Public Health Practitioner Registration Support Scheme

E-Portfolio User Guide for Assessors

Contents

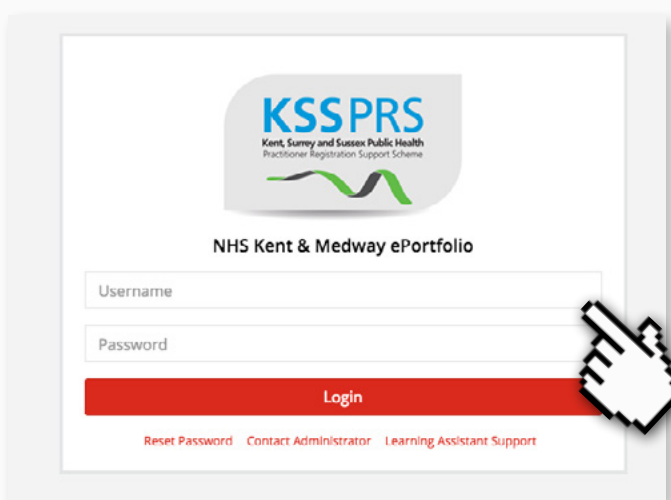# Public Health Practitioner Registration Support Scheme

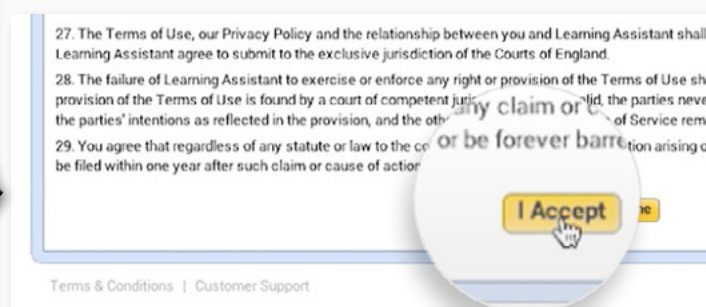# E-Portfolio User Guide for Assessors

1. Logging in

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
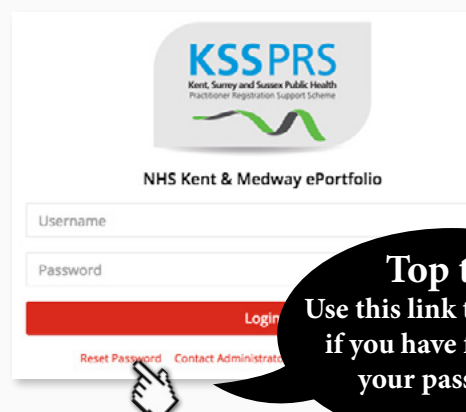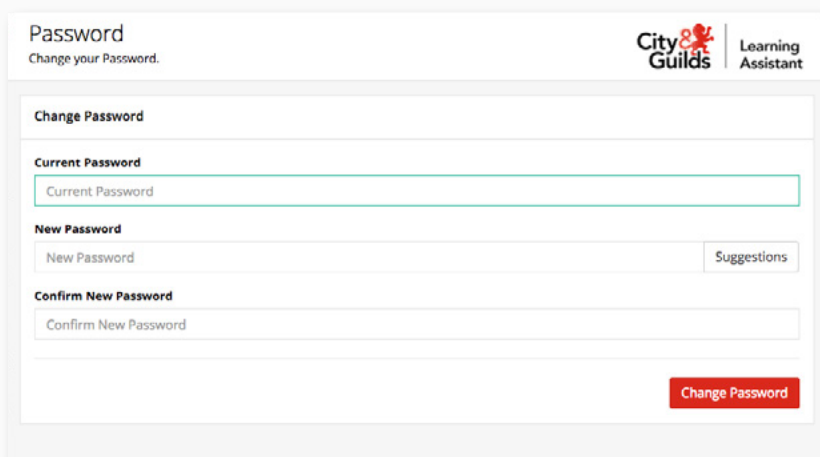link you require please contact your scheme coordinator.

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.

27. The Terms of Use, our Privacy Policy and the relationship between you and Learning Assistant shall
Learning Assistant agree to submit to the exclusive jurisdiction of the Courts of England.

28. The failure of Learning Assistant to exercise or enforce any right or provision of the Terms of Use sha
provision of the Terms of Use is found by a court of competent juri... any claim or c... lid, the parties neve
the parties' intentions as reflected in the provision, and the oth... or be forever barre... of Service rema

29. You agree that regardless of any statute or law to the co... or be forever barre...tion arising ou
be filed within one year after such claim or cause of action...

I Accept

Terms & Conditions | Customer Support

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

Password
Change your Password.

City & Guilds | Learning Assistant

Change Password

Current Password
Current Password

New Password
New Password   Suggestions

Confirm New Password
Confirm New Password

Change Password

NHS Kent & Medway ePortfolio

Username

Password

Logi...

Reset Password   Contact Administrato...

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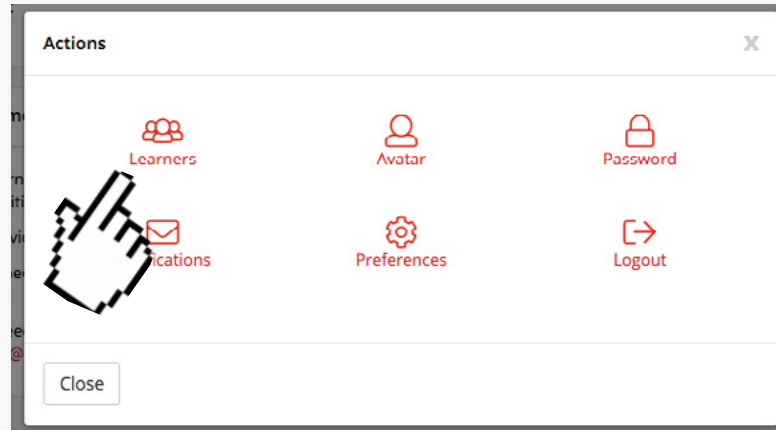> if you have forgotten
> your password.

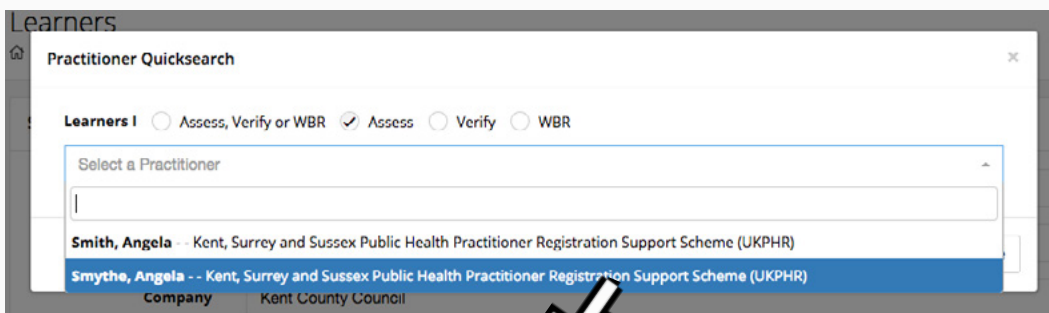# 2. Finding your practitioner

STEP 1a Find your practitioner

To locate the practitioner's portfolio, click on the **Settings icon (**located by your profile picture).

STEP 1b Click on **Learners** in the Actions panel

This will open up the **Quicksearch** functionality

STEP 1c Click on the practitioner's whose portfolio you wish to see.

This will open their portfolio at the course folder.

3. Changing your password and uploading your picture

As well as being prompted to change your password when you first log in, you have the ability to update it at any time whilst logged in to the e-portfolio system.
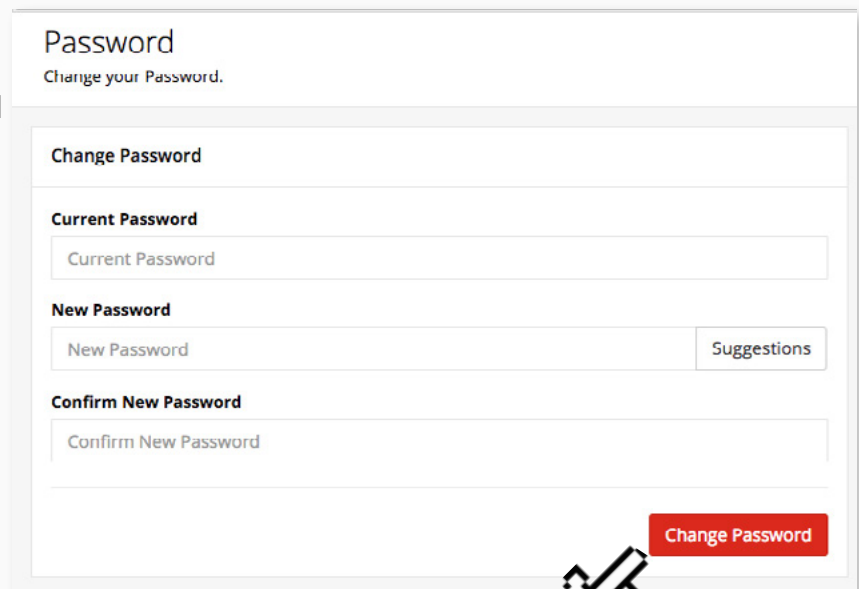
STEP 1a To change your password, click the **Settings icon**
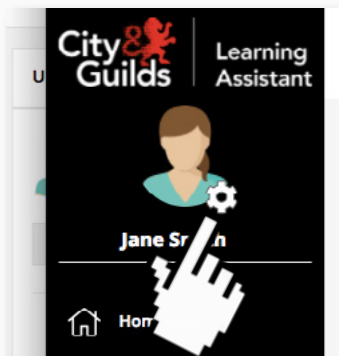
**STEP 1b** Click on **Password** in the Actions panel to open the password change tool
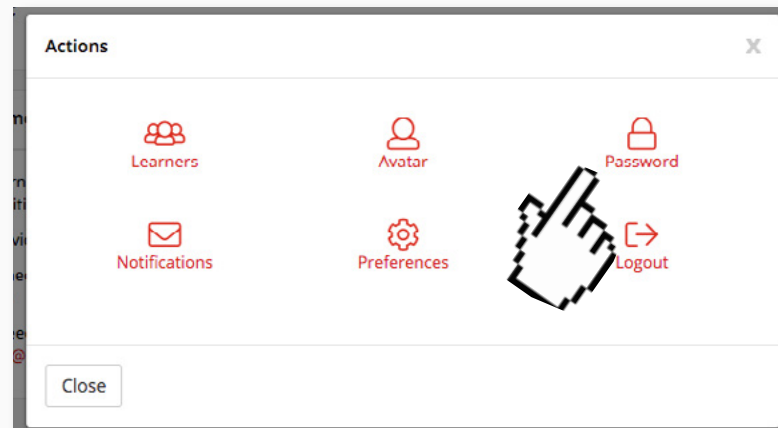
STEP 1c Update your password by entering your existing password, followed by your new password and then confirming it.
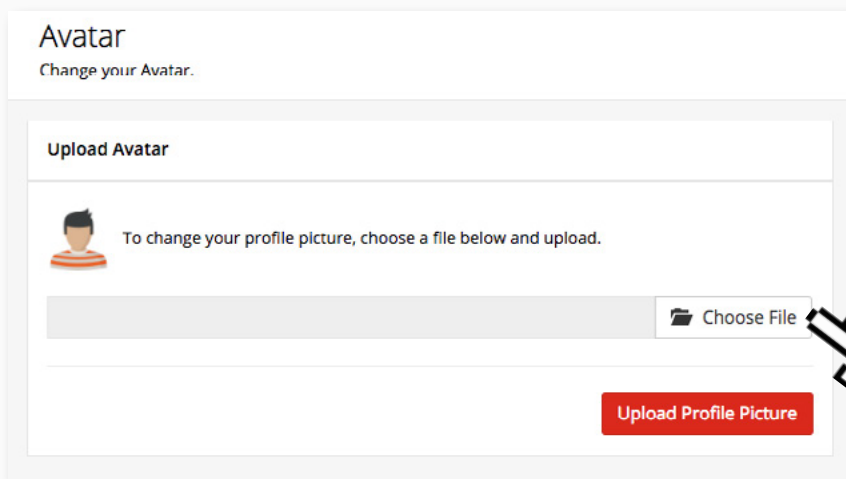

STEP 1d To complete the process click the **Change Password** button.

Learning Assistant also allows the you to add your photo to the e-portfolio.

