

Public Health Practitioner Registration Support Scheme

E-Portfolio User Guide for Assessors

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Public Health Practitioner Registration Support Scheme

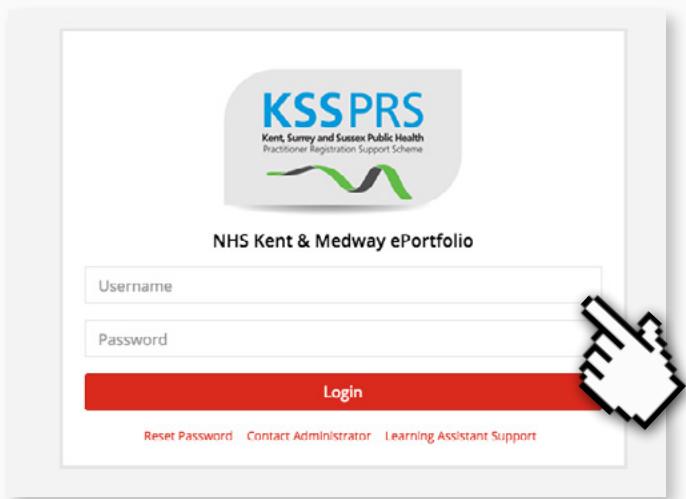
E-Portfolio User Guide for Assessors

1. Logging in

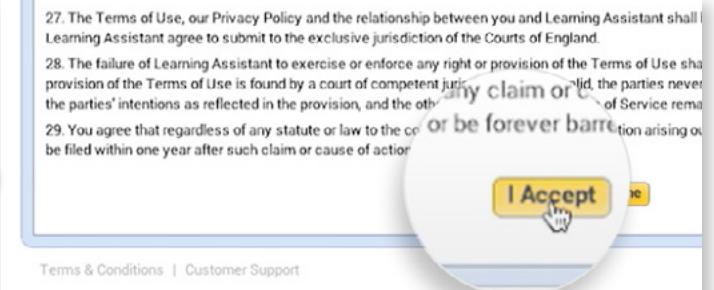
STEP 1 Type the address for **your local site** into your website browser and login using the username and password you have been given. If you are unsure of the link you require please contact your scheme coordinator.

<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.



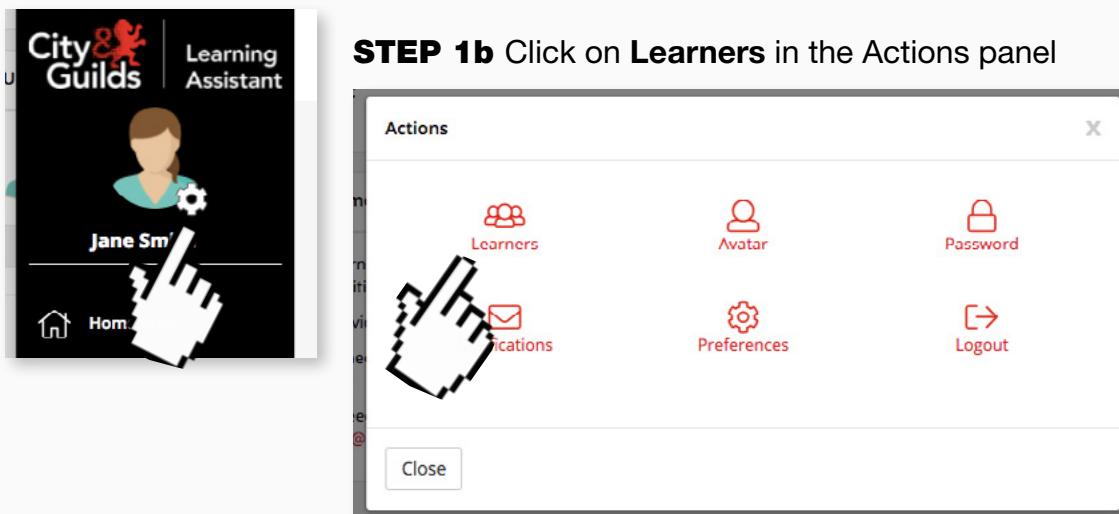
STEP 3 Change your password to something secure and memorable.
Please note the password is case sensitive.



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).



This will open up the **Quicksearch** functionality

Learners

Practitioner Quicksearch

Learners | Assess, Verify or WBR Assess Verify WBR

Select a Practitioner

Smith, Angela -- Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (UKPHR)
Smythe, Angela -- Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (UKPHR)

Company Kent County Council



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

This will open their portfolio at the course folder.

Jane Smith

Homepage

Practitioners

News & Events

Appointments

Forums

PDR

Messages 13

Processes

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

Started 35% Completed 21% Expected 100%

Official Start Date: 31 Jul 2015 Anticipated End Date: 30 Apr 2016 Last Login: 31 Mar 2016 12:34

Course Evidence Registration Contact Reviews Metrics PDR Journey

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

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 Total Docs: 3 Started

> 01.1b - 1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way Total Docs: 0 Not Started

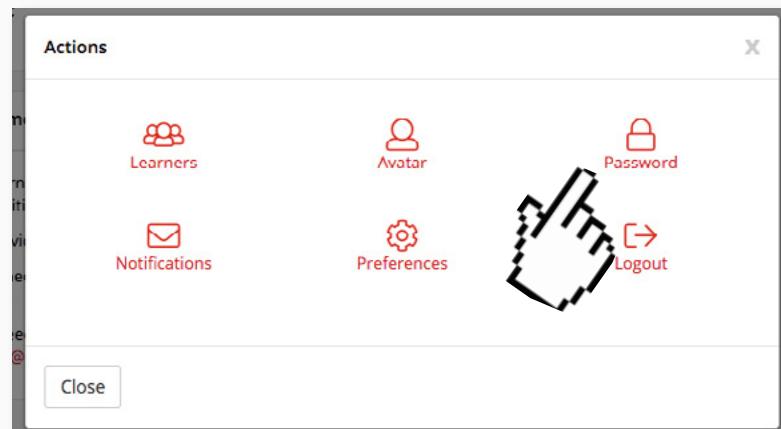
3. Changing your password and uploading your picture

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.

Change Password

Current Password

New Password

Confirm New Password

Change Password

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.

Avatar
Change your Avatar.

Upload Avatar

To change your profile picture, choose a file below and upload.

Choose File

Upload Profile Picture

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.

Success!
Your profile picture has been updated.

Upload Avatar

To change your profile picture, choose a file below and upload.

