

Public Health Practitioner Registration Support Scheme

E-Portfolio User Guide for Practitioners

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Public Health Practitioner Registration Support Scheme

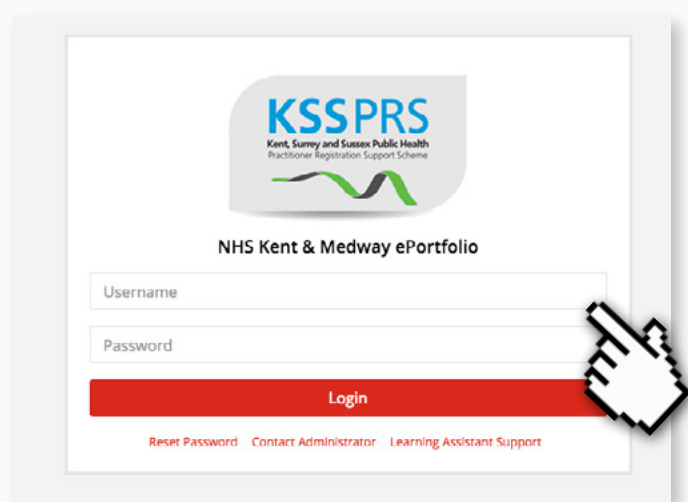
E-Portfolio User Guide for Practitioners

1. Logging in For The first time

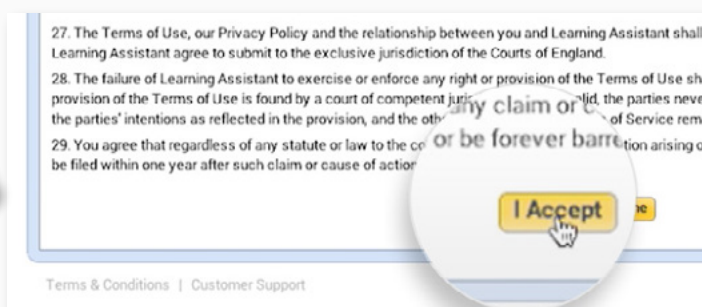
STEP 1 Type the address for **your local site** into your website browser and login using the username and password you have been given. If you are unsure of the link you require please contact your scheme coordinator.

<https://system.learningassistant.com/yourlocal site>

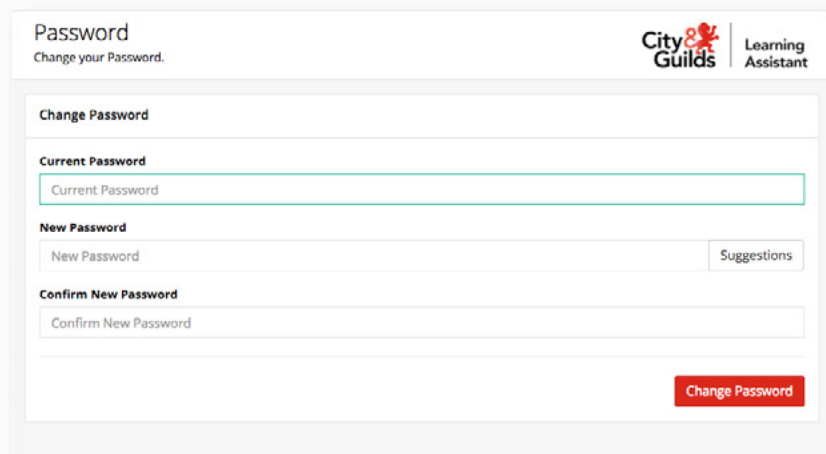
Top tip!
Save the web address to your favourites to make it easy to find.



STEP 2 Accept the Terms & Conditions.



STEP 3 Change your password to something secure and memorable. Please note the password is case sensitive.



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 'Learning Assistant' homepage for a user named Angela Smythe. The interface includes a dark sidebar with navigation links: City Guilds Learning Assistant, Angela Smythe, Homepage (active), Course Folder, Contact Diary, Evidence Folder, Evaluation, Registration Form, News & Events, Forums, PDR, and Messages (with a red notification bubble). The main content area is titled 'Homepage' and includes a welcome message: 'Hi Angela, Welcome to Learning Assistant.' Below this, there is a brief introduction to the Learning Assistant tool and a link to user guides. A status section shows progress for the 'KENT, SURREY AND SUSSEX PUBLIC HEALTH PRACTITIONER REGISTRATION SUPPORT SCHEME (UKPHR)', which is marked as 'SELECTED'. The progress bar indicates 37% started, 24% completed, and 100% expected. The bottom section lists tasks related to the course, with a dropdown menu set to 'Latest First' and a search bar for 'Recently Reviewed Elements'. The right sidebar features a 'Pan-London Commentary Writing a workshop' announcement and a 'View all news items' button.

City Guilds Learning Assistant

Angela Smythe

Homepage

Course Folder

Contact Diary

Evidence Folder

Evaluation

Registration Form

News & Events

Forums

PDR

Messages

Homepage

Hi Angela, Welcome to Learning Assistant.

Welcome to Learning Assistant, a secure electronic tool to enable you to safely and efficiently compile your UKPHR public health practitioner portfolio online.

Userguides and videos on how to use the system can be found [here](#)

We value your feedback and suggestions for improvement. Please email the eportfolio team: eportfolio@kent.gov.uk with any concerns, recommendations or comments you wish to make.

Status: ☐ Not Started ☒ Started ☒ Completed ☐ Verified

- KENT, SURREY AND SUSSEX PUBLIC HEALTH PRACTITIONER REGISTRATION SUPPORT SCHEME (UKPHR) SELECTED

01 02 03 04 Other Forms Agreements

Started 37% Completed 24% Expected 100%

Tasks Messages Appointments Resources LA Anywhere

Tasks related to Course: UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme

Order By: Latest First

Recently Reviewed Elements

Pan-London Commentary Writing a workshop

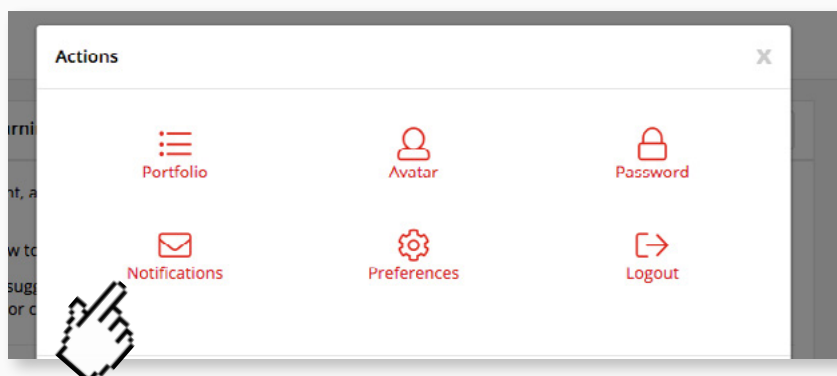
Commentary Writing and Mapping works

[View all news items](#)

2. Setting up notifications and editing your profile



STEP 1a Sign up for notifications by tapping on the **settings icon** and selecting **Notifications** from the panel.



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...

Email Address:

Message Digest
Do you wish to receive an e-mail each day with all your new messages from that day, or an email each time someone sends you a message alerting you to that message.

☐ No ☐ Per Message ☒ Daily

Contact Diary Digest
Do you wish to receive an e-mail each day with all your new contact diary entries from that day, or an email each time someone adds a diary entry for you.

☐ No ☒ Daily ☐ Per Entry

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

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

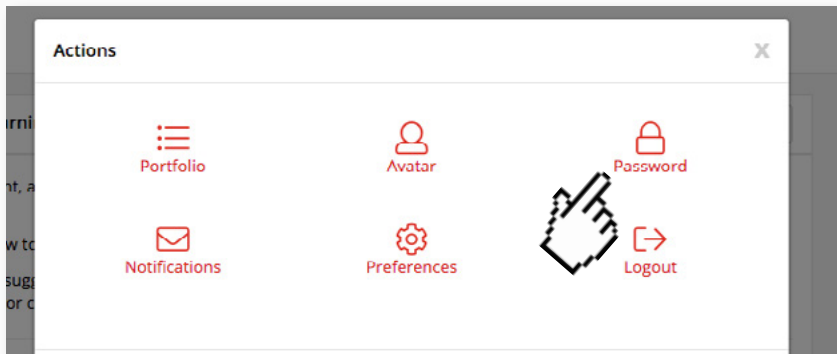
! Please note that if 'No' is selected this will result in no alerts being delivered to your email address.

STEP 2a Upload your picture by tapping on the **settings icon** and selecting **Avatar** from the panel.

The first screenshot shows the 'Actions' menu with a hand pointing to the 'Avatar' icon. The second screenshot shows the 'Upload Avatar' form. It includes a text prompt: 'To change your profile picture, choose a file below and upload.' Below this is a 'Choose File' button and an 'Upload Profile Picture' button.

2b Follow the instructions in the pop-up to upload a new image. Be sure to click **Upload Profile Picture** before closing the pop-up.

STEP 3a Change your password by tapping on the **settings icon** and selecting **Password** from the panel.

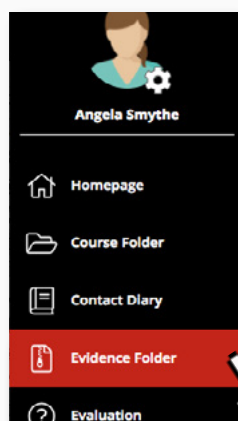


3b Follow the instructions in the pop-up to create a new password.

A screenshot of a 'Change Password' form. The form is white with a grey border. It has a title 'Change Password' at the top. Below the title are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. The 'New Password' field has a 'Suggestions' button to its right. At the bottom right of the form is a red button labeled 'Change Password'. A pixelated hand cursor is pointing at this button.

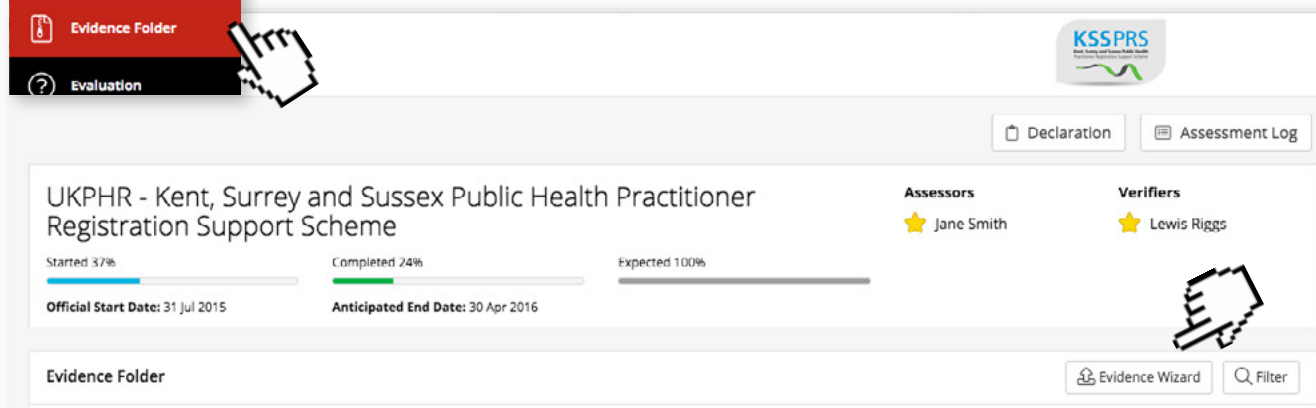
3c Finally tap on **Change Password** to end the process. An automated email will then be sent to you confirming the changes.

3. Uploading commentaries

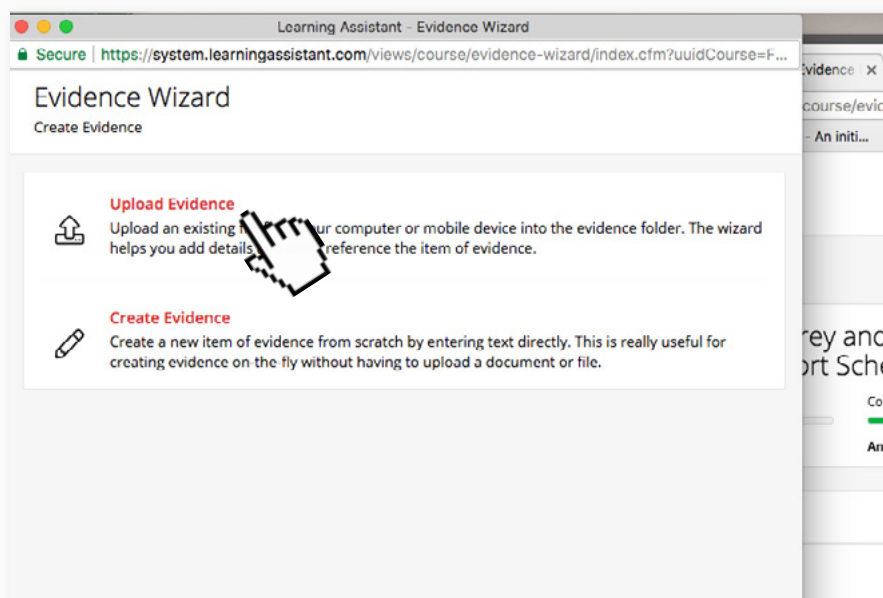


STEP 1 Open the evidence folder by clicking on **Evidence Folder** in the left hand menu.

