

Kent Surrey & Sussex Public Health Practitioner Registration Support Scheme E-Portfolio User Guide for Practitioners

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1. Logging in For The first time

Accompanying video can be found at:

https://www.youtube.com/watch?v=UKWleQ_BPXg&list=UUvTLAHbKdfG2dFc-sv3cqFQ

STEP 1 Type the following address into your website browser and login using the username and password you have been given.

<https://system.learningassistant.com/nhskm/>

Top tip!
Save this web address to your favourites to make it easy to find.

STEP 2 Accept the Terms & Conditions.

STEP 3 Change your password to something secure and memorable.

Top tip!
Use this link to help you if you have forgotten your password.

STEP 4 Homepage

Once logged in you will see this homepage.

The screenshot shows the KSSPRS Learning Assistant homepage. At the top, there is a navigation bar with the KSSPRS logo on the left and a user profile for Angela Smythe on the right. Below the navigation bar is a yellow header with menu items: Home, Course Folder, Contact Diary, Evidence Folder, News & Events, Forums, PDR, Evaluation, Registration Form, and Messages. The main content area is divided into two columns. The left column contains a welcome message for Angela, a course overview for the UKPHR registration scheme, and a tasks menu. The right column features a news and events section with a recent article about Donald Duck's registration. Below the welcome message, the course overview shows progress for various indicators. The tasks menu includes options for Profile, Resources, and Apps. The latest messages and contact diary entries are displayed in tables.

Course Overview:

Course	Overview	Not Started	Started	Completed	Verified		
- Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (UKPHR)	01	02	03	04	Other	Forms	Agreements

Percentage Completed: 0%

Latest Messages:

From	Message	Date
Alfreda ...	Welcome to y...	20-08-14

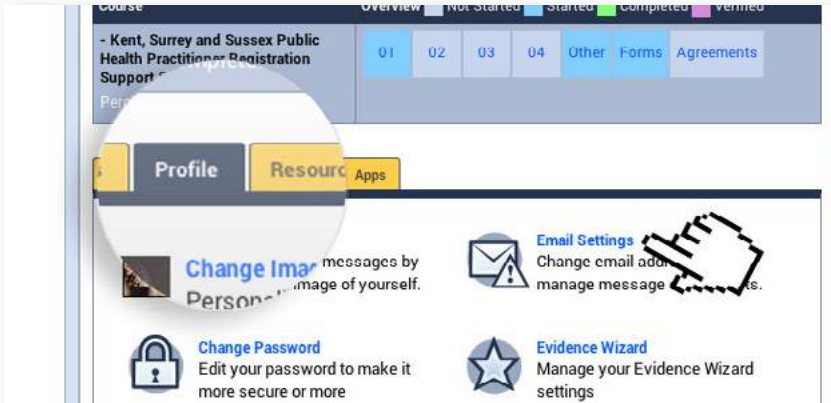
Latest Contact Diary entries:

Message	Date Posted
Indicator 01.1a Returned ...	15-Dec-14
	05-Dec-14
	05-Dec-14
My CV Updated	05-Dec-14
My CV Updated.docx	05-Dec-14

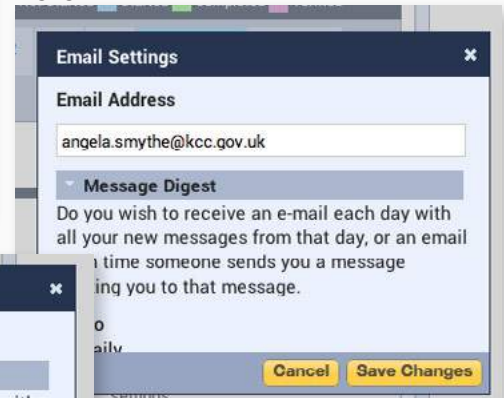
2. Setting up alerts and editing your profile

Accompanying video can be found at:
https://youtu.be/UKWleQ_BPXg?t=59s

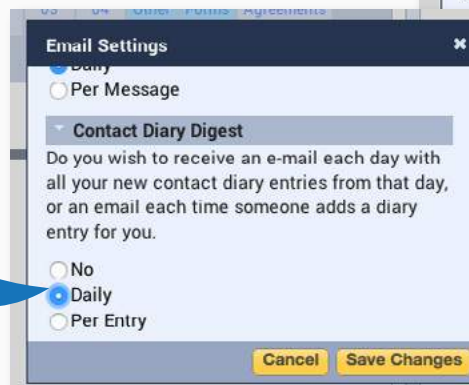
STEP 1a Sign up for alerts and messages by tapping on the profile tab and selecting Email Settings.



1b From the pop-up you can enter your email address and select how often you'd like to receive notifications for **Messages** as shown here...



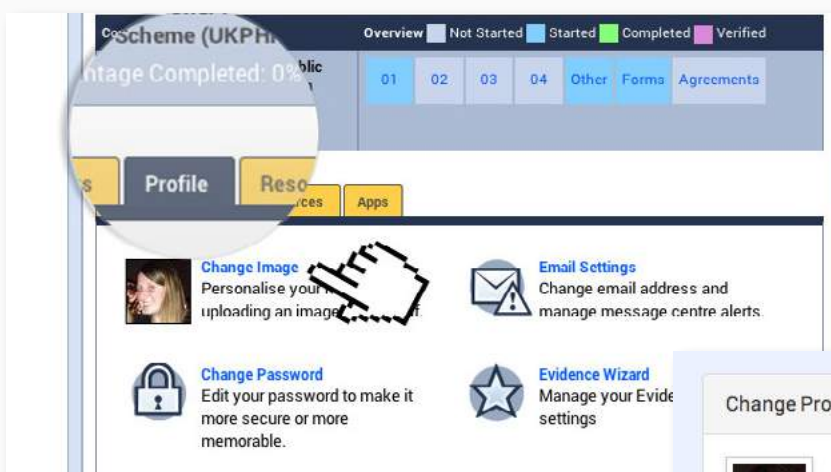
Top tip!
We recommend that you choose to receive daily notifications.



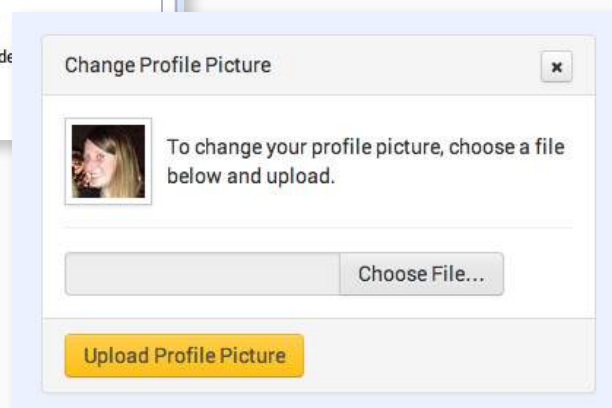
1c... and for **Contact Diary** entries (assessment feedback) as shown here.

! Please note that if 'No' is selected this will result in no alerts being delivered to your email address.

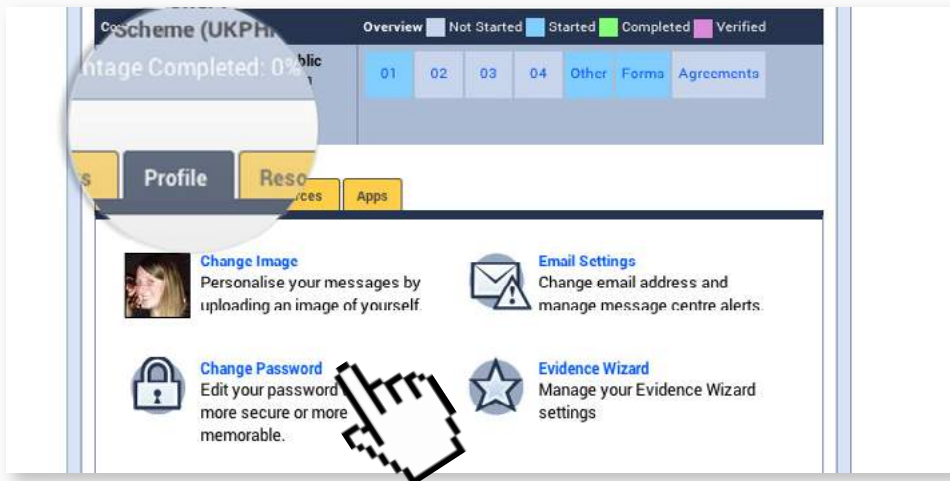
STEP 2a Upload your picture by tapping on the profile tab and selecting Change Image.



2b Follow the instructions in the pop-up to upload a new image. Be sure to save your new image before closing the pop-up.



STEP 3a Change your password by tapping on the profile tab and selecting Change Password.



3b Follow the instructions in the pop-up to create a new password. Once completed tap on Update to confirm your changes.



3c Finally tap on Close to end the process. An automated email will then be sent to you confirming the changes.

3. Uploading commentaries

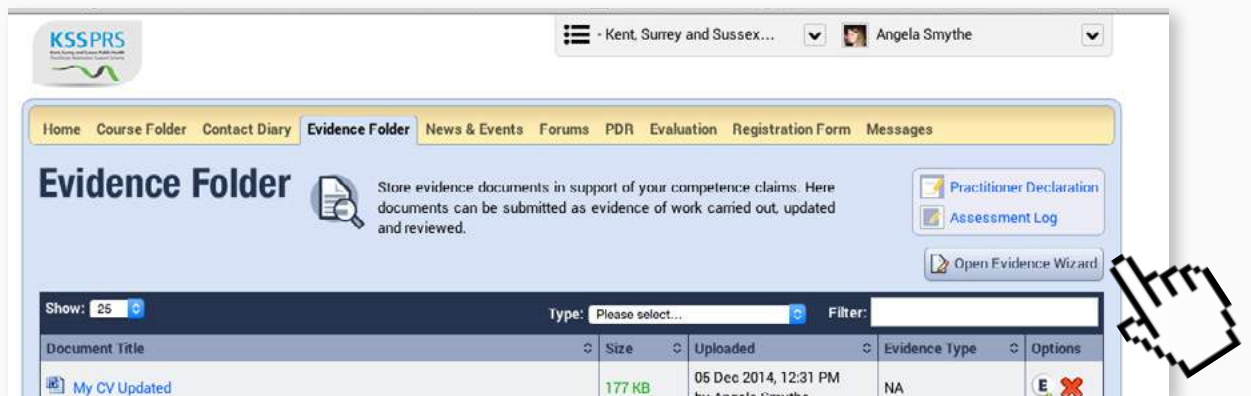
Accompanying video can be found at:

<https://www.youtube.com/watch?v=RWO5f3hdoBA>

STEP 1 Open the evidence folder by clicking on the link in the top yellow navigation bar on the homepage.



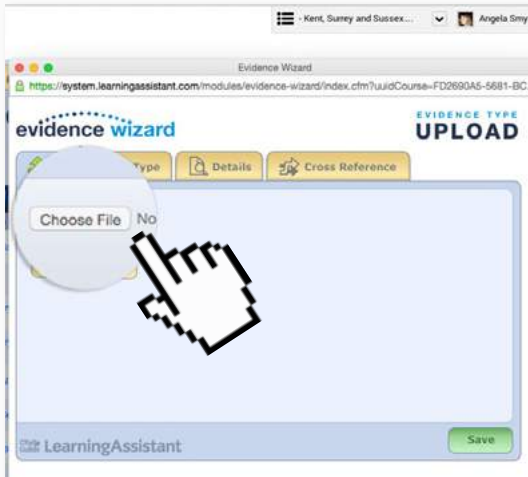
STEP 2 Click the Open Evidence Wizard button.



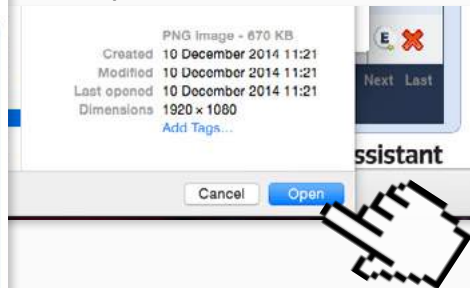
STEP 3 To add a Commentary, Evidence or Supporting documents click Upload a File.



STEP 4a From the Evidence Wizard click on the Choose File button and locate the file you wish to use.



4b Once you have found the file you wish to upload click the Open button



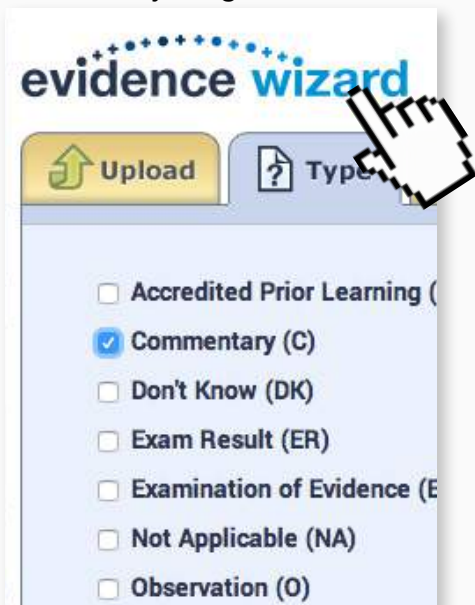
4c Followed by the Upload button.



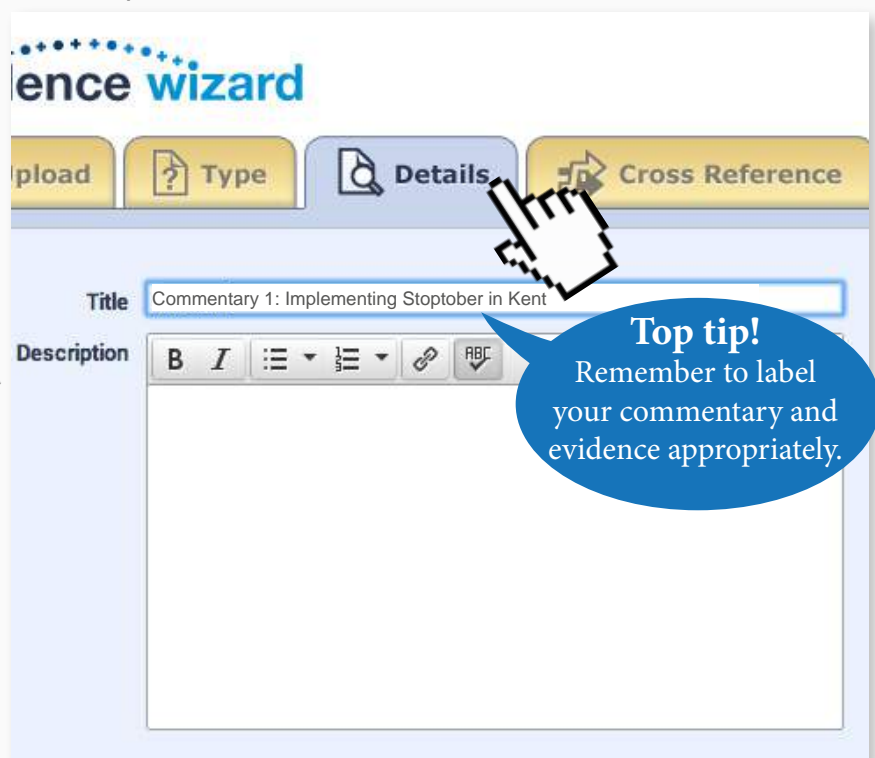
STEP 5a Complete the rest of the information for the file using the tabs provided in the Evidence Wizard.