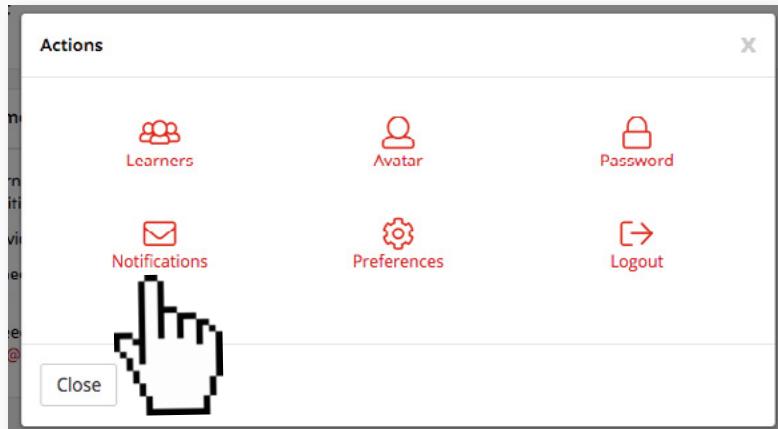


Once you close the tool you will see your new profile picture has been added across your account.

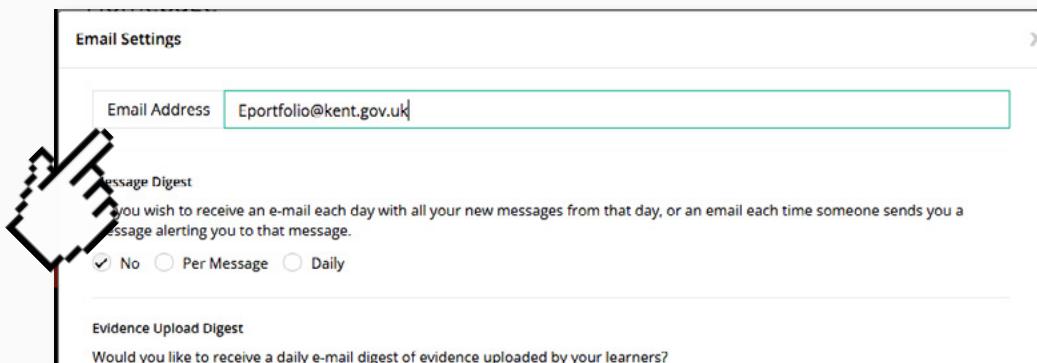
4. Setting up email notifications

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.

A screenshot of the 'Email Settings' screen, identical to the previous one, but with a black callout bubble pointing to the 'Daily' radio button in the 'Message Digest' section. The callout contains the text: 'Top tip! We recommend that you choose to receive daily notifications.'

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

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



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.

The screenshot shows a search bar labeled 'Select a Practitioner'. Below it is a list of practitioners. The entry for 'Smythe, Angela' is highlighted with a blue background. To the right of the list, there is a large hand cursor icon pointing towards the highlighted entry.

learners I Assess, Verify or WBR Assess Verify WBR

Select a Practitioner

Smith, Angela -- Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (UKPHR)

Smythe, Angela -- Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (UKPHR)

Company Kent County Council

Step 1b

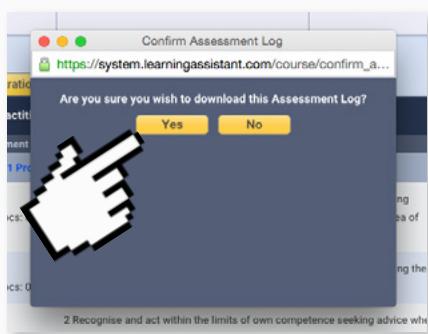
Click on **Assessment Log** in the top section.

The screenshot shows the 'Course Folder' page for 'Angela Smythe'. The top navigation bar includes buttons for 'Course Snapshot', 'Unit Selection', 'Assessor Declaration', 'Assessment Log', 'Assessor Overview', and 'Email Login Details'. The 'Assessment Log' button is highlighted with a yellow background. Below the navigation bar, there is a summary card for 'Angela Smythe' showing her progress: Started 35%, Completed 21%, and Expected 100%. The card also displays her email (angela.smythe@kcc.gov.uk), the scheme (UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme), and login information (Official Start Date: 31 Jul 2015, Anticipated End Date: 30 Apr 2016, Last Login: 31 Mar 2016 12:34). A hand cursor icon is positioned over the 'Assessment Log' button.

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

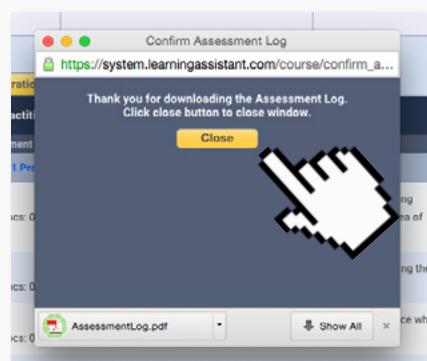
Step 1c

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..

Practitioner Quicksearch

Learners I Assess, Verify or WBR Assess Verify WBR

Select a Practitioner

Smith, Angela -- Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (UKPHR)

Smythe, Angela -- Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (UKPHR)

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

Course Folder

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

Started 35% | Completed 21% | Expected 100%
Official Start Date: 31 Jul 2015 | Anticipated End Date: 30 Apr 2016 | Last Login: 31 Mar 2016 12:34

Course Evidence Registration Contact Reviews Metrics PDR Journey

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

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 Started

> 01.1b - 1b Demonstrate how own professional and ethical practice complies with relevant legislation, policies, governance frameworks and systems
Total Docs: 1 Not Started

> 01.3e - 3e Act in ways that are consistent with legislation, policies, governance frameworks and systems.
Total Docs: 0 Not Started & Resubmitted

> 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: 1 Submitted & Awaiting Review 29 Jul 2015

> 01.4b - 4b Continually develop and improve own and others' practice in public health by recognising the need for, and making use of, opportunities for personal and others' development
Total Docs: 0 Submitted & Awaiting Review 17 Mar 2015

> 01.4c - 4c Continually develop and improve own and others' practice in public health by awareness of different approaches and preferences to
Total Docs: 0 Submitted & Awaiting Review 17 Mar 2015

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.

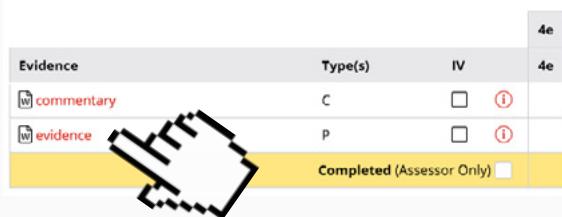
The screenshot shows a digital interface for managing professional development indicators. At the top, a navigation bar includes links for Course, Evidence, Registration, Contact, Reviews, Metrics, PDR, and Journey. Below the navigation, a specific indicator is displayed: "01 .4a - 4a Continually develop and improve own and others' practice in public health by reflecting on own behaviour and practice and identifying where improvements should be made".