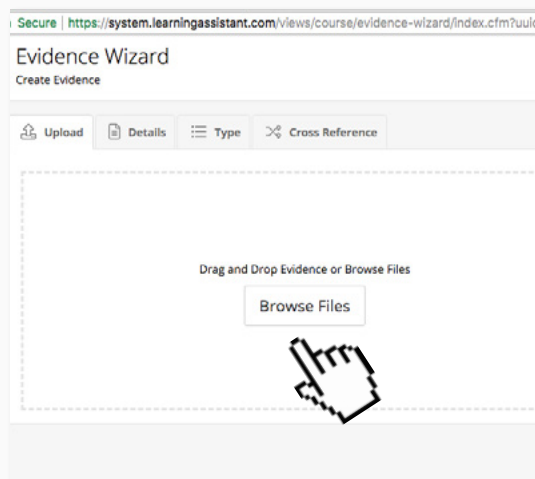
STEP 2 Click the Open Evidence Wizard button.



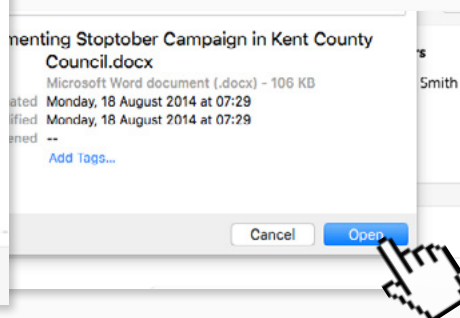
STEP 3 To add a Commentary, Evidence or Supporting documents click **Upload Evidence**.



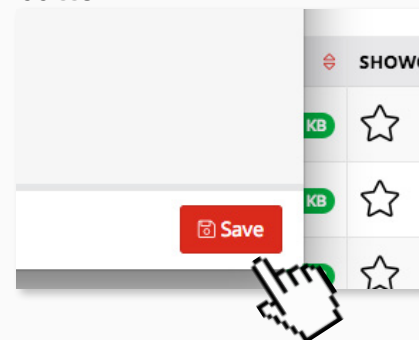
STEP 4a From the Evidence Wizard click on the **Browse Files** button and locate the file you wish to use.



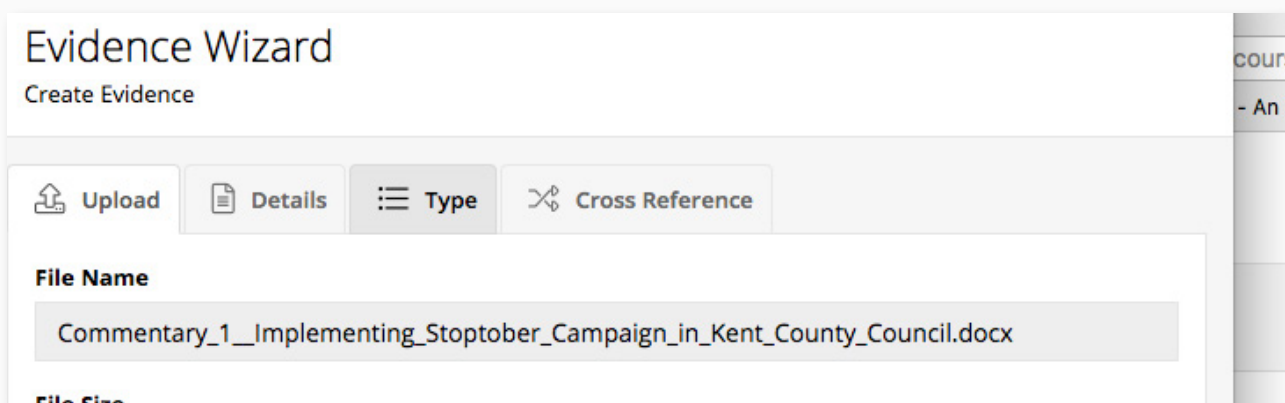
4b Once you have found the file you wish to upload click the **Open** button.



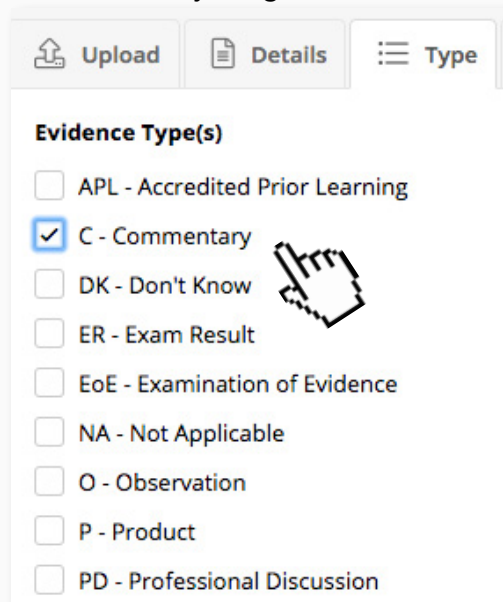
4c Followed by the **Save** button.



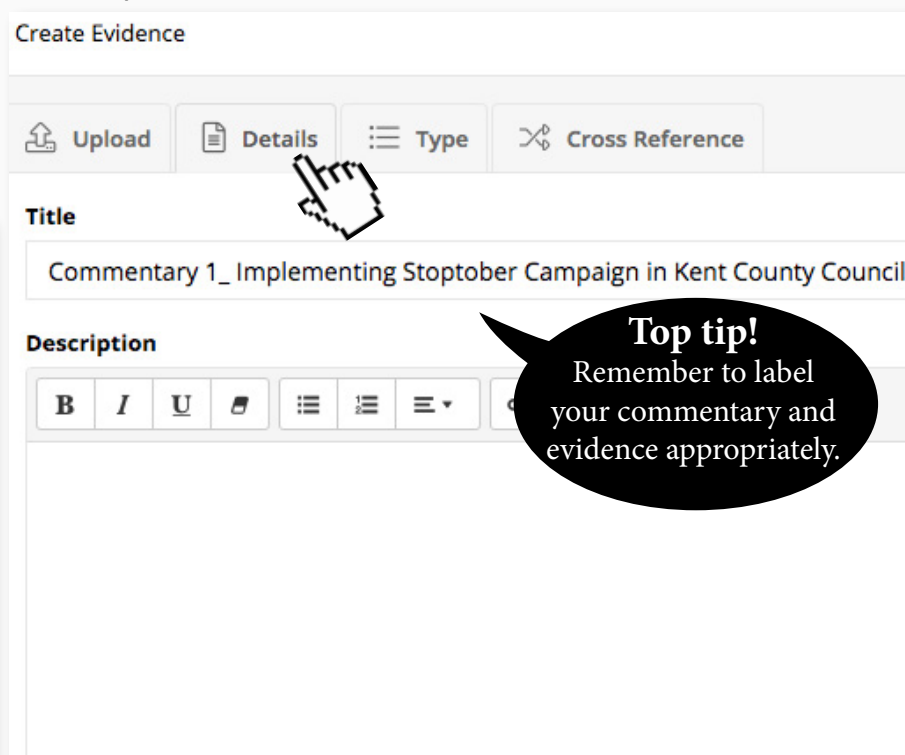
STEP 5a Complete the rest of the information for the file using the tabs provided in the Evidence Wizard.



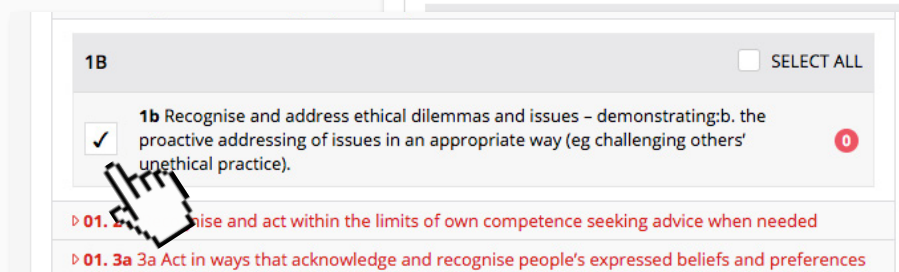
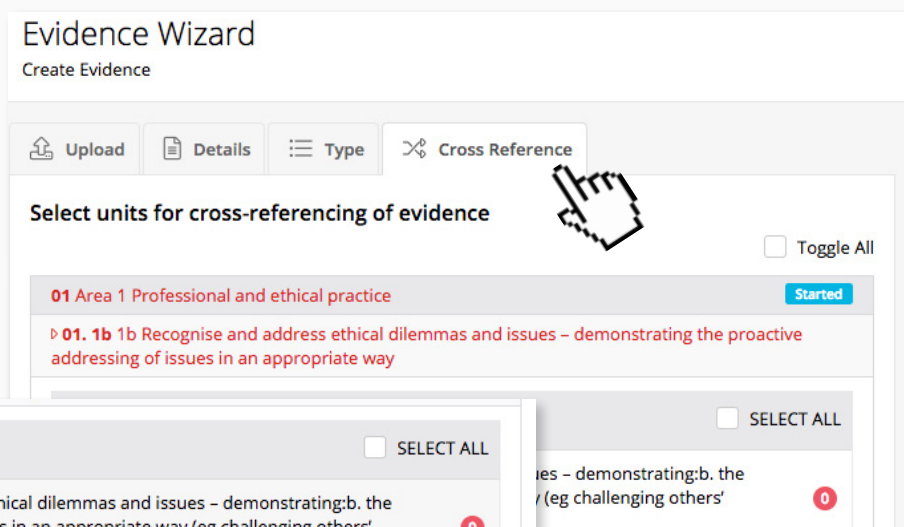
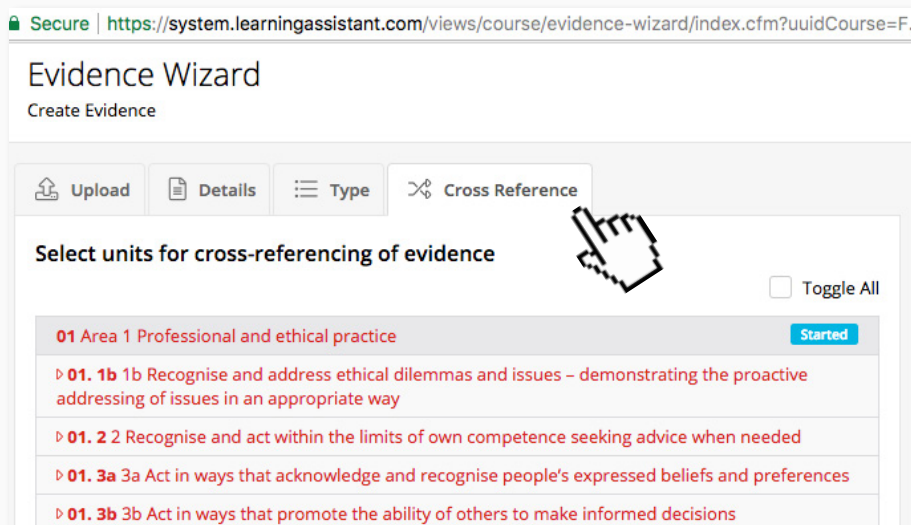
5b Under 'Type' find the correct type of evidence from the list - to keep things simple, we recommend you select Commentary if you are uploading a commentary and N/A for anything else.



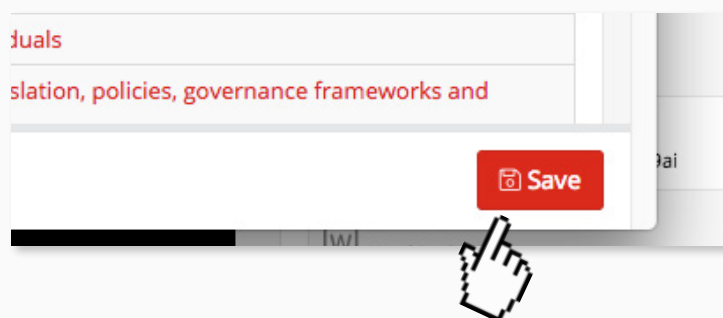
5c Under 'Details' you can change the Title and give it a description.



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 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.

UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme

Assessors: ★ Jane Smith
Verifiers: ★ Lewis Riggs

Started 39% Completed 24% Expected 100%

Official Start Date: 31 Jul 2015 Anticipated End Date: 30 Apr 2016

Evidence Folder Evidence Wizard

Displaying 1 to 17 of 17 Evidence 25 per page < 1 of 1

TITLE	SHOWCASE	UPLOADED	TYPE	OPTIONS
Commentary 1_ Implementing Stoptober Campaign in Kent County Council Used in: 01.1b	★ 104 KB	01 Mar 2018 12:06 by Angela Smythe	C	Description Edit
Commentary 2-APHR Used in: 01.1a, 03.9ai	★ 47 KB	27 Nov 2015 13:40 by Alfreda Riggs	C	Description Edit
evidence		18 Mar 2015 11:26		

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 KSSPRS

Official Start Date: 31 Jul 2015 Anticipated End Date: 30 Apr 2016

Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (Incomplete) Course Folder Gap Analysis

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 Reviewed a 23 Feb 20
- > 01.1b - 1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way
Total Docs: 1
- > 01.2 - 2 Recognise and act within the limits of own competence seeking advice when needed
Total Docs: 0
- > 01.3a - 3a Act in ways that acknowledge and recognise people's expressed beliefs and preferences

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

Resources

	RESOURCE	TYPE
	01	Guidance

Actions

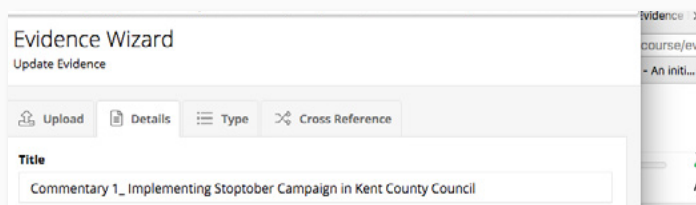
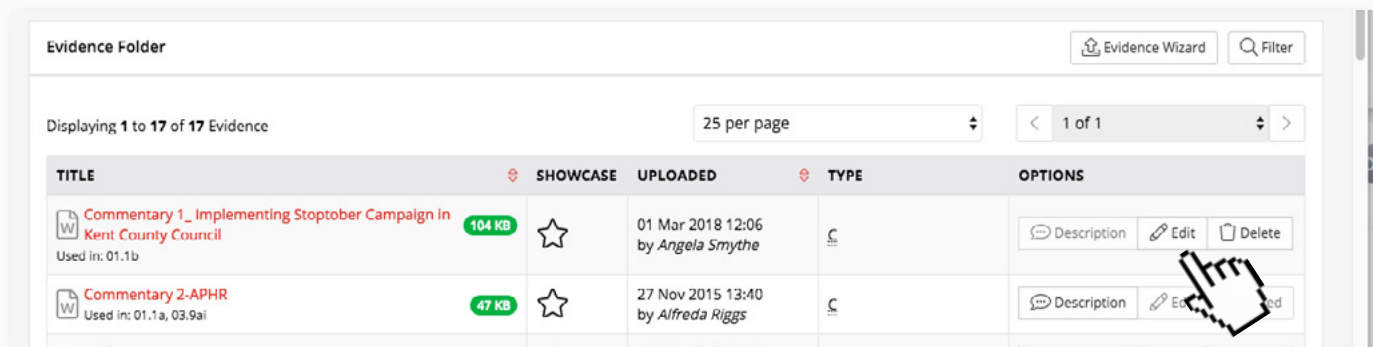
Status:Indicator

Competence Claim

Evidence	Type(s)	IV	1a	1a.
Commentary 1 - Impleme...	C	<input type="checkbox"/>		
evidence	Commentary 1 - Implementing the Stoptober Campaign in Kent	<input type="checkbox"/>		
Commentary 2-APHR	C	<input type="checkbox"/>		
Completed (Assessor Only)				

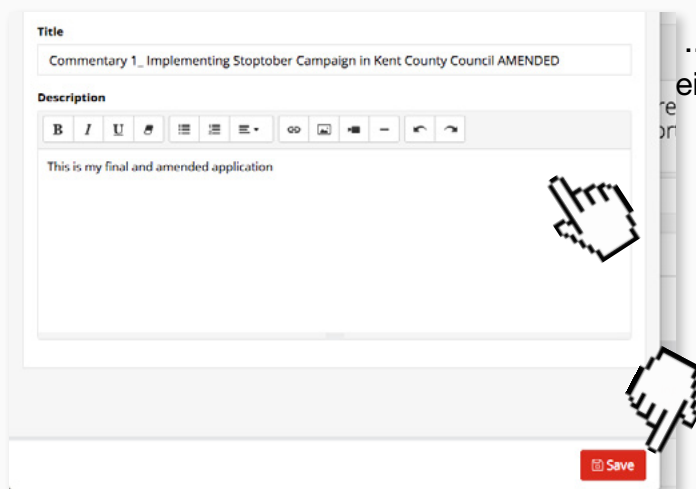
4. Editing or removing commentaries or evidence prior to submission

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 **edit icon**.



1b

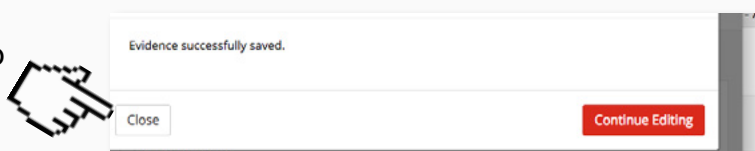
Click on the **Details** tab in the Evidence Wizard...



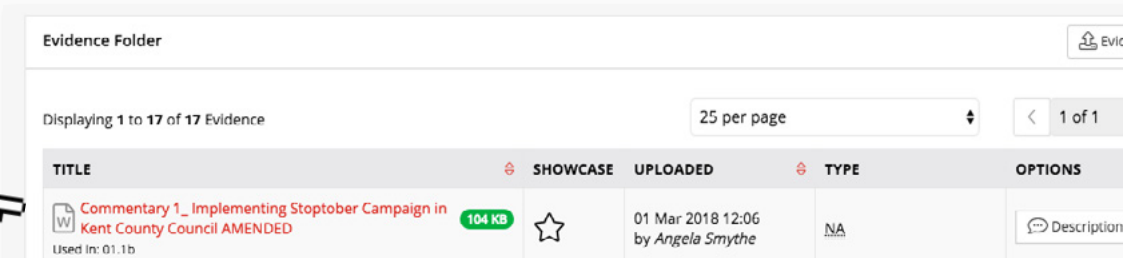
...and make the necessary changes to either the title or description.

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

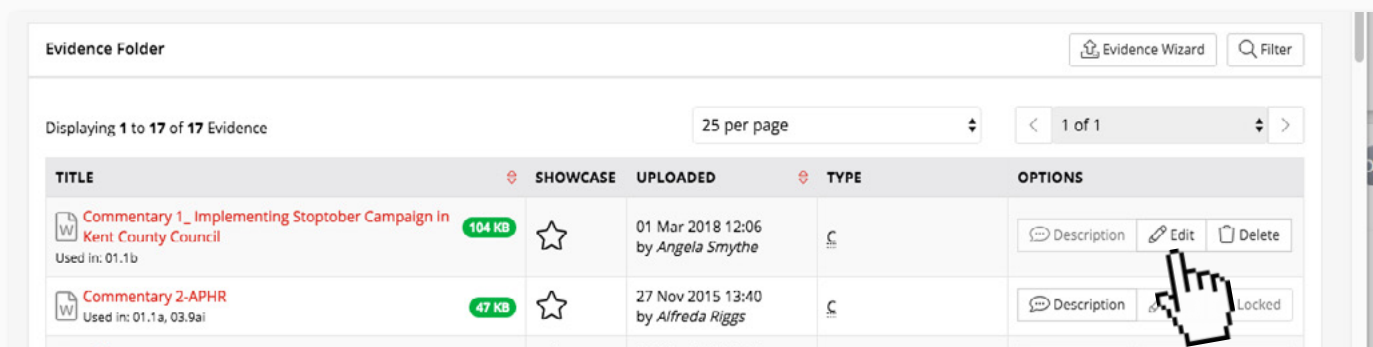
1d Then click on **Close** to complete the process.



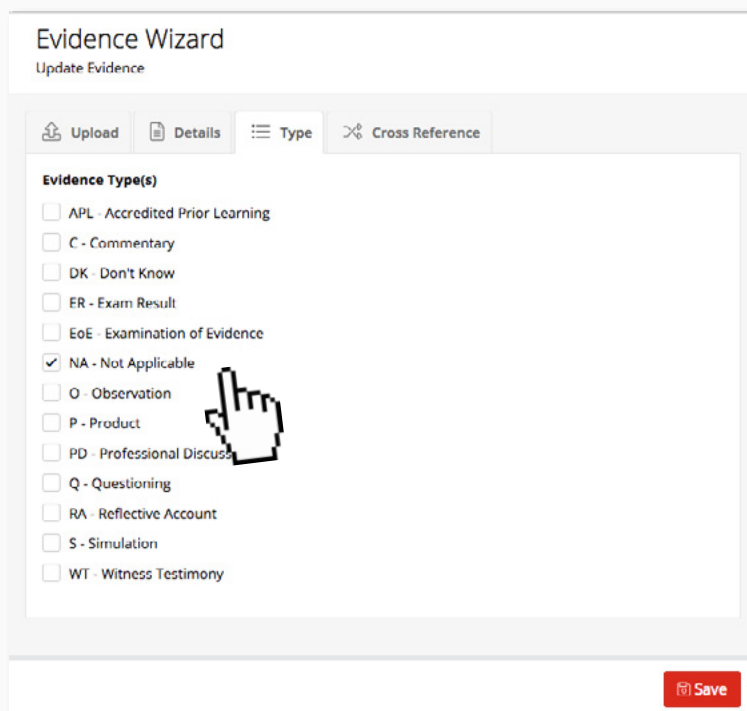
You will then see your updated commentary or evidence in the evidence folder.



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

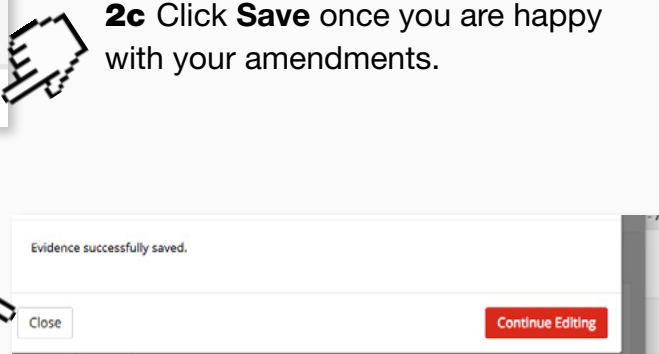


2b Click on the **Type** tab in the Evidence Wizard and make the changes you require.

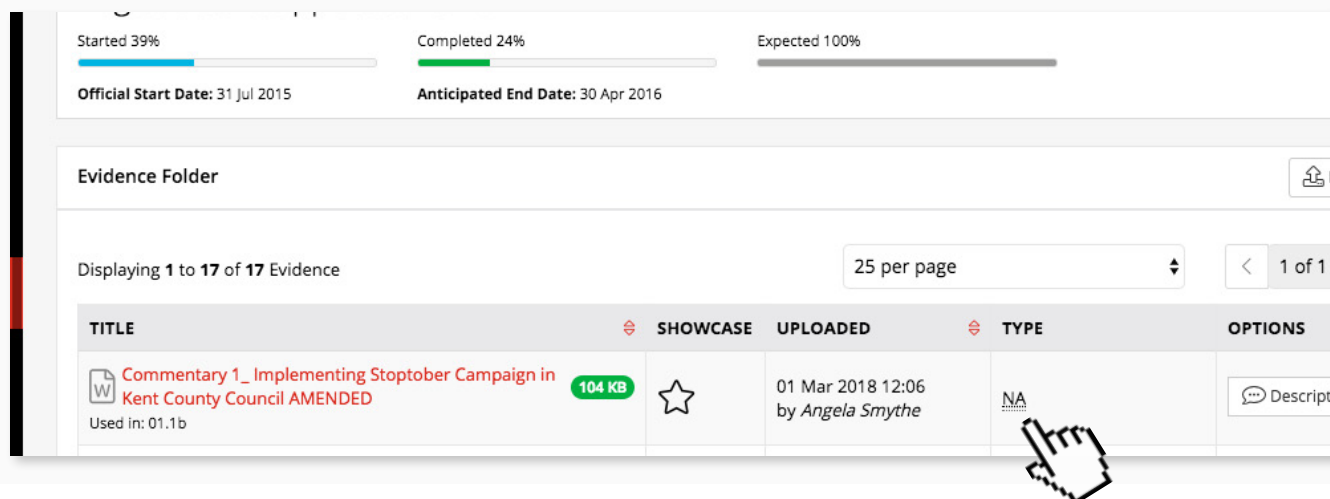


2c Click **Save** once you are happy with your amendments.

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



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



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	
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		1.07	
7b			

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

Evidence Wizard

Create Evidence

Upload Evidence

Upload an existing file from your computer or mobile device into the evidence folder. The wizard helps you add details and cross reference the item of evidence.

Create 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.

Dropbox

All My Files

Desktop

SHOW

KB

KB

KB

Save

Evidence

Commenta...in Kent.pdf

Commenta...uncil.docx

Commenta...Kent.docx

Commenta...uncil.docx

Commenta...in Kent.pdf

Commenta...in Kent.pdf

Copies of...fications.docx

Job Description.docx

My CV.docx

Reference.docx

Testimonial.docx

UKPHR Ap...fication.doc

page 13

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

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

UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme

Assessors: Jane Smith
Verifiers: Lewis Riggs

Started 39% | Completed 24% | Expected 100%

Official Start Date: 31 Jul 2015 | Anticipated End Date: 30 Apr 2016

Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (Incomplete)

01

01 - Area 1 Professional and ethical practice | STARTED

> 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: 3

Reviewed and Accepted
23 Feb 2018 (Jane Smith)

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

Competence Claim

Choose Evidence | Evidence Wizard

Evidence	Type(s)	IV	1b
Commentary 1_ Implementing Stoptober Campaign in Kent County Council AMENDED	NA	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Completed (Assessor Only)

Save

DOCUMENT

- Commentary 1_ Implementing Stoptober Campaign in Kent County Council AMENDED ☒
- Commentary 2-APHR ☐
- evidence ☐
- commentary ☐
- UKPHR Application for Verification Amended ☐
- Commentary 3e ☐
- My CV Updated ☐
- Reference ☐
- Commentary 1(v2 for clarifications) - Implementing the Stoptober Campaign in Kent.pdf ☐
- Commentary 1 (v3 for clarifications)_ Implementing Stoptober Campaign in Kent.docx ☐
- Testimonial ☐

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

It will not be removed from the Evidence folder but be marked as 'not in use' for audit purposes.