STEP 2a From the same Actions panel, click on **Avatar**
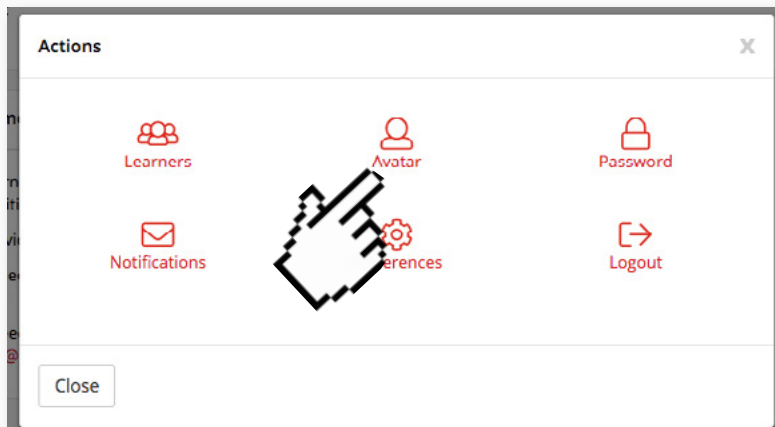
This will open a tool to change your avatar.
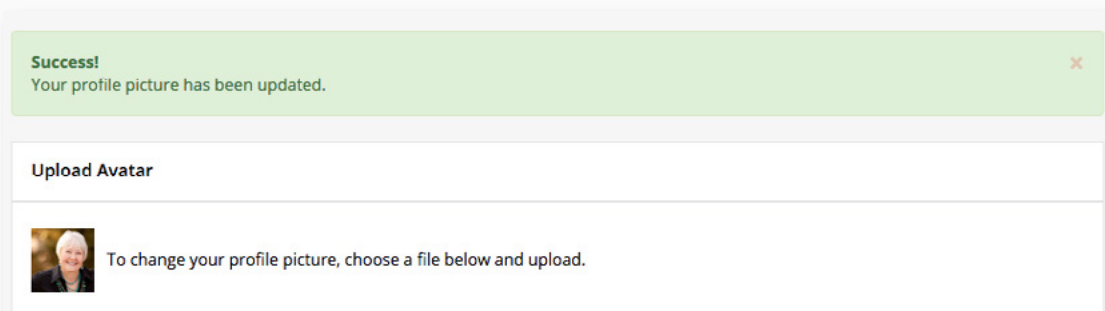

STEP 2b To upload a photograph click the **Choose File** button and select the photograph you wish to use from your PC.

STEP 2c Then click **Upload Profile Picture**.

Once the picture has uploaded, you'll see a success message and your new picture will show in the box.
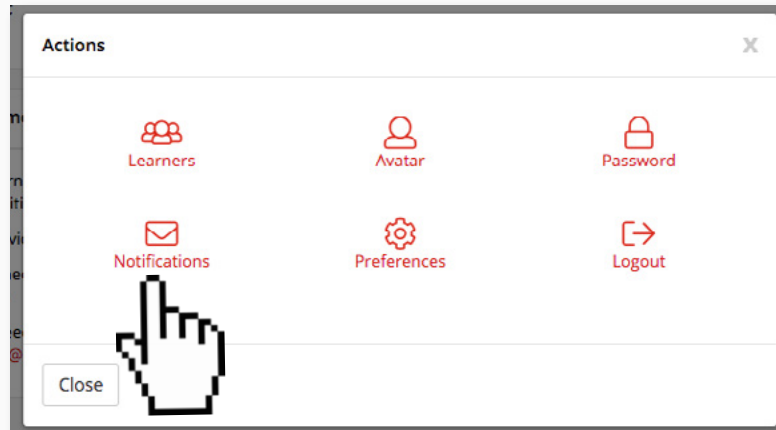

Once you close the tool you will see your new profile picture has been added across your account.
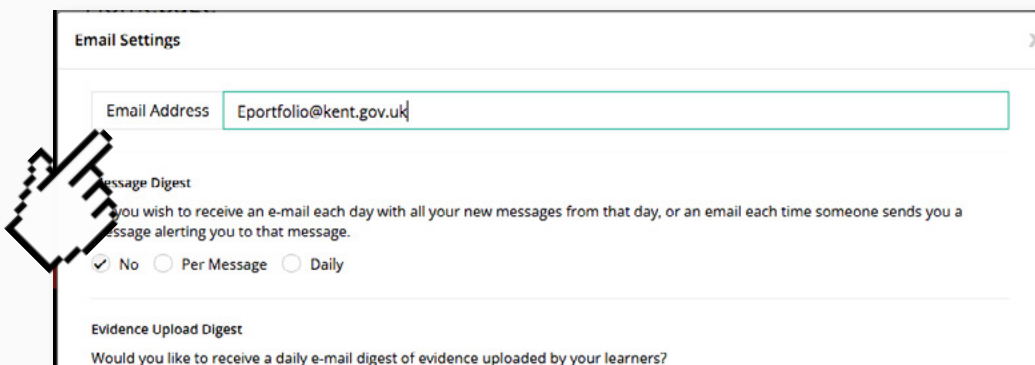
4. Setting up email notifications

Notifications can be sent to an email address of your choice to prompt you when work has been submitted and awaiting assessment.

STEP 1 Click on **Notifications** from the Actions panel

STEP 2b Fill in the email address you want the notifications to be sent to.

STEP 2c Scroll down and select how often you'd like to receive alerts under the **Message Digest** section.
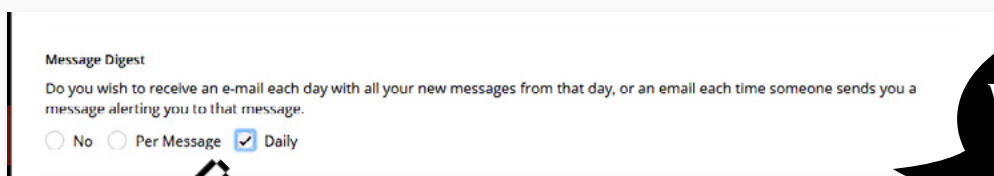
Top tip!
We recommend that you choose to receive daily notifications.

The message digest lets you know when your practitioner has sent you a message in the e-portfolio system.

STEP 2d Scroll down to the bottom of the window to the **Candidate Submit Digest** and select how often you'd like to receive alerts (you'll notice there are other 'digests' in the list - as these are not required they can be left).

Candidate Submission Digest

Do you wish to receive an e-mail each day with all your new candidate submissions from that day, or an email each time a candidate submits something for you.

○ No ☑ Daily ○ Per Entry

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

Again, it is recommended to click daily. The daily email will contain a list of practitioners who have uploaded new evidence for assessment that day.

By electing to receive an alert, you will receive an email notifying you when any of your practitioners submit any new commentaries or supporting evidence documents for assessment.

STEP 2e Click on **Save Email Settings** to confirm your choices.

Candidate Submission Digest

Do you wish to receive an e-mail each day with all your new candidate submissions from that day, or an email each time a candidate submits something for you.

○ No ☑ Daily ○ Per Entry

Close

Save Email Settings

5. Downloading the assessment log

One of the real benefits of the e-portfolio is that the Assessment Log is compiled automatically. All that remains is for you to download and review it.

Step 1a
From the list choose the Practitioner whose Assessment Log you wish to see.

Step 1b
Click on **Assessment Log** in the top section.

A pop up window will appear asking for permission to download the Assessment Log.

Step 1c
Click **Yes** to download the Assessment Log PDF to your computer for review.
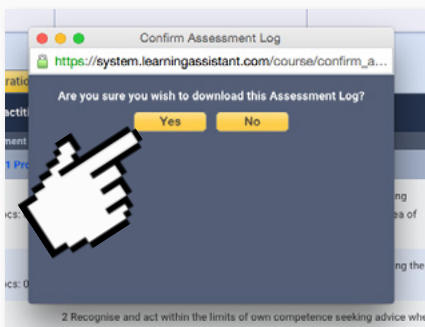
Step 1d
Once downloaded you will see this pop up window confirming the download. Click **Close** to complete the process.
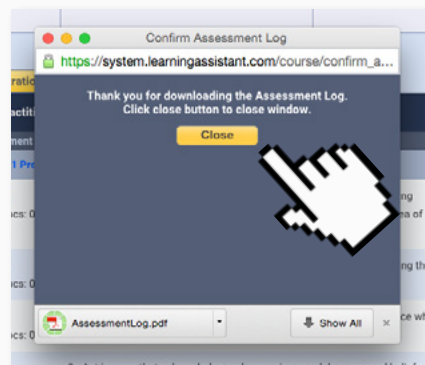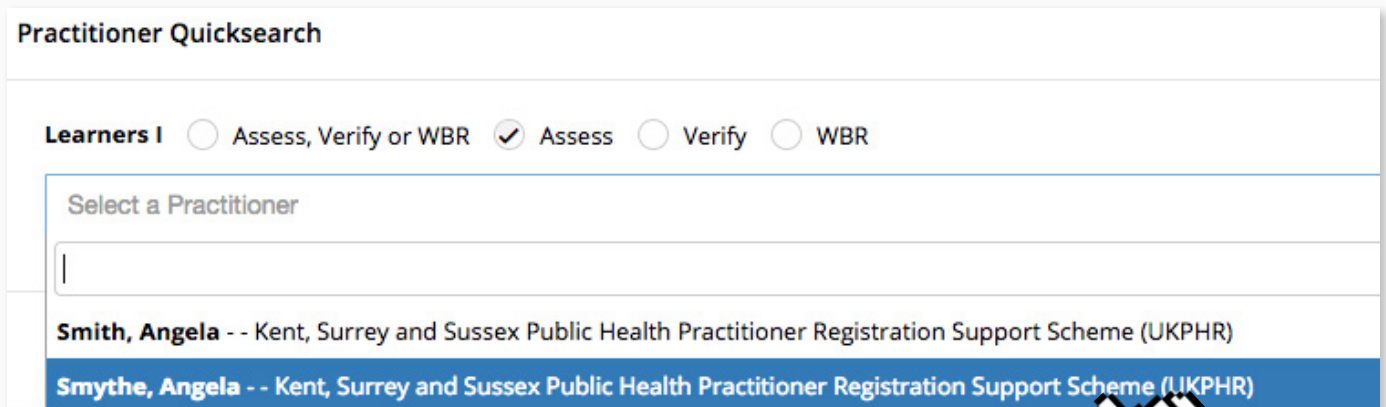
6. Navigating a practitioner's course folder

In the e-portfolio, each Practitioner has a Course Folder which displays all 12 standards and their associated indicators. Additional sections are also listed in the Course Folder for: Supporting Documents (for example, a CV and Job Description); as well as any required Application Forms and Contracts.

1a To locate the practitioner's portfolio, go to the **Quicksearch** functionality (under the Setting icon / click on Learners) and then click on the practitioner you wish to assess..

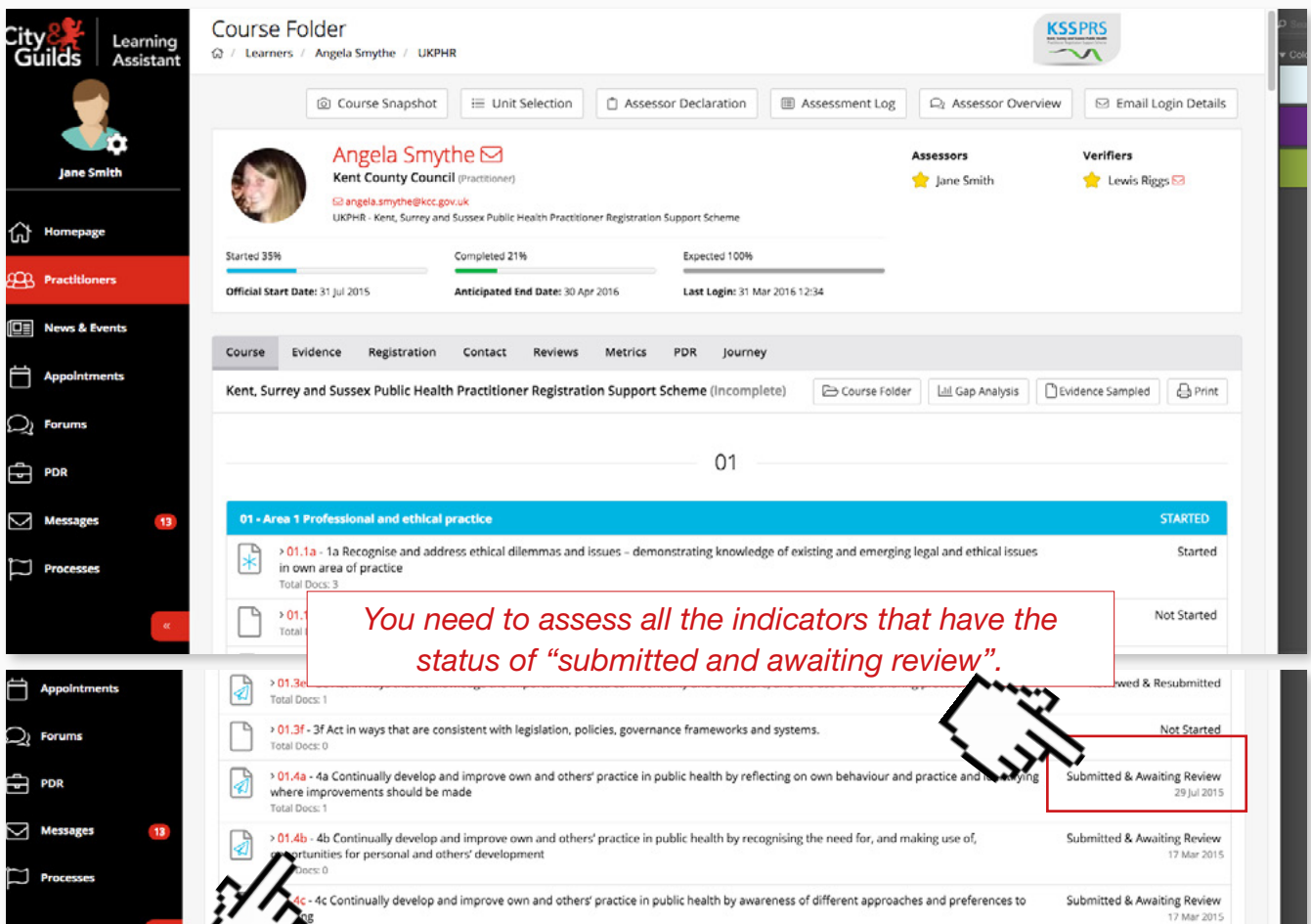The practitioner's e-portfolio will open at the Course Folder page.

You need to assess all the indicators that have the status of "submitted and awaiting review".

STEP 1b To begin the process of assessment **click on the relevant indicator** from the Course Folder.

