

CLASS

Professional

ParaFolio – Service definition document

ParaFolio is a digital portfolio system which enables users to log CPD activity and export to a portfolio ready for audit. There are various Modules within ParaFolio to allow collection of specific competencies, skills or show compliance to a process. ParaFolio is available as a web app (paraportfolio.co.uk). It can also be downloaded on Apple and Android devices.

JRCALC Plus Key Features

- **Simple CPD logging: quick forms to capture CPD with minimal fuss**
- **Smart evidence management: filter, search, and manage for audits made easy**
- **Flexible evidence downloads: produce different download packs for different requirements**
- **Integrated with ParaPass and JRCALC Plus: add reflections with one click**
- **Bespoke modules for departments, teams and more**

As of October 2025, the bespoke modules available are:

- **NQP and Mentor**
- **EPRR**
- **Advanced and Specialist Paramedics**
- **Telephone Triage**
- **HART Instructors**
- **HART Enhanced Skills**

All ParaFolio users require a ParaPass licence to access ParaFolio.

A ParaFolio group subscription or bespoke module comes with access to our Trust Assistant reporting platform. This platform is web-based and is specifically designed for organisations to review their user's usage of the app. With a bespoke module there is the option to purchase an Enhanced Visual Dashboard. For more information regarding Trust Assistant and/or an Enhanced Visual Dashboard please get in touch.

Our Customer Support team are available 9 a.m. to 5 p.m., Monday to Friday. Our Customer Support team also support organisations with managing user lists and guidelines/PGD permissions.

Our Technical Development team continues to ensure ParaFolio (general version) is kept up-to-date with app store requirements and ensures the app is suitable for all new versions of iOS and Android devices.

The system requirements are as follows: ParaFolio can be deployed in 3 environments, iOS, Android, Web. IOS distribution is controlled via Apple App Store, Android via Google Play store. The Web version has been tested on the latest versions of Chrome, Safari, and Edge. The lowest versions ParaFolio can currently run on are iOS 14 and Android 11 (as of October 2025). Our team aim to maintain the app to run on at least 2 or 3 of older versions.

For details of the JRCALC apps update workflow please see our website:

<https://www.classprofessional.co.uk/terms-of-use/apps-release-testing/>

Our business continuity plan is available upon request. The sub-processors for ParaFolio are Salesforce, Amazon Web Services and Spanning. These are all located in the UK and Ireland.