The indicator is categorized under "Area 1: Professional and ethical practice". Navigation buttons include "< 01 .3f", "Jump to Unit/Element", and "01 .4b >".

The main content area is divided into "Resources" and "Actions". The "Resources" section contains a table with one item: "01" (Type: Guidance). The "Actions" section shows the status as "Indicator Submitted & Awaiting Review" and provides options to "Accept", "Partially Accept", "Clarification", or "Resubmission".

Below this, a "Competence Claim" section is shown. It includes a table for evidence submission, with columns for Evidence, Type(s), IV, and 4e. Two rows are present: one for "commentary" (Type C) and one for "evidence" (Type P). Both rows show download icons and a status of "Completed (Assessor Only)". A "Save" button is located in the bottom right corner of this section.

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 systems
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

Entry Indicator Summary

Private (Practitioner or Company will not see)

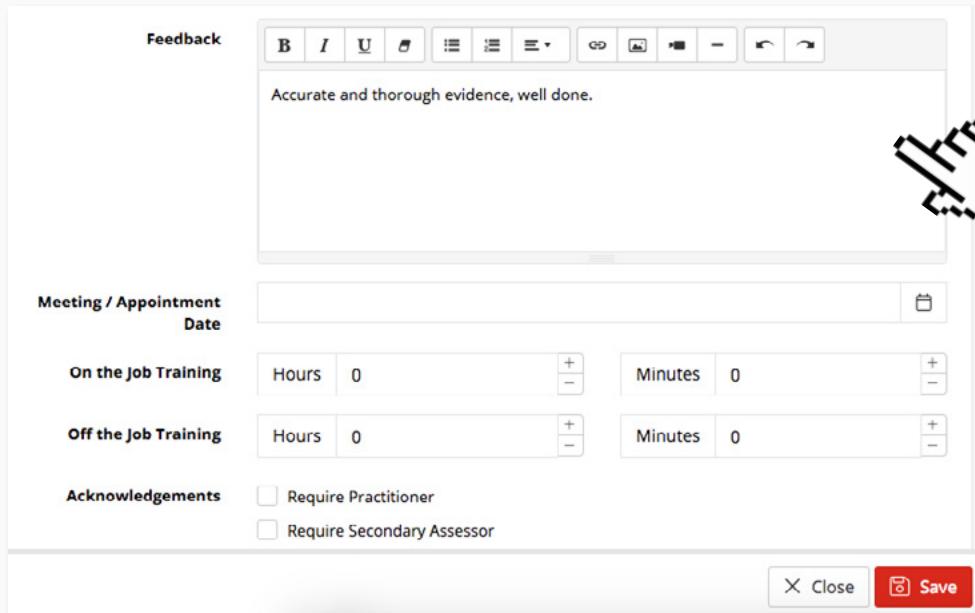
Assessment Feedback

B I U S

Feedback

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

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

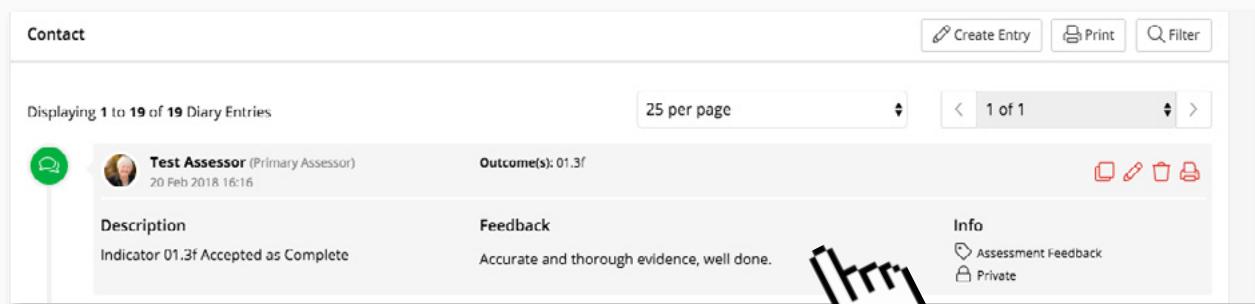


The screenshot shows a 'Feedback' dialog box. At the top, there are rich text editing tools (Bold, Italic, Underline, etc.). Below that is a text area containing the text 'Accurate and thorough evidence, well done.'. At the bottom right are two buttons: 'Close' and 'Save', with 'Save' being highlighted by a large hand cursor icon.

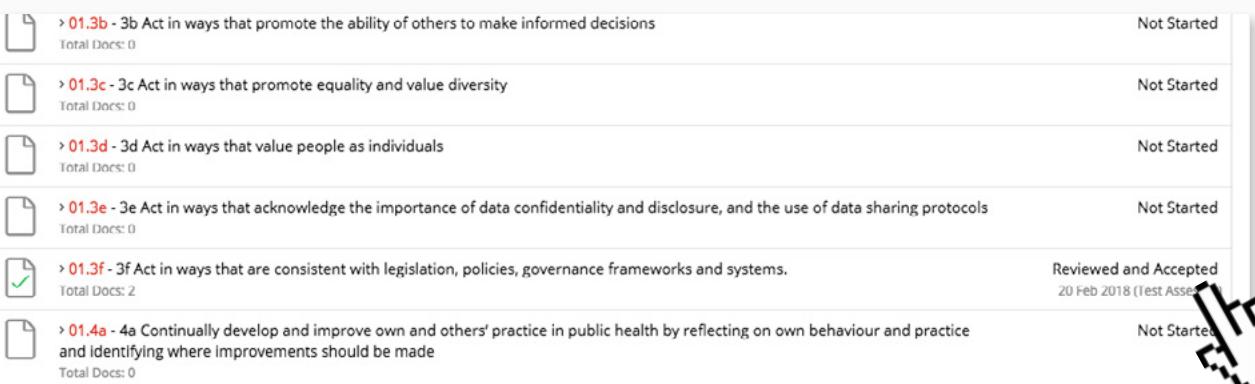
STEP 1e Once your comments are complete click the **Create** button.

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

The comment will then appear in the Contact Diary.



Contact		Actions
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



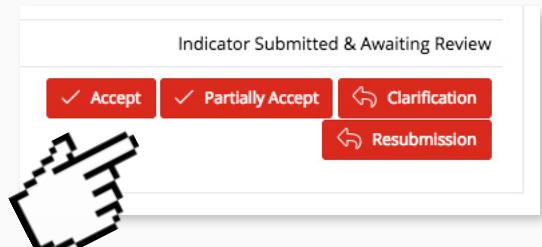
 > 01.3b - 3b Act in ways that promote the ability of others to make informed decisions Total Docs: 0	Not Started
 > 01.3c - 3c Act in ways that promote equality and value diversity Total Docs: 0	Not Started
 > 01.3d - 3d Act in ways that value people as individuals Total Docs: 0	Not Started
 > 01.3e - 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 Assessor)
 > 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.