5b Under 'Type' find the correct type of evidence from the list - to keep things simple, we recommend you select Commentary if you are uploading a commentary and N/A for anything else.

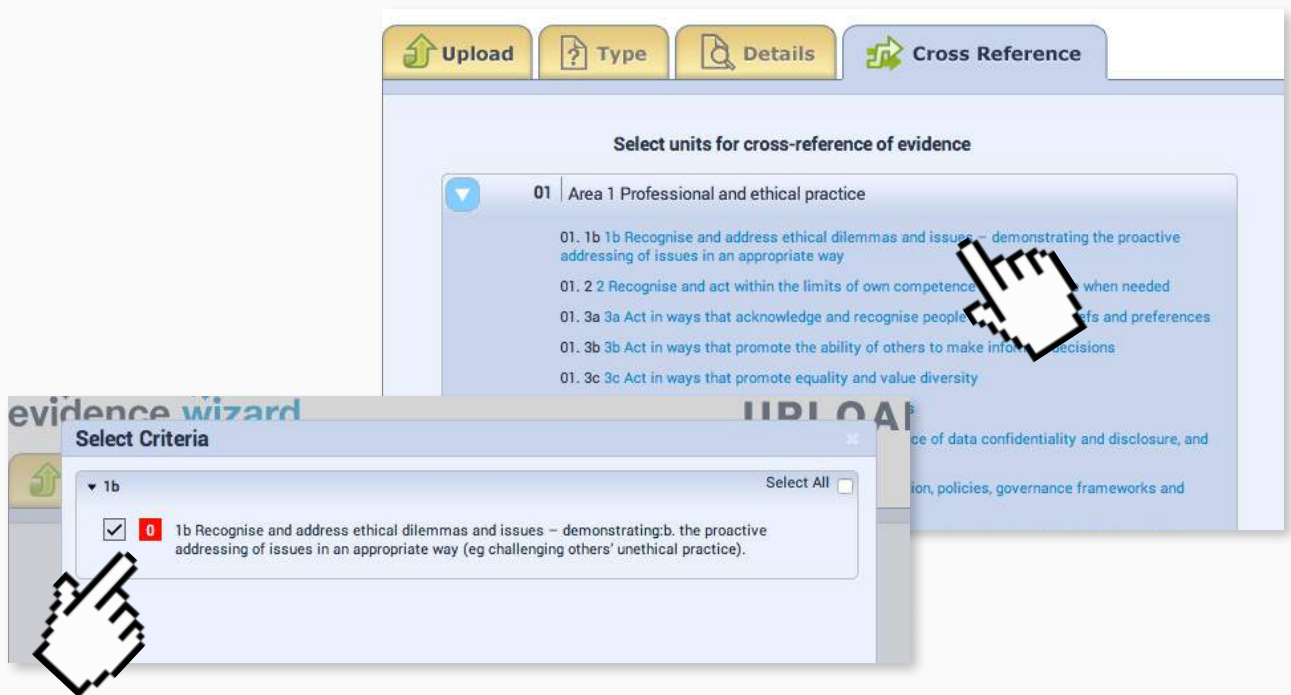
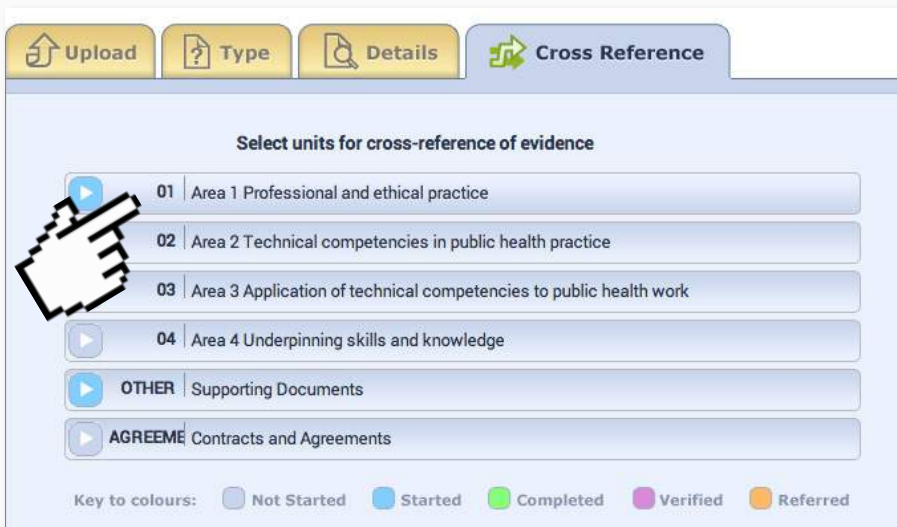


5c Under 'Details' you can change the Title and give it a description.



Top tip!
Remember to label your commentary and evidence appropriately.

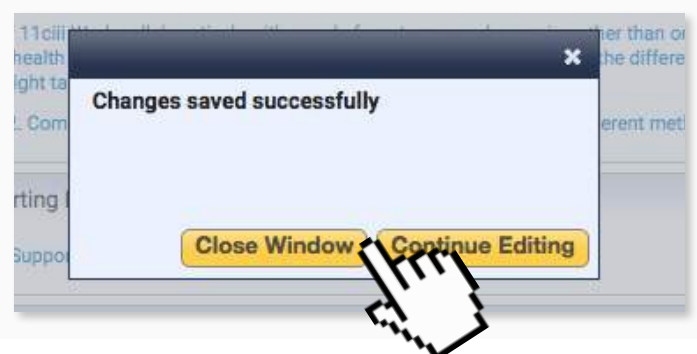
STEP 6 Under 'Cross Reference' select the correct Standard(s) and Indicator(s) from the dropdowns that will open-up once you click on a specific area.



STEP 7 Once you're happy with your selection be sure to click the Save button.



STEP 8 Click on Close to complete the process.



STEP 9 To see the commentary and evidence that has been cross-referenced against the various indicators go to the Course Folder and click on the indicator that the evidence relates to.

Evidence Folder

Store evidence documents in support of your competence claims. Here documents can be submitted as evidence of work carried out, updated and reviewed.

Practitioner Declaration
Assessment Log
Open Evidence Wizard

Document Title	Size	Uploaded	Evidence Type	Options
MJ_hair1	417 KB	12 Jan 2015, 11:53 AM by Angela Smythe	C	E X
My CV Updated	177 KB	05 Dec 2014, 12:31 PM by Angela Smythe	NA	E X
Reference	177 KB	05 Dec 2014, 10:56 AM by Angela Smythe		E X
Commentary 1(v2 for clarifications) - Implementing the Stoptober Campaign in Kent.pdf	94 KB	01 Sep 2014, 02:50 PM by Angela Smythe		E Lock

STEP 10 To upload the evidence that supports a commentary, simply follow the same steps as above but do remember to appropriately index the evidence file, for example: “Ev 1.1 MSc Course Transcript (2009)”.

STEP 11 To see the commentary and evidence which has just been uploaded go to the Course Folder and click on the indicator the evidence relates to.

Course Folder

Review your progress through the Course with full details of all units and elements being taken. Course notes can be viewed and completed competence claims can be uploaded for review.

15 Jun 14 30 Nov 14 exp. 100%
19%

Modify Selected Units
Course Metrics
Practitioner Declaration
Assessment Log
Practitioner Overview


Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme

Unit / Element	Status
01	
01 Area 1 Professional and ethical practice	
▶ 01.1a 1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice Total Docs: 1	Started 17/03/2015
▶ 01.1b 1b Recognise and address ethical dilemmas and issues – demonstrating the addressing of issues in an appropriate way Total Docs: 3	Partially Accepted
▶ 01.2 2 Recognise and act within the limits of own competence seeking advice when appropriate	Submitted & Awaiting Review


Here you will see the commentary and evidence which has been uploaded and cross-referenced against the indicator.

Assignment Details


Overview:
Area 3: Application of technical competencies to public health work

 03

Submit Your Competence Claim





Status:  Indicator Started

Deadline: No deadline set.

 [Submit Your Competence Claim](#)

Competence Claim

[Choose Evidence](#) [Evidence Wizard](#)

Document Title	Evidence Type	IV	9ai
 Ev 1.1 MSc Course Transcript (2009)	NA	N	 <input checked="" type="checkbox"/>
 Commentary 1 Implementing Stoptober Campai...	C	N	 <input checked="" type="checkbox"/>

Completed (Assessor Only)

[Choose Evidence >>](#) [Save Changes](#)

4. Editing or removing commentaries or evidence prior to submission

STEP 1a To edit the evidence title or description of a commentary or piece of evidence go to the evidence folder and click on the 'Evidence Wizard' icon.

Evidence Folder Store evidence documents in support of your competence claims. Here documents can be submitted as evidence of work carried out, updated and reviewed.

Practitioner Declaration
Assessment Log
Open Evidence Wizard

Document Title	Size	Uploaded	Evidence Type	Options
evidence	4 KB	18 Mar 2015, 11:26 AM by Alfreda Riggs	P	E
commentary	4 KB	18 Mar 2015, 11:25 AM by Alfreda Riggs	C	E
UKPHR Application for Verification	87 KB	20 Jan 2015, 01:25 PM by Angela Smythe	NA	E

1b

Click on the Details tab in the Evidence Wizard...

evidence wizard EVIDENCE TYPE UPLOAD

Upload Type Details Cross Reference

Title UKPHR Application for Verification

Description

...and make the necessary changes to either the title or description.

evidence wizard EVIDENCE TYPE UPLOAD

Upload Type Details Cross Reference

Title UKPHR Application for Verification Amended

Description This is my amended application.

LearningAssistant Save

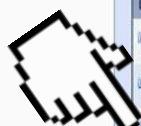
1c Click Save once you are happy with your amendments.

1d Then click on Close Window to complete the process.

Changes saved successfully

Close Window Continue Editing

You will then see your updated commentary or evidence in the evidence folder.



Evidence Folder Store evidence documents in support of your competence claims. Here documents can be submitted as evidence of work carried out, updated and reviewed.

Practitioner Declaration
Assessment Log
Open Evidence Wizard

Document Title	Size	Uploaded	Evidence Type	Options
evidence	4 KB	18 Mar 2015, 11:26 AM by Alfreda Riggs	P	E
commentary	4 KB	18 Mar 2015, 11:25 AM by Alfreda Riggs	C	E
UKPHR Application for Verification Amended	87 KB	20 Jan 2015, 01:25 PM by Angela Smythe	NA	E

STEP 2a To edit the evidence type of a commentary or piece of evidence go to the evidence folder and click on the 'Evidence Wizard' icon.

Evidence Folder Store evidence documents in support of your competence claims. Here documents can be submitted as evidence of work carried out, updated and reviewed.

Practitioner Declaration
Assessment Log
Open Evidence Wizard

Document Title	Size	Uploaded	Evidence Type	Options
evidence	4 KB	18 Mar 2015, 11:26 AM by Alfreda Riggs	P	E
commentary	4 KB	18 Mar 2015, 11:25 AM by Alfreda Riggs	C	E
UKPHR Application for Verification	87 KB	20 Jan 2015, 01:25 PM by Angela Smythe	C	E

Evidence Wizard EVIDENCE TYPE UPLOAD

Upload Type Details Cross Reference

- Accredited Prior Learning (APL)
- Commentary (C)
- Don't Know (DK)
- Exam Result (ER)
- Examination of Evidence (EoE)
- Not Applicable (NA)
- Observation (O)
- Product (P)
- Professional Discussion (PD)
- Questioning (Q)
- Reflective Account (RA)
- Simulation (S)
- Witness Testimony (WT)

Save

2b Click on the Type tab in the Evidence Wizard and make the changes you require.

2c Click Save once you are happy with your amendments.

2d Then click on Close Window to complete the process.

Changes saved successfully

Close Window

You will then see your updated commentary or evidence in the evidence folder.

Evidence Folder Store evidence documents in support of your competence claims. Here documents can be submitted as evidence of work carried out, updated and reviewed.

Practitioner Declaration
Assessment Log
Open Evidence Wizard

Document Title	Size	Uploaded	Evidence Type	Options
evidence	4 KB	18 Mar 2015, 11:26 AM by Alfreda Riggs	P	E
commentary	4 KB	18 Mar 2015, 11:25 AM by Alfreda Riggs	C	E
UKPHR Application for Verification Amended	87 KB	20 Jan 2015, 01:25 PM by Angela Smythe	NA	E

Editing the commentary or evidence file.

Please note: You cannot edit the commentary and evidence files within Learning Assistant. You will need to edit them on a PC and re-load the file onto the e-Portfolio once it has been amended.

STEP 3a Download the file to your PC and edit in a programme like Microsoft word.

The need for local service evaluation means that in Public Health we may need to look at qualitative evidence from self-created surveys to see if service provision meets the needs of the population to which it is targeted. In this instance we		
4		
would seek the views of as many service users as possible. These results would not necessarily be generalisable to the population, but give good evidence that represents the target group in question.		
As part of a performance analysis at the end of the MEND HEA, I was asked by the Healthy Weight Team Manager to look at alternative programmes being used elsewhere and the sorts of results they were getting with a view to assessing how well the MEND programme was working comparatively, and also whether Medway should perhaps commission a different programme. A Public Health Registrar started this process by making a list of interventions which I then looked at in detail. For each one it was important to look at the numbers of children and young people who had taken part in a programme, the evidence behind the intervention (whether an RCT or locally designed for example) and the accuracy with which results were published, including the presence of confidence intervals. Ev 1.28b is an email and spreadsheet I produced detailing each of these things and comparing published results with Medway's MEND outcomes. I also then incorporated some of this information into the presentation I gave to the Healthy Weight Team on this piece of work (see slide 13 of ev 1.07). I used Alive n Kickin' as an example of a programme introduced to a local area that didn't have an evidence base that I could see, had small numbers of children completing so far and had not reported confidence intervals on results.	1.28b	1.07
Once I knew how to find evidence and the types of papers available, I then needed to learn how to assess their reliability and attended a local critical	7b	

3b Once you've made all the changes you can upload it to Learning Assistant in the usual way using the Evidence Wizard.