You will then see a page containing the work uploaded by the practitioner.

> *In every single indicator being submitted for assessment there's usually at least two documents - a Commentary and an Evidence document.*

STEP 1d To open the commentary, click on the file name. The file will automatically be downloaded to your PC.

STEP 1d Similarly, to open the Evidence, click on evidence file and wait for it to download. Then open the evidence to assess whether it supports the indicator being claimed.

Top tip!
All original evidence files are protected. This allows any changing or editing to take place safe in the knowledge that originals will remain unchanged.

7. Making an assessment decision

Once the Commentaries and Evidence have been reviewed, you can make an Assessment Decision based upon whether the work uploaded adequately meets the indicator being claimed.

For each individual indicator there are four assessment decisions you can select from: **Accept**; **Partially Accept**; **Clarification** or **Resubmission**. It's up to you to choose the appropriate assessment decision.

STEP 1a Select the indicator you wish to assess from your Practitioner's Course Folder and download it as shown on Page 10.

> 01.3b - 3b Act in ways that promote the ability of others to make informed decisions
> Total Docs: 0

> 01.3c - 3c Act in ways that promote equality and value diversity
> Total Docs: 0

> 01.3d - 3d Act in ways that value people as individuals
> Total Docs: 0

> 01.3e - 3e Act in ways that acknowledge the importance of data confidentiality and disclosure, and the use of data s
> Total Docs: 0

> 01.3f - 3f Act in ways that are consistent with legislation, policies, governance frameworks and systems.
> Total Docs: 2

STEP 1b Select the assessment decision you have decided to give the indicator from the four choices available and click the relevant button. Once clicked this will open the Contact Diary window to allow you to explain your decision.

Indicator Submitted & Awaiting Review

✓ Accept   ✓ Partially Accept   ↩ Clarification   ↩ Resubmission

STEP 1c First, you should click the **Private Box** so that your Practitioner cannot see the assessment decision straight away.

Contact Diary
Create Diary Entry

City & Guilds

Entry   Indicator   Summary

Private   ☑ (Practitioner or Company will not see)

Assessment Feedback

B   I   U   ...   ≡   ≡   ≡▾   ∞

Indicator 01.3f Accepted as Complete

Top tip!
The description box is pre-filled and does not need to be changed.

Feedback

B   I   U   ...   ≡   ≡   ≡▾   ∞   🖼   ...   —   ↶   ↷

STEP 1d In the **Feedback Box**, you must provide the reasons for your assessment decision.

Feedback	B I U 🖊 ☰ ☰ ☰▾ 🔗 🖼 ▦ — ↺ ↻
	Accurate and thorough evidence, well done.

Meeting / Appointment Date					📅
On the Job Training	Hours	0	+/−	Minutes	0	+/−
Off the Job Training	Hours	0	+/−	Minutes	0	+/−
Acknowledgements	☐ Require Practitioner				
	☐ Require Secondary Assessor				

✕ Close   💾 Save

STEP 1e Once your comments are complete click the **Create** button.

STEP 1f Click the **Close** button to complete the process.

The comment will then appear in the Contact Diary.

Contact   ✏ Create Entry   🖨 Print   🔍 Filter

Displaying **1** to **19** of **19** Diary Entries   25 per page ⇅   ‹ 1 of 1 ⇅ ›

💬 👤 **Test Assessor** (Primary Assessor)   Outcome(s): 01.3f   📄 ✏ 🗑 🖨
20 Feb 2018 16:16

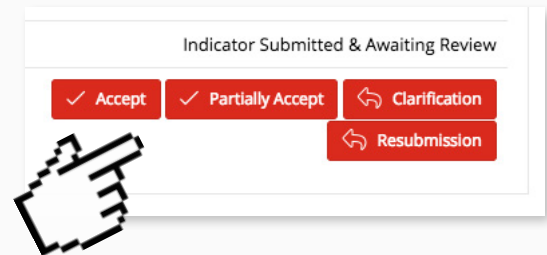| Description	Feedback	Info
Indicator 01.3f Accepted as Complete	Accurate and thorough evidence, well done.	🏷 Assessment Feedback 🔒 Private

📄 › 01.3b - 3b Act in ways that promote the ability of others to make informed decisions Total Docs: 0		Not Started
📄 › 01.3c - 3c Act in ways that promote equality and value diversity Total Docs: 0		Not Started
📄 › 01.3d - 3d Act in ways that value people as individuals Total Docs: 0		Not Started
📄 › 01.3e - 3e Act in ways that acknowledge the importance of data confidentiality and disclosure, and the use of data sharing protocols Total Docs: 0		Not Started
✓ › 01.3f - 3f Act in ways that are consistent with legislation, policies, governance frameworks and systems. Total Docs: 2		Reviewed and Accepted 20 Feb 2018 (Test Asses...
📄 › 01.4a - 4a Continually develop and improve own and others' practice in public health by reflecting on own behaviour and practice and identifying where improvements should be made Total Docs: 0		Not Started

As well as in the Contact Diary section at the bottom of the indicator in the Course Folder view too.

8. Use of the privacy box

One of the key techniques that you need to master is the use of the Privacy Box in the Contact Diary. The primary use of the privacy box is to hide assessment feedback until you're ready to present it to the practitioner.

STEP 1a Once you have reviewed a Practitioners work and made your assessment decision as shown on Page 11 of this guide, you are strongly advised to tick the Privacy Box in the Contact Diary entry associated with that assessment.

This has two benefits: In the event that the you need to change the assessment decision or edit the comments in the Contact Diary entry, the practitioner will not see any changes. Secondly, the Practitioner will not see any Assessment Decisions or Comments in the Contact Diary until you are ready to feedback to them.

STEP 1b To un-tick the privacy box of an indicator you need to locate it in the Contact Diary and click on the edit icon.

Course	Evidence	Registration	Contact	Reviews	Metrics	PDR	Journey

Contact

Create Entry | Print | Filter

Displaying **1** to **19** of **19** Diary Entries

25 per page | 1 of 1

Test Assessor (Primary Assessor)
20 Feb 2018 16:16

Outcome(s): 01.3f

Description
Indicator 01.3f Accepted as Complete

Feedback
Accurate and thorough evidence, well done.

Info
🏷 Assessment Feedback
🔒 Private

STEP 1c This will open up the Contact Diary entry for that indicator and from here you can un-tick the privacy box. This allows the practitioner to see all the assessment decisions made and all the feedback provided.

Contact Diary
Update Diary Entry

Private

☐ (Practitioner or Company will not see)

Entry Label

Assessment Feedback

Description

B I U ≡ ⋮≡ ≡▾ 🔗 🖼 ▸≡ — ↺

You will now see this reflected in both instances of the Contact Diary: At the bottom of the indicator page and at the bottom of the indicator in the Course Folder view.

Test Assessor (Primary Assessor)
20 Feb 2018 16:16

Outcome(s): 01.3f

Description
Indicator 01.3f Accepted as Complete

Feedback
Accurate and thorough evidence, well done.

Info
🏷 Assessment Feedback

9. Changing an assessment decision or editing comments

There may be times when you need to change your comments for an assessment decision or even change the assessment decision entirely. The process of doing this is simple providing the **Privacy Box** was clicked in the Contact Diary entry for the previous assessment decision.
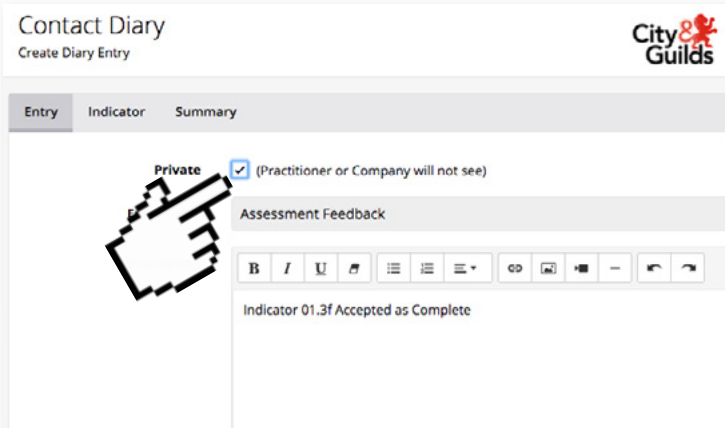
Please note: If the options discussed for editing comments or updating assessment decisions aren't available, it may be that the time limit on allowing editing of the entry has passed or the Privacy Box wasn't clicked on the original assessment decision. In this case, please contact the e-portfolio support team for further advice on how to proceed.

STEP 1a To edit the comments on a previous assessment decision, go to the indicator to be updated and scroll down to the Contact Diary section.
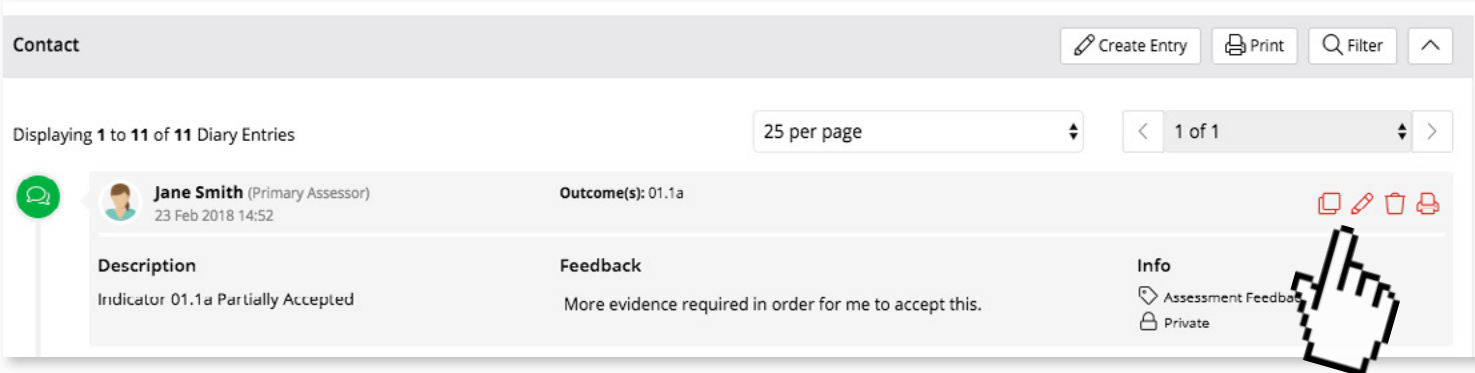
STEP 1b Click the **Edit the Contact Diary Entry** icon next to the entry that needs to be updated.

Update Diary Entry

Entry Label

Assessment Feedback

Description

B	I	U	S	≡	≡	≡ ▾		⊖	⌷	▪	—	↶	↷

Indicator 01.1a Partially Accepted

Feedback

B	I	U	S	≡	≡	≡ ▾		⊖	⌷	▪	—	↶	↷

Current documents now cover off the additional evidence.

STEP 1c The Contact Diary Entry box will appear containing the previous comments. From here you can update the text in the action box

tment Date

📅

× Close   💾 Save

STEP 1d Click **Save** to complete the process of editing comments.

STEP 1e Finally click on the **Close** button.

STEP 2a To change a previous assessment decision go to the indicator to be updated and scroll down to the Contact Diary section.

✎ Create Entry	🖨 Print	🔍 Filter	∧

25 per page ⬍   < 1 of 1 ⬍ >

Outcome(s): 01.1a   ▢ ✎ 🗑 🖨

Feedback   **Info**
More evidence required in order for me to accept this.   🏷 Assessment Feedback
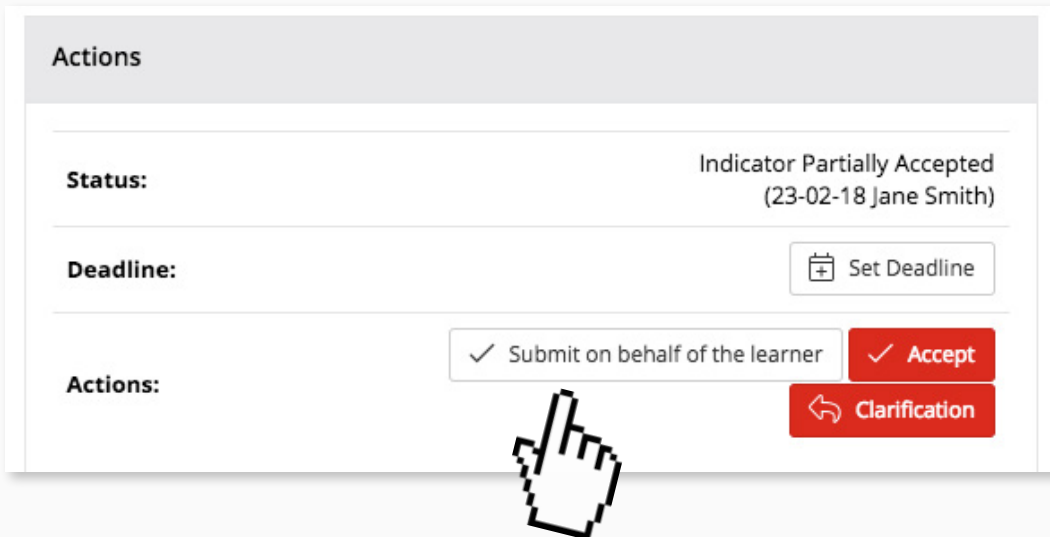   🔒 Private
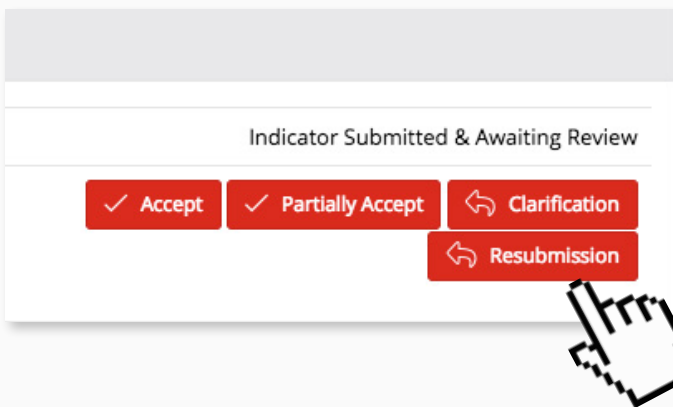
STEP 2b Click the **delete icon** to remove the entry

