Public Health Practitioner Registration Support Scheme

E-Portfolio User Guide for Verifiers

Contents
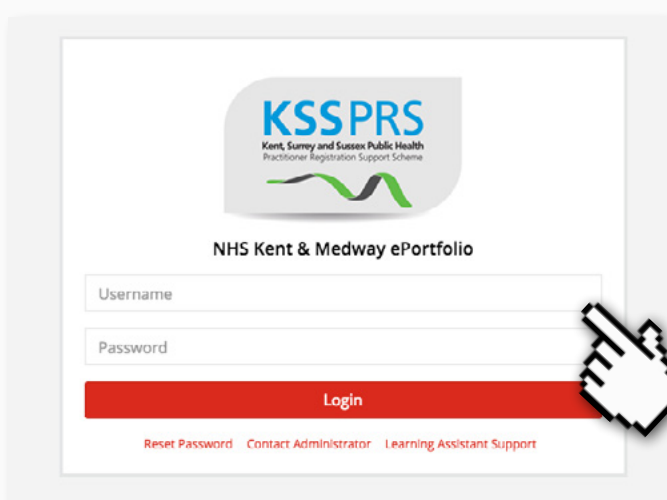
Public Health Practitioner Registration Support Scheme

E-Portfolio User Guide for Verifiers

1. Logging in for the first time

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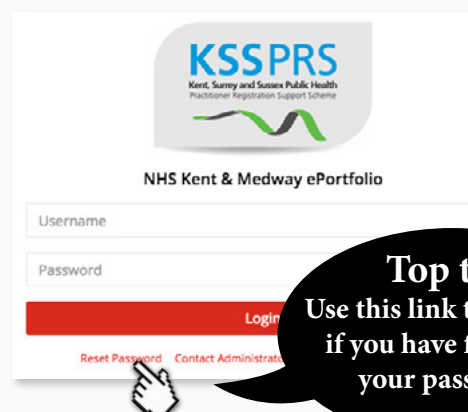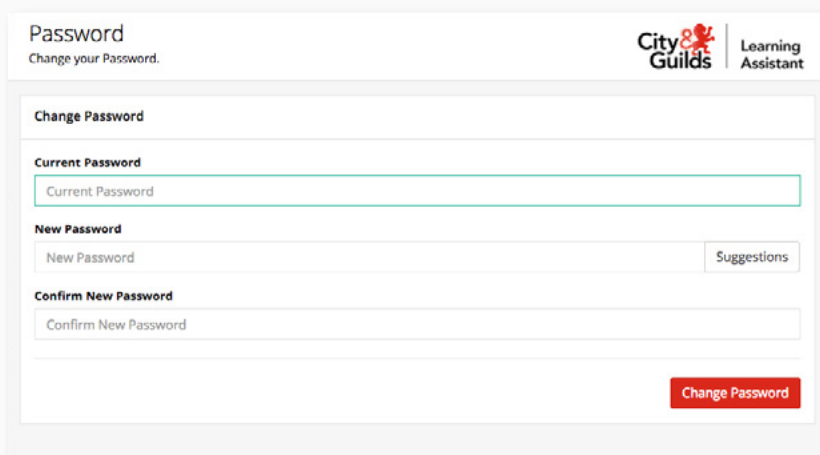
https://system.learningassistant.com/yourlocal site

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

STEP 2 Accept the Terms & Conditions.

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... ...lid, the parties neve the parties' intentions as reflected in the provision, and the oth... ...of Service rema

29. You agree that regardless of any statute or law to the co... ...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.