The screenshot shows the Evidence Wizard interface with two main sections:

- Upload a File:** Upload an existing file from your computer or mobile device into the evidence folder. The wizard helps you to add details and cross reference the item of evidence.
- Create New Evidence:** Create a new item of evidence from scratch by entering text directly. This is really useful for creating evidence on-the-fly without having to upload a document or file.

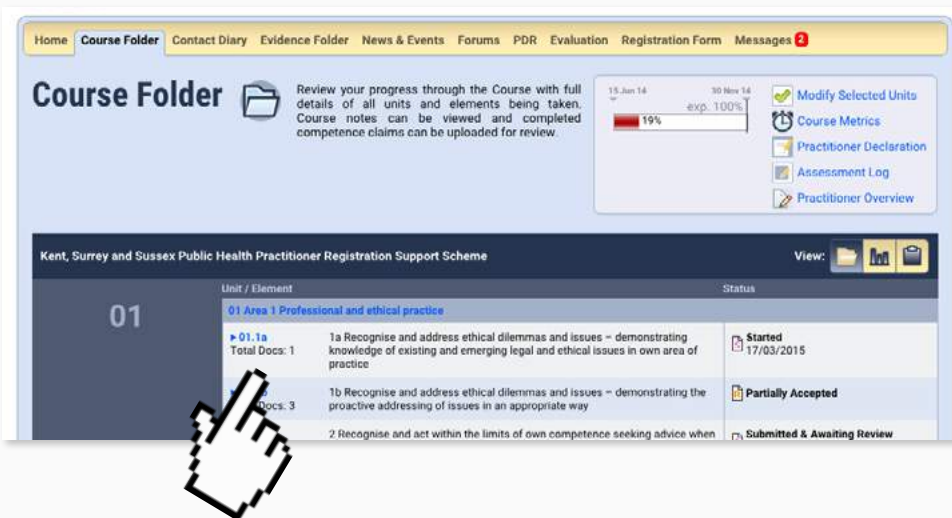
Below the wizard, a file explorer window shows a folder named 'Evidence' containing several files, including 'Commenta...in Kent.pdf'. A hand cursor is pointing to this file, and a red 'PDF' icon is overlaid on it.

At the bottom, the 'EVIDENCE TYPE UPLOAD' section shows the following information:

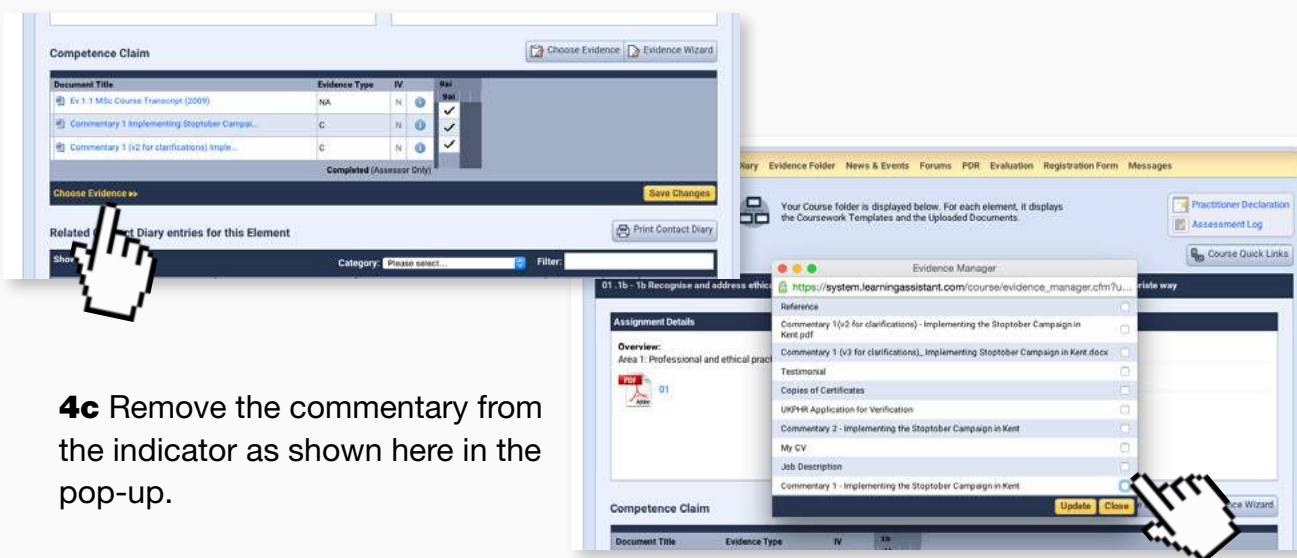
EVIDENCE INFO	USED IN:
Name: Commentary 1 (v2 for clarifications) - Implementing the Stoptober Campaign in Kent.pdf	This evidence has not been cross-referenced.
Size: 94 Kb	

Removing a piece of evidence or a commentary from the course folder.

STEP 4a In the course folder click on the blue indicator number to access the indicator screen.

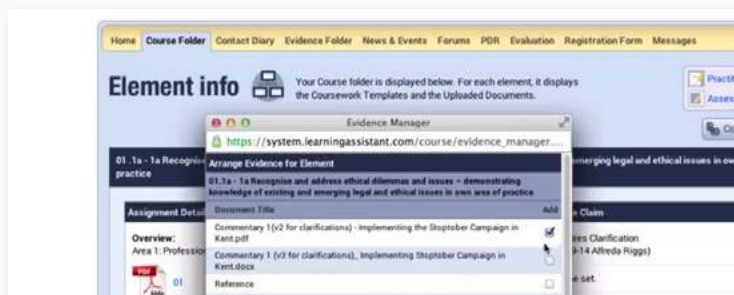


4b From the indicator page click the “Choose Evidence” link to bring up the pop up containing the list of evidence or commentaries.



4c Remove the commentary from the indicator as shown here in the pop-up.

4d But keep it in the Evidence folder for audit purposes.



5. Submitting indicators for assessment

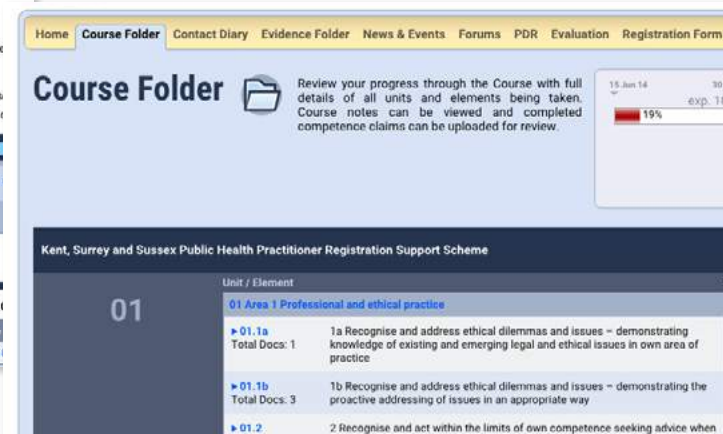
Accompanying video can be found at:
<https://youtu.be/RWO5f3hdoBA?t=1m44s>

Once the commentary and associated evidence has been uploaded to all the relevant indicators, the indicators are ready for submission for assessment.

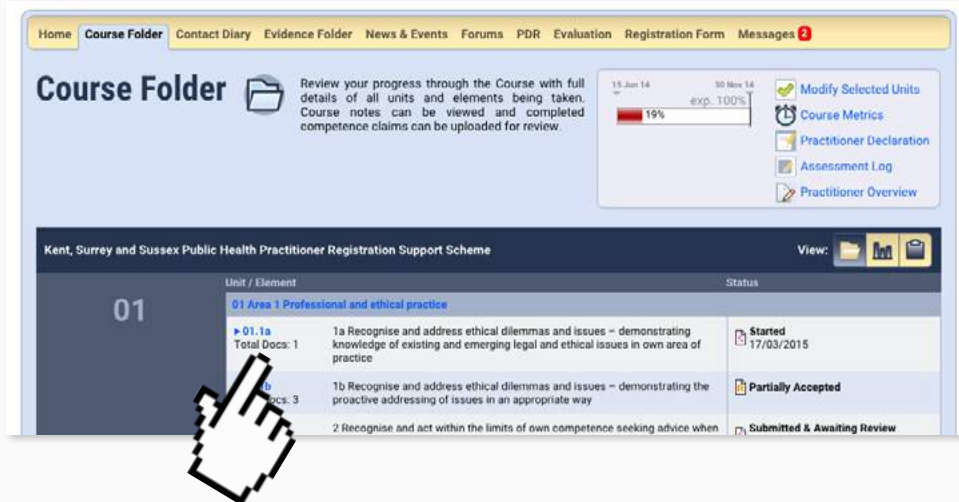
STEP 1a To do this, go to the Course Folder.



1b Select the completed indicator.



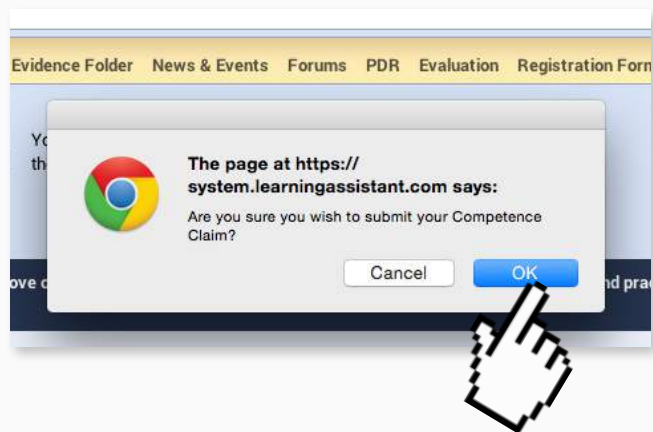
1c Click on the blue indicator number to access the indicator screen.



STEP 2 Click the Submit Your Competence Claim button.



STEP 3 Click on OK from the pop-up to confirm you wish to submit the competence claim.



Top tip!
Once files are submitted to the assessor they are locked and cannot be edited.

If you're claiming an indicator across two or more commentaries you must make it clear to your assessor at the beginning. Upload the commentaries and evidence as usual but **DO NOT** click submit in the indicators concerned until all commentaries and the evidence concerned have been uploaded.

STEP 4 The same steps can be followed when uploading and submitting supporting documents and application forms.

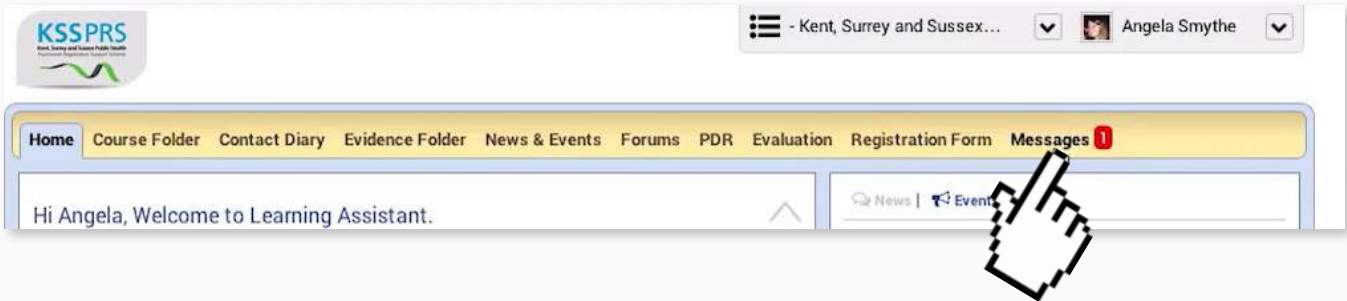
Accompanying video can be found at:
<https://www.youtube.com/watch?v=1Xu-zRloCek>

6. Communicating with your Assessor

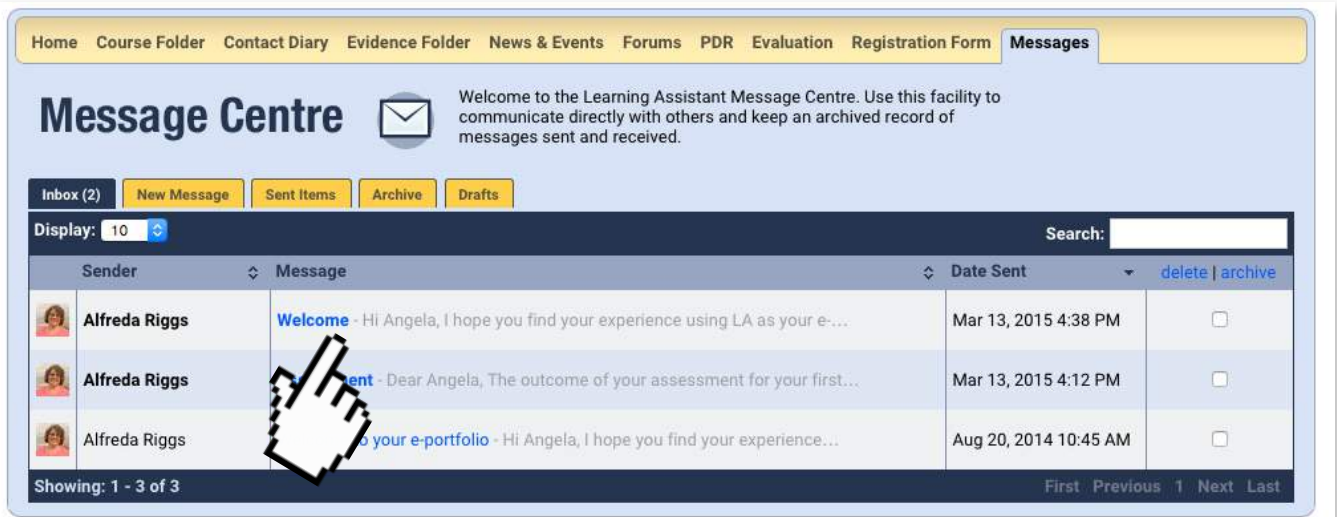
Accompanying video can be found at:

<https://www.youtube.com/watch?v=cfotc7apBb4>

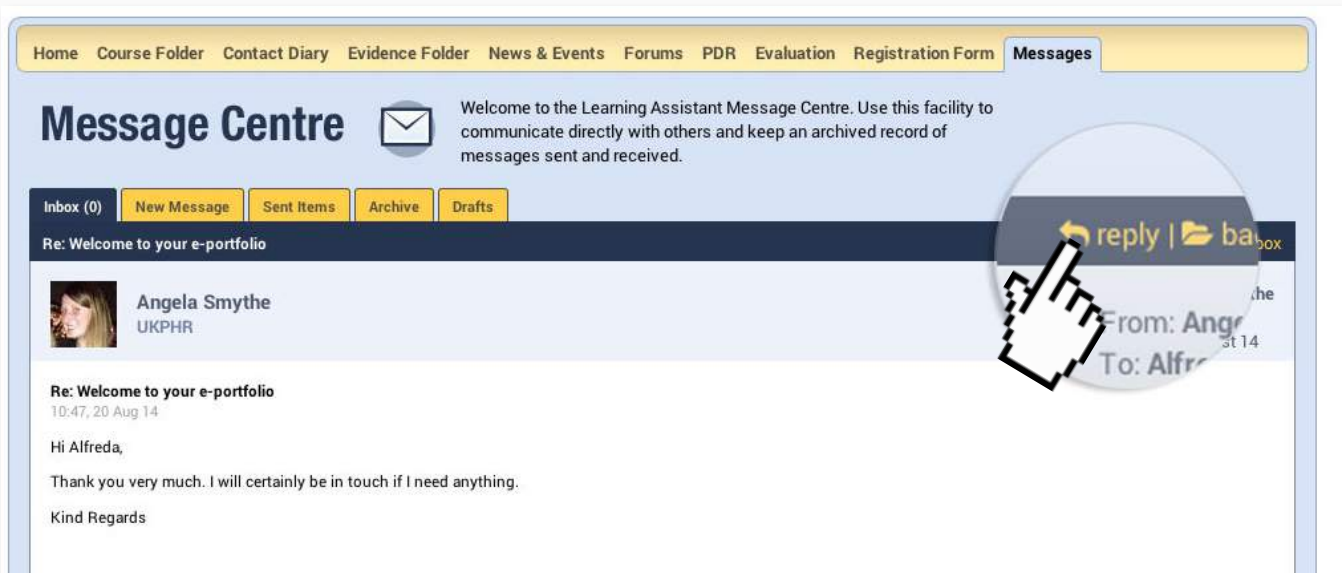
STEP 1a To read new messages from your assessor click on the Messages tab in the yellow menu at the top.



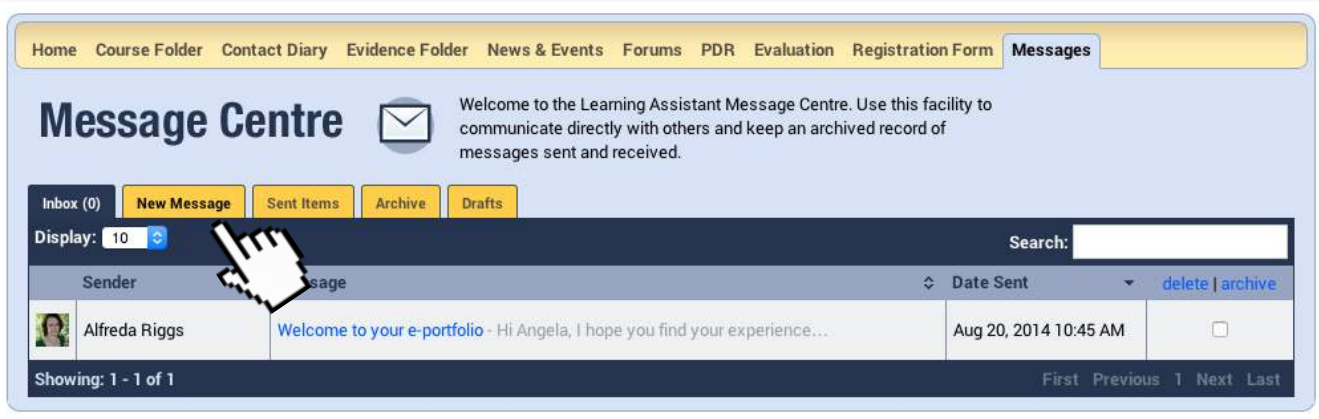
1b Select the message you'd like to read from those shown in your inbox by clicking on it.



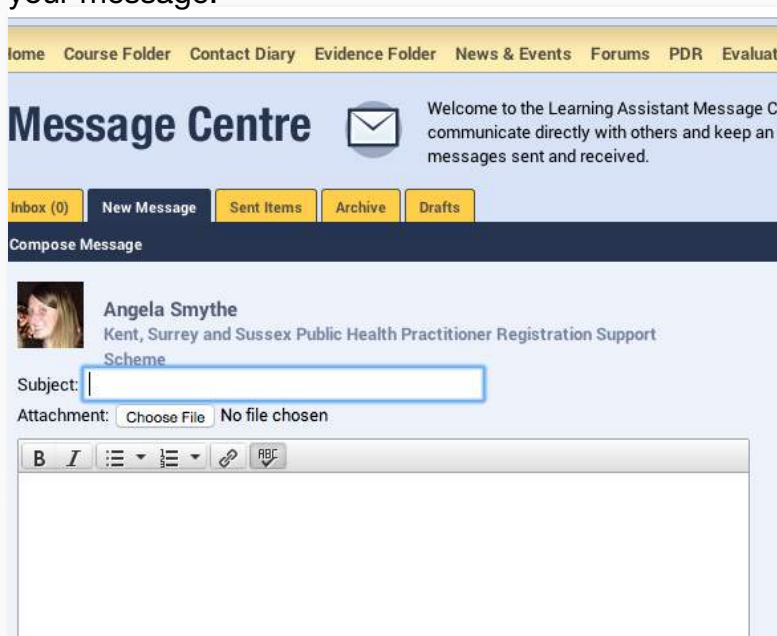
STEP 2 Once opened you can choose to respond to the author of a message by clicking on reply.



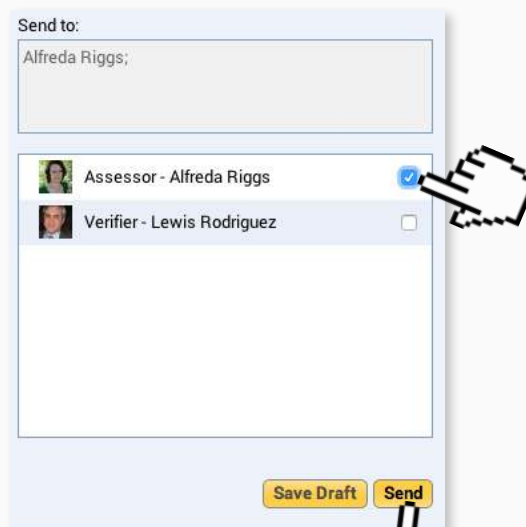
STEP 3a To write a new message click on the New Messages tab.



3b Add the required subject, body and any attachments to your message.



3c Choose who is to receive the message.



3c And click on Send.

STEP 4 Sign up for message alerts by following the same steps as on Page 4 [here](#).

7. Using the Learning Assistant Forums

Accompanying video can be found at:
<http://youtu.be/cfotc7apBb4?t=2m5s>

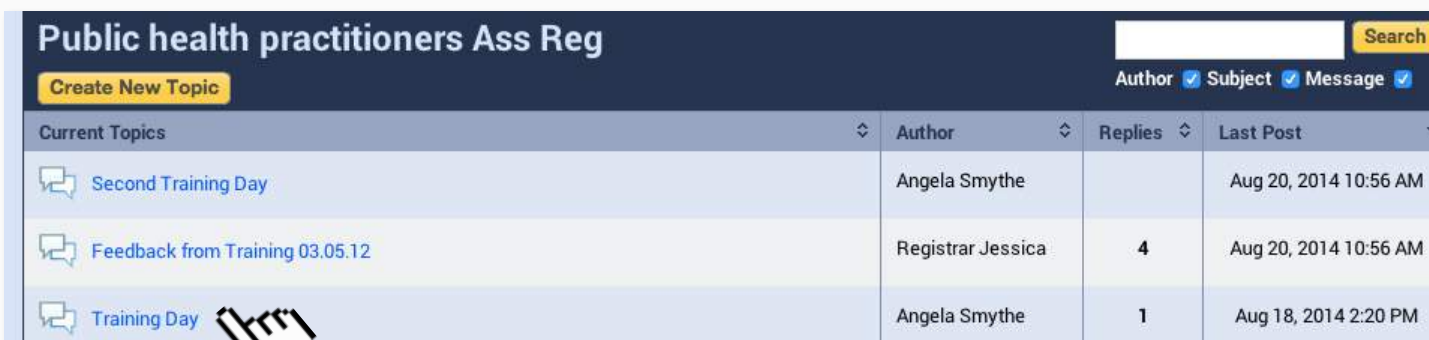
STEP 1a Access the Learning Assistant Forum by clicking on Forums in the yellow menu at the top.



The screenshot shows the 'Forums' page header with a welcome message: 'Welcome to the Learning Assistant Forum, the perfect place to share and broaden your personal development experience. Feel free to browse messages and reply wherever you feel you can contribute.' Below this is the 'All Forums' section with a search bar and a table of available forums. A hand cursor is pointing to the 'Public health practitioners Ass Reg' forum link.

Available Forums	Topics	Posts	Last Post
Public health practitioners Ass Reg	4	10	Aug 20, 2014 10:56 AM

1b You can see all the available Forums and by clicking on one you will see all the topics, or threads related to it.



The screenshot shows the 'Public health practitioners Ass Reg' forum page. It has a 'Create New Topic' button and a search bar. Below is a table of 'Current Topics' with columns for Author, Replies, and Last Post. A hand cursor is pointing to the 'Training Day' topic link.

Current Topics	Author	Replies	Last Post
Second Training Day	Angela Smythe		Aug 20, 2014 10:56 AM
Feedback from Training 03.05.12	Registrar Jessica	4	Aug 20, 2014 10:56 AM
Training Day	Angela Smythe	1	Aug 18, 2014 2:20 PM

1c By clicking on any of the topics you can see the relevant posts.

STEP 2a Click on the Reply icon to respond to a post.

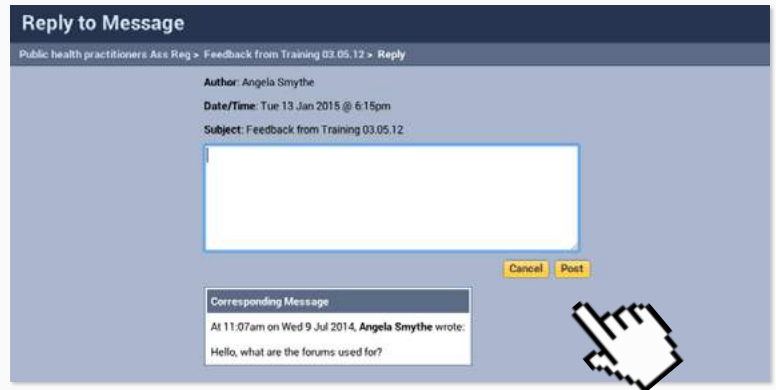


The screenshot shows a forum post thread for 'Public health practitioners Ass Reg' with the title 'Feedback from Training 03.05.12'. It has 'Back to Topics' and 'Back to Forums' buttons. The thread contains four posts from Angela Smythe and James Bond. A hand cursor is pointing to the Reply icon in the 'Options' column of the second post.

Author	Message Text	Date Posted	Options
Angela Smythe Candidate Kent County Council	I had some very good feedback. Thank you	Aug 20, 2014 10:56 am	
Angela Smythe Candidate Kent County Council	Hello, what are the forums used for?	Jul 09, 2014 11:07 am	
James Bond Candidate Surrey and Sussex (cohort 1)	hello there James	Dec 20, 2012 10:46	
James Bond Candidate Surrey and Sussex (cohort 1)	No worries	Dec 20, 2012 10:46 am	

Top tip!
By keeping all your communication within the e-portfolio it helps you to stay organised and acts as an excellent record of events.

2b Once clicked you will see this form. In here you can write your response...

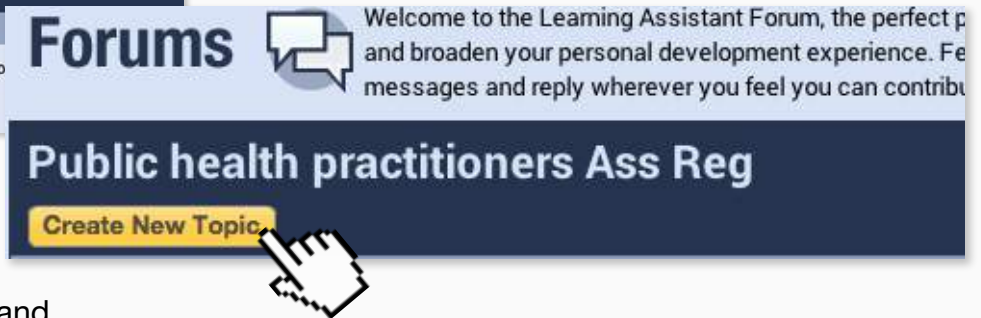


2c ...then click on Post to send your reply.

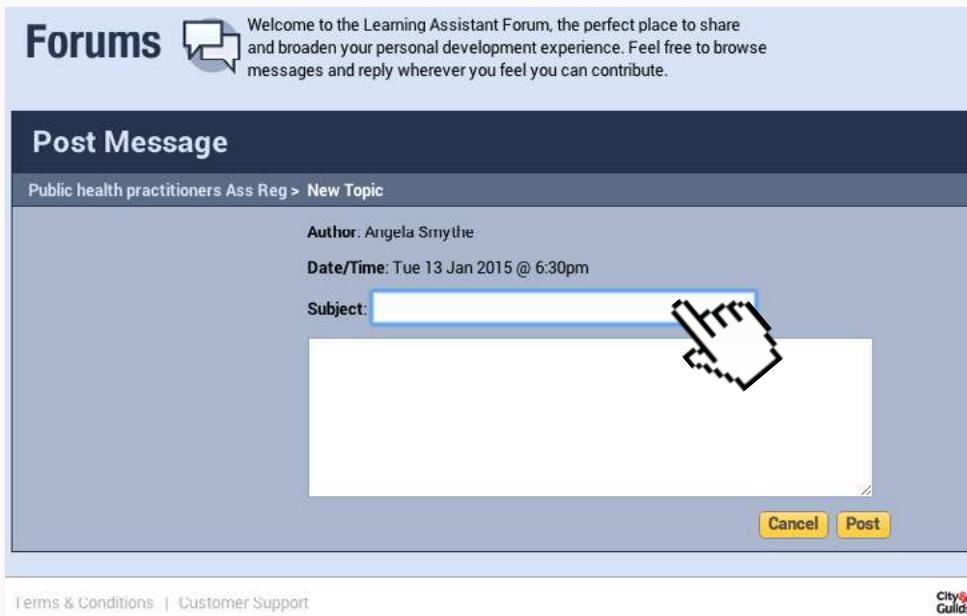
STEP 3a To write a new topic navigate back using the Back to Topics button...