STEP 2c Once the entry is deleted, scroll back up and and choose one of the available assessment decisions

Actions

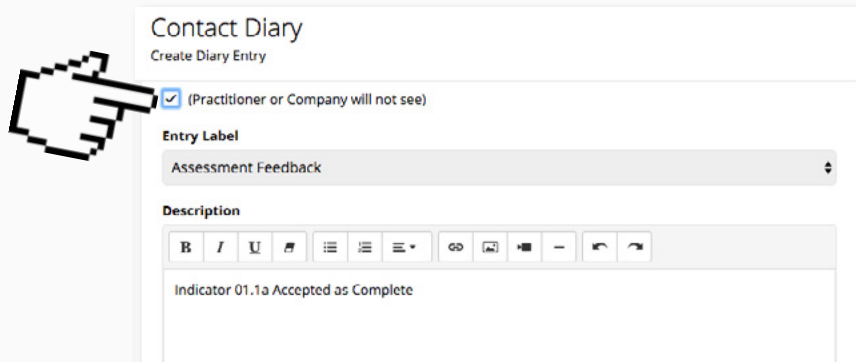| Status: | Indicator Partially Accepted (23-02-18 Jane Smith) |
| Deadline: | ▣ Set Deadline |
| Actions: | ✓ Submit on behalf of the learner ✓ Accept ↩ Clarification |

STEP 2d If the assessment decision required isn't available, then click **submit on behalf of the learner**

All four assessment decisions will appear.

Indicator Submitted & Awaiting Review

✓ Accept   ✓ Partially Accept   ↩ Clarification   ↩ Resubmission

STEP 2e As shown in the steps on page 11 select the appropriate assessment and complete the Contact Diary entry.

STEP 2f Click the **Private Box**, provide the reasons for the assessment decision in the **Actions Box**.

Contact Diary
Create Diary Entry

☑ (Practitioner or Company will not see)

Entry Label

Assessment Feedback

Description

B I U ⓢ ☰ ☰ ☰▾ ⌐ ⌑ ◧ — ↺ ↻

Indicator 01.1a Accepted as Complete

STEP 2g Click **Save** to complete the task.

STEP 2h Finally click on the **Close** button.

✕ Close   ⌹ Save

STEP 2i Once assessment is complete and you're ready to reveal the outcome to the practitioner, click the edit diary entry icon next to the relevant assessment decision.

of **11** Diary Entries		25 per page ⬍	‹ 1 of 1 ⬍ ›
Jane Smith (Primary Assessor) 23 Feb 2018 16:35	**Outcome(s):** 01.1a		🗍 ✏ 🗑 🖨
iption	**Feedback**		**Info**
tor 01.1a Accepted as Complete	Sufficient evidence for this to be accepted		🏷 Assessment Feedb

STEP 2j Finally un-tick the private box in the Contact Diary Entry.

Private

☐ (Practitioner or Company will not see)

Entry Label

Assessment Feedback

Description

| B | I | U | 🩹 | ☰ | ☷ | ☰▾ | 🔗 |

10. Contacting your practitioner via the e-portfolio system

We recommend, for audit purposes, that any communication to do with the Public Health Practitioner Registration Support Scheme is communicated via the e-portfolio system. You can use the Message Centre to communicate with your practitioner within the e-portfolio.
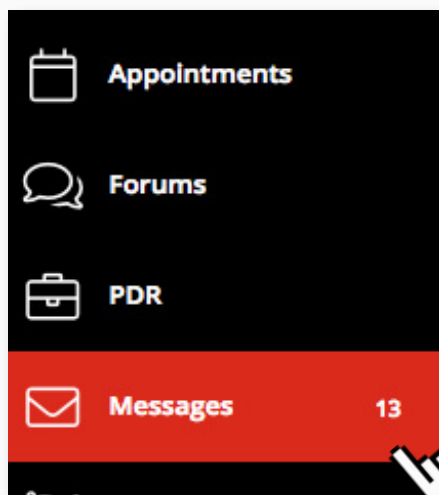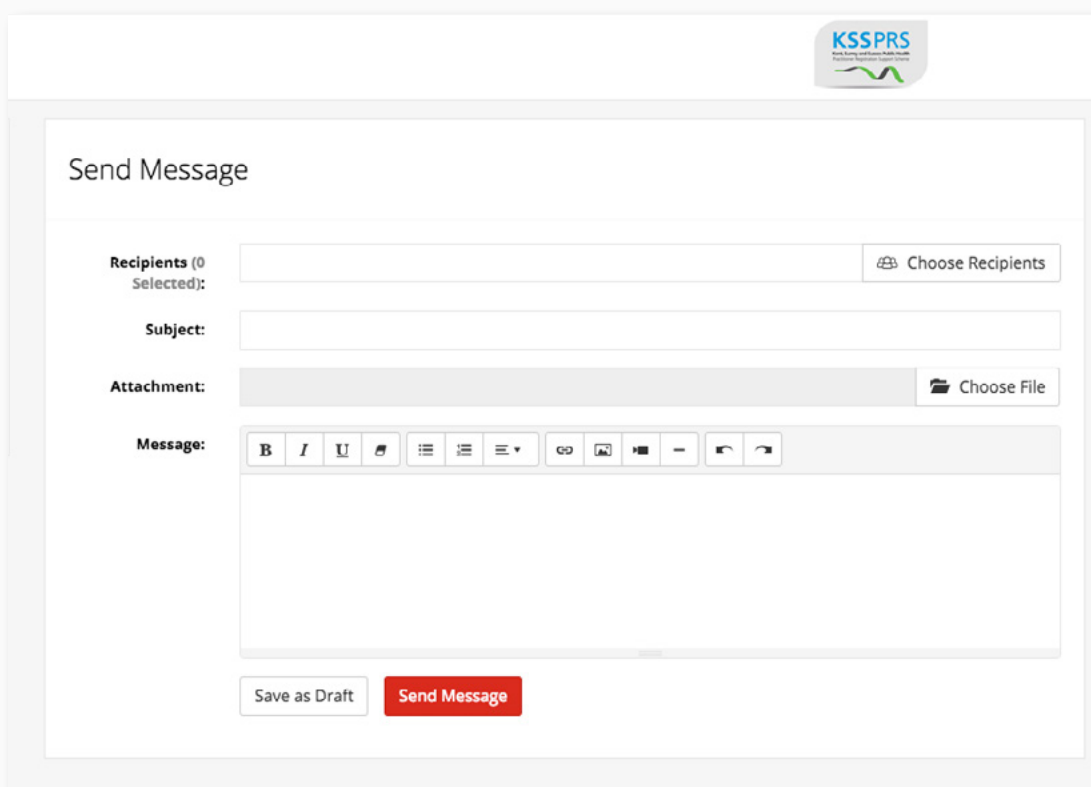
STEP 1a To go to the Left hand menu and click on **Messages**.

STEP 1b Click **Create Message** to write your message.
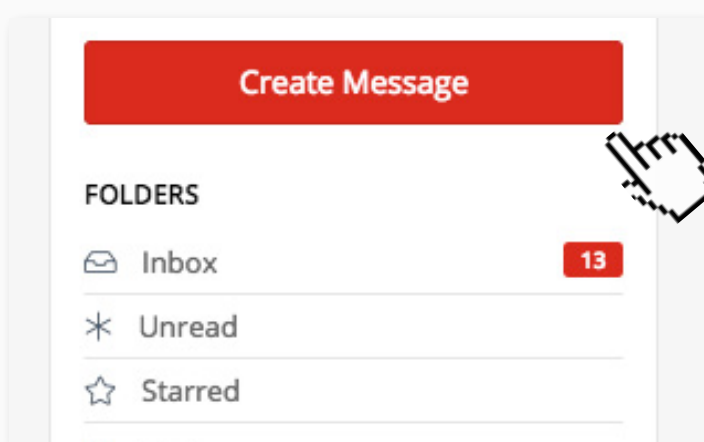
You will now see a blank message box ready to compose your message.
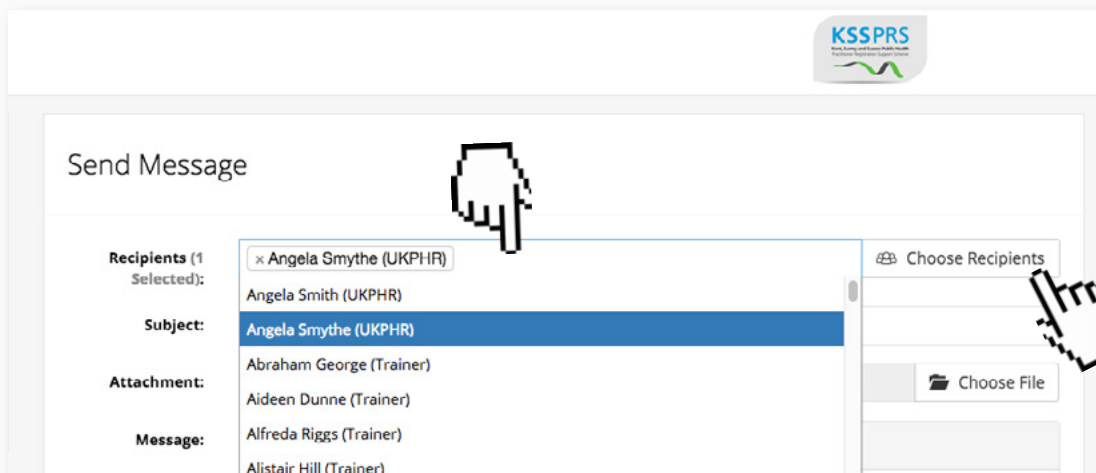
STEP 1c You can select single or multiple recipients from the list of Practitioners.
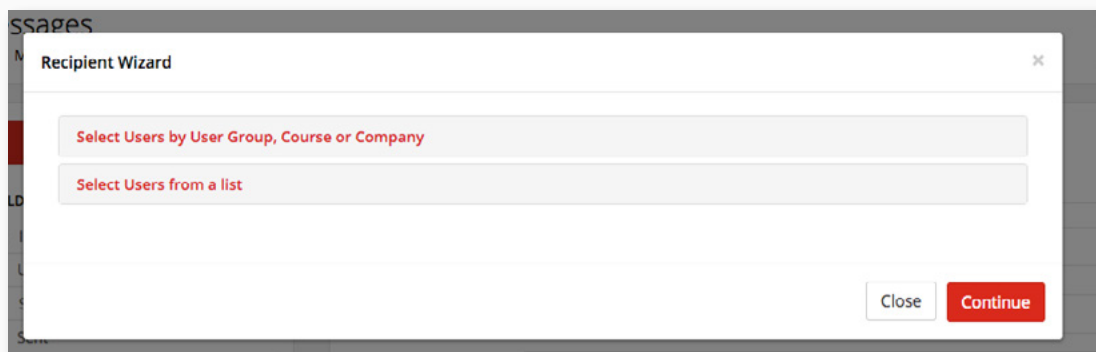
STEP 1d Or by clicking on **Choose Recipients** you can use the Recipient Wizard to send a message to all your applicants at once or perhaps to send a message to the practitioners in a particular Cohort.
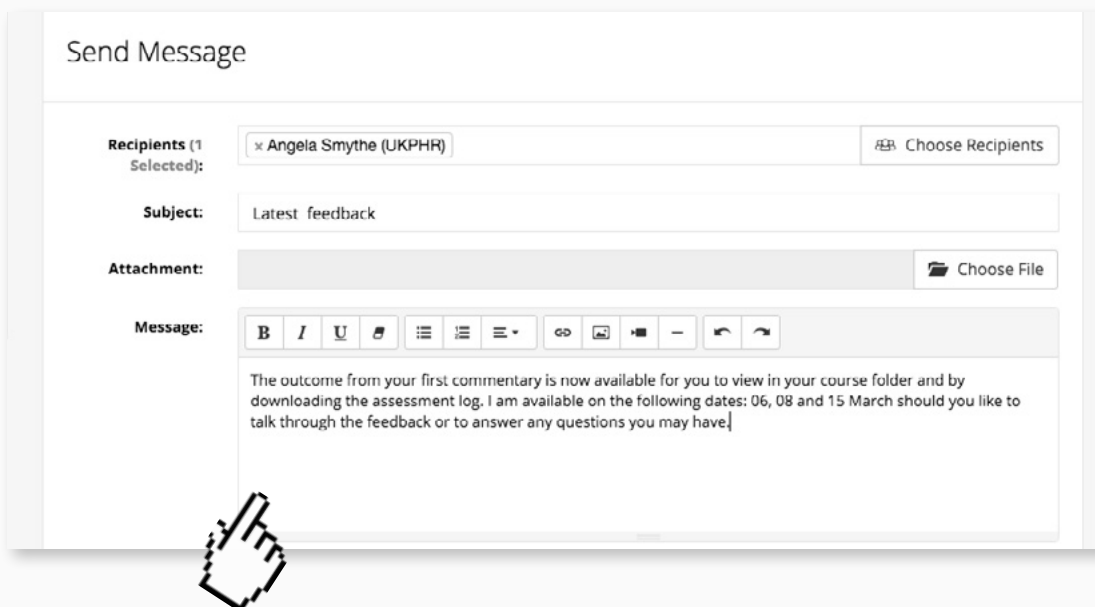
STEP 1e Give your message a subject