Contact Diary

Create Diary Entry

Entry Indicator Summary

Private (Practitioner or Company will not see)

Entry Label Assessment Feedback

Description

Indicator 01.3f Accepted as Complete

This has two benefits: In the event that 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.

The screenshot shows a 'Contact' tab selected in a navigation bar. Below it, a 'Contact' section displays 'Diary Entries'. A specific entry for 'Test Assessor (Primary Assessor)' dated '20 Feb 2018 16:16' is shown. The entry details are: Description: 'Indicator 01.3f Accepted as Complete'; Feedback: 'Accurate and thorough evidence, well done.'; and Info: 'Assessment Feedback' and 'Private'. A large hand cursor icon is positioned over the 'Edit' icon in the top right corner of the entry card.

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.

The screenshot shows the 'Update Diary Entry' form for the same indicator. It includes sections for 'Entry Label' (with a 'Private' checkbox), 'Assessment Feedback', and 'Description' (with rich text editing tools). A large hand cursor icon is positioned over the 'Private' checkbox.

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.

The screenshot shows the indicator page again. The 'Private' checkbox is now unchecked, indicated by a greyed-out appearance. A large hand cursor icon is positioned over the 'Edit' icon in the top right corner of the indicator card.

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.

Contact Diary
Create Diary Entry

Entry Indicator Summary

Private (Practitioner or Company will not see)

Assessment Feedback

B I U

Indicator 01.3f Accepted as Complete

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.

Contact

Create Entry Print Filter

Displaying 1 to 11 of 11 Diary Entries

25 per page 1 of 1

Description	Feedback	Info
Jane Smith (Primary Assessor) 23 Feb 2018 14:52 Indicator 01.1a Partially Accepted	Outcome(s): 01.1a More evidence required in order for me to accept this.	Assessment Feedback Private

STEP 1b Click the **Edit the Contact Diary Entry** icon next to the entry that needs to be updated.



Update Diary Entry

Entry Level

Assessment Feedback

Description

B I U Indicator 01.1a Partially Accepted

Feedback

B I U 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



Comment Date

X Close

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

More evidence required in order for me to accept this.

Info

Assessment Feedback Private

STEP 2b Click the **delete icon** to remove the entry



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

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.

Contact Diary

Create Diary Entry

Entry Label

Assessment Feedback

Description

Indicator 01.1a Accepted as Complete

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

Accept

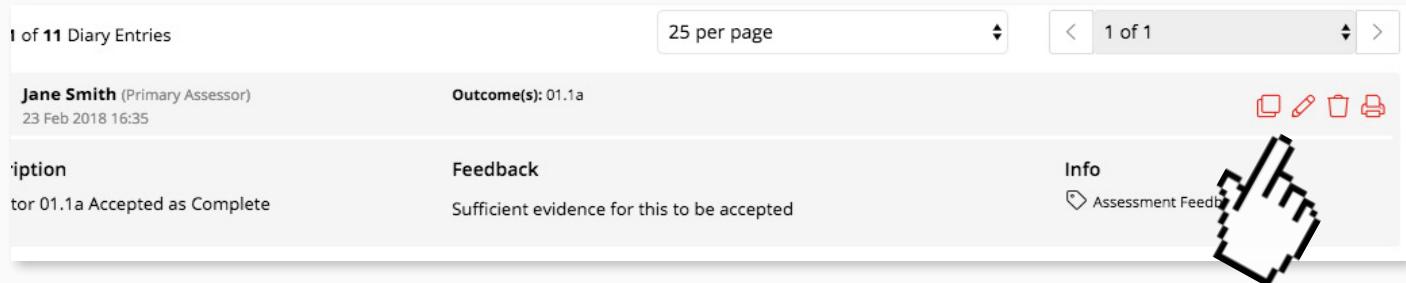
Clarification

Resubmission

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

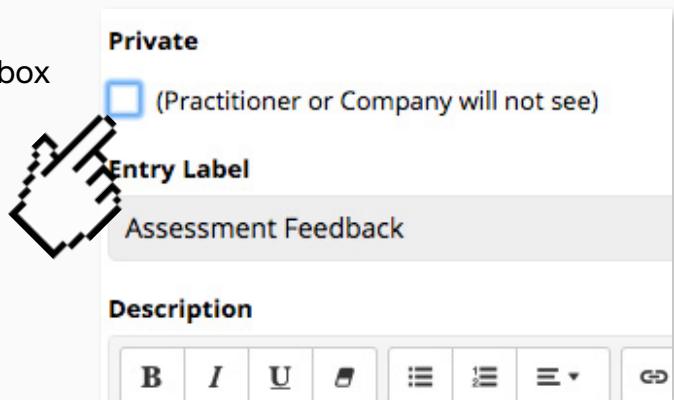
STEP 2h Finally click on the **Close** button.

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.



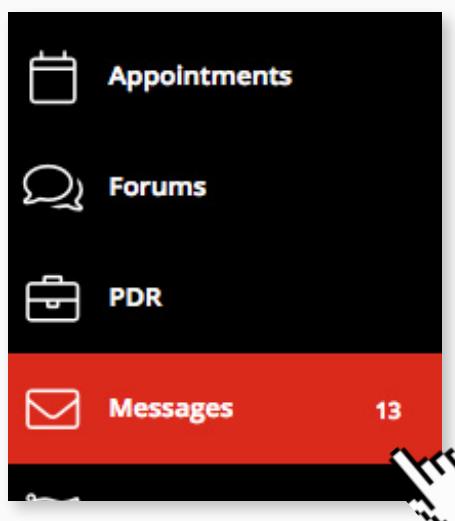
A screenshot of a software interface titled "1 of 11 Diary Entries". At the top right are buttons for "25 per page", "1 of 1", and navigation arrows. Below this, a row shows "Jane Smith (Primary Assessor)" and the date "23 Feb 2018 16:35". To the right are red icons for edit, delete, and print. The main table has columns for "Decision", "Feedback", and "Info". A row shows "Accepted as Complete" with feedback "Sufficient evidence for this to be accepted" and an info link "Assessment Feedback". A large black hand cursor icon is overlaid on the "Assessment Feedback" link.

