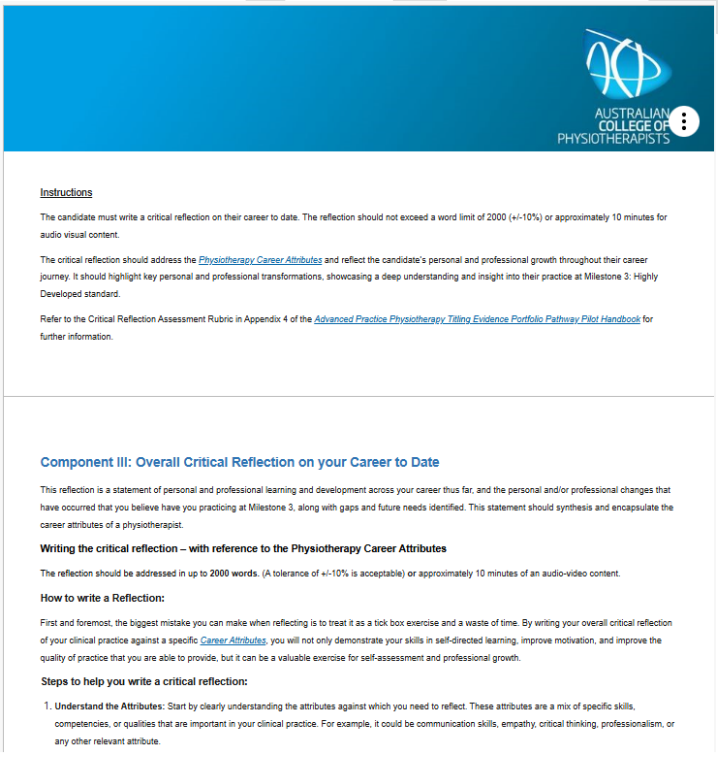
Do you identify as being of Aboriginal and/or Torres Strait Islander descent?

- If you select 'Yes' then you will need to complete:
  - *a) Demonstration of cultural capability practices*
- If you select 'No' then you will need to complete:

Component III: General Critical Reflection

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To be completed in PebblePad using the embedded template as shown below:



Instructions

The candidate must write a critical reflection on their career to date. The reflection should not exceed a word limit of 2000 (+/-10%) or approximately 10 minutes for audio visual content.

The critical reflection should address the *Physiotherapy Career Attributes* and reflect the candidate's personal and professional growth throughout their career journey. It should highlight key personal and professional transformations, showcasing a deep understanding and insight into their practice at Milestone 3: Highly Developed standard.

Refer to the Critical Reflection Assessment Rubric in Appendix 4 of the *Advanced Practice Physiotherapy Titling Evidence Portfolio Pathway Pilot Handbook* for further information.

Component III: Overall Critical Reflection on your Career to Date

This reflection is a statement of personal and professional learning and development across your career thus far, and the personal and/or professional changes that have occurred that you believe have you practicing at Milestone 3, along with gaps and future needs identified. This statement should synthesis and encapsulate the career attributes of a physiotherapist.

Writing the critical reflection – with reference to the Physiotherapy Career Attributes

The reflection should be addressed in up to **2000 words**. (A tolerance of +/-10% is acceptable) or approximately 10 minutes of an audio-video content.

How to write a Reflection:

First and foremost, the biggest mistake you can make when reflecting is to treat it as a tick box exercise and a waste of time. By writing your overall critical reflection of your clinical practice against a specific *Career Attributes*, you will not only demonstrate your skills in self-directed learning, improve motivation, and improve the quality of practice that you are able to provide, but it can be a valuable exercise for self-assessment and professional growth.

Steps to help you write a critical reflection:

1. **Understand the Attributes:** Start by clearly understanding the attributes against which you need to reflect. These attributes are a mix of specific skills, competencies, or qualities that are important in your clinical practice. For example, it could be communication skills, empathy, critical thinking, professionalism, or any other relevant attribute.