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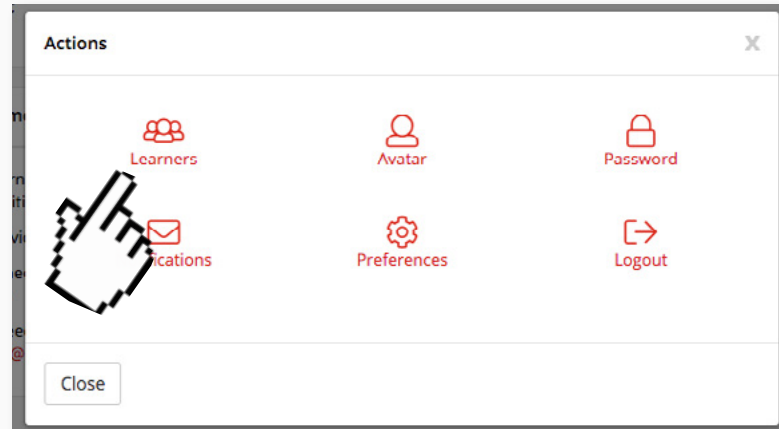Use this link to help you if you have forgotten your password.

2. Finding your practitioner

STEP 1a Find your practitioner
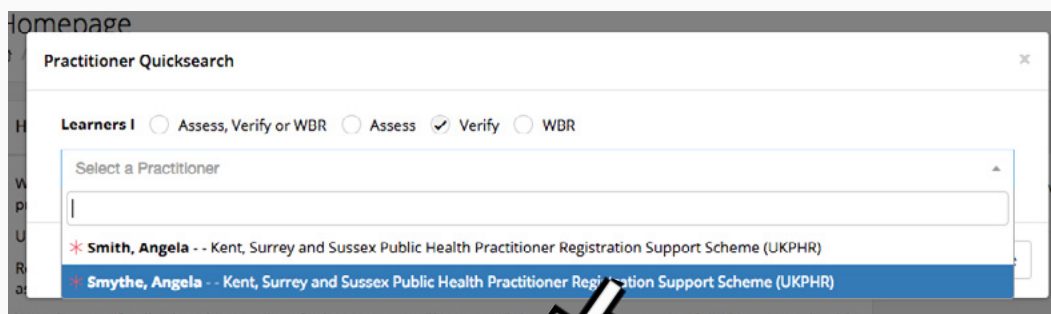
To locate the practitioner's portfolio, click on the **Settings icon (**located by your profile picture).

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

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
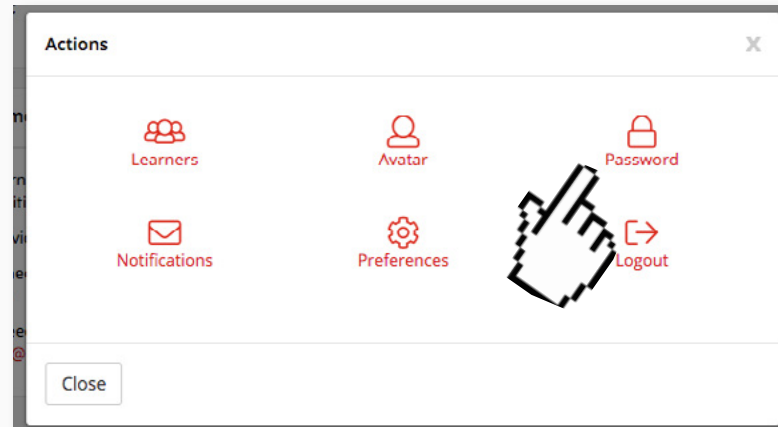
STEP 1c Update your password by entering your existing password, followed by your new password and then confirming it.
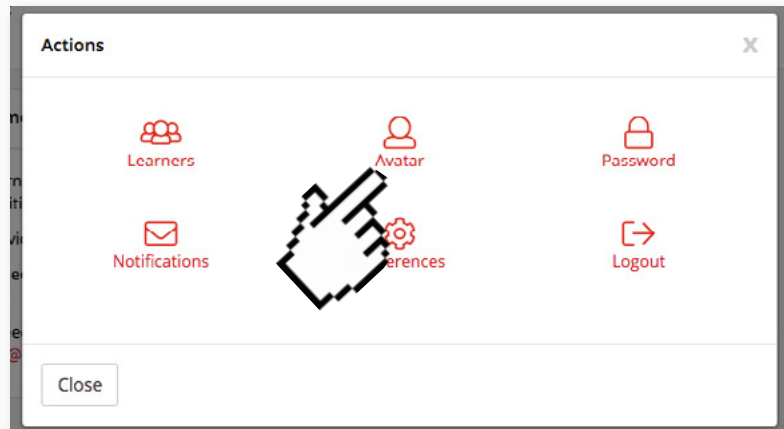