3b Then click on the Create New Topic button.



3c You can then add a Subject and message as required.



Top tip!
We recommend checking the forums regularly to keep up-to-date with all the latest topics.

8. Addressing Clarifications

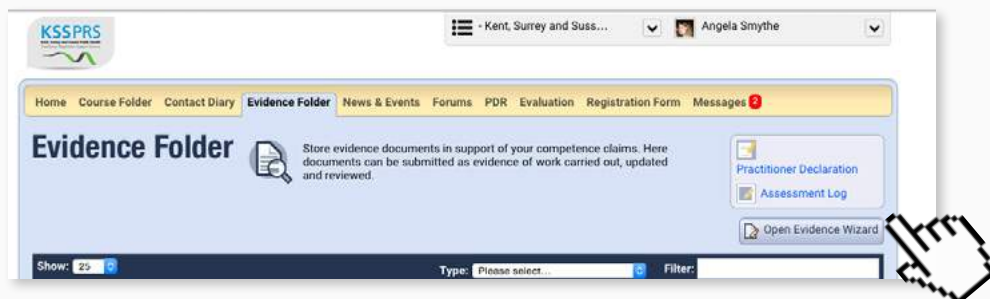
Accompanying video can be found at:

<https://www.youtube.com/watch?v=sy8e3PslgMc>

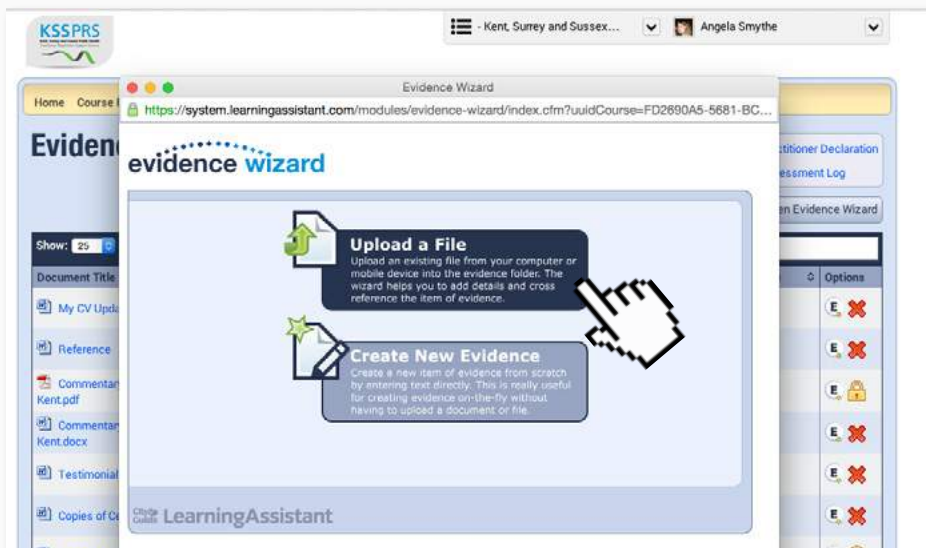
Requests for Clarification appear in either your Contact Diary, Course Folder or Assessment Log.



STEP 1a Address a clarification by opening the Evidence Wizard from the evidence folder.



1b Upload the supplementary or new evidence by clicking on Upload a File in the Evidence Wizard and cross referencing it as usual. (Follow [these steps](#) on Page 8 if you're not sure how to cross-reference evidence).



Address a clarification by expanding on the existing commentary.

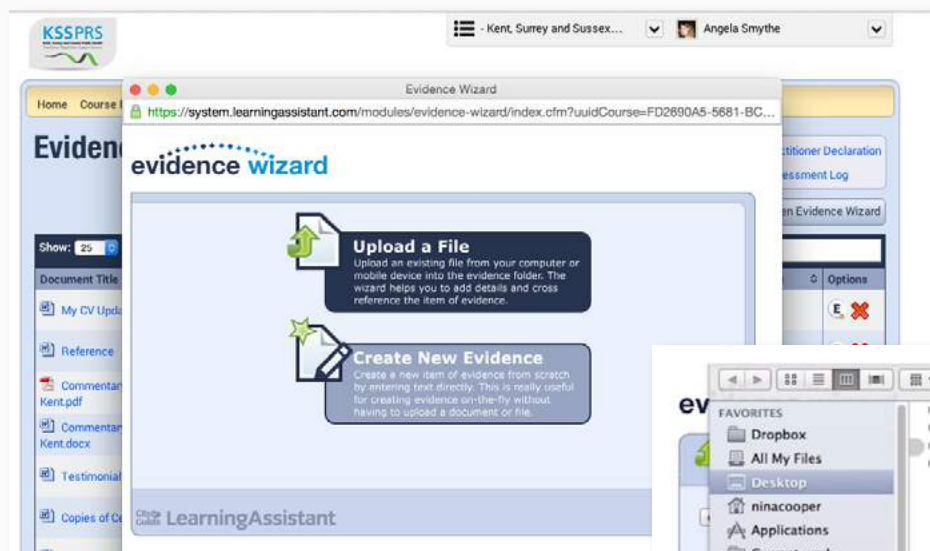
Please note: You cannot edit a commentary within Learning Assistant. You will need to edit it on a PC and re-load the file onto the e-Portfolio once it has been amended.

STEP 2a Download the file to your PC and edit in a programme like Microsoft word.

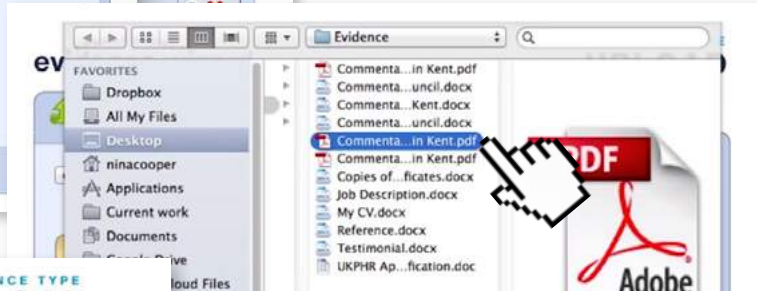
The need for local service evaluation means that in Public Health we may need to look at qualitative evidence from self-created surveys to see if service provision meets the needs of the population to which it is targeted. In this instance we		
4		
would seek the views of as many service users as possible. These results would not necessarily be generalisable to the population, but give good evidence that represents the target group in question.		
As part of a performance analysis at the end of the MEND HEA, I was asked by the Healthy Weight Team Manager to look at alternative programmes being used elsewhere and the sorts of results they were getting with a view to assessing how well the MEND programme was working comparatively, and also whether Medway should perhaps commission a different programme. A Public Health Registrar started this process by making a list of interventions which I then looked at in detail. For each one it was important to look at the numbers of children and young people who had taken part in a programme, the evidence behind the intervention (whether an RCT or locally designed for example) and the accuracy with which results were published, including the presence of confidence intervals. Ev 1.28b is an email and spreadsheet I produced detailing each of these things and comparing published results with Medway's MEND outcomes. I also then incorporated some of this information into the presentation I gave to the Healthy Weight Team on this piece of work (see slide 13 of ev 1.07). I used Alive n Kickin' as an example of a programme introduced to a local area that didn't have an evidence base that I could see, had small numbers of children completing so far and had not reported confidence intervals on results.	1.28b	1.07
Once I knew how to find evidence and the types of papers available, I then needed to learn how to assess their reliability and attended a local critical	7b	

Top tip!
Use a different colour to make it obvious where the changes have taken place within your document.

2b Once you've made all the changes you can upload it to Learning Assistant in the [usual way](#) using the Evidence Wizard.

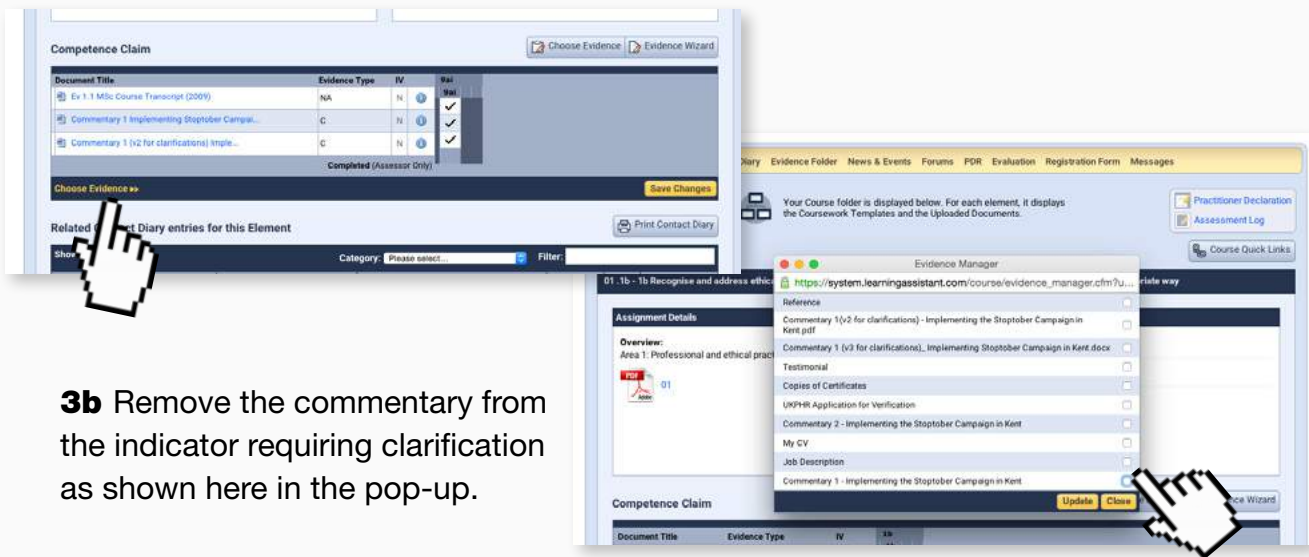


Top tip!
Use file names like "Version 2" for new commentaries to make it obvious they're revised versions.



2c Make sure you re-name the new commentary to make it obvious that it is a revised version. Cross-reference the file as usual following [these steps](#) on Page 8.

STEP 3a From the course folder navigate to the [indicator needing clarification](#) by clicking on the blue indicator number and click the “Choose Evidence” link to bring up the pop up containing the list of evidence.



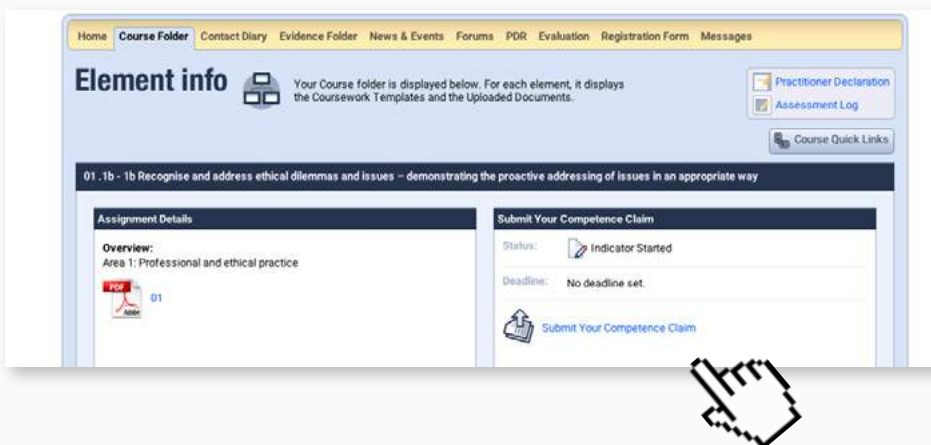
3b Remove the commentary from the indicator requiring clarification as shown here in the pop-up.

3c But keep it in the Evidence folder for audit purposes.

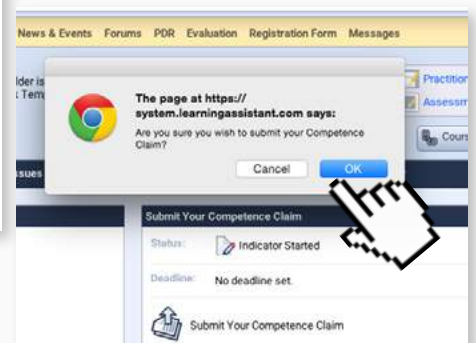


Once you're happy that the clarification has been sufficiently addressed via amending commentary and / or uploading new or supplementary evidence submit for assessment.

STEP 4a Click on the Submit your competence claim link...



4b Then click on OK to confirm



9. Addressing Resubmissions

Accompanying video can be found at:

<https://www.youtube.com/watch?v=0Fs5MPZUCo0>

Requests for Resubmission appear in either your Contact Diary, Course Folder or Assessment Log.

Home Course Folder Contact Diary Evidence Folder News & Events Forums PDR Evaluation Registration Form Messages 1

Element info

Your Course folder is displayed below. For each element, it displays the Coursework Templates and the Uploaded Documents.

01. 4e - 4e Continually develop and improve own and others' practice in public health by objectively and constructively contributing to reviewing the effectiveness of own area of work.

Assignment Details

Overview:
Area 1: Professional and ethical practice

Submit Your Competence Claim

Status: Requires Resubmission (25-03-15 Alfredda Riggs)

Actions: Accept Partially Accept

Submit Your Competence Claim

Here you can see a request in the Course Folder.

STEP 1a Remove the existing commentary and evidence from the indicator by clicking on "Choose Evidence" link.

Competence Claim

Choose Evidence Evidence Wizard

Document Title	Evidence Type	IV	4c	4e
commentary	C	N	1	1
evidence	P	N	1	1

Completed (Assessor Only)

Choose Evidence >> Save Changes

1b Then select the commentary you want to remove from the pop-up as shown here.

Home Course Folder Contact Diary Evidence Folder News & Events Forums PDR Evaluation Registration Form Messages

Element info

Your Course folder is displayed below. For each element, it displays the Coursework Templates and the Uploaded Documents.