STEP 1f Use the space provided to write the message. For example you can use the Message Centre to prompt your practitioner that feedback is ready to view as well as offering potential dates to discuss the feedback over the telephone.
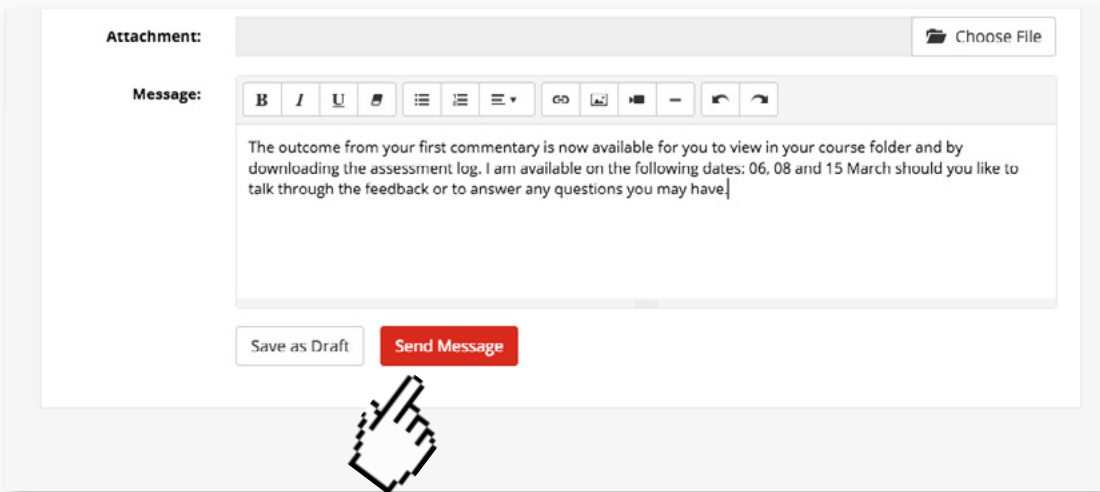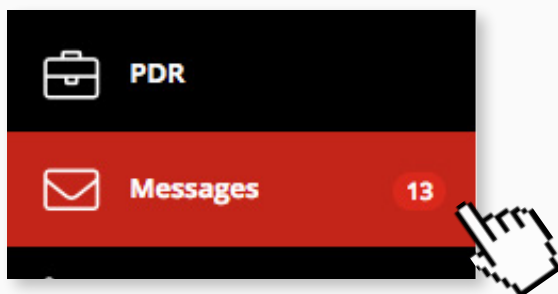
**STEP 1g** Once you have completed your message click the **Send** button to send the message to them.

The Applicant will see the notification that they have new messages when they next log in and they will probably receive an email alert too.
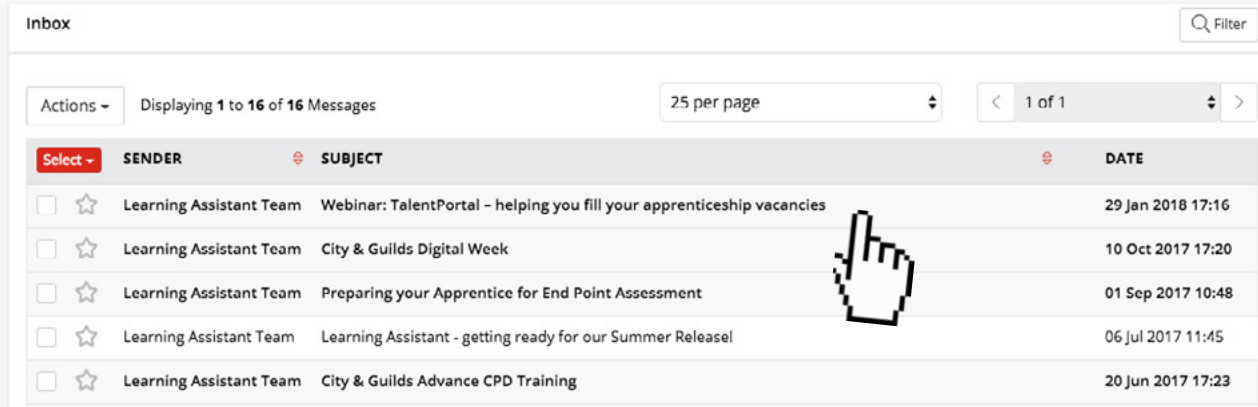
Reading a Message
The Menu on the left of the screen will show you if there are any new or unread messages in your inbox.

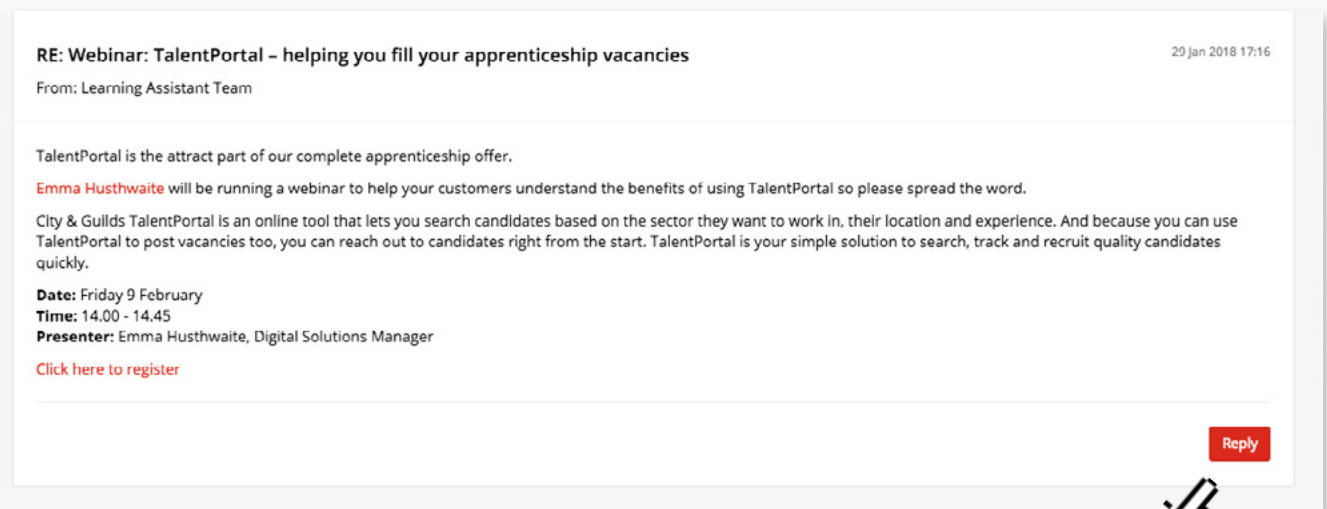**STEP 2a** Click on Inbox to see any unread messages
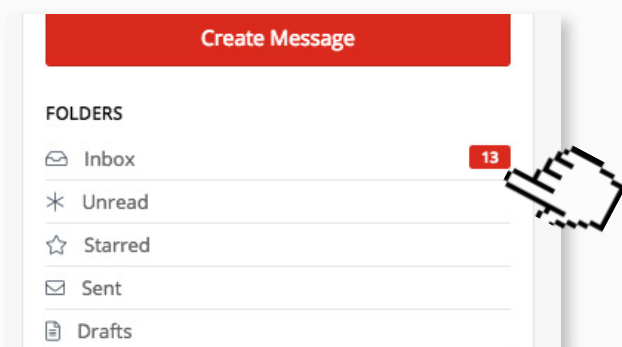
You will see the messages in your inbox. Those that are in bold/have a light grey background are new or unread.

Inbox						🔍 Filter

Actions ▾   Displaying **1** to **16** of **16** Messages   25 per page ⇕   ‹ 1 of 1 ⇕ ›

Select ▾	SENDER	⇕	SUBJECT	⇕	DATE
☐ ☆	Learning Assistant Team		Webinar: TalentPortal – helping you fill your apprenticeship vacancies		29 Jan 2018 17:16
☐ ☆	Learning Assistant Team		City & Guilds Digital Week		10 Oct 2017 17:20
☐ ☆	Learning Assistant Team		Preparing your Apprentice for End Point Assessment		01 Sep 2017 10:48
☐ ☆	Learning Assistant Team		Learning Assistant - getting ready for our Summer Release!		06 Jul 2017 11:45
☐ ☆	Learning Assistant Team		City & Guilds Advance CPD Training		20 Jun 2017 17:23

STEP 2b Click on the message you wish to read.

RE: Webinar: TalentPortal – helping you fill your apprenticeship vacancies   29 Jan 2018 17:16

From: Learning Assistant Team

TalentPortal is the attract part of our complete apprenticeship offer.

Emma Husthwaite will be running a webinar to help your customers understand the benefits of using TalentPortal so please spread the word.

City & Guilds TalentPortal is an online tool that lets you search candidates based on the sector they want to work in, their location and experience. And because you can use TalentPortal to post vacancies too, you can reach out to candidates right from the start. TalentPortal is your simple solution to search, track and recruit quality candidates quickly.
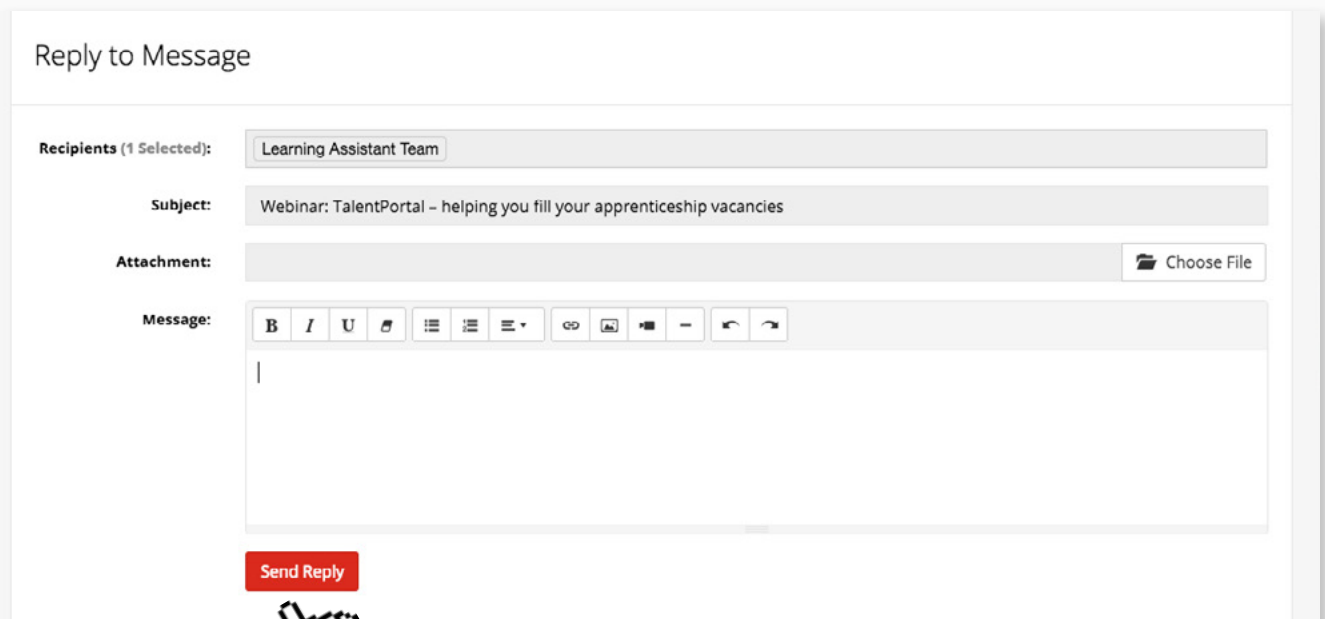
Date: Friday 9 February
Time: 14.00 - 14.45
Presenter: Emma Husthwaite, Digital Solutions Manager

Click here to register

[Reply]

STEP 2c To respond to the message click on **Reply.**

STEP 2d Add your response in the space provided.