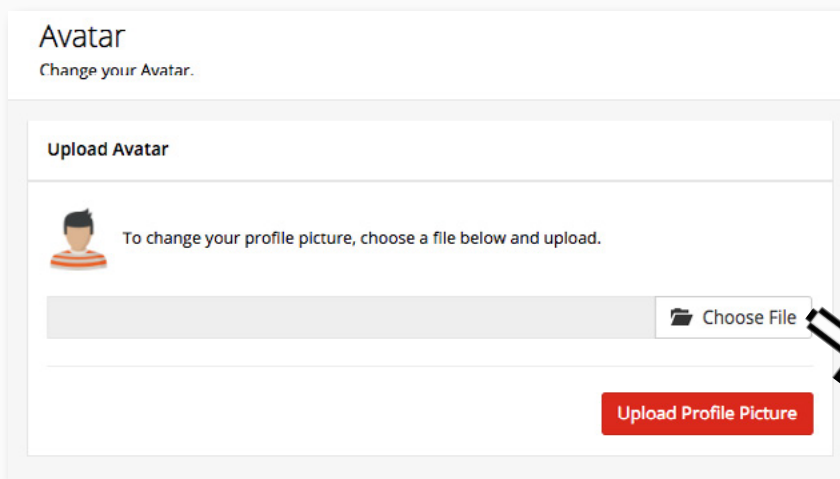**STEP 1d** To complete the process click the **Change Password** button.

4. Changing your profile picture

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

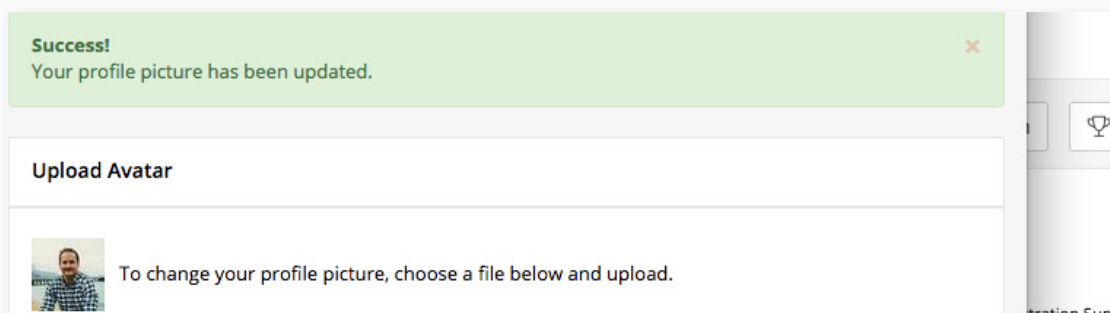**STEP 2a** From the same Actions panel, click on **Avatar**

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.

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.
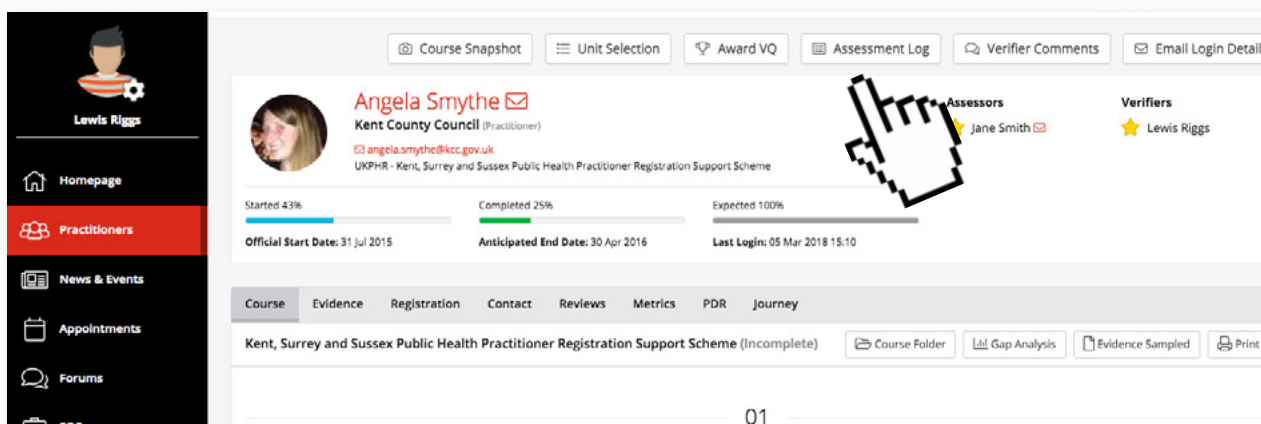
Step 1a