01. 1a - 1a Recognise and address ethical dilemmas and issues - demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice

Assignment Details

Overview:
Area 1: Professional and ethical practice

Evidence Manager

Arrange Evidence for Element

01. 1a - 1a Recognise and address ethical dilemmas and issues - demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice

Document Title	Add
Commentary 1(v2 for clarifications) - Implementing the Stopstober Campaign in Kent.pdf	<input checked="" type="checkbox"/>
Commentary 1 (v2 for clarifications), Implementing Stopstober Campaign in Kent.docx	<input checked="" type="checkbox"/>
Reference	<input type="checkbox"/>
Testimonial	<input type="checkbox"/>
Copies of Certificates	<input type="checkbox"/>
UKPHR Application for Verification	<input type="checkbox"/>
Commentary 2 - Implementing the Stopstober Campaign in Kent	<input type="checkbox"/>

Competence Claim

Choose Evidence Evidence Wizard

IMPORTANT
Make sure you **DON'T** delete the previous commentary from the portfolio.

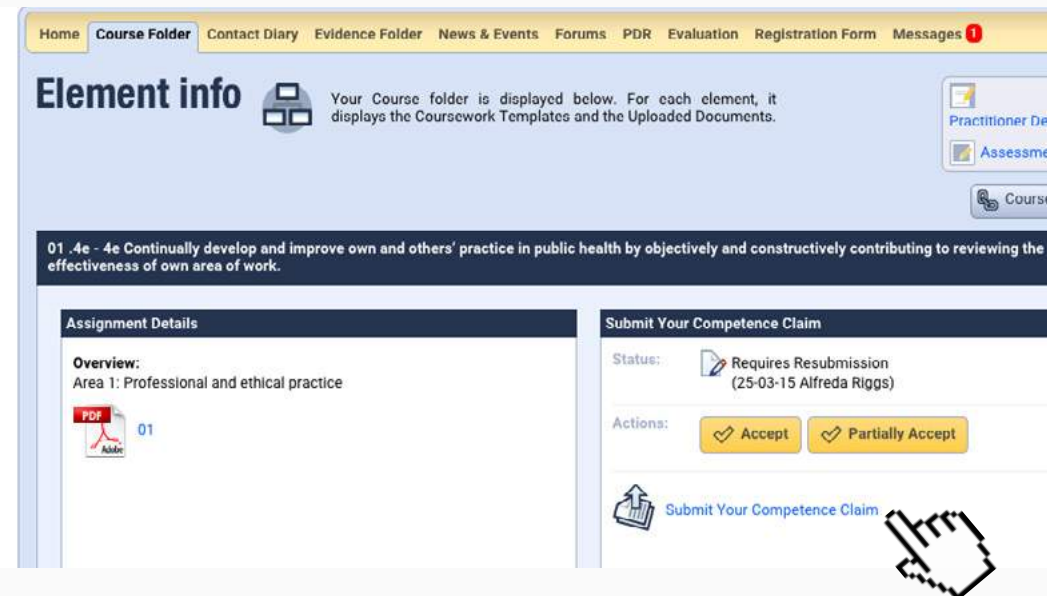
STEP 2 Upload the new Commentary.

Upload the new Commentary



And cross-reference it to the indicator it in the usual way [shown here](#).

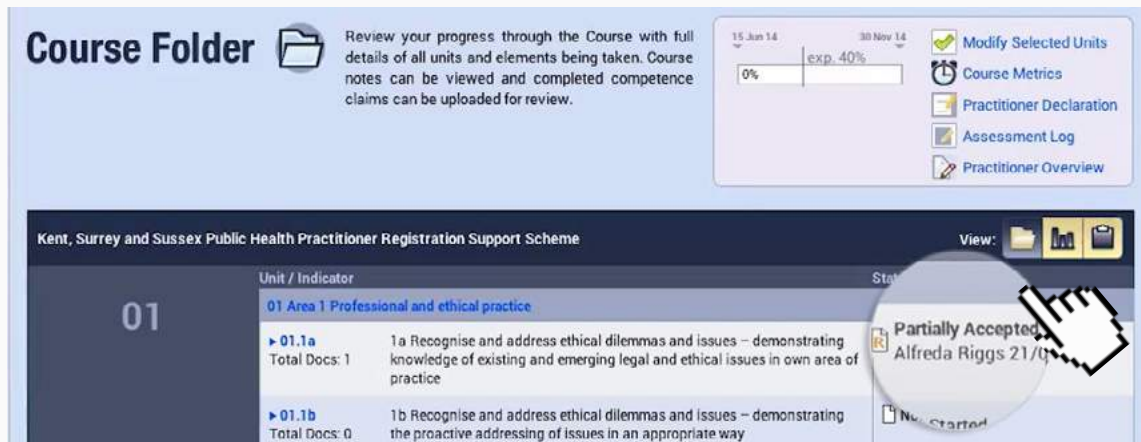
STEP 3 Once the work is completed submit the indicator for assessment by clicking on the Submit Your Competence Claim link.



10. Addressing Partial Acceptances

Accompanying video can be found at:
<http://youtu.be/0Fs5MPZUCo0?t=1m1s>

Requests for Partial Acceptances appear in either your Contact Diary, Course Folder or Assessment Log.

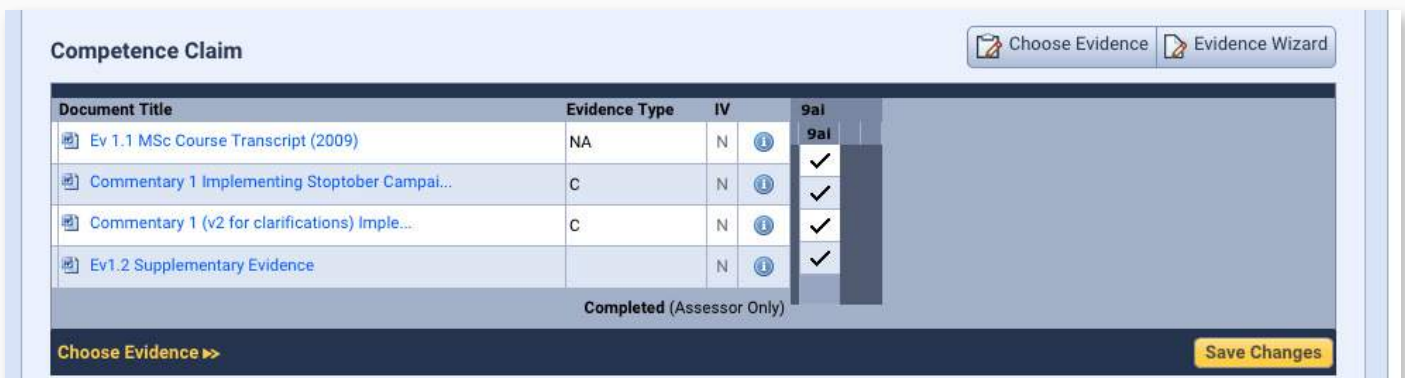


STEP 1 Upload the new commentary and evidence to the evidence folder.
Using [these steps here](#) upload the new commentary



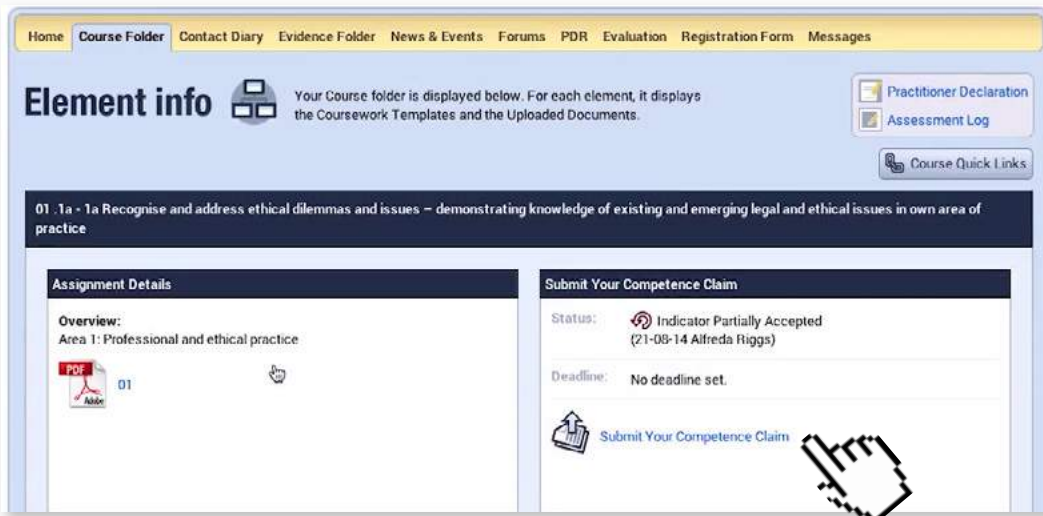
And cross-reference it to the indicator it in the usual way [shown here](#).

STEP 2 DO NOT remove the existing commentary and evidence from the indicator since they have been partially accepted.



Once the new commentary and associated evidence have been uploaded, submit the indicator for assessment.

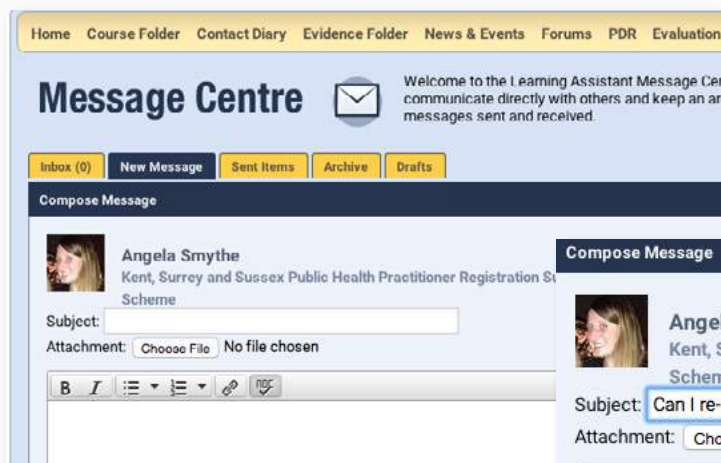
STEP 3a Click on the Submit Your Competence Claim link to submit your work for assessment.



3b Then click on OK to confirm your decision.

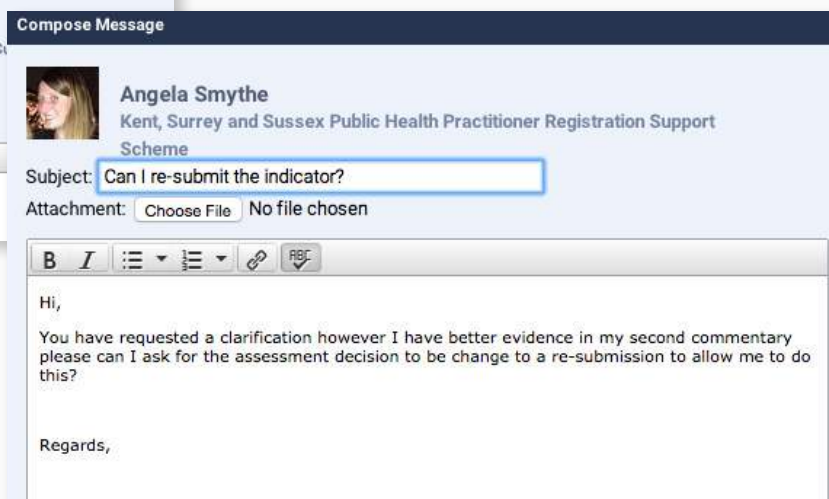
11. Self-electing a resubmission

If you have already been awarded a Clarification but feel you have better evidence in a piece of work or Commentary you can request a re-submission.



STEP 1a Contact your assessor via the Message Centre and request the particular indicator as a re-submission.

STEP 1b Once your assessor has amended the decision and awarded a re-submission you can [follow the steps for a re-submission](#).



12. Completing Practitioner Overview

It is highly recommended that you complete the front of the assessment log titled 'summary of portfolio by the applicant' that features in the Assessment Log.

Public Health Practitioner Assessment Log

To be completed by the applicant, assessor and verifier

Name of practitioner: Angela Smith

Summary of portfolio by applicant [optional - e.g. list of main pieces of work]

UKPHR
Public Health Register

Top tip!
It's a good idea to list your main pieces of work in order to assist the Assessor and Verifier as they work through your e-portfolio.

STEP 1 To add a Practitioner Overview, go to the Course Folder and click the Practitioner Overview link at the top of the page to open a new window.

The screenshot shows the 'Course Folder' page in the UKPHR system. The navigation bar includes 'Home', 'Course Folder', 'Contact Diary', 'Evidence Folder', 'News & Events', 'Forums', 'PDR', 'Evaluation', 'Registration Form', and 'Messages'. The main content area features a 'Course Folder' header with a folder icon and a description: 'Review your progress through the Course with full details of all units and elements being taken. Course notes can be viewed and completed competence claims can be uploaded for review.' To the right, there is a progress indicator showing '15 Jun 14' to '30 Nov 14' with 'exp. 100%' and a '1%' progress bar. A list of actions is visible: 'Modify Selected Units', 'Course Metrics', 'Practitioner Declaration', 'Assessment Log', and 'Practitioner Overview'. A hand cursor is pointing to the 'Practitioner Overview' link. Below this, the 'Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme' header is shown with a 'View:' dropdown. The main table displays the following data:

Unit / Element	Status
01 01 Area 1 Professional and ethical practice	
▶ 01.1a Total Docs: 1	1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice
	Reviewed and Accepted Alfreda Riggs 25/01/2015

STEP 2 Fill in the box labelled “Summary of portfolio by applicant”.
 Leave the Applicant and Signature Boxes empty. They are not needed.

Top tip!
 It is recommended that you complete this box by listing your commentaries.

Practitioner comments on portfolio - To be completed by the practitioner once the portfolio has been completed.

Applicant

Summary of portfolio by applicant

Commentary 1: Implementing Stoptober in Kent
 Commentary 2: Reducing fuel poverty through the East Sussex Warm Homes Healthy People Programme
 Commentary 3: Development of Hastings & Rother Health Trainer Service

Signature and date

Public Health Practitioner Assessment Log
 To be completed by the applicant, assessor and verifier

Name of practitioner: Angela Smythe

Applicant:
 Summary Of Portfolio By Applicant
 Commentary 1: Implementing Stoptober in Kent
 Commentary 2: Reducing fuel poverty through the East Sussex Warm Homes Healthy People Programme
 Commentary 3: Development of Hastings & Rother Health Trainer Service
 Signature And Date:

UKPHR

STEP 3 Once the entry is complete, click the ‘submit the form’ button and once the entry has saved, close the window.