Official Start Date: 31 Jul 2015 | Anticipated End Date: 30 Apr 2016

Evidence Folder

Displaying 1 to 17 of 17 Evidence | 25 per page

TITLE	SHOWCASE	UPLOADED	TYPE
Commentary 1_ Implementing Stoptober Campaign in Kent County Council AMENDED Evidence not in use	104 KB	01 Mar 2018 12:06 by Angela Smythe	NA
Commentary 2-APHR Used in: 01.1a, 03.9a	47 KB	27 Nov 2015 13:40 by Alfreda Riggs	C
evidence		18 Mar 2015 11:26	

5. Submitting indicators for assessment

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.

Course Folder

UKPHR

UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme

Started 39% Completed 24% Expected 100%

Official Start Date: 31 Jul 2015 Anticipated End Date: 30 Apr 2016

Assessors: Jane Smith Verifiers: Lewis Riggs

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: 3. Reviewed and Accepted 23 Feb 2018 (Jane Smith)

> 01.1b - 1b Recognise and address ethical dilemmas and issues - demonstrating the proactive addressing of issues in an appropriate way. Total Docs: 1. Started

> 01.2 and act within the limits of own competence seeking advice when needed. Total Docs: 1. Not Started

1b Click on the red indicator number to access the indicator screen.

STEP 2 Click the **Submit Your Competence Claim** button.

Resources

RESOURCE	TYPE
01	Guidance

Actions

Status: Indicator Started

Deadline:

Actions: ☒ Submit Your Competence Claim

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

system.learningassistant.com Says

Are you sure you wish to submit your Competence Claim?

Cancel OK

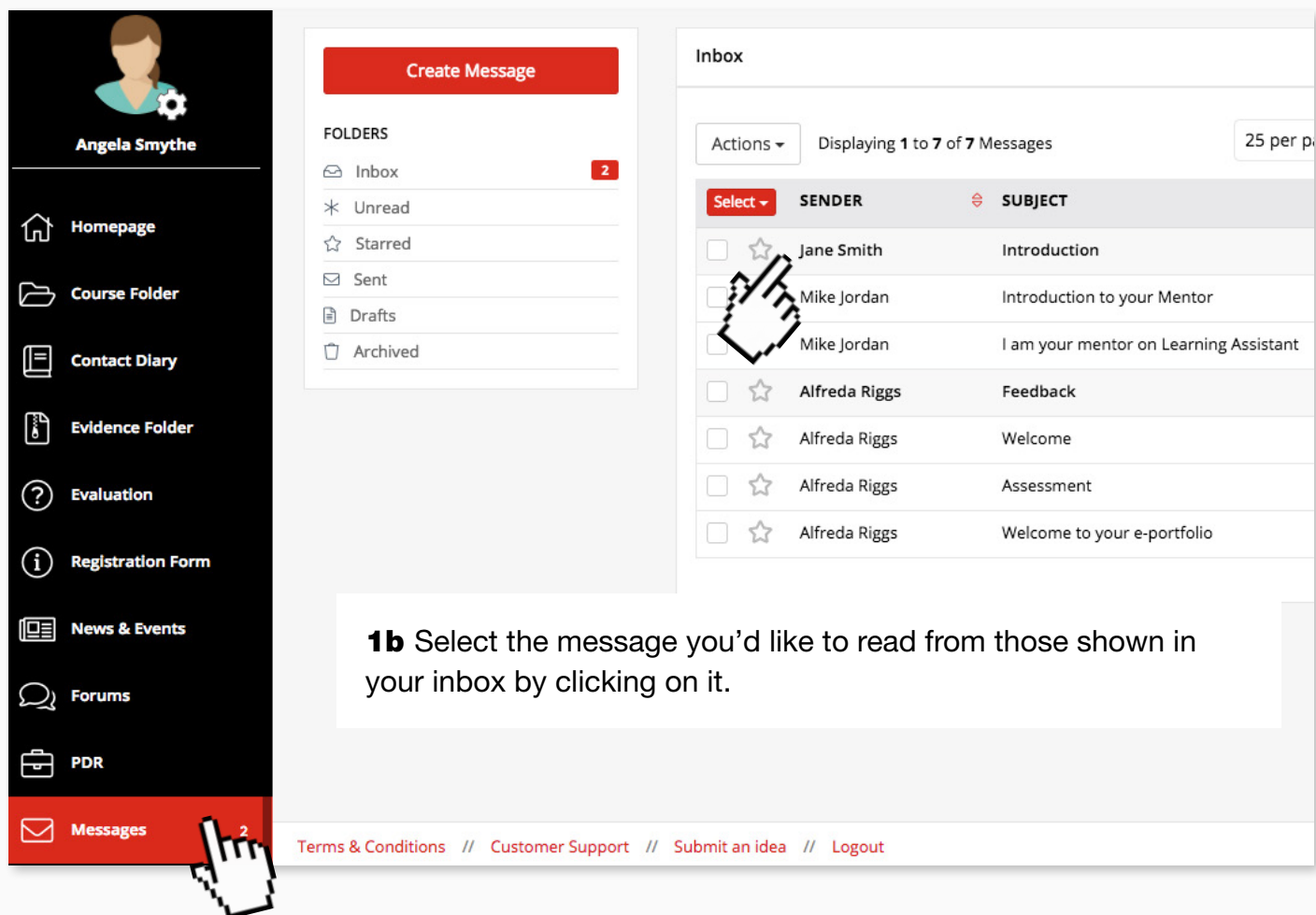
Top tip!
Once files are submitted to the assessor they are locked and cannot be edited.

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.

6. Communicating with your Assessor

STEP 1a To read new messages from your assessor click on **Messages** tab in the left hand menu.

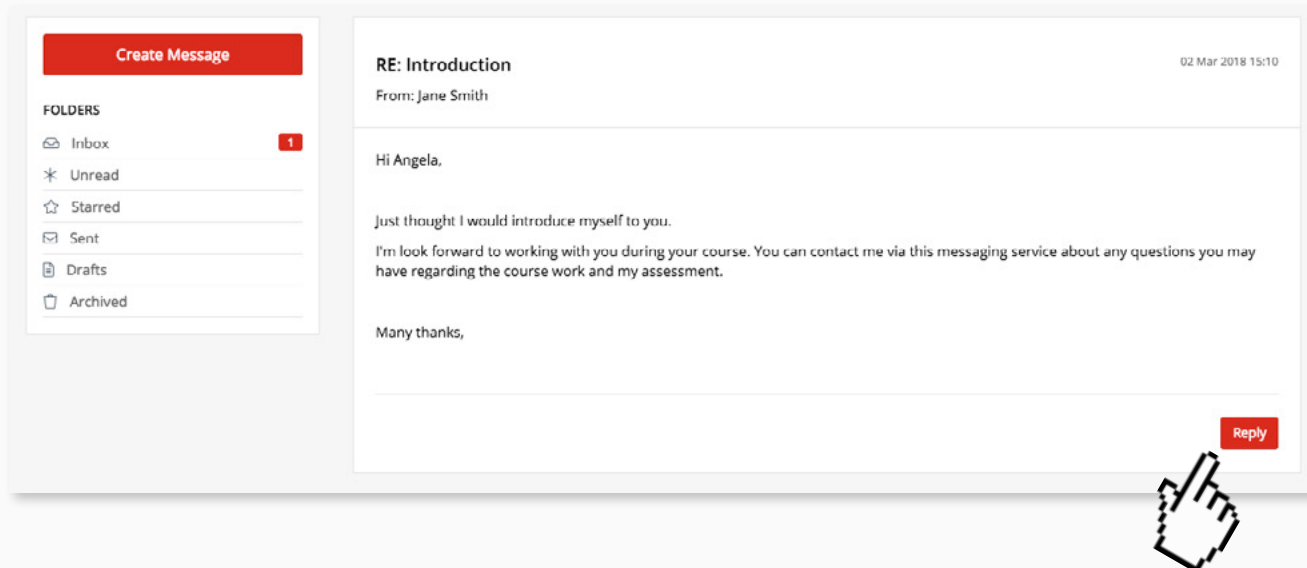


The screenshot shows the Messages interface. On the left is a sidebar with a user profile for Angela Smythe and a list of navigation items: Homepage, Course Folder, Contact Diary, Evidence Folder, Evaluation, Registration Form, News & Events, Forums, PDR, and Messages (highlighted with a red bar and a hand cursor). To the right of the sidebar is a 'Create Message' button and a 'FOLDERS' list: Inbox (2), Unread, Starred, Sent, Drafts, and Archived. Further right is the 'Inbox' section, displaying '1 to 7 of 7 Messages' and '25 per page'. It contains a table with columns 'Select', 'SENDER', and 'SUBJECT'. The table lists seven messages from Jane Smith, Mike Jordan, and Alfreda Riggs. A hand cursor is pointing at the first message from Jane Smith. At the bottom of the interface are links for Terms & Conditions, Customer Support, Submit an idea, and Logout.

Select	SENDER	SUBJECT
<input type="checkbox"/>	Jane Smith	Introduction
<input type="checkbox"/>	Mike Jordan	Introduction to your Mentor
<input type="checkbox"/>	Mike Jordan	I am your mentor on Learning Assistant
<input type="checkbox"/>	Alfreda Riggs	Feedback
<input type="checkbox"/>	Alfreda Riggs	Welcome
<input type="checkbox"/>	Alfreda Riggs	Assessment
<input type="checkbox"/>	Alfreda Riggs	Welcome to your e-portfolio

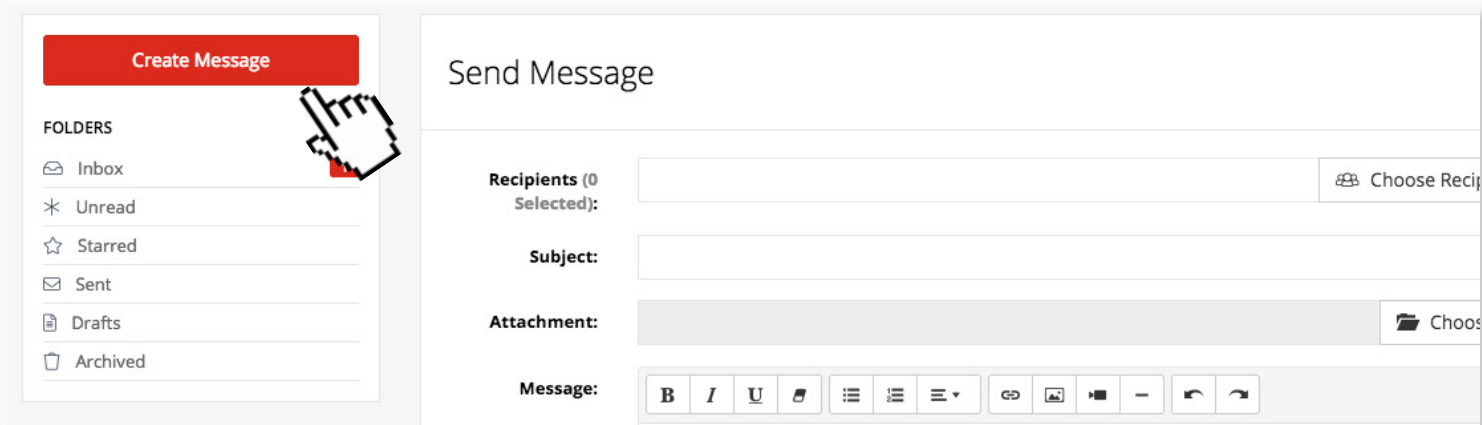
1b Select the message you'd like to read from those shown in your inbox by clicking on it.