Reply to Message

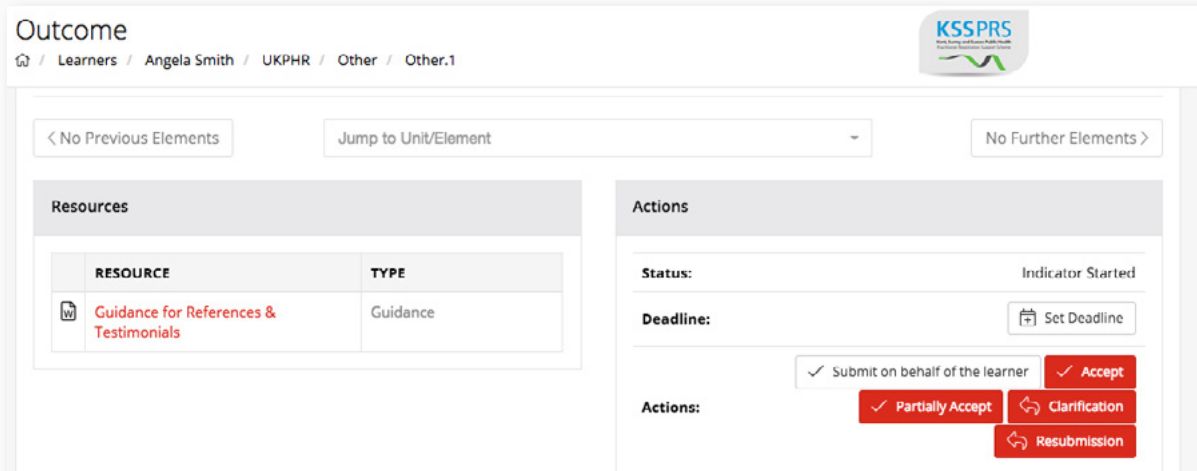|	
Recipients (1 Selected):	Learning Assistant Team
Subject:	Webinar: TalentPortal – helping you fill your apprenticeship vacancies
Attachment:	📁 Choose File
Message:	**B** *I* <u>U</u> 🗐 ≔ ≔ ≣▾ 🔗 🖼 🗔 — ↶ ↷

[Send Reply]

STEP 2e When you're ready click on **Send Reply.**

11. Assessing supporting information

Practitioners upload a copy of their CV and their Job Description as part of being assigned an assessor. These documents, usually, do not need to be formally assessed but are often useful for background information on the practitioner. On occasions, you may wish to partially accept the Job Description and CV.
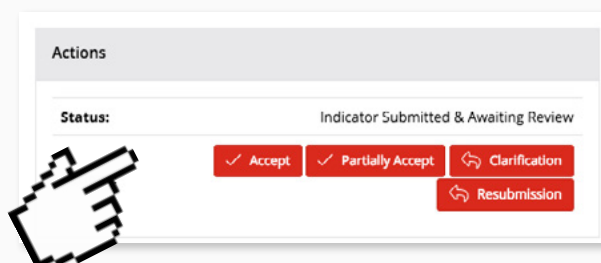

However, once the portfolio is ready for verification this section will need to be signed off and must contain the following documents:

- A completed application form
- A current CV
- Their current job description
- A Testimonial
- A Reference
- Copies of original certificates certified as genuine by a senior colleague.

STEP 1a To sign off the supporting documents, follow the normal procedure choosing from the Accept; Partially Accept; Clarification or Resubmission as shown on page 11 of this guide.
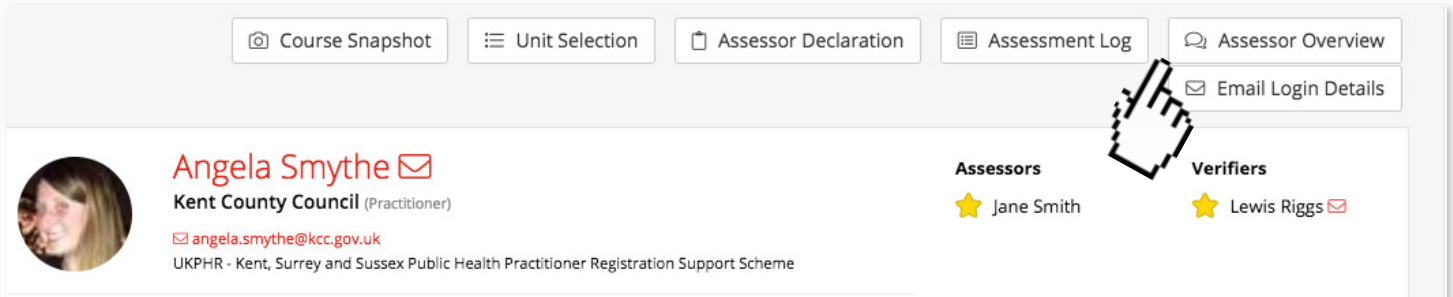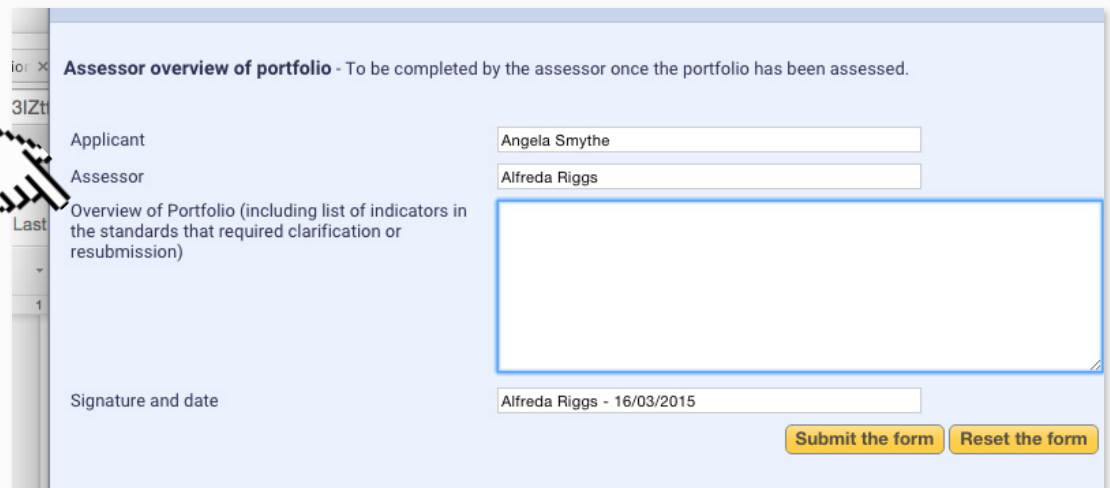
12. Completing the assessor overview

Once the portfolio is ready for Verification, you will need to complete the Assessor Overview.

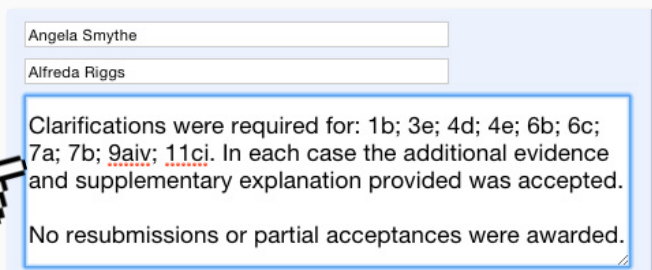**STEP 1a** Click on the **Assessor Overview** link in the practitioner's course folder.

Course Snapshot · Unit Selection · Assessor Declaration · Assessment Log · Assessor Overview · Email Login Details

Angela Smythe
Kent County Council (Practitioner)
angela.smythe@kcc.gov.uk
UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme

Assessors Jane Smith
Verifiers Lewis Riggs

STEP 1b A pop up box will appear and you will need to fill out the **Overview of Portfolio** box
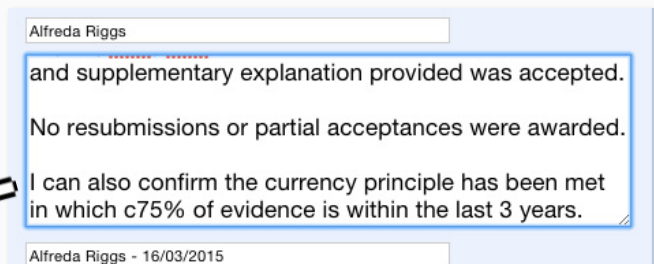
Assessor overview of portfolio - To be completed by the assessor once the portfolio has been assessed.

Applicant — Angela Smythe
Assessor — Alfreda Riggs
Overview of Portfolio (including list of indicators in the standards that required clarification or resubmission)

Signature and date — Alfreda Riggs - 16/03/2015

Submit the form · Reset the form

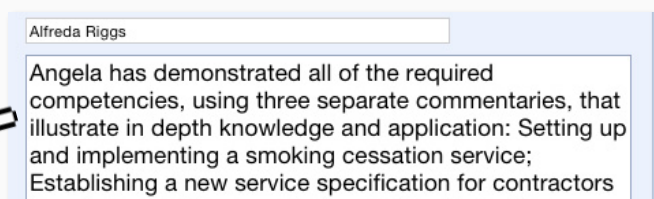**STEP 1c** You should list all the standards that required clarification, resubmission or were partially accepted.

Angela Smythe
Alfreda Riggs

Clarifications were required for: 1b; 3e; 4d; 4e; 6b; 6c; 7a; 7b; 9aiv; 11ci. In each case the additional evidence and supplementary explanation provided was accepted.

No resubmissions or partial acceptances were awarded.

STEP 1d The currency of the evidence should also be confirmed.

Alfreda Riggs

and supplementary explanation provided was accepted.

No resubmissions or partial acceptances were awarded.

I can also confirm the currency principle has been met in which c75% of evidence is within the last 3 years.

Alfreda Riggs - 16/03/2015

STEP 1e A short paragraph providing a summary of the assessment is also required.

Alfreda Riggs

Angela has demonstrated all of the required competencies, using three separate commentaries, that illustrate in depth knowledge and application: Setting up and implementing a smoking cessation service; Establishing a new service specification for contractors
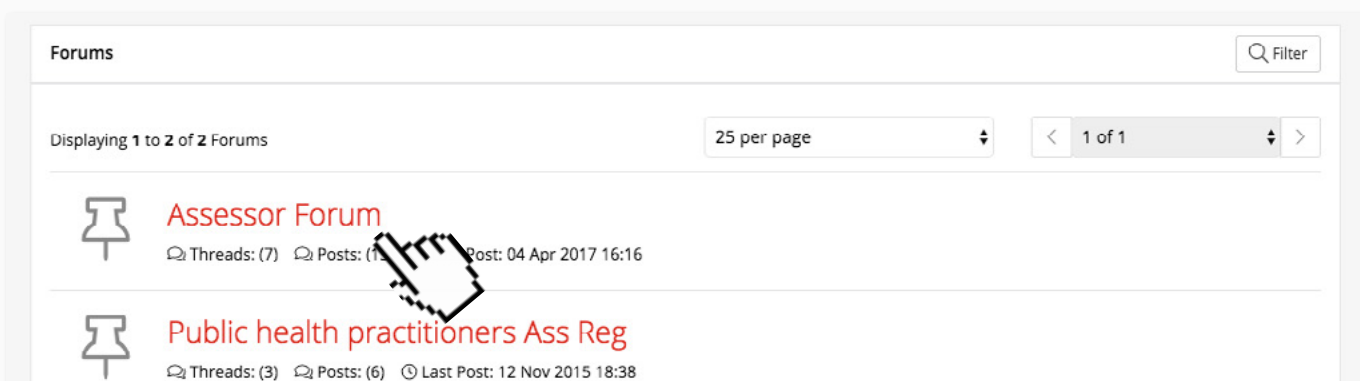
13. Using the forum

Learning Assistant also offers a Forum which can be used to ask questions and share thoughts with other e-portfolio users such as the Practitioners, Assessors and Verifiers.
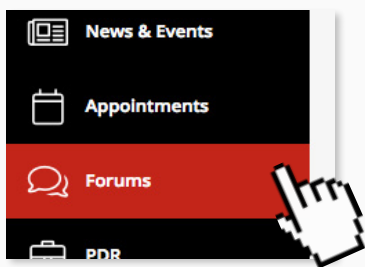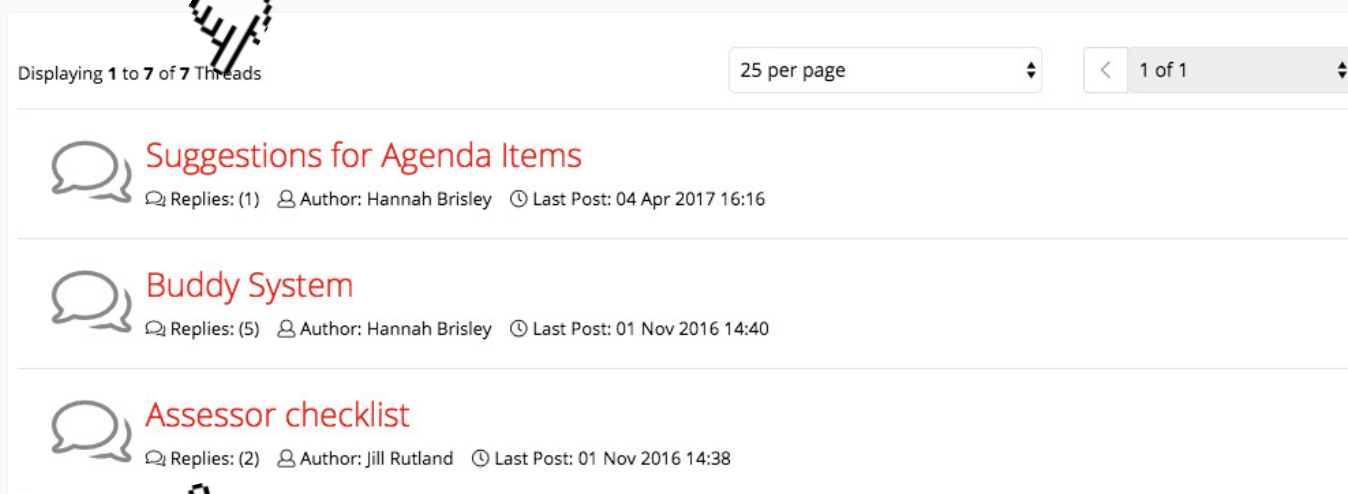

STEP 1a To access the forums, click on **Forums** in the left hand menu.