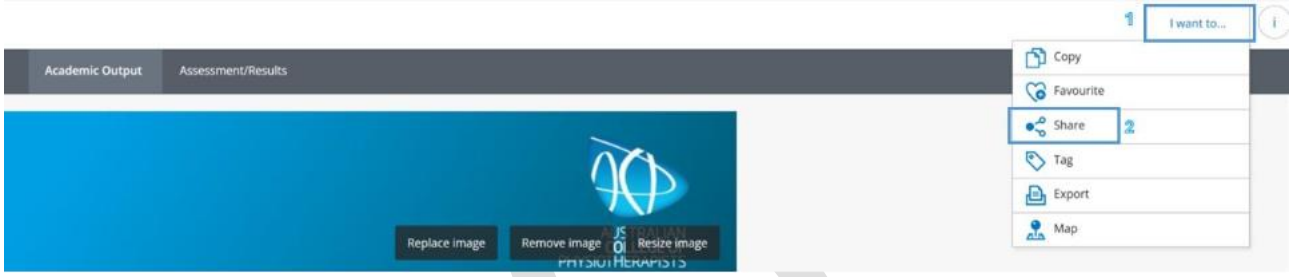
How to submit your portfolio for assessment

Sharing your workbook with **ATLAS** submits your portfolio for assessment. Before sharing it, check that:

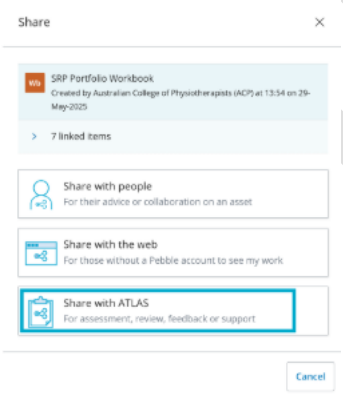
- Components I, II and III are complete
- All evidence does not contain identifiable patient information
- The workbook contains only the mandatory documents
- You are within the 12-week submission period

Steps

1. On the top right corner select **"I want to…"**
2. Select **"Share"** from the drop-down menu



3. Select "Share with ATLAS" in the pop-up menu.

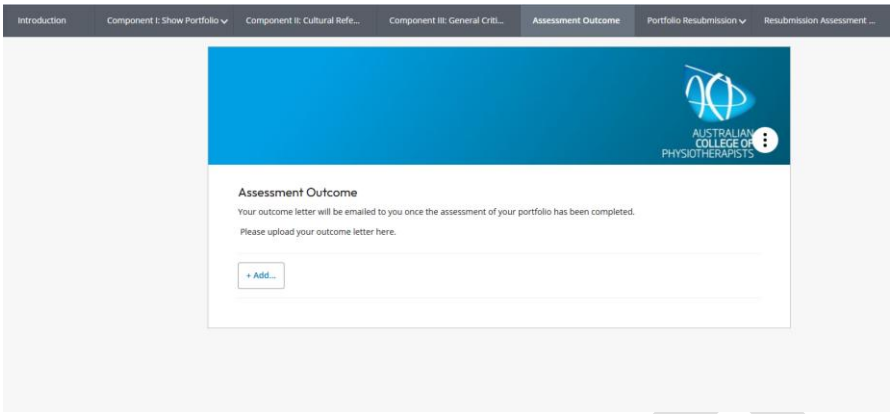


4. Select the Advanced Practice – Evidence Portfolio Pathway Pilot Program workspace to share it in
5. Email ng.title@australian.physio to confirm that you have shared your workbook. Include your full name and the date you shared it.

Assessment Outcome

When you receive an assessment outcome letter from the Titling Team, please upload it to PebblePad as indicated below.

Multiple letters can be uploaded to this section.