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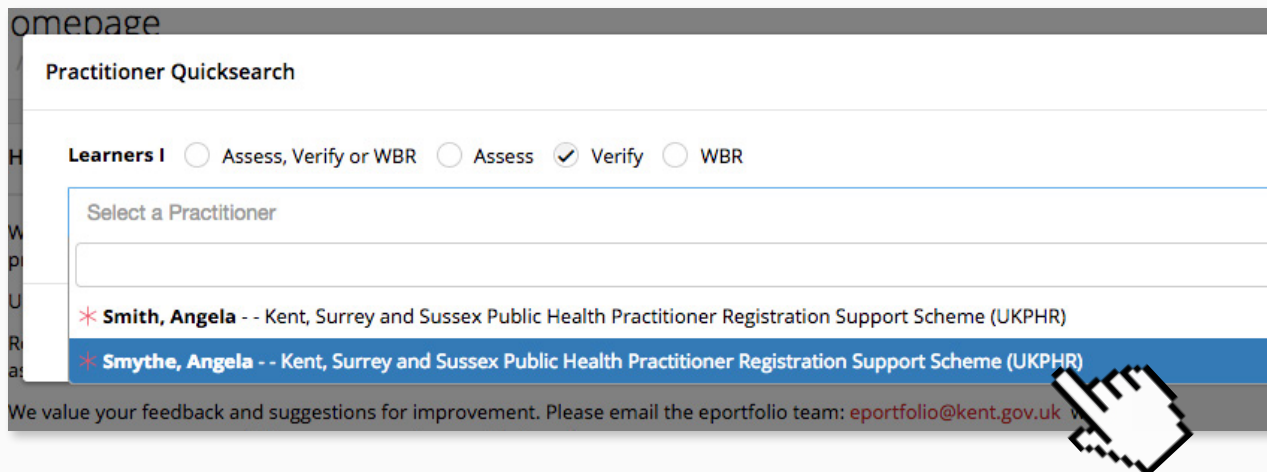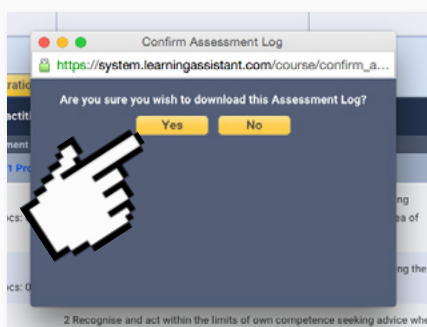

Step 1b

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

A pop up window will appear asking for permission to download the Assessment Log.
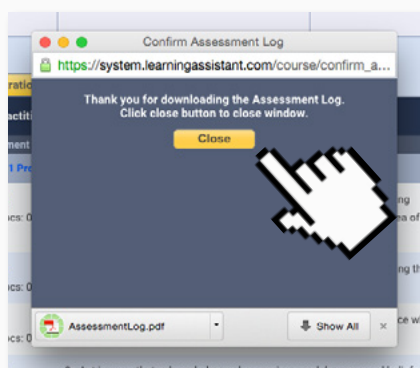
Step 1c

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. Communicating with the assessor via the message centre