STEP 1b You will see a list of forum names from which you can click on the one you would like to read.
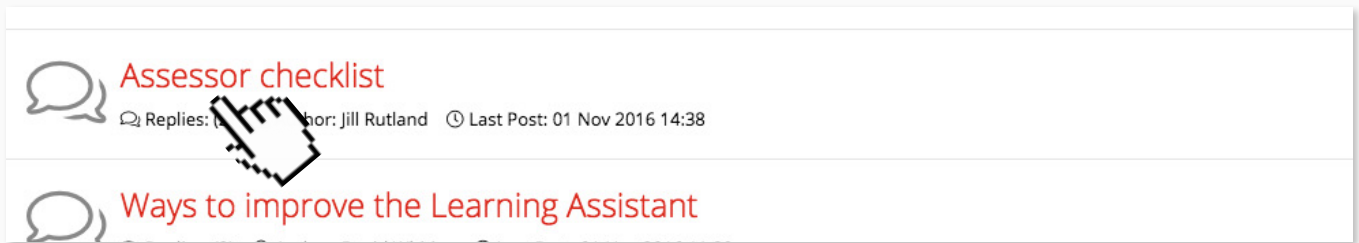

You will see a list of topics (or threads) in that forum...

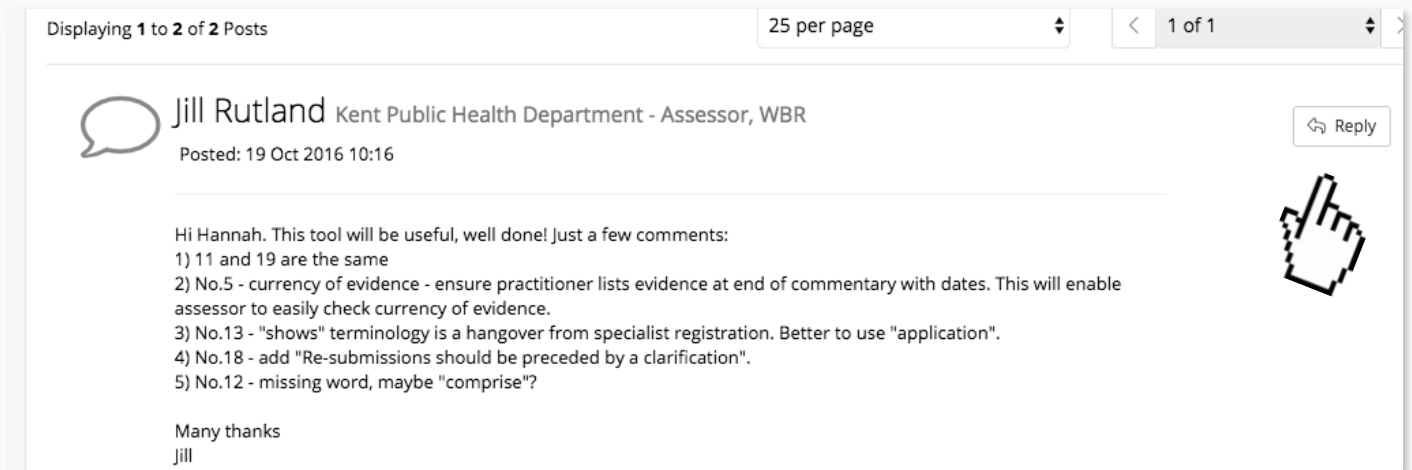...and the number of replies for each.

STEP 1c Click on a relevant topic to view the posts.

Assessor checklist
Replies: [   ] hor: Jill Rutland   Last Post: 01 Nov 2016 14:38

Ways to improve the Learning Assistant

This will show all the posts on that topic.

Displaying **1** to **2** of **2** Posts   25 per page   < 1 of 1

Jill Rutland Kent Public Health Department - Assessor, WBR   ↩ Reply
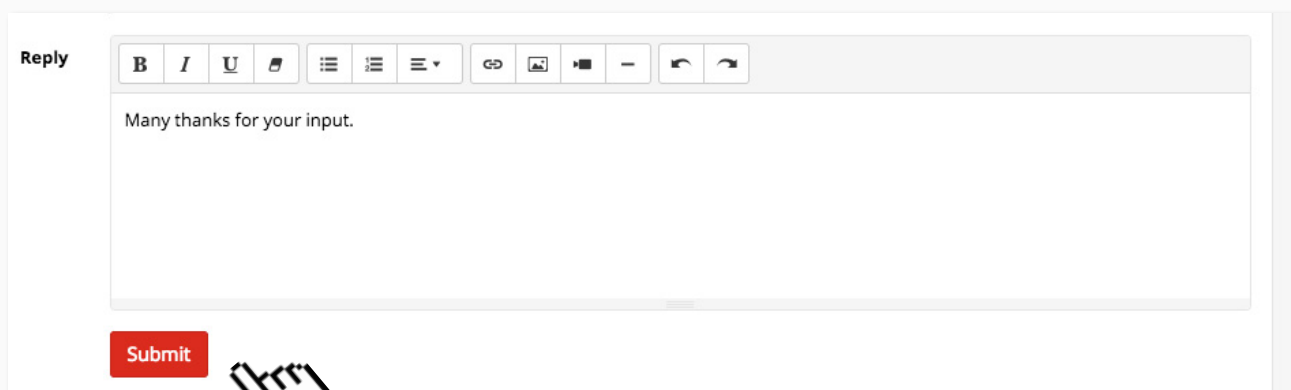Posted: 19 Oct 2016 10:16

Hi Hannah. This tool will be useful, well done! Just a few comments:
1) 11 and 19 are the same
2) No.5 - currency of evidence - ensure practitioner lists evidence at end of commentary with dates. This will enable assessor to easily check currency of evidence.
3) No.13 - "shows" terminology is a hangover from specialist registration. Better to use "application".
4) No.18 - add "Re-submissions should be preceded by a clarification".
5) No.12 - missing word, maybe "comprise"?

Many thanks
Jill

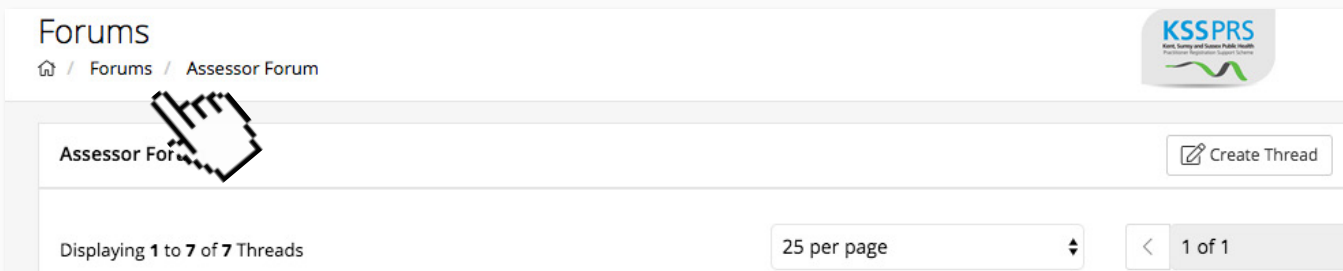**STEP 1d** If you wish to write a reply to any of the posts, click the reply button.

Reply   B *I* U̲ ⌗   ☰ ☰ ☰▾   ⊖ ⬚ ▪   —   ↶ ↷
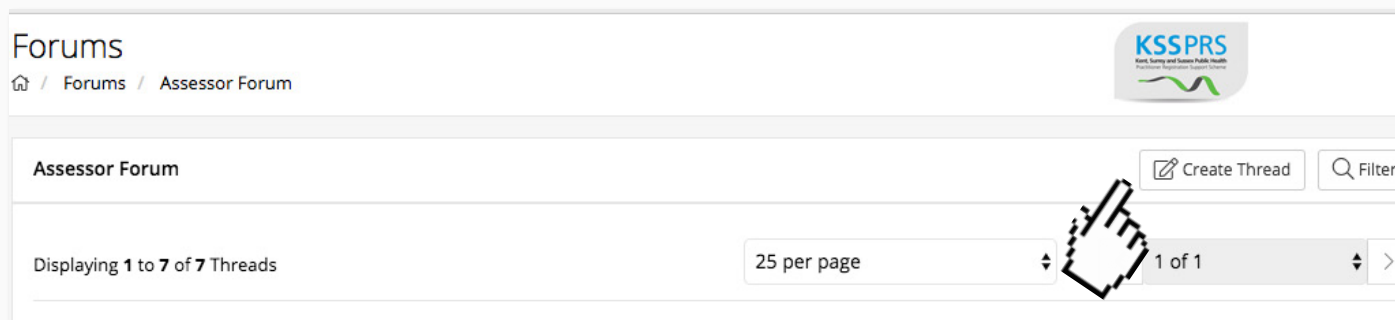
Many thanks for your input.

Submit
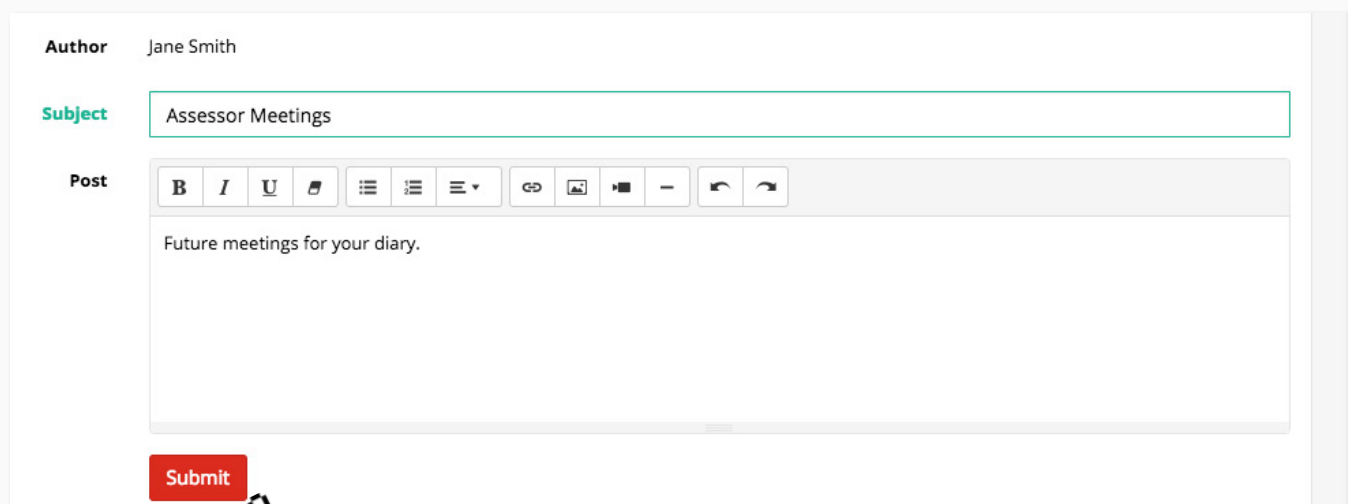
STEP 1e Add a message and click **Post**.

STEP 2a If you want to start a new topic you can return to the list of topics by clicking the **Forums** link at the top of the page.

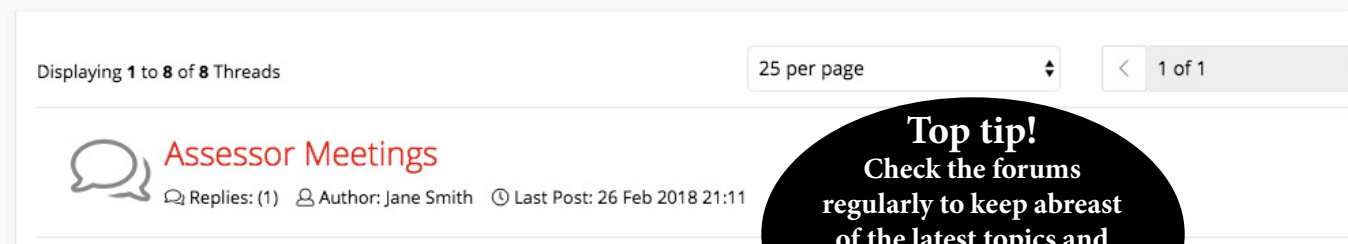**STEP 2b** Then click **Create Thread**

STEP 2c Add a Subject and Message as required.

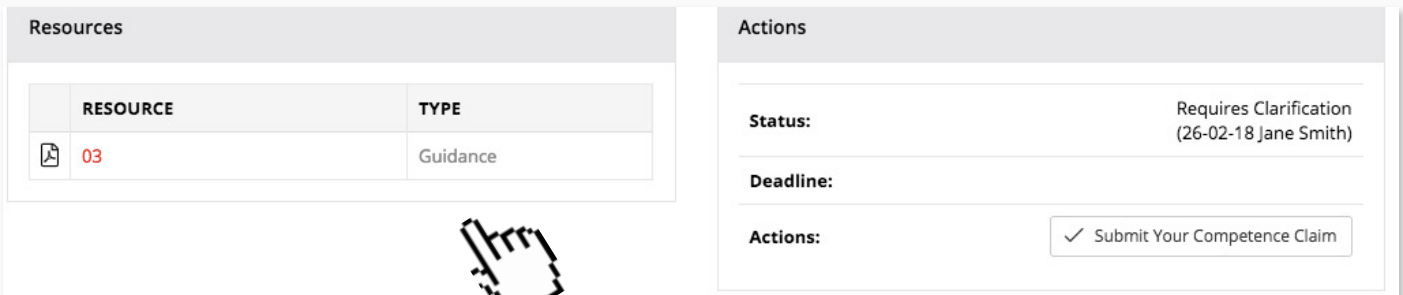**STEP 2d** Click **Submit** once you're ready to share in the forum.

The topic will then appear for others to reply to.