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



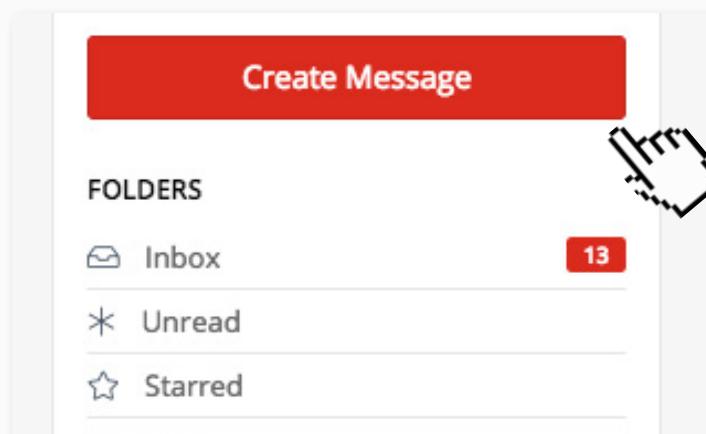
10. Contacting your practitioner via the e-portfolio system

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.

A screenshot of the 'Send Message' form. It includes fields for 'Recipients (0 Selected)', 'Subject', 'Attachment', and a rich-text 'Message' editor with a toolbar. At the bottom are buttons for 'Save as Draft' and 'Send Message'.

STEP 1c You can select single or multiple recipients from the list of Practitioners.

The screenshot shows the 'Send Message' screen. At the top right is the KSSPRS logo. Below it, a list of recipients is shown with 'Angela Smythe (UKPHR)' selected. To the right of the list is a 'Choose Recipients' button. A hand cursor is pointing at the 'Choose Recipients' button. Below the list, there are fields for Subject, Attachment, and Message, each with a corresponding 'Choose' button. A second hand cursor is pointing at the 'Choose File' button next to the Attachment field. A sidebar on the left is titled 'Messages' and contains a 'Recipient Wizard' section with two buttons: 'Select Users by User Group, Course or Company' and 'Select Users from a list'. At the bottom right of the wizard are 'Close' and 'Continue' buttons.

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

The screenshot shows the 'Send Message' screen with the recipient 'Angela Smythe (UKPHR)' already selected. The 'Subject' field contains 'Latest feedback'. The 'Message' field contains a text message: 'The outcome from your first commentary is now available for you to view in your course folder and by downloading the assessment log. I am available on the following dates: 06, 08 and 15 March should you like to talk through the feedback or to answer any questions you may have.' A hand cursor is pointing at the bottom right corner of the message area.

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.

Attachment:

Message:

The outcome from your first commentary is now available for you to view in your course folder and by downloading the assessment log. I am available on the following dates: 06, 08 and 15 March should you like to talk through the feedback or to answer any questions you may have.

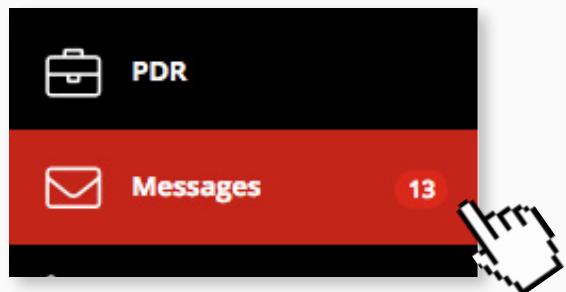


STEP 1g Once you have completed your message click the **Send** button to send the message to them.

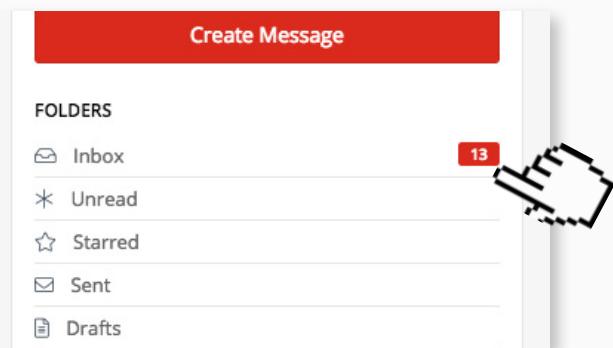
The Applicant will see the notification that they have new messages when they next log in and they will probably receive an email alert too.

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

Actions - Displaying 1 to 16 of 16 Messages

25 per page

1 of 1

Select	SENDER	SUBJECT	DATE
<input type="checkbox"/>	Learning Assistant Team	Webinar: TalentPortal – helping you fill your apprenticeship vacancies	29 Jan 2018 17:16
<input type="checkbox"/>	Learning Assistant Team	City & Guilds Digital Week	10 Oct 2017 17:20
<input type="checkbox"/>	Learning Assistant Team	Preparing your Apprentice for End Point Assessment	01 Sep 2017 10:48
<input type="checkbox"/>	Learning Assistant Team	Learning Assistant - getting ready for our Summer Release!	06 Jul 2017 11:45
<input type="checkbox"/>	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

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:

Message:

Send Reply

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

11. Assessing supporting information

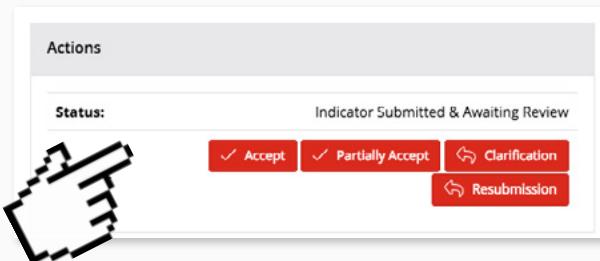
Practitioners upload a copy of their CV and their Job Description as part of being assigned an assessor. These documents, usually, do not need to be formally assessed but are often useful for background information on the practitioner. On occasions, you may wish to partially accept the Job Description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

The screenshot shows a web-based application interface for managing practitioner portfolios. At the top, there is a navigation bar with links for 'Learners', 'Angela Smith', 'UKPRN', 'Other', and 'Other.1'. The KSSPRS logo is in the top right corner. Below the navigation, there are buttons for 'No Previous Elements', 'Jump to Unit/Element', and 'No Further Elements'. The main area is divided into two sections: 'Resources' and 'Actions'. The 'Resources' section contains a table with one row, showing a document titled 'Guidance for References & Testimonials' under the 'RESOURCE' column and 'Guidance' under the 'TYPE' column. The 'Actions' section displays the status 'Indicator Started', a deadline input field with a 'Set Deadline' button, and a list of actions: 'Submit on behalf of the learner', 'Accept', 'Partially Accept', 'Clarification', and 'Resubmission'. Each action has a small checkmark icon next to it.

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.