In the event that you want to discuss an aspect of a practitioner's e-portfolio with an assessor, the Learning Assistant Message Centre allows you to ask questions, follow up on work done, and just about anything else!
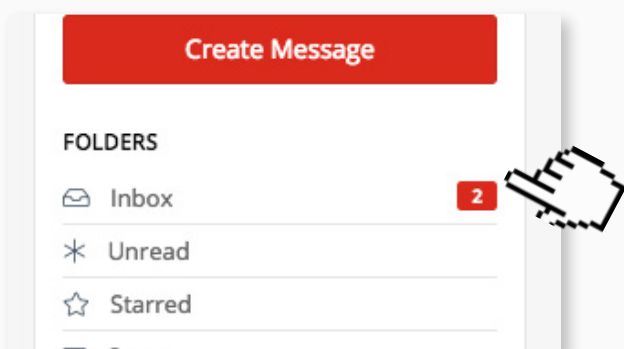
STEP 1 Reading a Message
The Menu on the left of the screen will show you if there are any new or unread messages in your inbox.
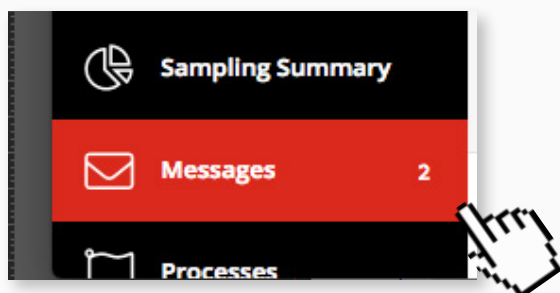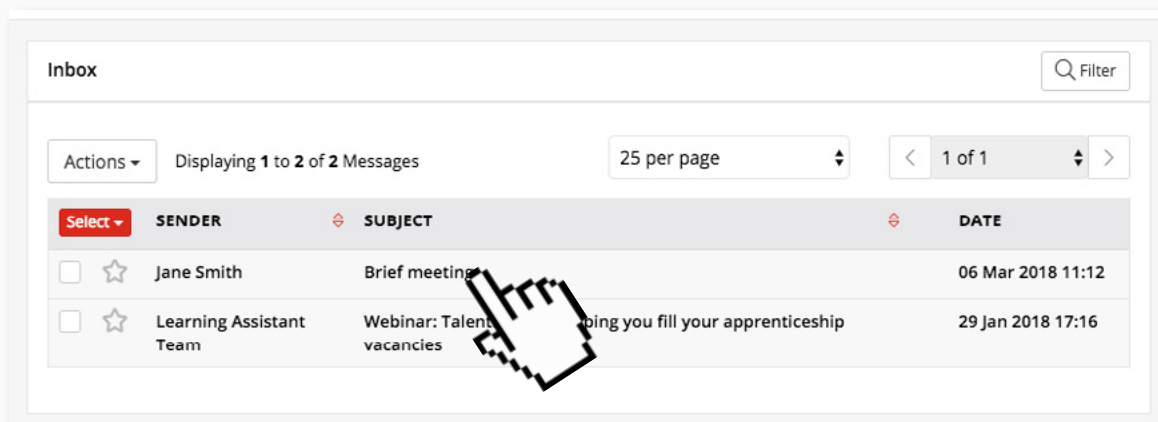

> **Top tip!**
> The red notification tells you about any new messages that are in your inbox.