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



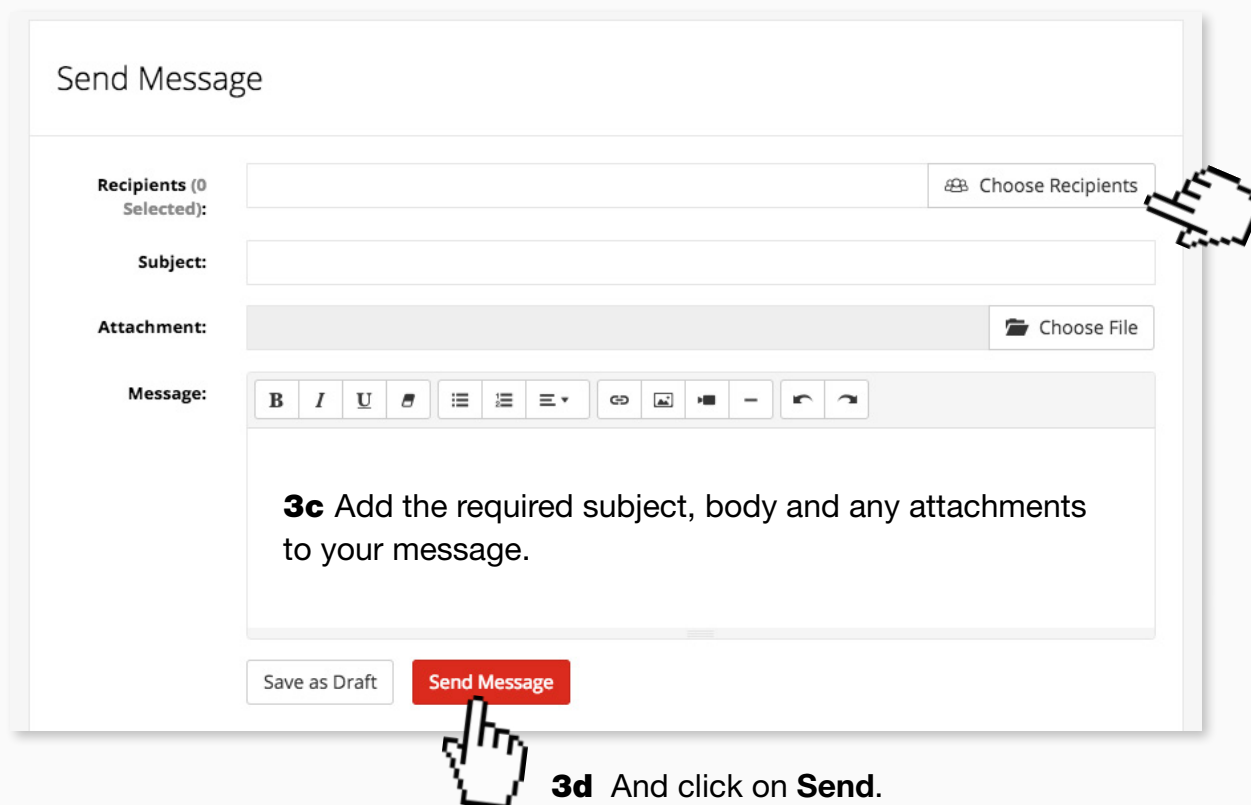
The screenshot shows the details of a message titled 'RE: Introduction' from Jane Smith, dated 02 Mar 2018 15:10. The message body reads: 'Hi Angela, Just thought I would introduce myself to you. I'm look forward to working with you during your course. You can contact me via this messaging service about any questions you may have regarding the course work and my assessment. Many thanks,'. A 'Reply' button is visible at the bottom right, with a hand cursor pointing at it. The left sidebar is partially visible, showing the 'FOLDERS' list with 'Inbox' having 1 message.

STEP 3a To write a new message click on **Create Message**.



The screenshot shows a web interface for creating a message. On the left, there is a sidebar with a red button labeled 'Create Message' at the top. Below it, under the heading 'FOLDERS', are links for 'Inbox', 'Unread', 'Starred', 'Sent', 'Drafts', and 'Archived'. A hand cursor is pointing at the 'Create Message' button. The main area is titled 'Send Message' and contains fields for 'Recipients (0 Selected):', 'Subject:', 'Attachment:', and 'Message:'. The 'Message:' field has a rich text editor toolbar with buttons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent. There are also buttons for 'Choose Recipients' and 'Choose File'.

3b Choose who is to receive the message.



The screenshot shows the 'Send Message' form. The 'Recipients (0 Selected):' field is empty, and a hand cursor is pointing at the 'Choose Recipients' button. The 'Subject:' field is also empty. The 'Attachment:' field has a 'Choose File' button. The 'Message:' field has a rich text editor toolbar. Below the form, there are two buttons: 'Save as Draft' and 'Send Message'. A hand cursor is pointing at the 'Send Message' button.

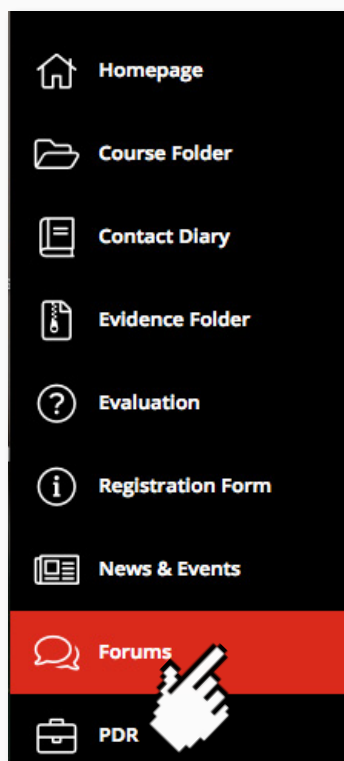
3c Add the required subject, body and any attachments to your message.

3d 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

STEP 1a Access the Learning Assistant Forum by clicking on **Forums** in the left hand menu.



Public health practitioners Ass Reg

Threads: (3) Posts: (6) Last Post: 12 Nov 2015 18:38



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

Public health practitioners Ass Reg

Displaying 1 to 3 of 3 Threads

25 per



Kent, Sussex, Surrey Fast Track

Replies: (1) Author: Aoife Tobin Last Post: 12 Nov 2015 18:38



Assessor meetings

Replies: (1) Author: Alfreda Riggs Last Post: 30 Jul 2015 12:10

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

Aoife Tobin Fast Track Cohort 2 - Candidate

Posted: 12 Nov 2015 18:38

Hello,

Thought I'd make this here, so we've got a place to share ideas, tips, thoughts and questions over the next couple of months!

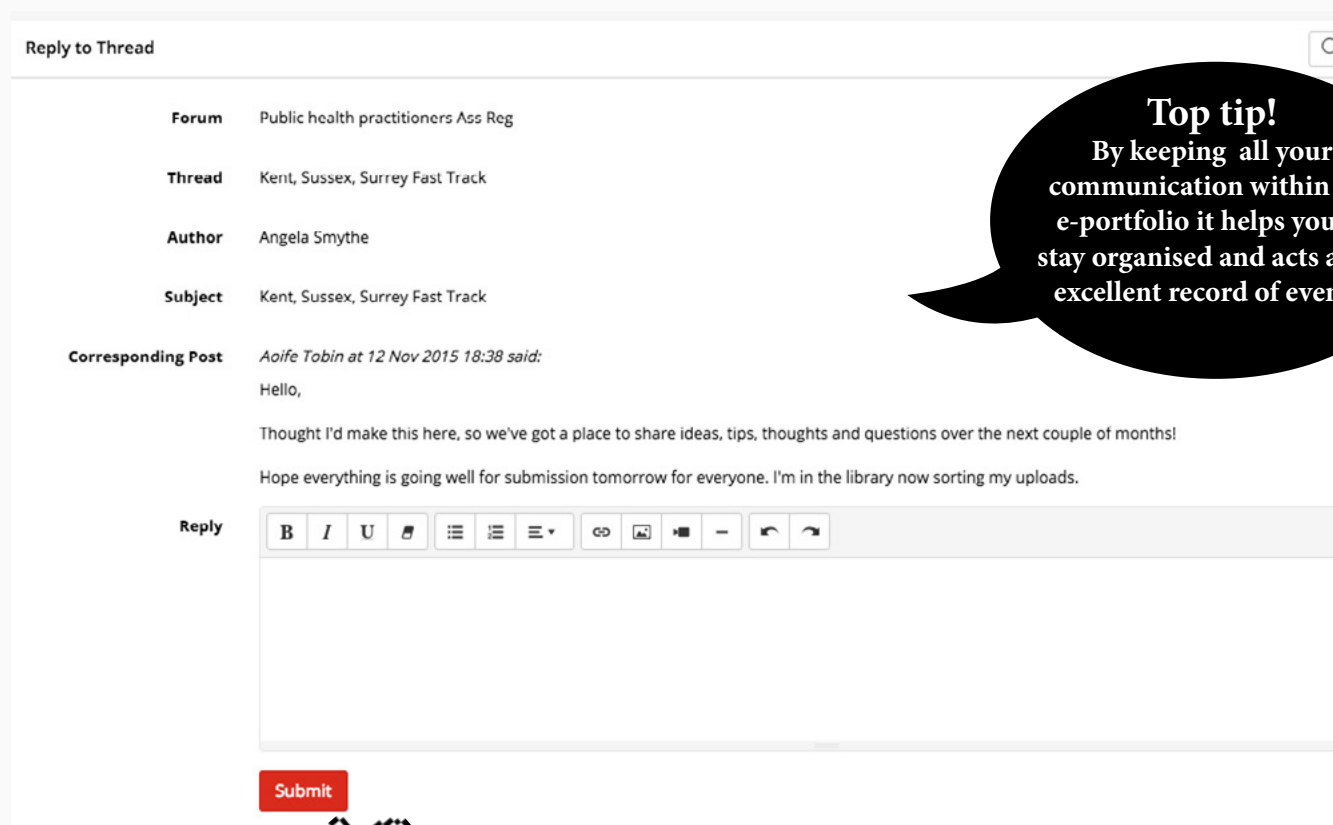
Hope everything is going well for submission tomorrow for everyone. I'm in the library now sorting my uploads.

Reply



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

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



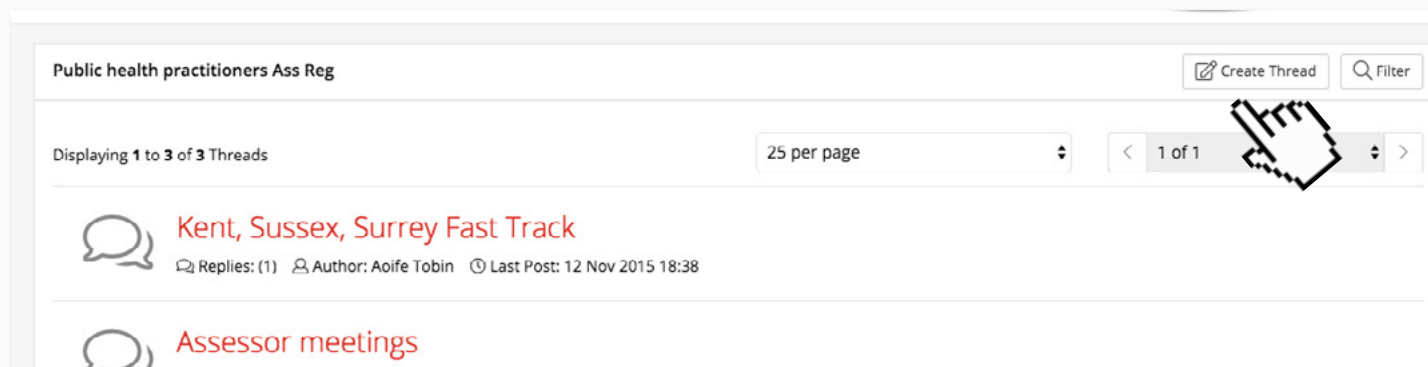
The screenshot shows a 'Reply to Thread' form. At the top, it displays the forum name 'Public health practitioners Ass Reg', the thread title 'Kent, Sussex, Surrey Fast Track', the author 'Angela Smythe', and the subject 'Kent, Sussex, Surrey Fast Track'. Below this, the 'Corresponding Post' by 'Aoife Tobin' is shown, dated '12 Nov 2015 18:38', with the text 'Hello, Thought I'd make this here, so we've got a place to share ideas, tips, thoughts and questions over the next couple of months! Hope everything is going well for submission tomorrow for everyone. I'm in the library now sorting my uploads.' The 'Reply' section features a rich text editor with buttons for bold (B), italic (I), underline (U), link, list, and other formatting options. A red 'Submit' button is at the bottom left, with a hand cursor icon pointing to it.

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.



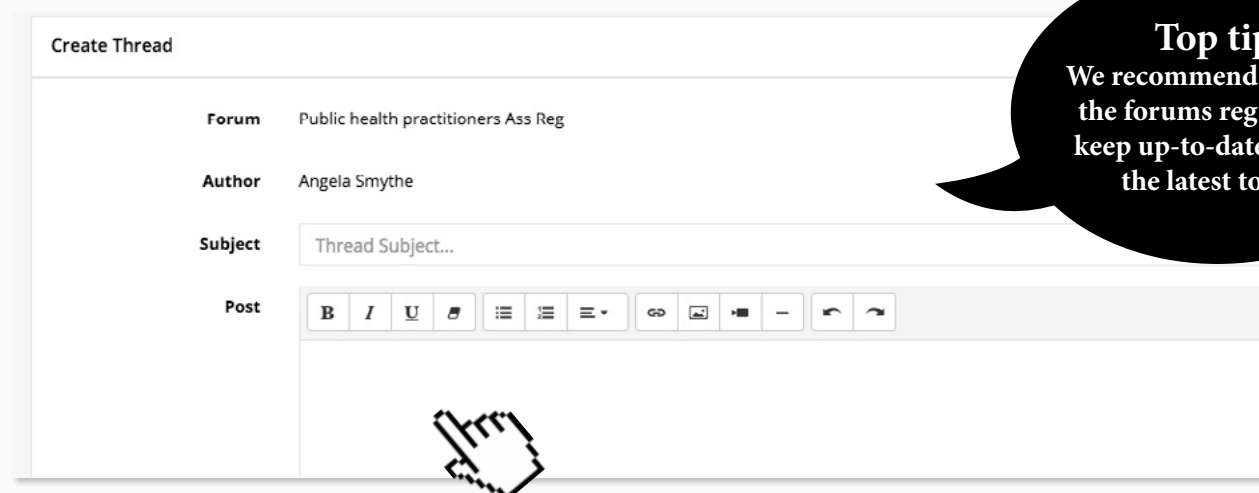
2c ...then click on **Submit** to send your reply.