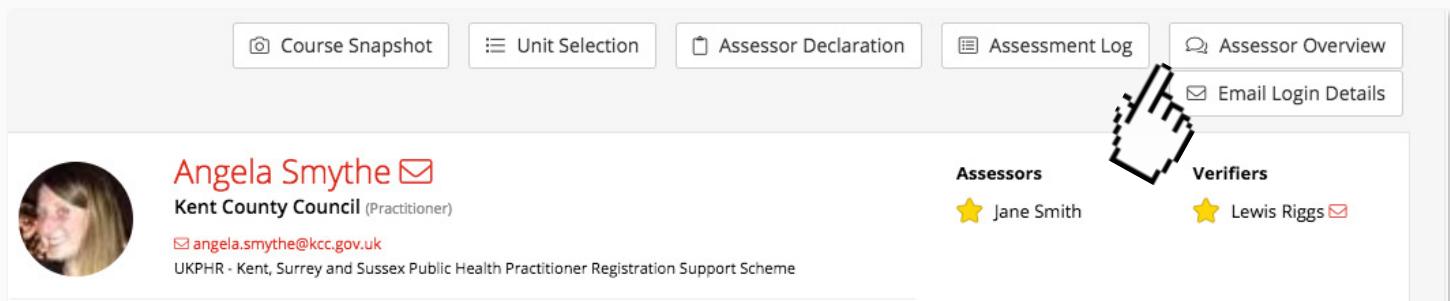
STEP 1a To sign off the supporting documents, follow the normal procedure choosing from the Accept; Partially Accept; Clarification or Resubmission as shown on page 11 of this guide.



12. Completing the assessor overview

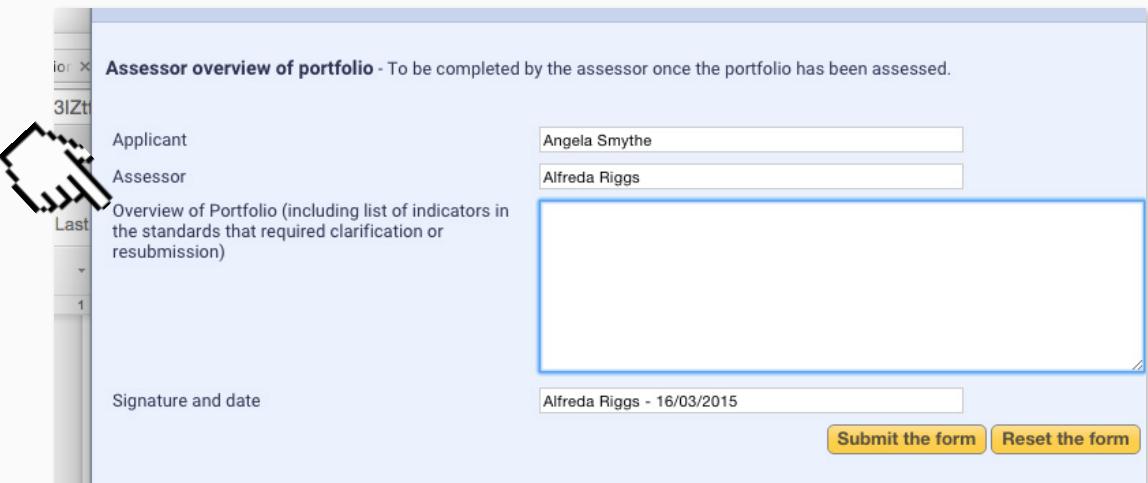
Once the portfolio is ready for Verification, you will need to complete the Assessor Overview.

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



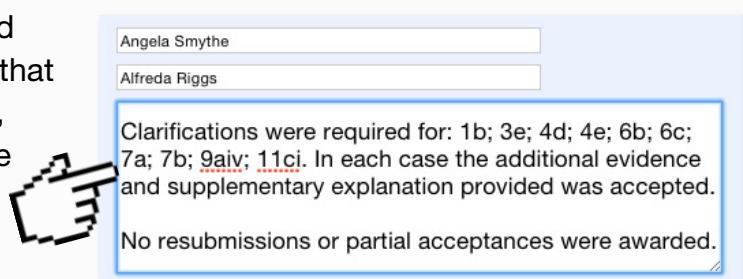
The screenshot shows a navigation bar with several links: Course Snapshot, Unit Selection, Assessor Declaration, Assessment Log, Assessor Overview (which is highlighted with a blue box), and Email Login Details. Below the navigation bar, there is a profile section for 'Angela Smythe' from 'Kent County Council (Practitioner)' with an email address 'angela.smythe@kcc.gov.uk'. It also mentions 'UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme'. To the right, there are sections for 'Assessors' (Jane Smith) and 'Verifiers' (Lewis Riggs).

STEP 1b A pop up box will appear and you will need to fill out the **Overview of Portfolio** box



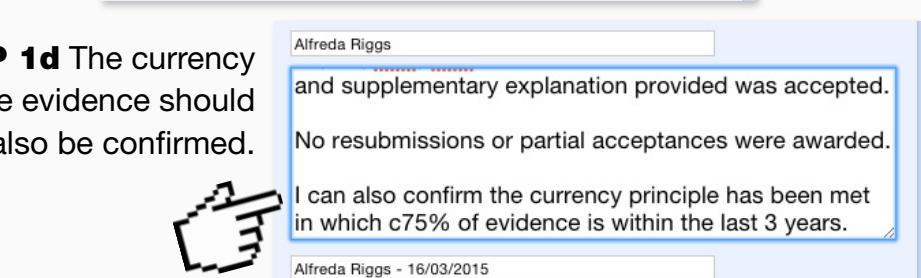
The pop-up window has a title 'Assessor overview of portfolio - To be completed by the assessor once the portfolio has been assessed.' It contains fields for 'Applicant' (Angela Smythe) and 'Assessor' (Alfreda Riggs). There is a large text area for 'Overview of Portfolio (including list of indicators in the standards that required clarification or resubmission)'. At the bottom, there is a 'Signature and date' field containing 'Alfreda Riggs - 16/03/2015' and two buttons: 'Submit the form' and 'Reset the form'.

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



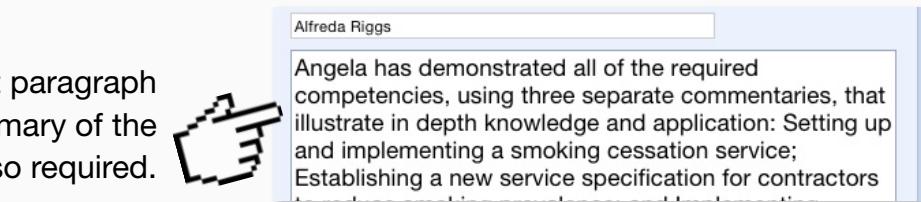
This section contains two input fields for 'Angela Smythe' and 'Alfreda Riggs'. Below them is a text area stating: 'Clarifications were required for: 1b; 3e; 4d; 4e; 6b; 6c; 7a; 7b; 9aiv; 11ci. In each case the additional evidence and supplementary explanation provided was accepted.' Another text area below says: 'No resubmissions or partial acceptances were awarded.'