The text added here will appear on the front page of the The Public Health Practitioner Assessment Log.

You can complete the overview section as you work through your portfolio or at the end, before verification. You can also edit the Summary of Portfolio as required by clicking on the same link, updating the text and pressing submit again.

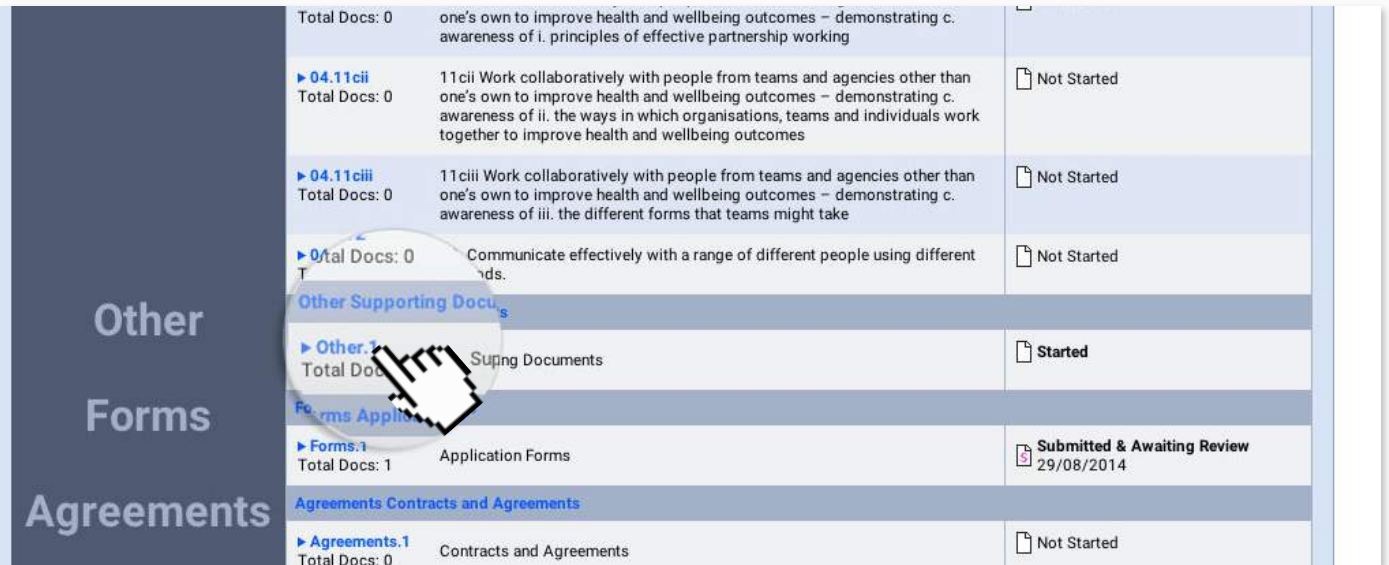
13. Applying for Verification/Getting references and testimonials

Accompanying video can be found at:
<https://www.youtube.com/watch?v=5gWZsrgK-kE>

NOTE: Before you start the application process to submit to the verification panel, ensure you have all the correct documents required for your application:

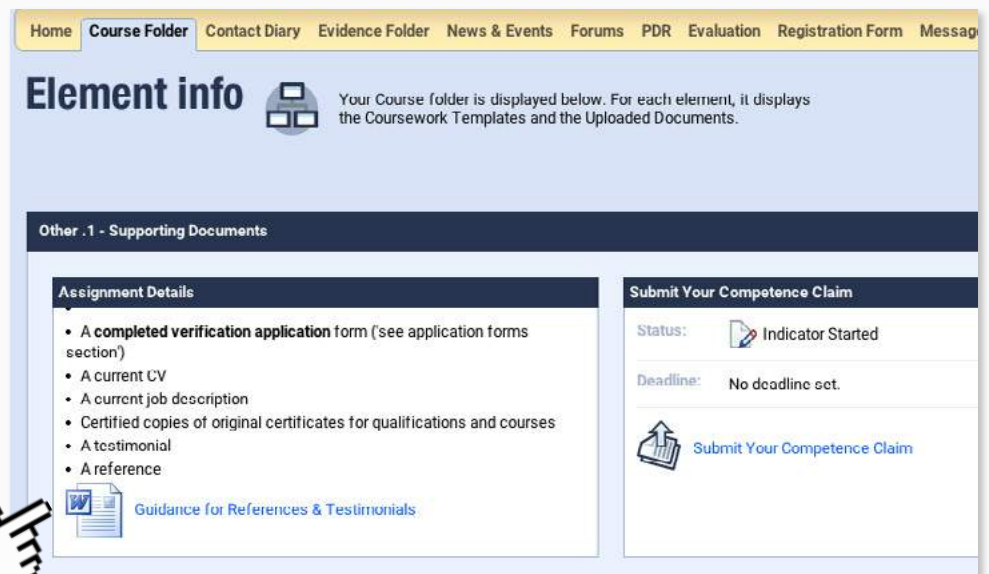
Verification application form, Testimonial, Reference, Current CV, Current Job Description, Certified copies of any certificates.

STEP 1a For guidance on this process scroll to the bottom section of the Course Folder page and click on 'Other'.



Total Docs: 0	one's own to improve health and wellbeing outcomes – demonstrating c. awareness of i. principles of effective partnership working	
▶ 04.11cii Total Docs: 0	11cii Work collaboratively with people from teams and agencies other than one's own to improve health and wellbeing outcomes – demonstrating c. awareness of ii. the ways in which organisations, teams and individuals work together to improve health and wellbeing outcomes	Not Started
▶ 04.11ciii Total Docs: 0	11cii Work collaboratively with people from teams and agencies other than one's own to improve health and wellbeing outcomes – demonstrating c. awareness of iii. the different forms that teams might take	Not Started
▶ Total Docs: 0	Communicate effectively with a range of different people using different methods.	Not Started
Other Supporting Documents		
▶ Other Supporting Documents Total Docs: 0	Supporting Documents	Started
Forms Application		
▶ Forms Application Total Docs: 1	Application Forms	Submitted & Awaiting Review 29/08/2014
Agreements Contracts and Agreements		
▶ Agreements.1 Total Docs: 0	Contracts and Agreements	Not Started

STEP 1b This will then take you to the 'Element Info' page from where you can download the Guidance for References & Testimonials document.



Home **Course Folder** Contact Diary Evidence Folder News & Events Forums PDR Evaluation Registration Form Message

Element info

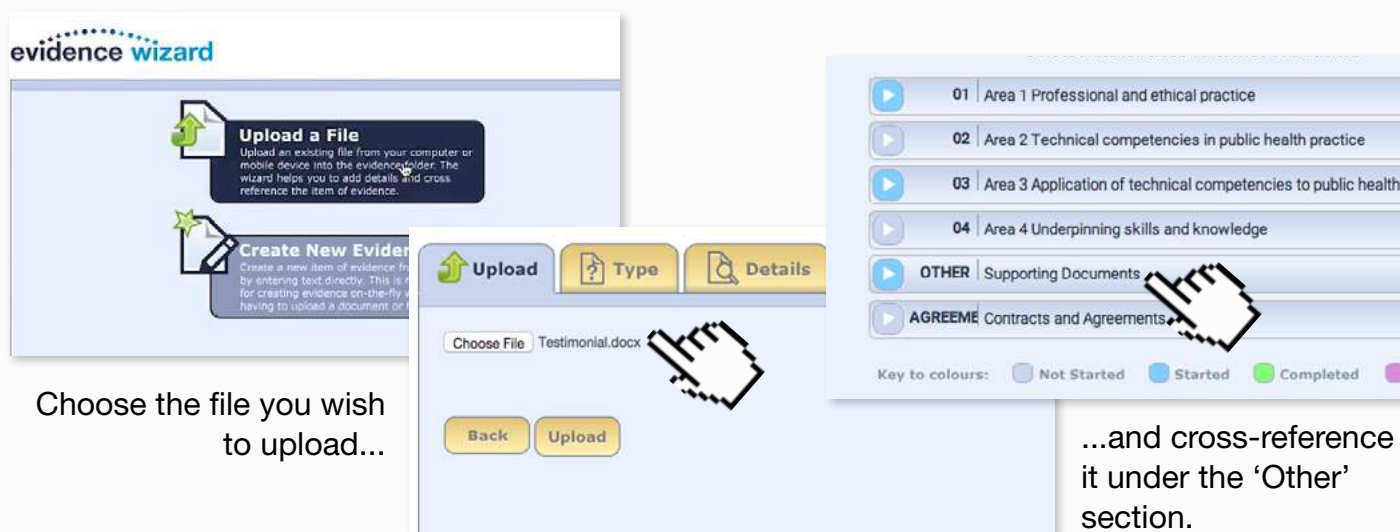
Your Course folder is displayed below. For each element, it displays the Coursework Templates and the Uploaded Documents.

Other .1 - Supporting Documents

Assignment Details <ul style="list-style-type: none">• A completed verification application form (see application forms section)• A current CV• A current job description• Certified copies of original certificates for qualifications and courses• A testimonial• A reference Guidance for References & Testimonials	Submit Your Competence Claim <p>Status: Indicator Started</p> <p>Deadline: No deadline set.</p> <p> Submit Your Competence Claim</p>
---	--

STEP 2 Upload and cross reference the reference and testimonial.

Use the Evidence Wizard to upload your reference and testimonial to the e-Portfolio as [shown in these steps](#).



The image shows two overlapping screenshots of the Evidence Wizard interface. The left screenshot shows the 'Upload a File' step with a 'Choose File' button and a file named 'Testimonial.docx' selected. The right screenshot shows a list of evidence categories with a hand cursor pointing to the 'OTHER' category.

Choose the file you wish to upload...

...and cross-reference it under the 'Other' section.

Finally tell the system what the document type is that you are uploading.



The image shows a screenshot of the Evidence Wizard interface with a list of document types under the 'Supporting Documents' section. A hand cursor is pointing to the 'v Reference' option, which is checked.

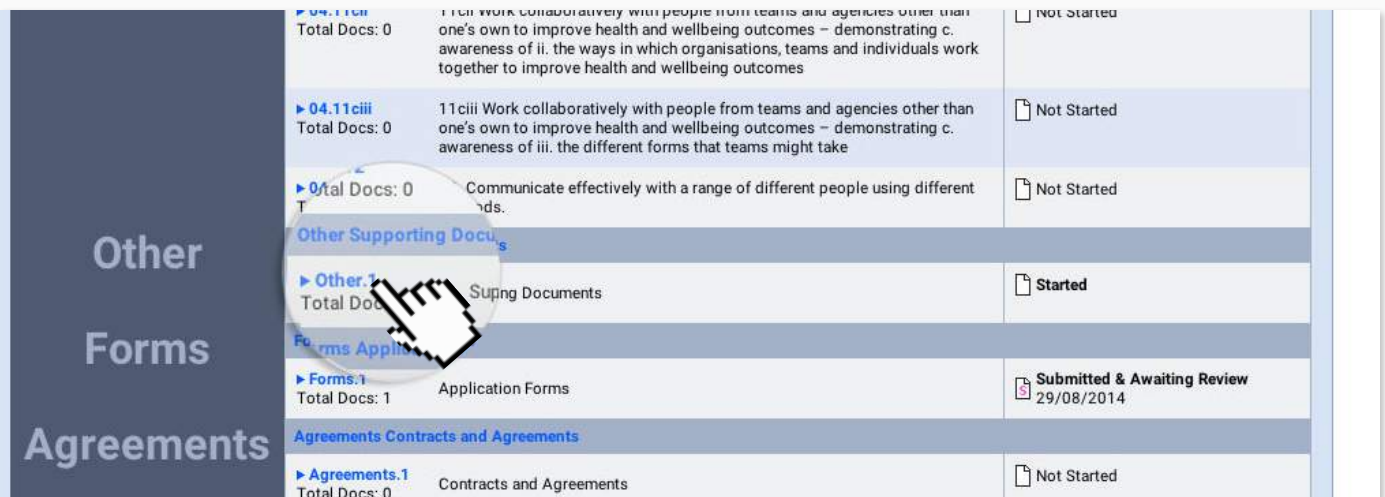
Document Type	Count	Selected
i Curriculum Vitae	2	<input type="checkbox"/>
ii Current Job Description	1	<input type="checkbox"/>
iii Certified copies of certificates	1	<input type="checkbox"/>
iv Testimonial	1	<input type="checkbox"/>
v Reference	1	<input checked="" type="checkbox"/>

14. Applying for Verification/Uploading a CV and Job Description

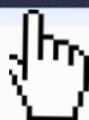
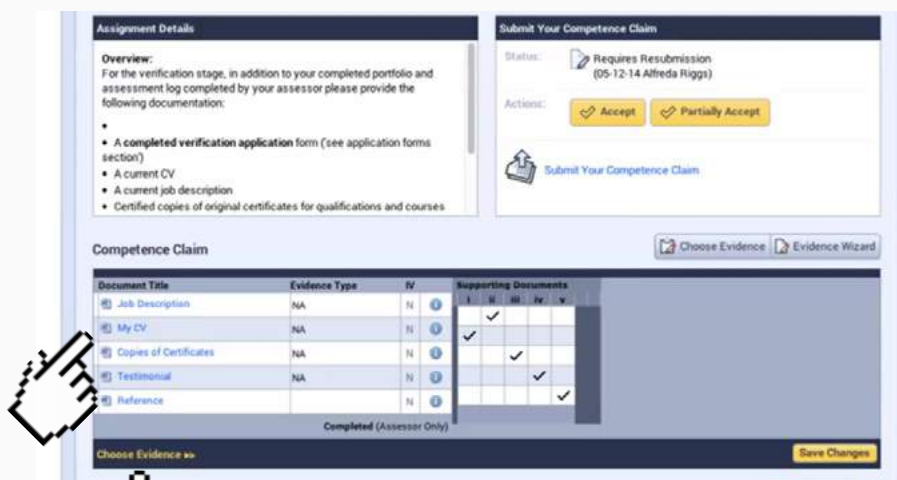
Accompanying video can be found at:
<https://www.youtube.com/watch?v=PjSZBIMajDs>

As part of the application for assessment your CV and job description may already have been submitted. If these have not changed then nothing more needs to be done. However if your role has changed or you need to update your CV then you will need to replace the originals with the latest versions.