Top tip!
Check the forums regularly to keep abreast of the latest topics and to answer any of your practitioners queries

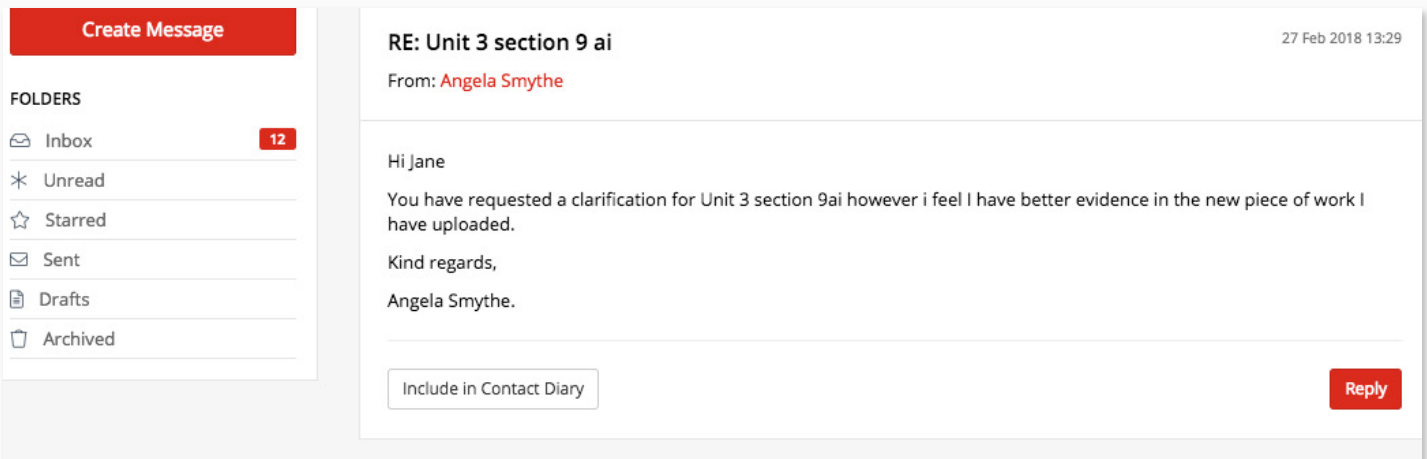# 14. What to do if your applicant self-elects a resubmission

There may be times when an assessor has awarded a clarification, but the applicant feels they have better evidence in a different piece of work (i.e in a new commentary).

If this is the case, the applicant will contact their assessor via the message centre and request the particular indicator as a resubmission.
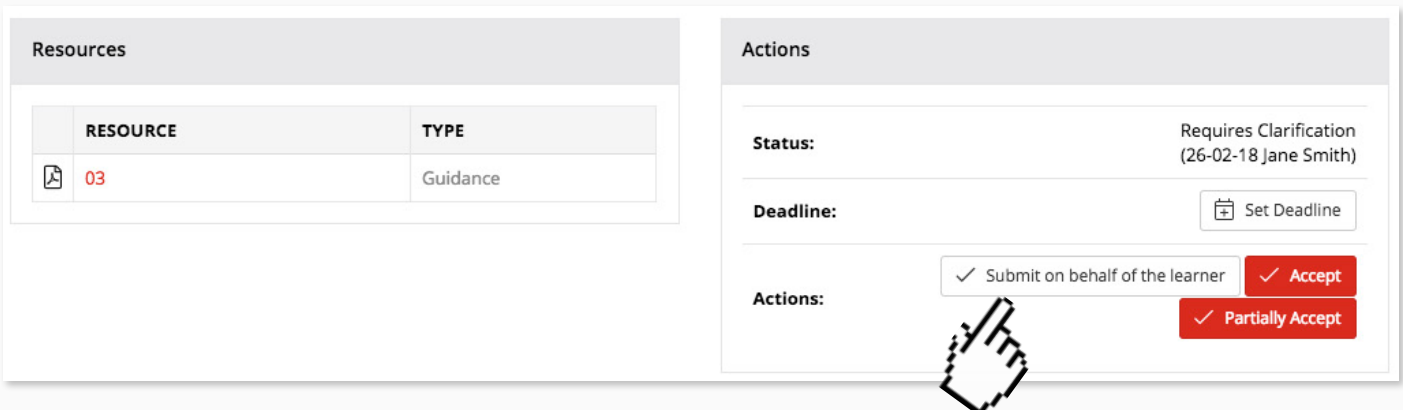

STEP 1a To facilitate this request, navigate to the relevant indicator in the applicant's course folder

STEP 1b You will need to click the **submit on behalf of learner** link.

STEP 1c All the available assessment decisions will appear. You should choose resubmission.
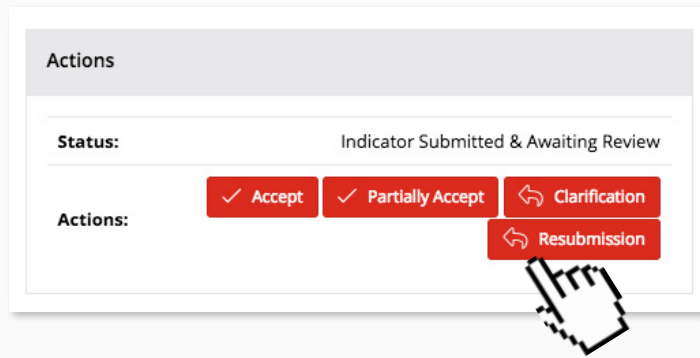
Actions

Status:	Indicator Submitted & Awaiting Review
Actions:	✓ Accept ✓ Partially Accept ↩ Clarification
	↩ Resubmission

Contact Diary
Create Diary Entry

☐ (Practitioner or Company will not see)

Entry Label

Assessment Feedback ⬍

Description

B *I* U ✏ ☰ ☰ ☰▾ 🔗 🖼 ▮ — ↶ ↷

Indicator 03.9ai Returned for Resubmission

Feedback

B *I* U ✏ ☰ ☰ ☰▾ 🔗 🖼 ▮ — ↶ ↷

Angela has self-elected a resubmission and will be addressing the relevant indicator in a new commentary.

✕ Close   💾 Save

STEP 1d In the Contact Diary comment box, under actions, you should state that the practitioner has self-elected a resubmission and will be addressing the relevant indicator in a new commentary.

In this instance, there is no need to tick the private box as this is an entry in response to a practitioner request.
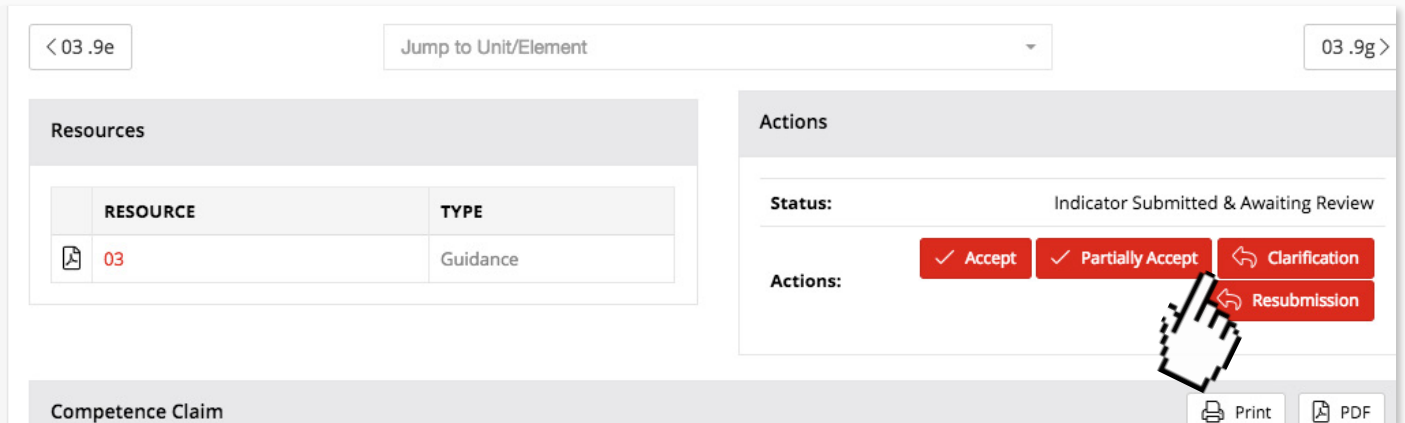
STEP 1e Click **Save** and **Close**.

15. Breach of confidentiality

Confidentiality must be maintained at all times. A Practitioners e-portfolio must not provide any personal details of their clients and patients such as home addresses, NHS numbers and so on. If there is a breach of confidentiality in a commentary or piece of evidence, the Assessor usually follows the same procedure as for a clarification.

STEP 1a Go into course folder and click on any indicator in which the evidence containing the breach can be found.
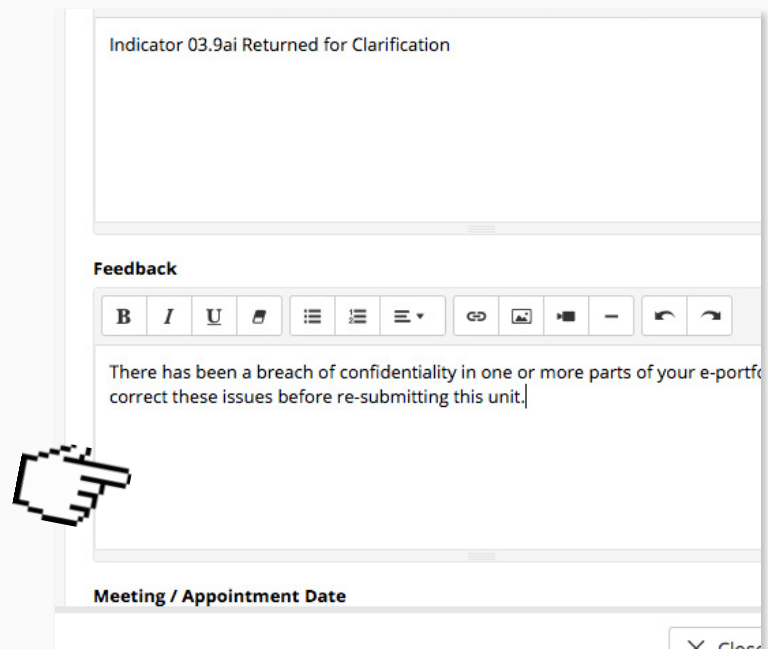
‹ 03 .9e	Jump to Unit/Element	▾	03 .9g ›

Resources

	RESOURCE	TYPE
📄	03	Guidance

Actions

Status: Indicator Submitted & Awaiting Review

Actions: ✓ Accept   ✓ Partially Accept   ↩ Clarification   ↩ Resubmission

Competence Claim

🖨 Print   📄 PDF

STEP 1b Select **Clarification** as the Assessment Outcome.

STEP 1c The assessor should state in the comments that the evidence breaches confidentiality and that the evidence must be anonymised and re-presented prior to the indicator being submitted for assessment once more.
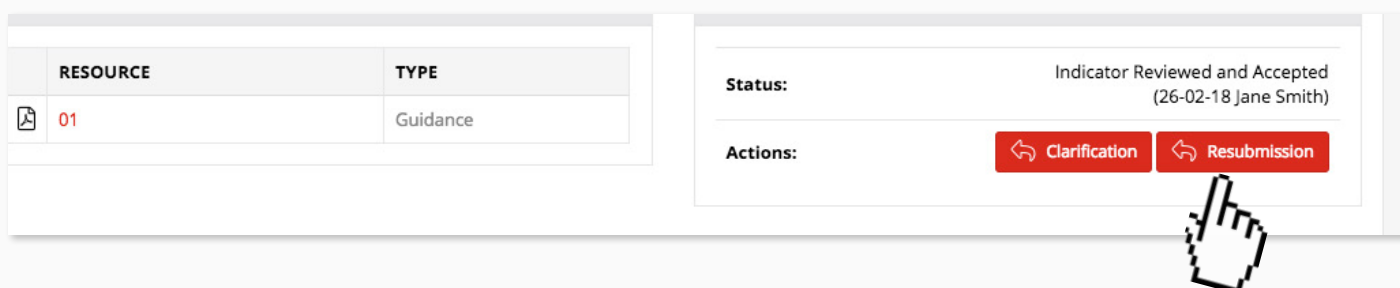
Indicator 03.9ai Returned for Clarification

Feedback

| B | I | U | ✂ | ☰ | ☰ | ☰▾ | 🔗 | 🖼 | ▸ | — | ↺ | ↻ |

There has been a breach of confidentiality in one or more parts of your e-portfo correct these issues before re-submitting this unit.

Meeting / Appointment Date

✕ Close

In the event that the Indicator 3e titled **"Act in ways that acknowledge the importance of data confidentiality and disclosure, and the use of data sharing protocols"** has been assessed and accepted prior to the breach in confidentiality then you will need to change their assessment decision to a resubmission for 3e.

> Total Docs: 0
>
> > 01.3c - 3c Act in ways that promote equality and value diversity
> Total Docs: 0
>
> > 01.3d - 3d Act in ways that value people as individuals
> Total Docs: 0
>
> > 01.3e - 3e Act in ways that acknowledge the importance of data confidentiality and disclosu... sharing protocols
> Total Docs: 1
>
> > 01.3f - 3f Act in ways that are consistent with legislation, policies, governance frameworks a...
> Total Docs: 0
>
> > 01.4a - 4a Continually develop and improve own and others' practice in public health by ref...

STEP 2a To do this the go to Indicator 3e in the applicant's course folder.

	RESOURCE	TYPE
	01	Guidance

Status: Indicator Reviewed and Accepted (26-02-18 Jane Smith)

Actions: Clarification   Resubmission

STEP 2b Change your assessment decision to a resubmission.

STEP 2c State in the Contact Diary comment box that there has been a breach of confidentiality and state the indicator where the breach had taken place.

Feedback

There has been a breach of confidentiality in one or more parts of your e-portfolio... correct these issues before re-submitting this unit.

Clearly, if 3e has not yet been accepted at this point, the assessor will need to be extra vigilant when assessing this indicator.