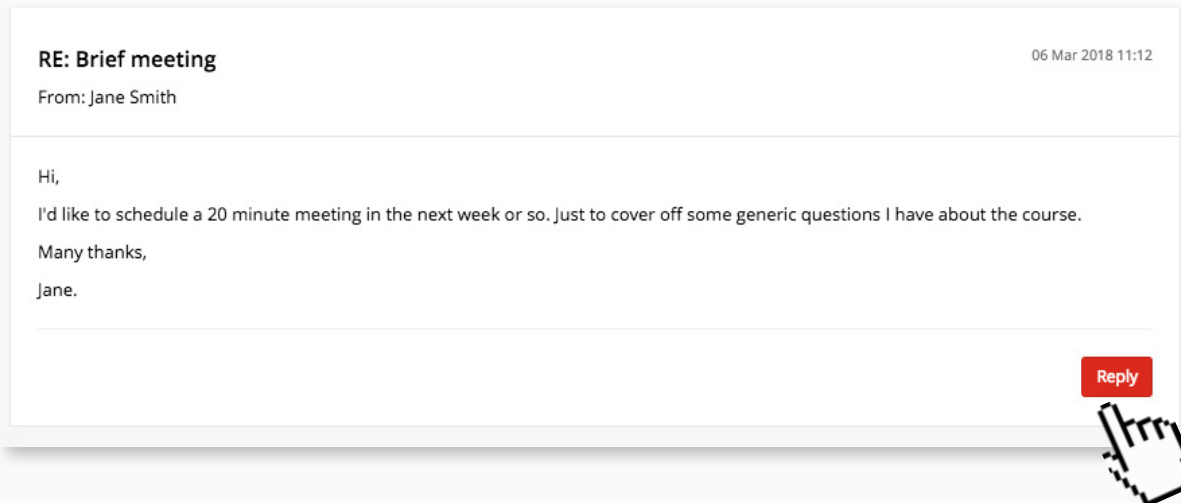**STEP 1a** Click on Inbox to see any unread messages

STEP 1b You will be able to see any unread messages, since these are highlighted in bold text.

STEP 1c To open a message click on the message you wish to read.

STEP 1d To respond to the message click on **Reply.**

RE: Brief meeting   06 Mar 2018 11:12
From: Jane Smith

Hi,

I'd like to schedule a 20 minute meeting in the next week or so. Just to cover off some generic questions I have about the course.
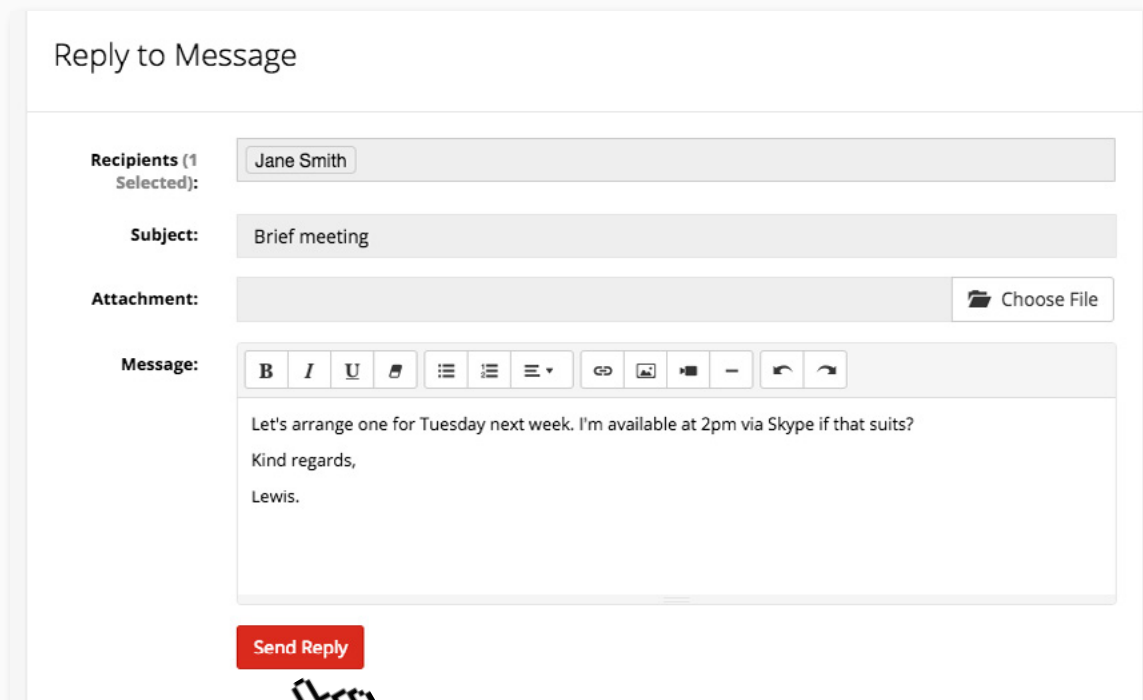
Many thanks,

Jane.