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



This section contains an input field for 'Alfreda Riggs'. Below it is a text area stating: 'and supplementary explanation provided was accepted.' Another text area below says: 'No resubmissions or partial acceptances were awarded.' A third text area at the bottom says: 'I can also confirm the currency principle has been met in which c75% of evidence is within the last 3 years.'

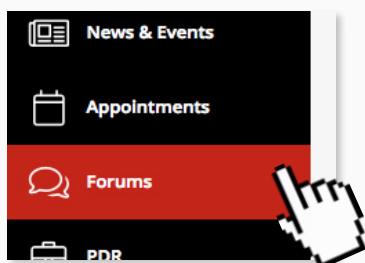
STEP 1e A short paragraph providing a summary of the assessment is also required.



This section contains an input field for 'Alfreda Riggs'. Below it is a text area summarizing the assessment: '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.

This screenshot shows a list of forums. At the top, there's a search bar labeled 'Filter'. Below it, it says 'Displaying 1 to 2 of 2 Forums'. There are two entries:

- Assessor Forum**: Has 7 threads and 1 post, last posted on 04 Apr 2017 16:16.
- Public health practitioners Ass Reg**: Has 3 threads and 6 posts, last posted on 12 Nov 2015 18:38.



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

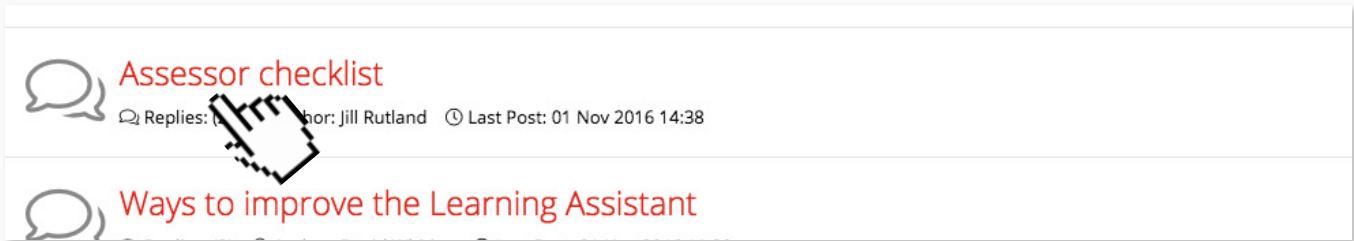
This screenshot shows a list of topics (threads) within a forum. At the top, it says 'Displaying 1 to 7 of 7 Threads'. There are three entries:

- Suggestions for Agenda Items**: 1 reply, author Hannah Brisley, last post 04 Apr 2017 16:16.
- Buddy System**: 5 replies, author Hannah Brisley, last post 01 Nov 2016 14:40.
- Assessor checklist**: 2 replies, author Jill Rutland, last post 01 Nov 2016 14:38.



...and the number of replies for each.

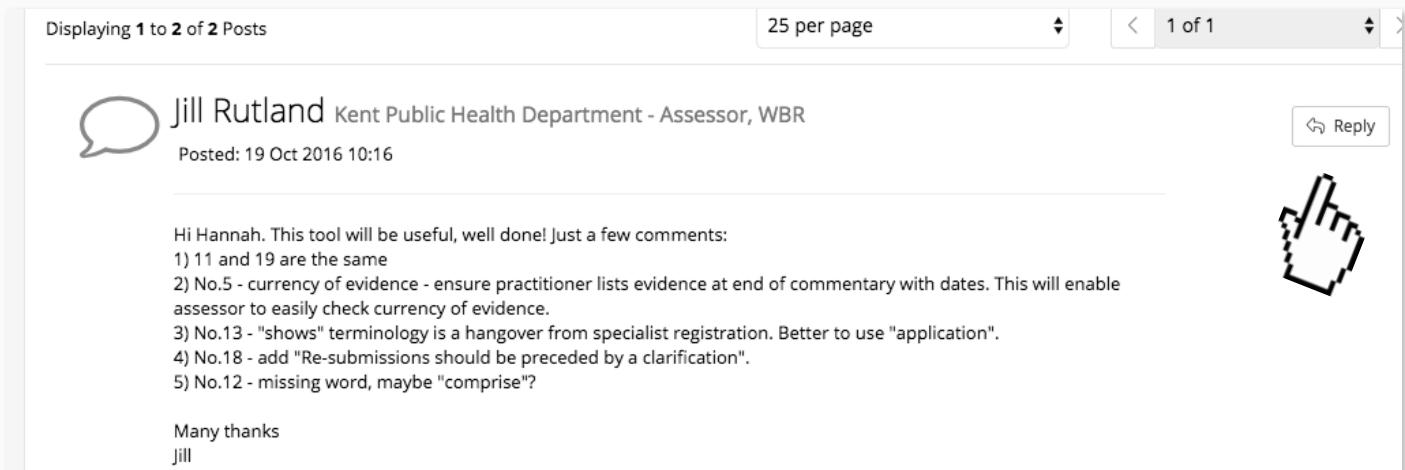
STEP 1c Click on a relevant topic to view the posts.



Assessor checklist
Replies: 1 | Author: 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
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 U

Many thanks for your input.

Submit

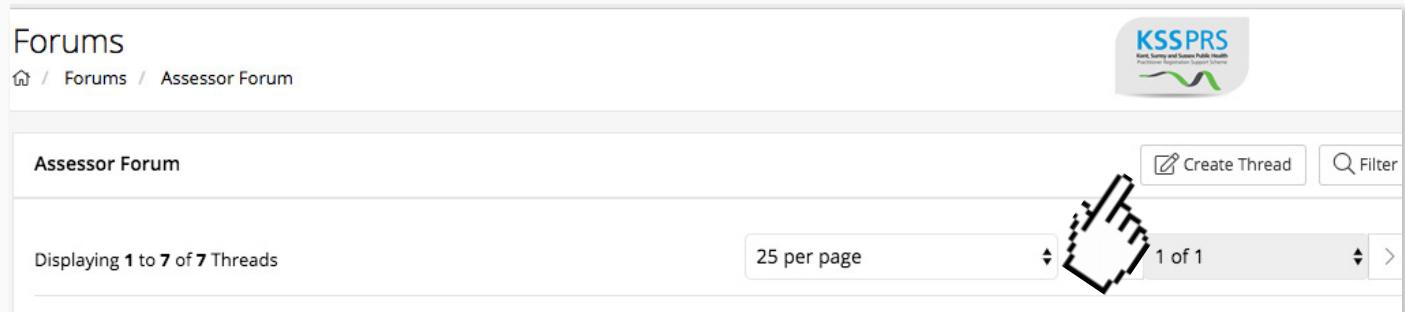
STEP 1e Add a message and click Post.

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.