STEP 3a To write a new topic navigate back to the topics page and click on **Create Thread**



The screenshot shows the forum topics page for 'Public health practitioners Ass Reg'. It includes a 'Create Thread' button and a 'Filter' button. Below the buttons, it says 'Displaying 1 to 3 of 3 Threads' and '25 per page'. A hand cursor icon points to the '1 of 1' page indicator. The first thread listed is 'Kent, Sussex, Surrey Fast Track' by 'Aoife Tobin', dated '12 Nov 2015 18:38'. The second thread is 'Assessor meetings'.

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



The screenshot shows the 'Create Thread' form. It displays the forum name 'Public health practitioners Ass Reg', the author 'Angela Smythe', and a text input field for the 'Subject' with the placeholder 'Thread Subject...'. Below the subject field is a rich text editor with buttons for bold (B), italic (I), underline (U), link, list, and other formatting options. A hand cursor icon points to the bottom of the form.

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

8. Addressing Clarifications

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

City Guilds Learning Assistant

Angela Smythe

Homepage

Course Folder

Contact Diary

Evidence Folder

Evaluation

Registration Form

News & Events

Forums

PDR

Outcome

UKPHR / 01 / 01.1b

Declaration

Assessment Log

UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme

Assessors: Jane Smith

Verifiers: Lewis Riggs

Started 39% Completed 25% Expected 100%

Official Start Date: 31 Jul 2015 Anticipated End Date: 30 Apr 2016

01 .1b - 1b Recognise and address ethical dilemmas and issues - demonstrating the proactive addressing of issues in an appropriate way

Area 1: Professional and ethical practice

< 01 .1a Jump to Unit/Element 01 .2 >

Resources

RESOURCE	TYPE
01	Guidance

Actions

Status: Requires Clarification (05-03-18 Jane Smith)

Deadline:

Actions: ☒ Submit Your Competence Claim

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

UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme

Assessors: Jane Smith

Verifiers: Lewis Riggs

Started 39% Completed 25% Expected 100%

Official Start Date: 31 Jul 2015 Anticipated End Date: 30 Apr 2016

Evidence Folder

Displaying 1 to 18 of 18 Evidence

25 per page

< 1 of 1 >

Evidence Wizard

Filter

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).

Evidence Wizard

Create Evidence

Upload Details Type Cross Reference

Drag and Drop Evidence or Browse Files

Browse Files

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.

Create Evidence

Upload Details Type Cross Reference

Drag and Drop Evidence or Browse Files

Browse Files

Save

Upload Details Type Cross Reference

File Name

Commentary_1_v2_for_clarifications_Implementing Stoptober Campaign in Kent County Cour

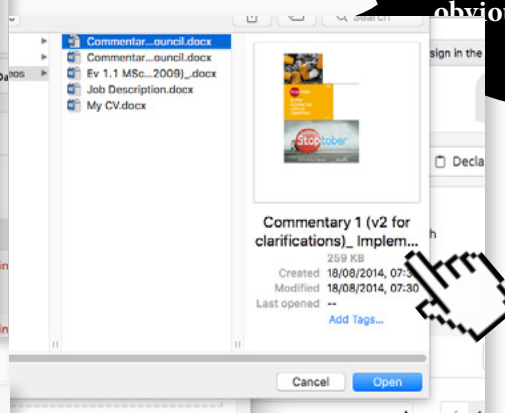
File Size

258778

Replace File

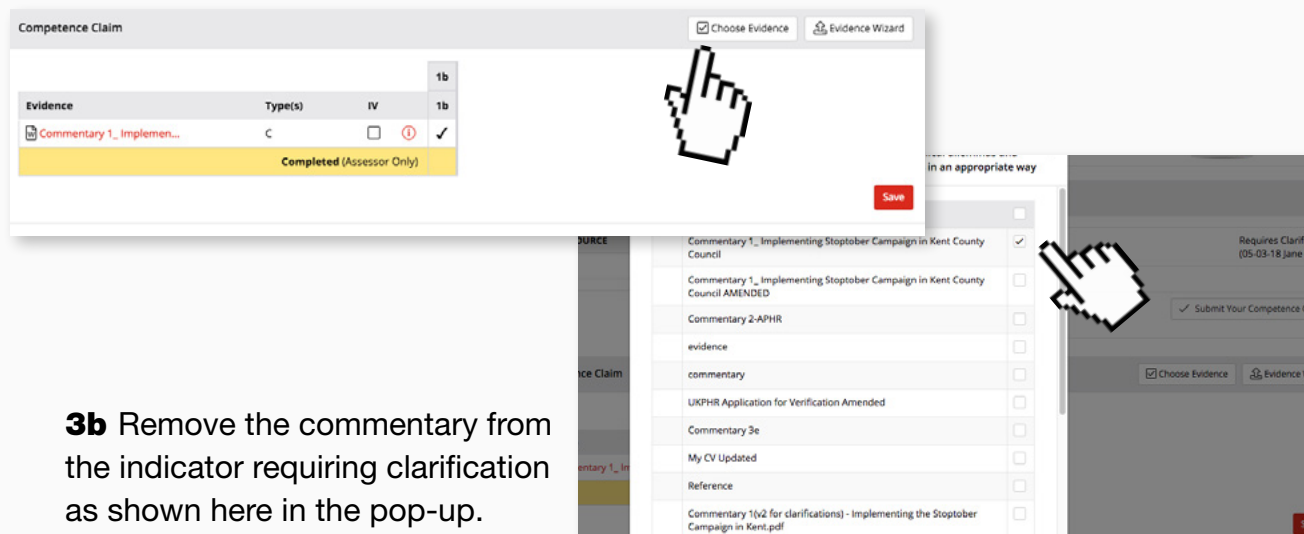
Top tip!

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



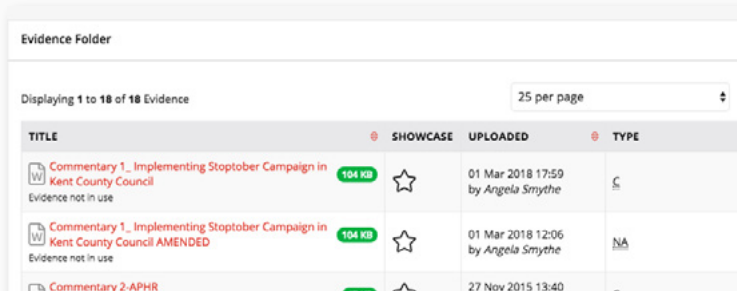
2c Make sure you re-name the new commentary to make it obvious that it is a revised version. Cross-reference the file as usual following [these steps](#) on Page 8.

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



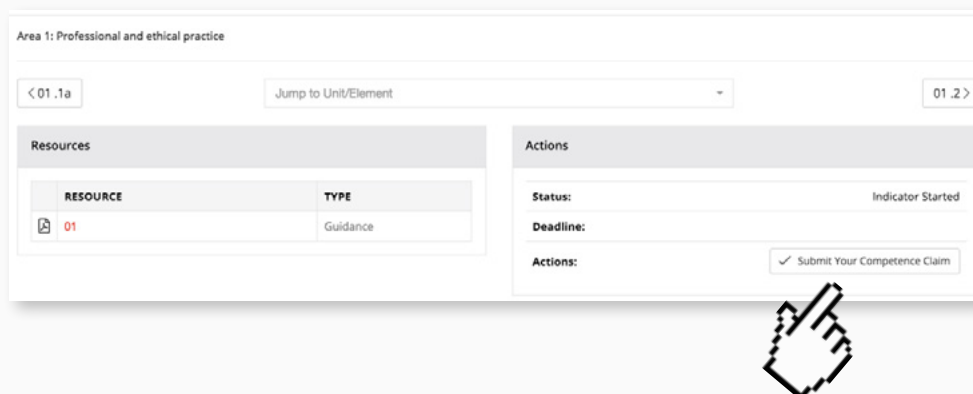
3b Remove the commentary from the indicator requiring clarification as shown here in the pop-up.

3c But keep it in the Evidence folder for audit purposes (it will be marked as 'not in use').

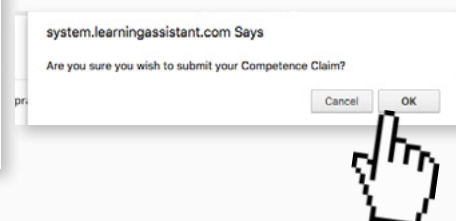


Once you're happy that the clarification has been sufficiently addressed via amending commentary and / or uploading new or supplementary evidence submit for assessment.

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



4b Then click on **OK** to confirm



9. Addressing Resubmissions

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

01.1b - 1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way

Area 1: Professional and ethical practice

< 01.1a Jump to Unit/Element 01.2 >

Resources	
RESOURCE	TYPE
01	Guidance

Actions

Status: Requires Resubmission (05-03-18 Jane Smith)

Actions: ☒ Submit Your Competence Claim

Competence Claim ☒ Choose Evidence

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

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

Choose Evidence for: 01.1b - 1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way

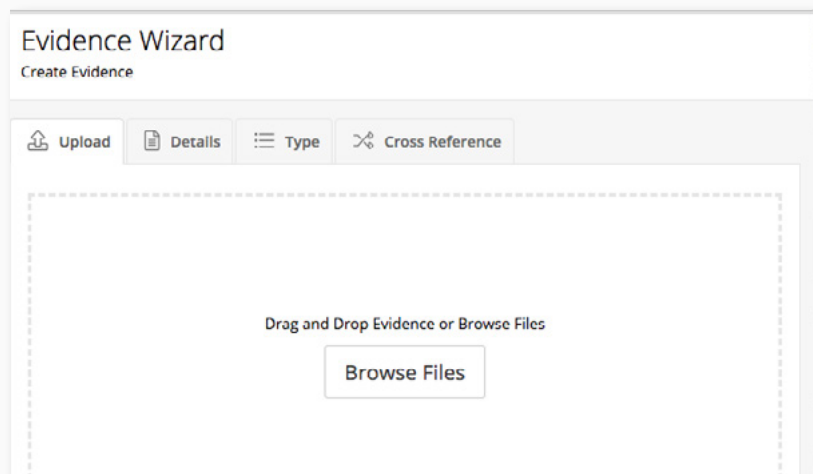
REF	DOCUMENT	
	Commentary 1_ Implementing Stoptober Campaign in Kent County Council	<input type="checkbox"/>
	Commentary 1_ Implementing Stoptober Campaign in Kent County Council AMENDED	<input type="checkbox"/>
	Commentary 2-APHR	<input type="checkbox"/>
	evidence	<input type="checkbox"/>
	commentary	<input type="checkbox"/>
	UKPHR Application for Verification Amended	<input type="checkbox"/>
	Commentary 3e	<input type="checkbox"/>
	My CV Updated	<input type="checkbox"/>
	Reference	<input type="checkbox"/>
	Commentary 1(v2 for clarifications) - Implementing the Stoptober Campaign in Kent.pdf	<input checked="" type="checkbox"/>
	Commentary 1 (v3 for clarifications), Implementing Stoptober Campaign in Kent.pdf	<input type="checkbox"/>

Close Save

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

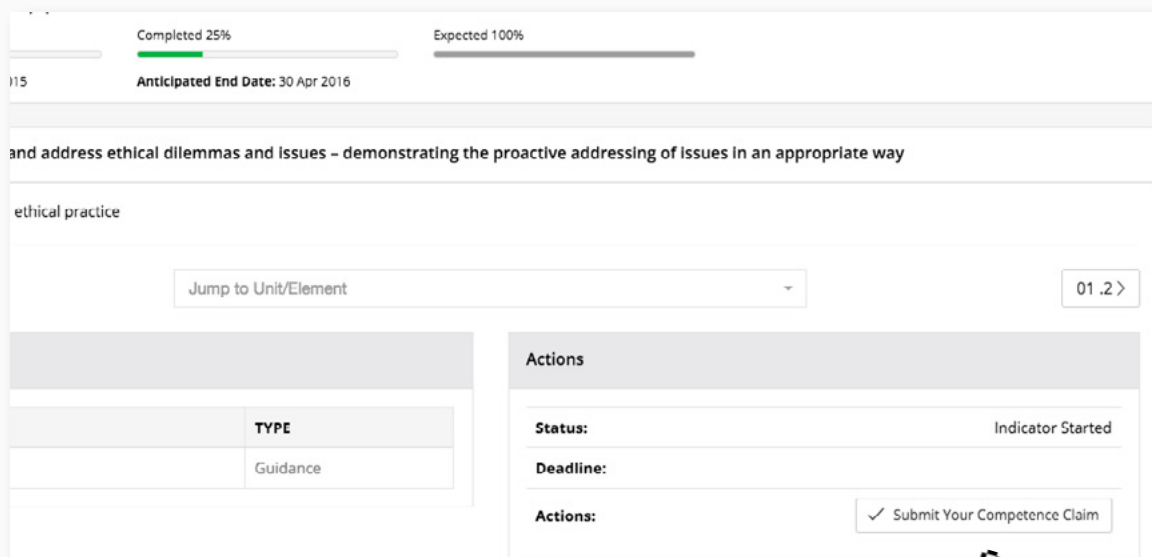
STEP 2 Upload the new Commentary.

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

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

Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (Incomplete)
Course Folder
Gap Analysis
Print

01

01 - Area 1 Professional and ethical practice

STARTED

<div>✓</div> <div>> 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</div> <div>Total Docs: 3</div>	<div>Reviewed and Accepted</div> <div>23 Feb 2018 (Jane Smith)</div>
<div>✓</div> <div>> 01.1b - 1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way</div> <div>Total Docs: 1</div>	<div>Partially Accepted</div>
<div>📄</div> <div>> 01.2 - 2 Recognise and act within the limits of own competence seeking advice when needed</div> <div>Total Docs: 0</div>	<div>Not Started</div>

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

Create Evidence

Upload

Details

Type

Cross Reference

Drag and Drop Evidence or Browse Files

Browse Files

marklet

L4 Any

Public He

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.