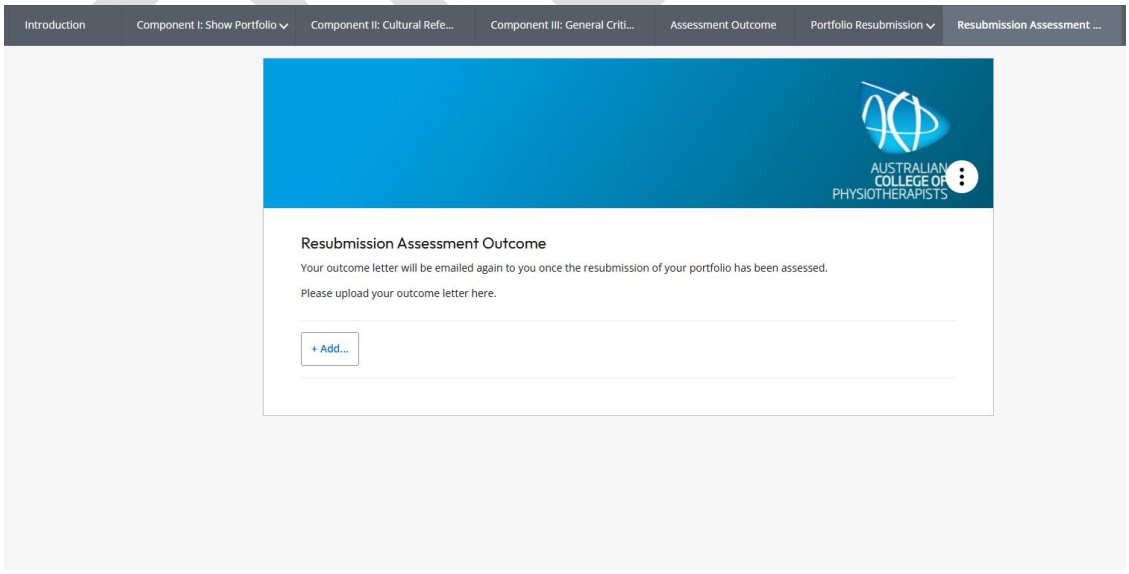
Portfolio Resubmission

This section is to be completed only if you have received an outcome indicating that portfolio resubmission is required.

Use the top navigation menu to go to the required component that you will need to submit (e.g. Component I, Component II, Component III). Resubmit only the components identified in your outcome letter and review the timelines and any feedback in the letter before you begin.

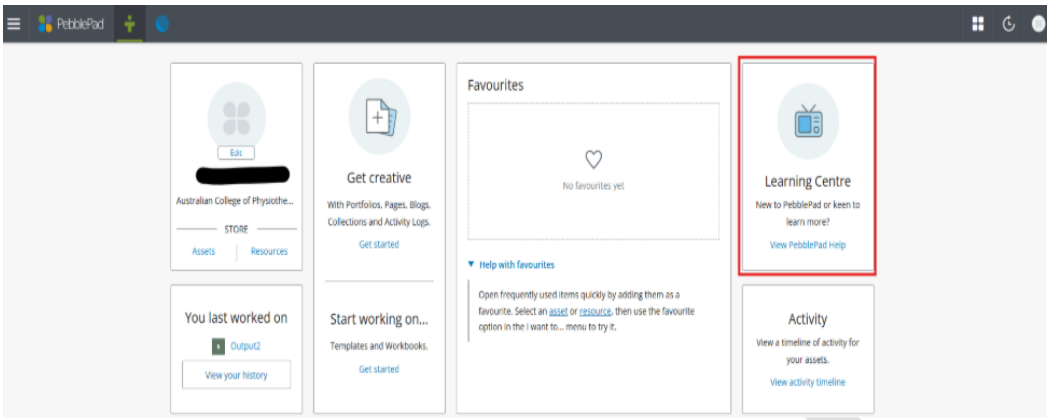
Reassessment fees apply; see the Fees section of the Handbook.

Once you have completed your updates, please email the Titling Team at ng.title@australian.physio to confirm your resubmission is ready for reassessment.



Additional Resources

You will find video instructions in the PebblePad Learning Centre. Select **Learning Centre** on the dashboard to open it.



Need Help?