Reply

STEP 1e Add your response in the space provided.

Reply to Message

Recipients (1 Selected):   Jane Smith

Subject: Brief meeting

Attachment: 📁 Choose File

Message: **B** *I* U̲ ✂ ☰ ☰ ☰▾ 🔗 🖼 ▪ — ↩ ↪

Let's arrange one for Tuesday next week. I'm available at 2pm via Skype if that suits?

Kind regards,

Lewis.

Send Reply

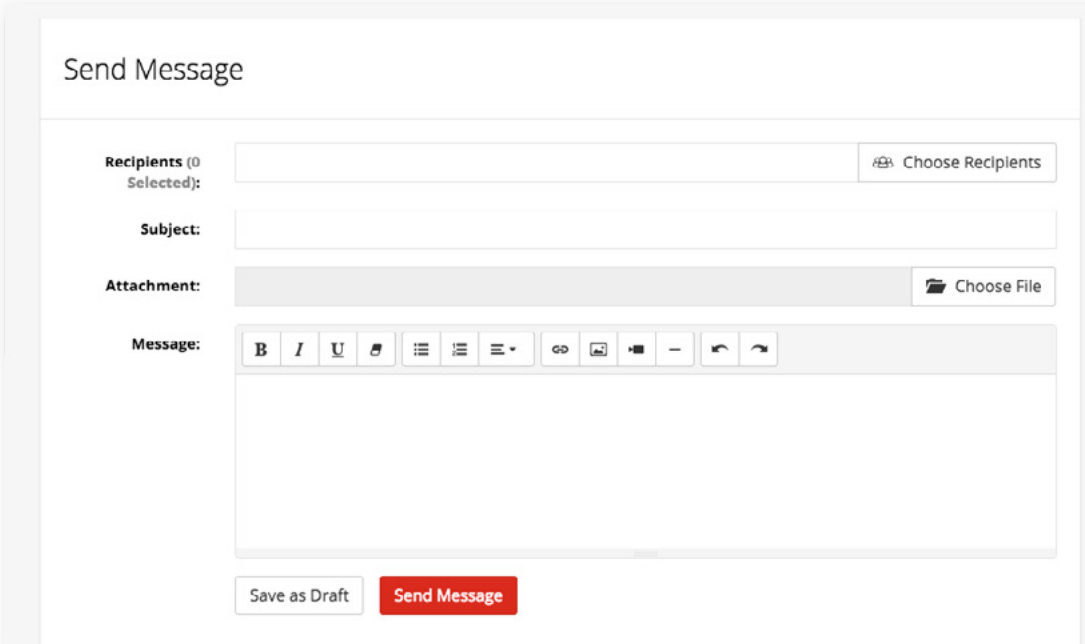**STEP 1f** When you're ready click on **Send Reply**.

