

**Public health practitioners
Assessment and registration**

**Guidance for:
Reference & Testimonial**

January 2012

Verification and the registration process

For the verification stage, you should prepare one full paper copy of all your written evidence, and any videos, DVDs etc. submitted as evidence, together with the assessment log, completed by your assessor **and the following documentation:**

- A completed verification application form (which is in the accompanying Supporting Information document) – this should be provided in hard copy form with an original signature
- A current CV
- A current job description
- Certified copies of original certificates for qualifications and courses
- **A testimonial and a reference**

Guidance on Testimonials and References

The submission of a testimonial and a reference is part of the assessment process and may be followed up (though this would be very unusual). Please give details of the people providing your reference and your testimonial on the application form and submit both with the rest of your application.

A Reference should be provided by someone who knows you professionally and can confirm that there is no professional, or fitness to practice, reason that you should not be included on the register. They should be able to provide general comments about your ability as a public health practitioner.

A Testimonial should be provided by someone who has reviewed the evidence you have submitted for assessment and can confirm that this is your work. They should be able to comment on the quality of the evidence submitted and confirm that you are working, or capable of working, at public health practitioner level. This overall testimonial is separate to any testimonials you may have included as part of your evidence.

The people providing your testimonial and reference will regularly see your work. They may be more senior than you or a professional colleague, but not junior to you. If you are employed, either the testimonial or the reference should normally be from a person who supervises your daily work. The reference may come from someone outside your own organisation or team.

You must not name anyone for whom you yourself are providing a reference or testimonial.

The UKPHR strongly recommends that the reference and testimonial are given by two separate individuals. If an applicant is unable to identify two individuals, they should discuss this with the scheme co-ordinator who will consider giving permission for one individual to provide both the testimonial (about the quality of the evidence submitted) and the reference (concerning the applicant's competence and fitness to practise as a public health

practitioner). If given by one individual, the testimonial and reference should be addressed under separate headings in the letter.

The difference between the testimonial and the reference is summarised below: you may want to give this to those providing them for you.

INFORMATION FOR THOSE PROVIDING A TESTIMONIAL OR REFERENCE

The UK Public Health Register as part of the assessment process requires a testimonial in support of the evidence contained in the portfolio and a reference concerning the applicant's fitness to practise as a public health practitioner. Your testimonial or reference will be 'open': the applicant may see it if they wish.

- **Testimonial:** please comment generally on the *quality of the evidence* in the portfolio and, if you are able, state that to the best of your knowledge, the applicant is working at public health practitioner level, or has the competence to do so.
Please ask the applicant for a copy of their evidence for your consideration before you write the testimonial.
- **Reference:** please give a general reference regarding the applicant's competence and fitness to practise as a public health practitioner.

Please provide your testimonial or reference directly to the applicant as soon as you can, to enable the applicant to include it with the rest of their application.

Please include the following basic information:

1. Name of applicant
2. How you know the applicant's work (e.g. manager, professional colleague etc.) and for how long
3. Your name and position