Competence Claim

			1b
Evidence	Type(s)	IV	1b
<div>📄</div> <div>Commentary 1(v2 for cl...</div>		<input type="checkbox"/> <div>ⓘ</div>	
Completed (Assessor Only)			

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.

practice

Jump to Unit/Element

01 .2 >

TYPE
Guidance

Actions


Status:

Indicator Partially Accepted
(05-03-18 Jane Smith)

Deadline:

Actions:

✓ Submit Your Competence Claim




system.learningassistant.com Says

Are you sure you wish to submit your Competence Claim?

Cancel

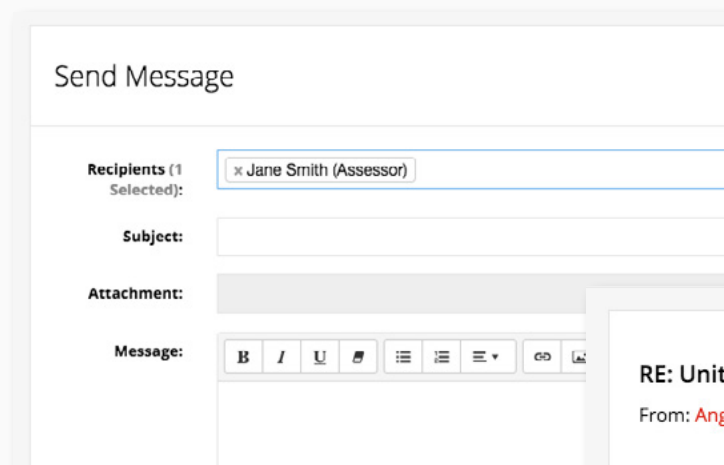
OK



3b Then click on **OK** to confirm your decision.

11. Self-electing a resubmission

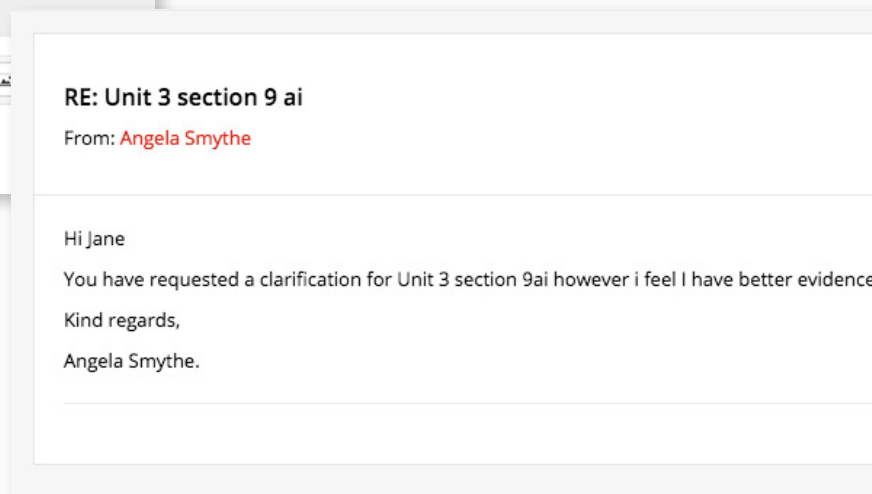
If you have already been awarded a Clarification but feel you have better evidence in a piece of work or Commentary you can request a re-submission.



The screenshot shows a 'Send Message' form. It has a 'Recipients (1 Selected)' field with a dropdown menu showing 'Jane Smith (Assessor)'. Below this is a 'Subject:' field, followed by an 'Attachment:' field. At the bottom is a 'Message:' field with a rich text editor toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, and unlink.

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](#).



The screenshot shows an email message. The subject is 'RE: Unit 3 section 9 ai'. The sender is 'Angela Smythe'. The message body reads: 'Hi Jane', 'You have requested a clarification for Unit 3 section 9ai however i feel I have better evidence', 'Kind regards,', and 'Angela Smythe.'.

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

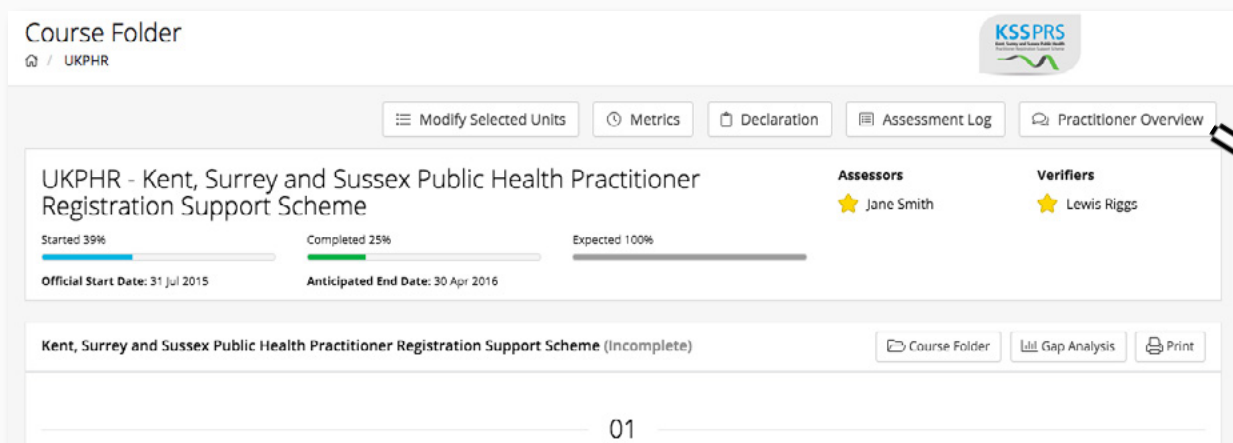
Summary of portfolio by applicant [optional - e.g. list of main pieces of work]

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.

UKPHR
Public Health Register

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' for 'UKPHR'. At the top right is the 'KSSPRS' logo. Below it is a navigation bar with buttons: 'Modify Selected Units', 'Metrics', 'Declaration', 'Assessment Log', and 'Practitioner Overview'. A hand cursor is pointing at the 'Practitioner Overview' button. The main content area displays 'UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme'. It includes progress bars for 'Started 39%', 'Completed 25%', and 'Expected 100%'. Below these are the dates 'Official Start Date: 31 Jul 2015' and 'Anticipated End Date: 30 Apr 2016'. To the right, under 'Assessors', is 'Jane Smith' with a star icon, and under 'Verifiers', is 'Lewis Riggs' with a star icon. At the bottom, there is a status bar showing 'Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (Incomplete)' and buttons for 'Course Folder', 'Gap Analysis', and 'Print'. The page number '01' is centered at the bottom.

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 the 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

[Submit the form](#) [Reset the form](#)

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

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**.

Other - Supporting Documents

NOT ST

> Other.1 - Supporting Documents

Total Docs: 0

Started 0%

Completed

Forms

Outcome

UKPHR / Other / Other.1

KSSPRS

< No Previous Elements

Jump to Unit/Element

No Further Elements >

Resources

RESOURCE	TYPE
<div><div></div><div>Guidance for References & Testimonials</div></div>	Guidance

Actions

Status:

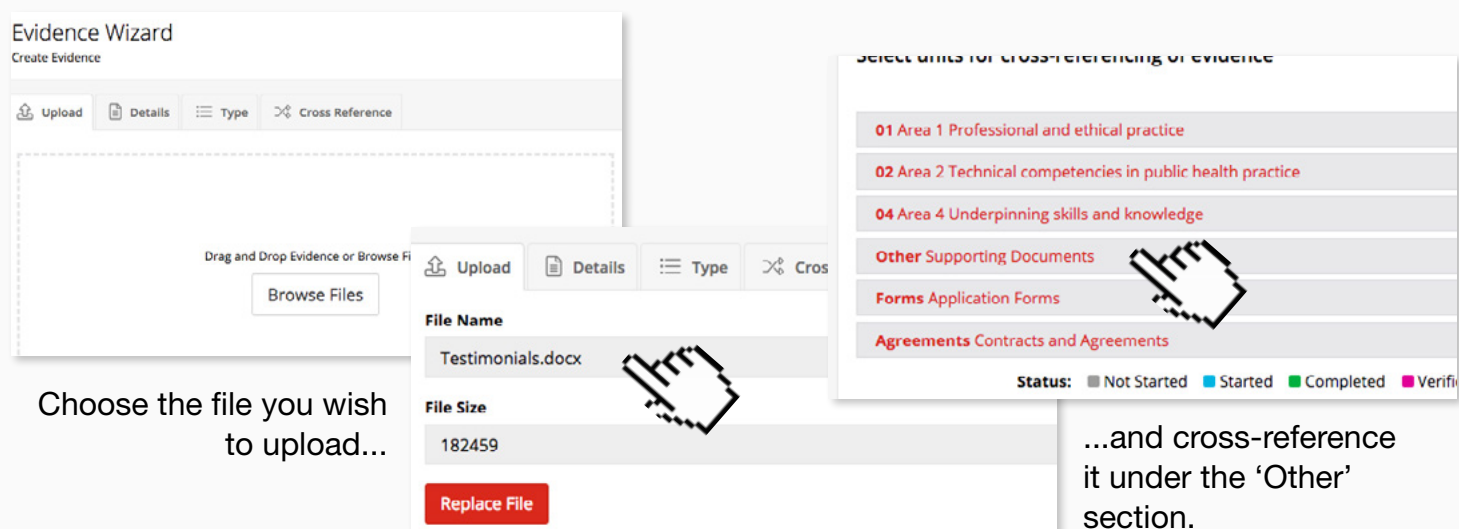
Indicator Not Started

Deadline:

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

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](#).

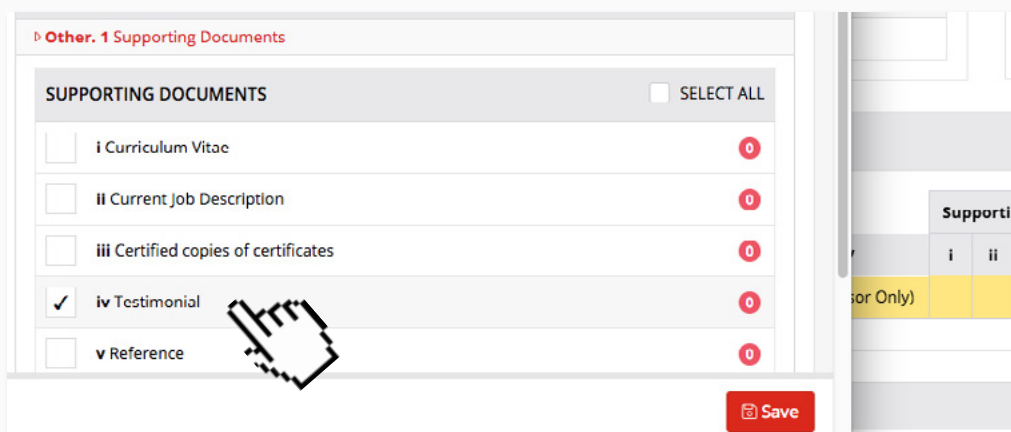


The Evidence Wizard interface is shown with three overlapping panels. The left panel, titled 'Evidence Wizard Create Evidence', has tabs for 'Upload', 'Details', 'Type', and 'Cross Reference'. It contains a 'Drag and Drop Evidence or Browse Files' area with a 'Browse Files' button. The middle panel shows the 'Upload' tab with a file named 'Testimonials.docx' (182459 bytes) and a 'Replace File' button. The right panel, titled 'Select units for cross-referencing of evidence', lists units: '01 Area 1 Professional and ethical practice', '02 Area 2 Technical competencies in public health practice', '04 Area 4 Underpinning skills and knowledge', 'Other Supporting Documents', 'Forms Application Forms', and 'Agreements Contracts and Agreements'. A hand cursor points to 'Other Supporting Documents'. A status legend at the bottom right shows 'Not Started' (grey), 'Started' (blue), 'Completed' (green), and 'Verified' (pink).

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 'Supporting Documents' selection interface is shown. It has a title 'Other. 1 Supporting Documents' and a 'SELECT ALL' checkbox. Below is a list of document types with checkboxes and a red circle with a '0' next to each: 'i Curriculum Vitae', 'ii Current Job Description', 'iii Certified copies of certificates', 'iv Testimonial' (which is checked), and 'v Reference'. A hand cursor points to the 'iv Testimonial' row. At the bottom right is a red 'Save' button.

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

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.

Other

Other - Supporting Documents

> Other.1 - Supporting Documents
Total Docs: 0

Started 0% Completed 0%

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

		Supporting Documents					
Evidence	Type(s)	IV	i	ii	iii	iv	v
Job Description		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
My CV		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
Completed (Assessor Only)							

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...