If you encounter technical issues or have questions about completing your portfolio in PebblePad, please contact the Titling Team: **ng.title@australian.physio**

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Appendix - Navigating PebblePad

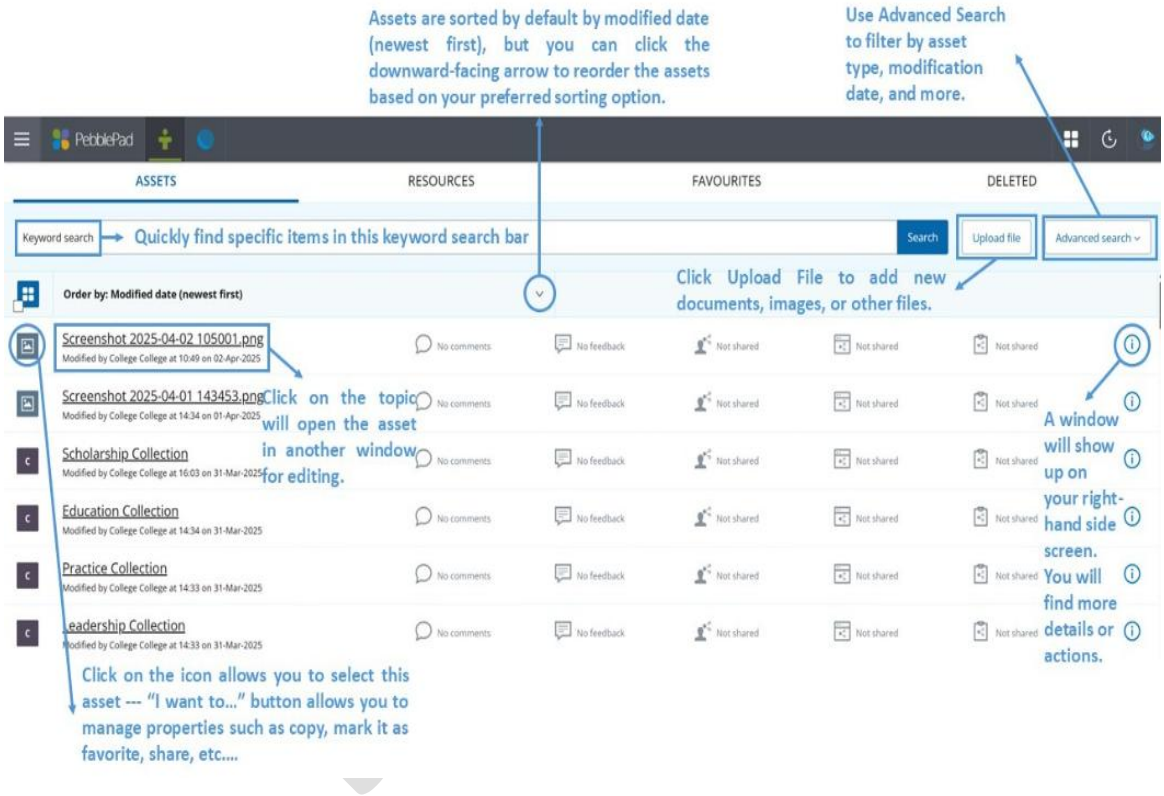
Using the Asset Store

Open **Assets** or **Resources** from the PebblePad home page to access the Asset Store.

The Asset Store is the central area for managing your PebblePad work. From here, you can open, edit, share, submit, or recover assets as needed.

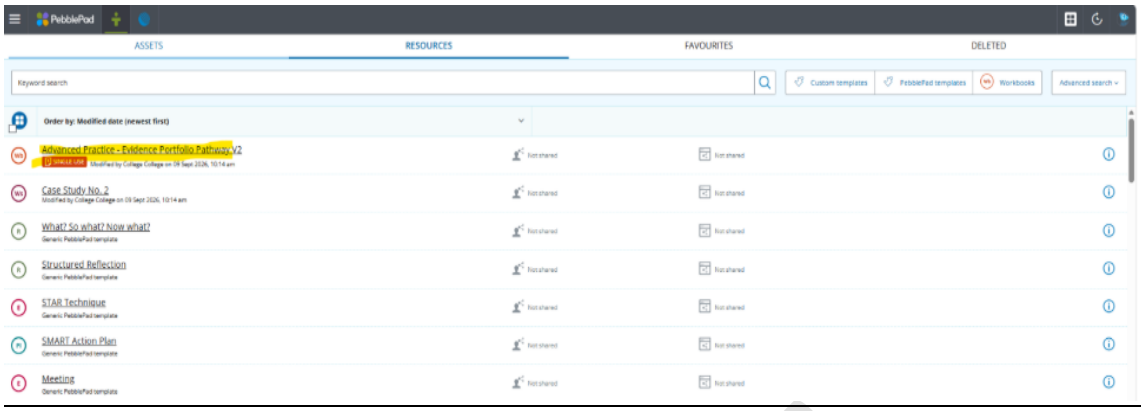
Asset Store tabs

- **Assets:** View your saved and created items, such as workbooks, collections, and images.
- **Resources:** Access templates and resources shared by the College.
- **Favourites:** View assets you have marked as favourites.
- **Deleted:** Recover recently deleted assets if needed.