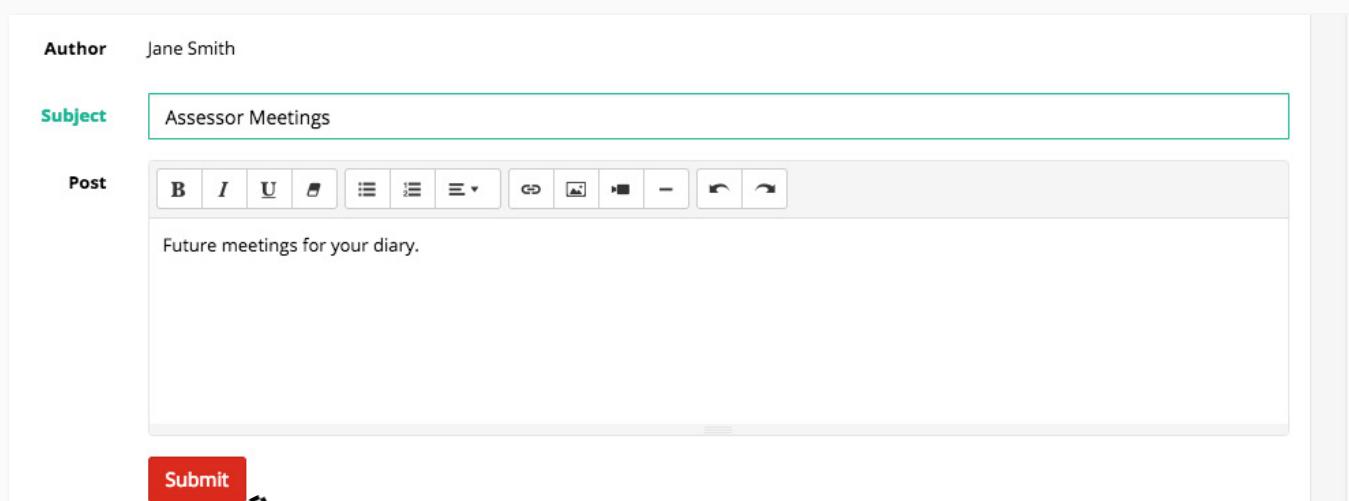
The screenshot shows the 'Forums' section of the KSSPRS website. At the top right is the KSSPRS logo. Below it is a search bar with the placeholder 'Search'. A hand icon points to the 'Create Thread' button. The main area displays a list of threads in the 'Assessor Forum'. The first thread is titled 'Assessor Forum' and has 7 replies. The page settings show '25 per page' and '1 of 1'.

STEP 2b Then click **Create Thread**



The screenshot shows the 'Create Thread' form in the 'Assessor Forum'. The author is listed as 'Jane Smith'. The subject is 'Assessor Meetings'. The message body contains the text 'Future meetings for your diary.' A hand icon points to the 'Submit' button. The page settings show '25 per page' and '1 of 1'.

STEP 2c Add a Subject and Message as required.



The screenshot shows the 'Create Thread' form again. The message body now contains 'Future meetings for your diary.' A hand icon points to the 'Submit' button.

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



The screenshot shows the newly created thread titled 'Assessor Meetings'. It has 1 reply, was posted by Jane Smith on 26 Feb 2018 at 21:11, and the last post was also by Jane Smith. A hand icon points to the thread title. A speech bubble contains the following '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).

The screenshot shows a 'Resources' section with a table containing one item (Resource 03, Type: Guidance). To the right is an 'Actions' panel. It shows 'Status: Requires Clarification (26-02-18 Jane Smith)' and a 'Deadline:' field. Below these are 'Actions:' buttons: 'Submit Your Competence Claim' (highlighted with a cursor) and 'Reject'.

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

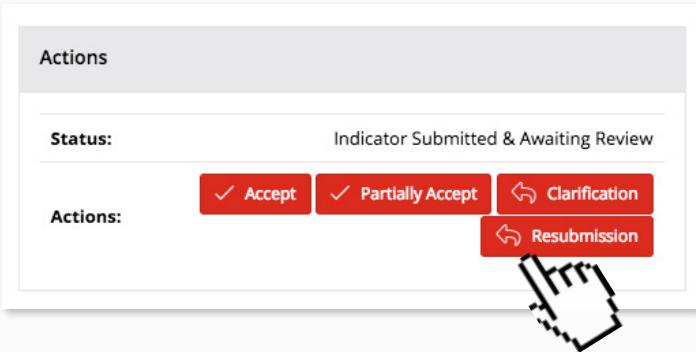
The screenshot shows an email inbox with a message from 'Angela Smythe'. The subject is 'RE: Unit 3 section 9 ai'. The message body says: 'Hi Jane, You have requested a clarification for Unit 3 section 9ai however i feel I have better evidence in the new piece of work I have uploaded. Kind regards, Angela Smythe.' There are 'Include in Contact Diary' and 'Reply' buttons.

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

The screenshot shows a 'Resources' section with a table containing one item (Resource 03, Type: Guidance). To the right is an 'Actions' panel. It shows 'Status: Requires Clarification (26-02-18 Jane Smith)' and a 'Deadline:' field with a 'Set Deadline' button. Below these are 'Actions:' buttons: 'Submit on behalf of the learner' (highlighted with a cursor), 'Accept', and 'Partially Accept'.

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.



Contact Diary

Create Diary Entry

(Practitioner or Company will not see)

Entry Label
Assessment Feedback

Description
Indicator 03.9ai Returned for Resubmission

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

X 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.

The screenshot shows a digital portfolio interface. At the top, there are navigation links: '< 03 .9e' on the left, 'Jump to Unit/Element' in the center, and '03 .9g >' on the right. Below this is a 'Resources' section with a table:

RESOURCE	TYPE
03	Guidance

To the right is an 'Actions' section:

Status: Indicator Submitted & Awaiting Review

Actions:

- ✓ Accept
- ✓ Partially Accept
- Clarification (highlighted with a red box)
- Resubmission

At the bottom are 'Print' and 'PDF' buttons. A large hand cursor icon is positioned over the 'Clarification' button.

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.

A modal dialog box is open, titled 'Indicator 03.9ai Returned for Clarification'. It contains a 'Feedback' section with a rich text editor toolbar and a message:

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

A large hand cursor icon is pointing at the message area. At the bottom are 'Meeting / Appointment Date' and 'Close' buttons.

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 disclosure sharing protocols Total Docs: 1
	> 01.3f - 3f Act in ways that are consistent with legislation, policies, governance frameworks a
	> 01.4a - 4a Continually develop and improve own and others' practice in public health by ref

STEP 2a To do this 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

B **I** **U** **C** **E** **M** **S** **D** **F** **G** **H** **J** **K** **L** **M** **N** **O** **P** **Q** **R** **S** **T** **U** **V** **W** **X** **Y** **Z**

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.