Choose Evidence for: Other.1 - Supporting Documents

REF	DOCUMENT	
	My CV	<input checked="" type="checkbox"/>
	Job Description	<input checked="" type="checkbox"/>
	Commentary 1 (v2 for clarifications)_ Implementing Stoptober Campaign in Kent County Council	<input type="checkbox"/>
	Commentary 1_ Implementing Stoptober Campaign in Kent County Council	<input type="checkbox"/>
	Commentary 1_ Implementing Stoptober Campaign in Kent County Council AMENDED	<input type="checkbox"/>
	Commentary 2-APHR	<input type="checkbox"/>
	evidence	<input type="checkbox"/>
	commentary	<input type="checkbox"/>
	UKPHR Application for Verification Amended	<input type="checkbox"/>
	Commentary 3e	<input type="checkbox"/>
	My CV Updated	<input type="checkbox"/>

Close Save

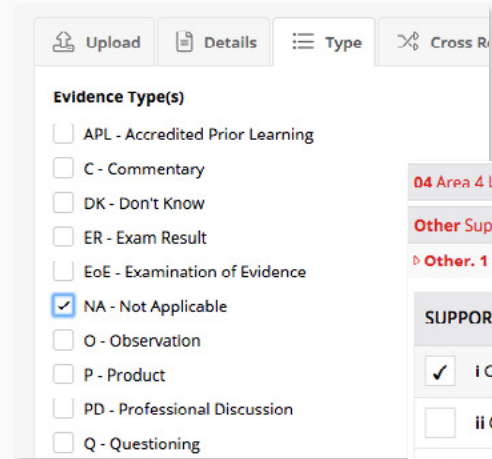
ary Entries 25 per page

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.



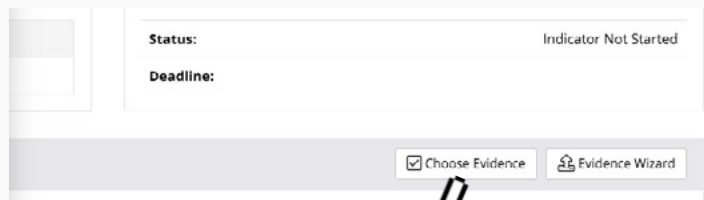
3b Ensure you name new documents in such a way as to make it clear they are updated versions.



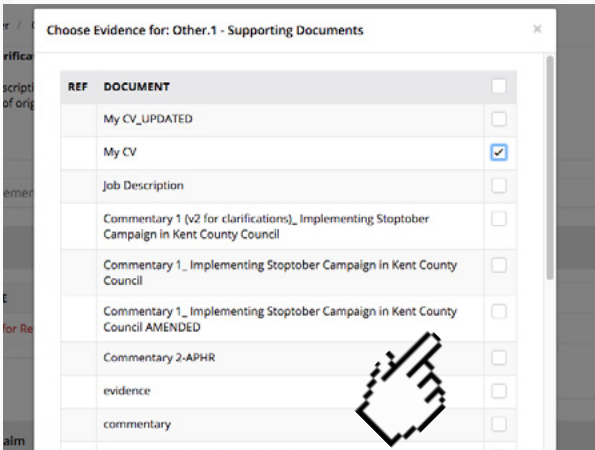
3c Click **NA** for their type and tick the appropriate box under the Cross-Reference tab.



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

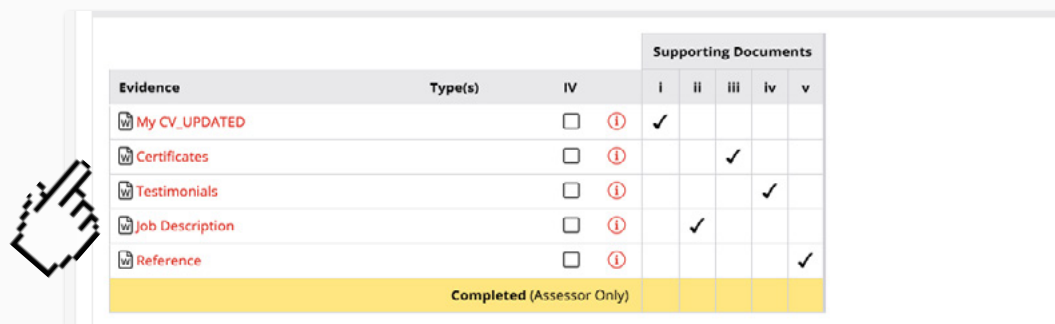
Line manager

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.

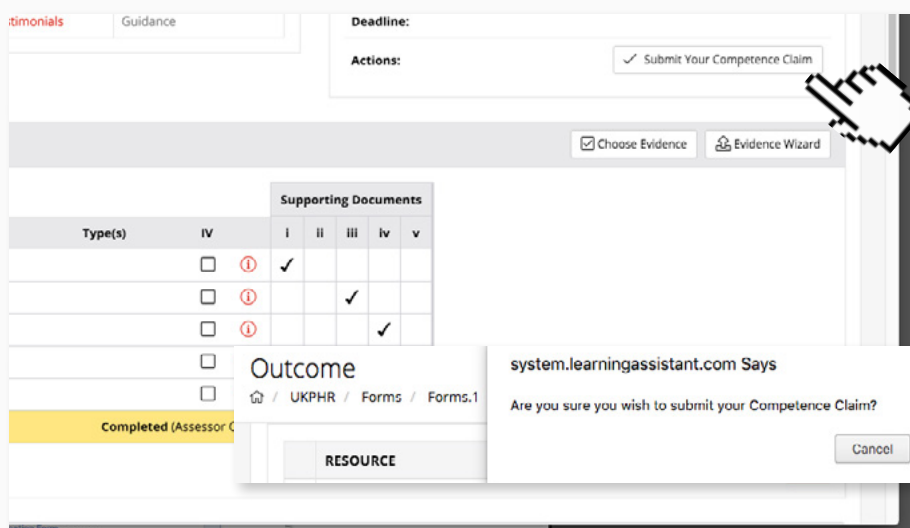
STEP 3a Once signed the document is uploaded to the system [as usual](#) and cross-referenced into Supporting Documents.



A screenshot of the 'Supporting Documents' table in a web application. The table has columns for Evidence, Type(s), IV, and five columns for evidence types (i, ii, iii, iv, v). A hand cursor points to the 'Evidence' column. The table contains five rows of evidence: 'My CV_UPDATED', 'Certificates', 'Testimonials', 'Job Description', and 'Reference'. Each row has a checkbox in the IV column and a red circle with an 'i' icon. The 'Completed (Assessor Only)' row is highlighted in yellow.

Evidence	Type(s)	IV	i	ii	iii	iv	v
My CV_UPDATED		<input type="checkbox"/>	✓				
Certificates		<input type="checkbox"/>			✓		
Testimonials		<input type="checkbox"/>				✓	
Job Description		<input type="checkbox"/>	✓				
Reference		<input type="checkbox"/>					✓
Completed (Assessor Only)							

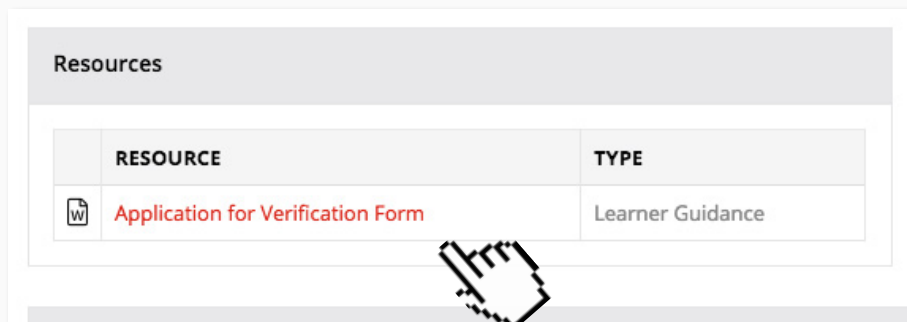
STEP 3b Submit the Supporting Documents



A screenshot of the 'Submit Your Competence Claim' dialog box. The dialog box is titled 'system.learningassistant.com Says' and contains the text 'Are you sure you wish to submit your Competence Claim?'. There are 'Cancel' and 'OK' buttons. A hand cursor points to the 'Submit Your Competence Claim' link in the background interface.

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



A screenshot of the 'Resources' section in a web application. It shows a table with two columns: 'RESOURCE' and 'TYPE'. The table contains one row: 'Application for Verification Form' with the type 'Learner Guidance'. A hand cursor points to the 'Application for Verification Form' link.

RESOURCE	TYPE
Application for Verification Form	Learner Guidance

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.

UKPHR
Public Health Register

Application for Verification of Assessment to meet the Public Health Practitioner Standards

Once your assessor is satisfied that you have met all the standards you must submit your portfolio with your application for verification to the scheme coordinator.

This form must be completed and signed by you the practitioner (Part A and B) and your assessor (Part C). You must send it in hard copy for, with original signatures.

Please submit the verification application form, one complete copy of all your evidence, together with the assessment log, completed by your assessor and the following documentation:

- A current CV
- A current job description
- Copies of original certificates that are certified as being genuine by a senior colleague (for qualifications and courses)
- A testimonial
- A reference

More information on testimonials and references is provided in the previous section. Those giving testimonials and references may be contacted as part of the verification process.

Once your application has been verified (and moderated, if selected) your completed assessment log will be returned to you. You will then be eligible to apply to the UKPHR for registration: **this must be done within 3 months of the date of the Verification Panel** (see section 5 of the main Framework and Guidance document).

Section B Testimonial and reference

Please attach to this form one testimonial and one reference from people who can give an opinion on your professional competence. More details on testimonials and references can be found in annex A.

Please give us details of the people providing your testimonial and reference below:

Testimonial

Name: _____
Job Title: _____
Address: _____
Telephone number: _____
Email: _____
How does the person know you and your work? _____

Reference

Name: _____
Job Title: _____
Address: _____
Telephone number: _____
Email: _____
How does the person know you and your work? _____

Public Health Practitioner Registering Information January 2012

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.

Forms. 1 Application Forms

APPLICATION FORMS ☐ SELECT ALL

☐ i Application for Assessment

☐ ii Application for Verification

☐ iii Application to UKPHR for Registration as a Public Health Practitioner

STEP 7 Submit the Application Form

TYPE

Learner Guidance

Status: Indicator Started

Deadline:

Actions: ☒ Submit Your Competence Claim

☒ Choose Evidence ☐ Evidence Wished

Application Forms				
Type(s)	IV	i	ii	iii
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed (Assessor Only)

Outcome

UKPHR / Forms / Forms.1

RESOURCE

[Application for Verification Form](#) Learner Guidance

Deadline:

Actions:

system.learningassistant.com Says

Are you sure you wish to submit your Competence Claim?

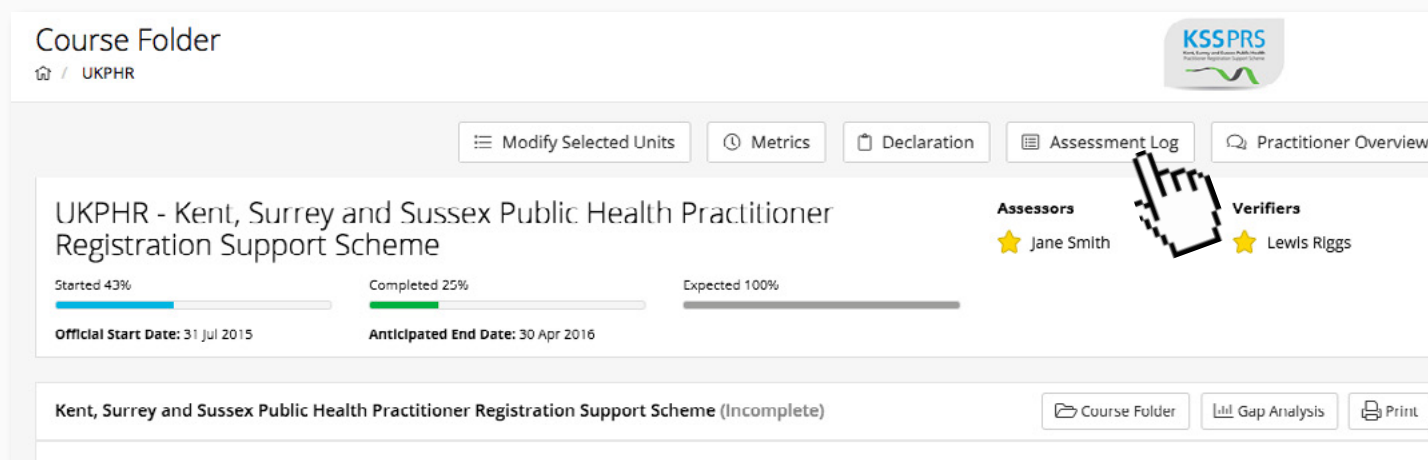
Cancel OK

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.

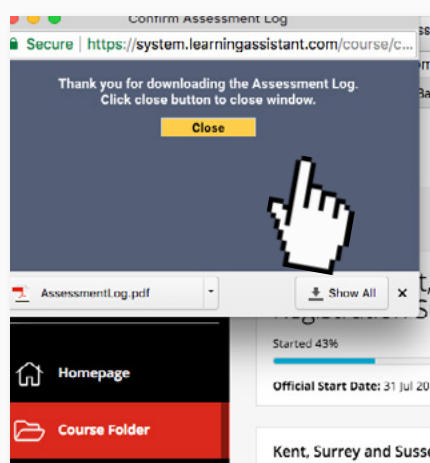
15. Downloading the Assessment Log

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

Go to the Course folder and click on **Assessment Log** on the right hand side at the top.



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.