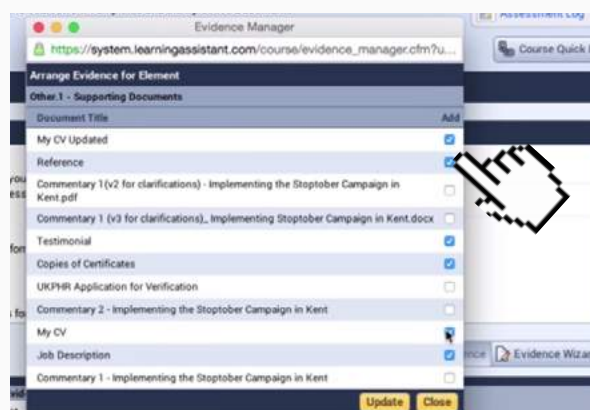
STEP 1 From the course folder page click on Other in the Supporting Documents section.



In this section you will see the CV and or job descriptions that have been submitted.

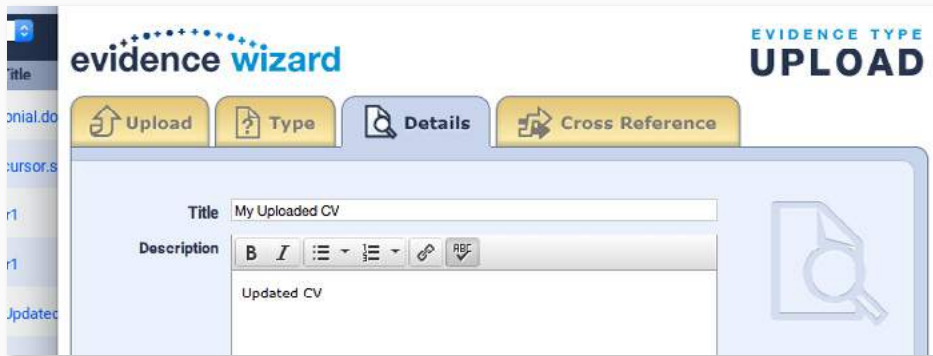


STEP 2a If required you can remove the original CV and Job Description by clicking on “Choose Evidence” which will open a new pop-up...

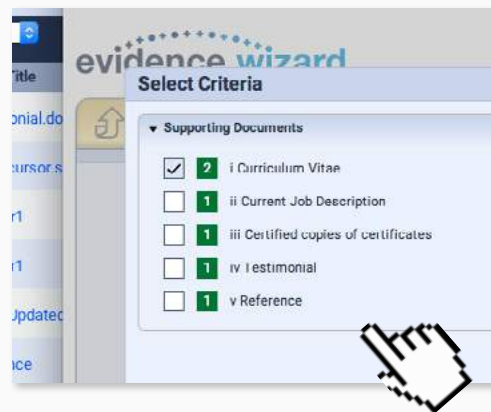


2b...and from here you simply deselect the old versions.

STEP 3a Replace a CV and job description in supporting documents with the newer versions by uploading them using the Evidence Wizard.



3b Ensure you name new documents in such a way as to make it clear they are updated versions.

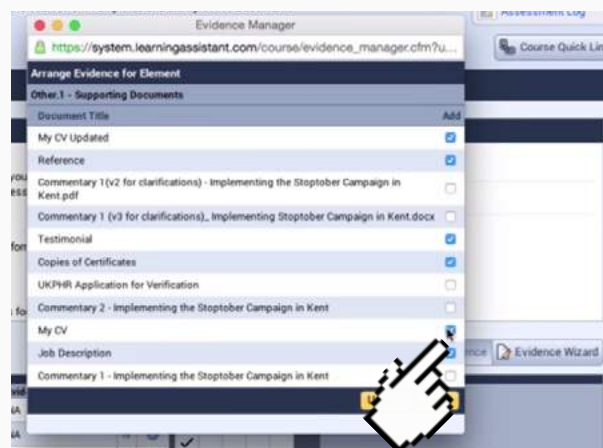


3c Click 'NA' for their type and tick the appropriate box under the Cross-Reference tab.

STEP 4a Remove the original CV and job description by clicking on "Choose Evidence" which will open a new pop-up...



4b and from here you simply deselect the old versions.



Uploading Certified copies of Certificates

Only the people listed here can certify copies of certificates.

Assessor

Line manager

Referee

Person writing testimonial

The easiest way to do this is to list all of the certificates and their evidence numbers in a Word document and ask the person to sign a declaration at the bottom confirming they have seen the originals.

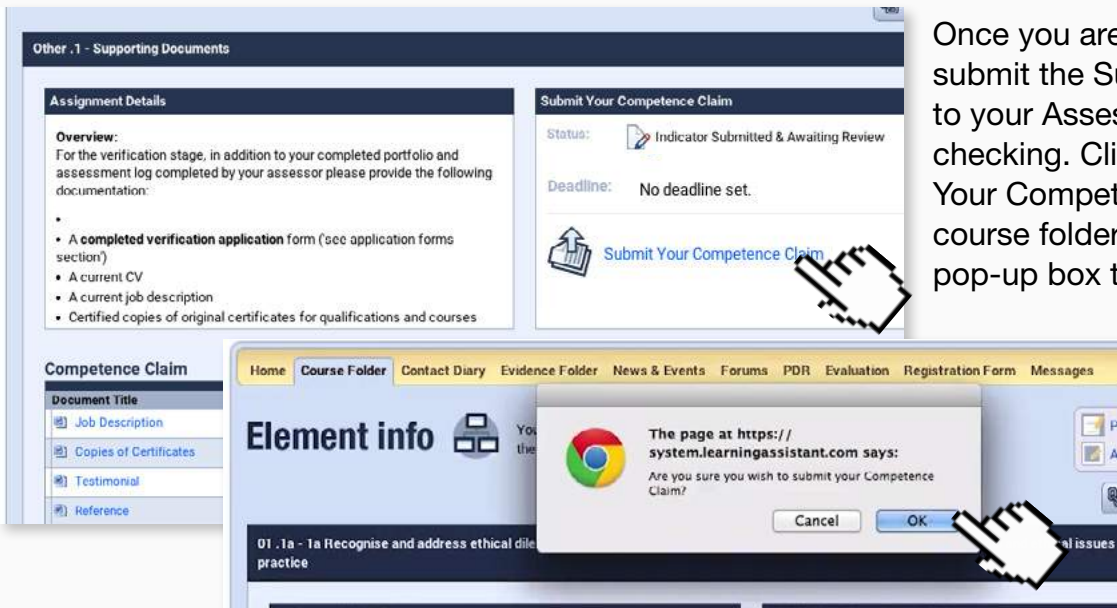
STEP 3a Once signed the document is uploaded to the system [as usual](#) and cross-referenced into Supporting Documents.



Document Title	Evidence Type	IV	Supporting Documents
Job Description	NA	N	I
Copies of Certificates	NA	N	II
Testimonial	NA	N	III
Reference		N	IV
My CV Updated	NA	N	V

Completed (Assessor Only)

STEP 3b Submit the Supporting Documents



Other .1 - Supporting Documents

Assignment Details

Overview:

For the verification stage, in addition to your completed portfolio and assessment log completed by your assessor please provide the following documentation:

- A completed verification application form (see application forms section)
- A current CV
- A current job description
- Certified copies of original certificates for qualifications and courses

Submit Your Competence Claim

Status: Indicator Submitted & Awaiting Review

Deadline: No deadline set.

Submit Your Competence Claim

Element info


The page at <https://system.learningassistant.com> says:

Are you sure you wish to submit your Competence Claim?

Cancel OK

Once you are ready you need to submit the Supporting Documents to your Assessor for final checking. Click on the Submit Your Competence Claim link in the course folder and click OK in the pop-up box that appears.

Downloading Application Form



Forms .1 - Application Forms

Assignment Details

Application for Verification Form

Submit Your Co

Status:

STEP 4 You can download the Application for Verification from your Course Folder. You can then open the form in Microsoft word or similar.

Filling in the Application Form.

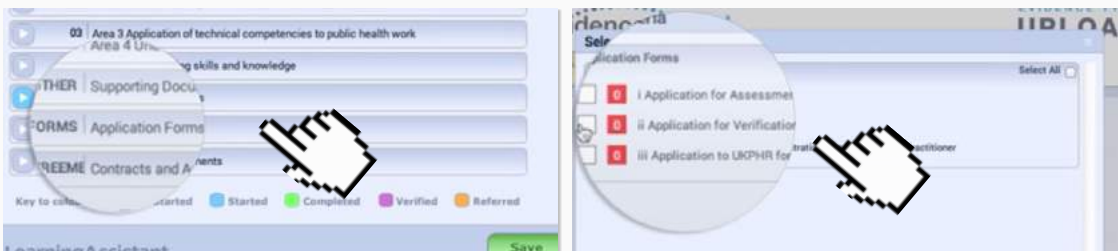


STEP 5a Complete all the sections apart from the Assessor one. When you have filled out the form email it off to your assessor who will then complete this section.

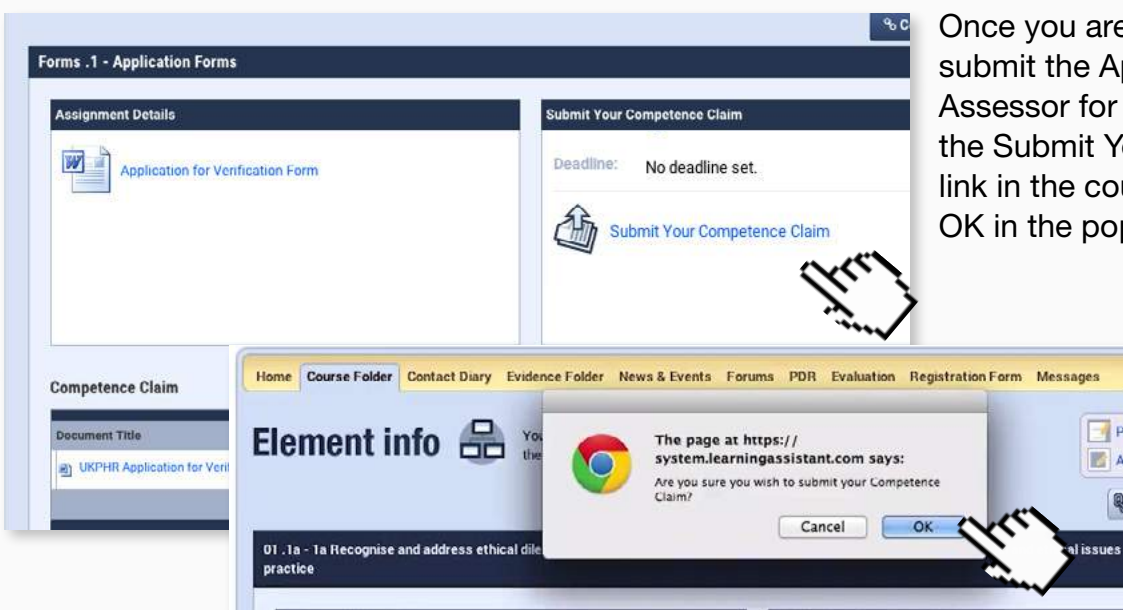
5b They will then complete their part of the form and send it back to you for submission to the system.

STEP 6 Upload and cross-reference the Application Form

Follow the [usual steps](#) for uploading evidence to the folder. Make sure you cross-reference this to the Application Forms section.



STEP 7 Submit the Application Form



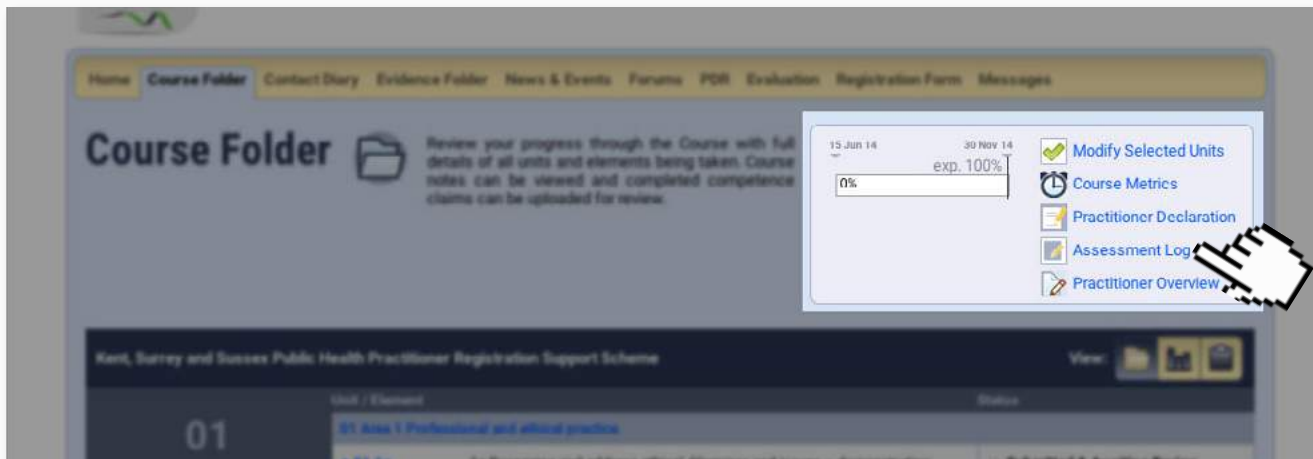
Once you are ready you must submit the Application Form to your Assessor for final checking. Click on the Submit Your Competence Claim link in the course folder and click OK in the pop-up box that appears.

15. Downloading the Assessment Log

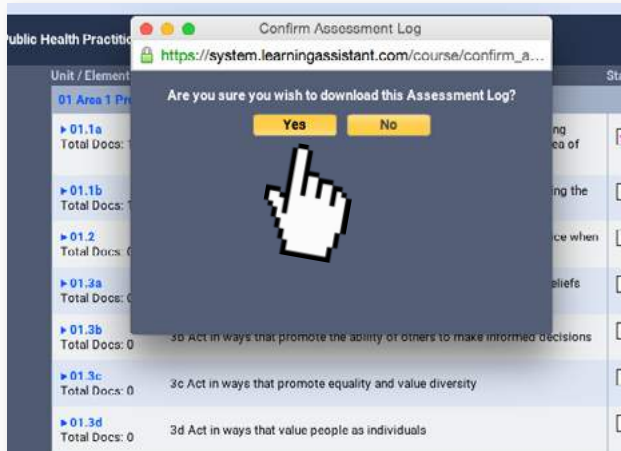
Accompanying video can be found at:
<https://www.youtube.com/watch?v=07ohsC1uJTY>

STEP 1 Download the Assessment Log (the log is automatically populated via the e-portfolio)

Go to the Course folder and click on the Assessment Log link in the top right hand box.



Click on YES to confirm your decision.



Top tip!
You can download the Assessment Log at anytime.

The Log will then be downloaded to your PC as a PDF.