Using the Resource Store

The Resource Store is where you can access templates, workbooks, and other structured content shared with you. Use this area to find the *Advanced Practice – Evidence Portfolio Pathway Workbook*.



Using ATLAS

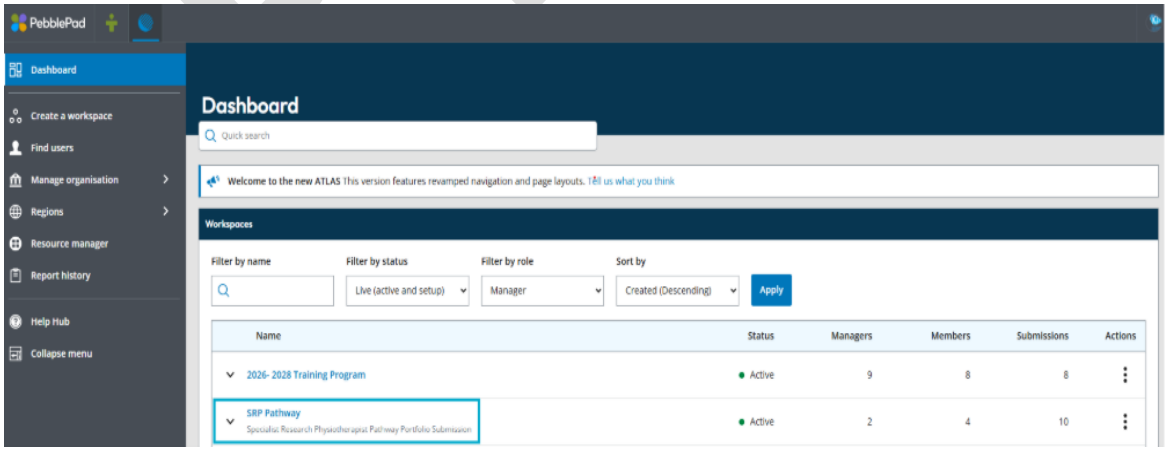
Select the **ATLAS icon** from PebblePad to open the ATLAS dashboard. From the dashboard, you can:

- View the workspaces you are enrolled in, such as the Advanced Practice – Evidence Portfolio Pathway Pilot Program workspace.
- Share your workbook for assessment.
- Check the status of your submissions, such as submitted or awaiting feedback.
- View any feedback provided by the assessors.
- Access resources or templates available in your workspace.

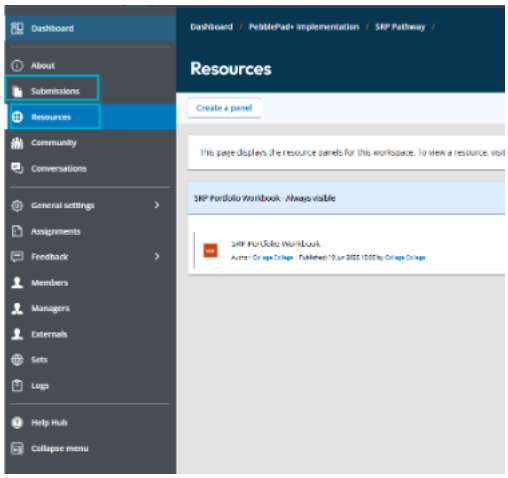
Use ATLAS to track your assigned tasks and monitor your progress within each PebblePad workspace.

Once you are enrolled in the *Advanced Practice – Evidence Portfolio Pathway Pilot Program* workspace, you can use ATLAS to access shared materials. The workspace provides a central area for submissions, resources, communications, and participant information.

The Resources page is the default landing page for the workspace. From there, you can navigate to the other workspace pages as needed.



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