STEP 2a Click **Create Message** to write a new message.
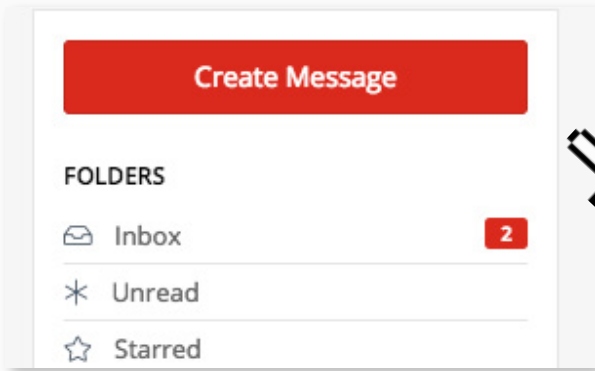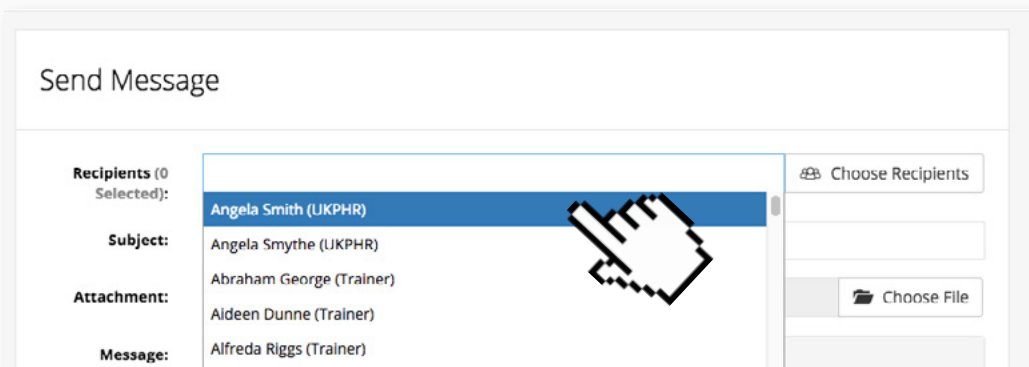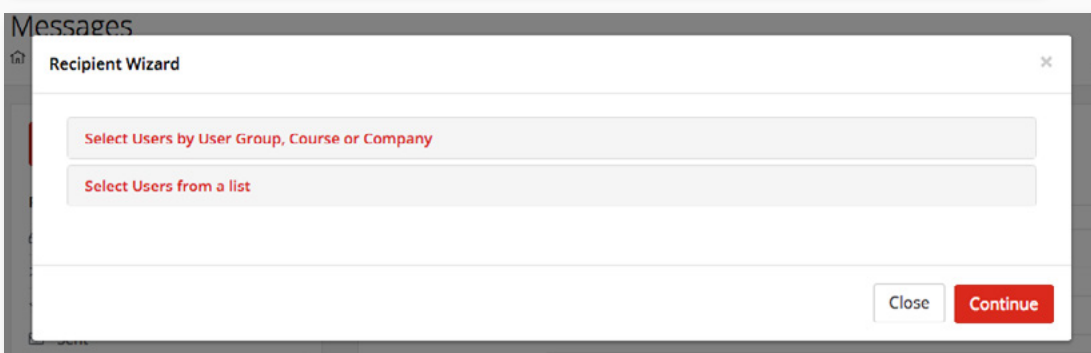

You will now see a blank message box ready to compose your message.

STEP 2b You can select single or multiple recipients from the list of Practitioners.

STEP 2c 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 2e Give your message a subject

STEP 2f Use the space provided to write the message.

STEP 2g 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.

STEP 3 You can sign up for email alerts to be notified when you receive a reply or any other message from an assessor. Click on **Notifications** from the Actions panel.
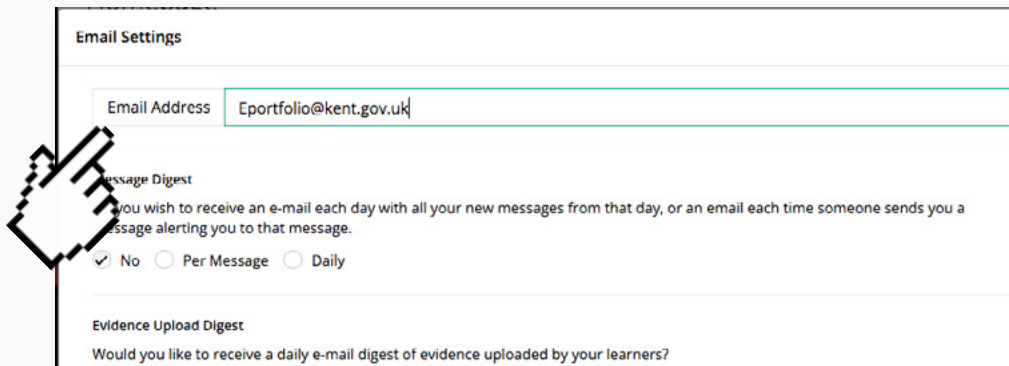
STEP 3b Fill in the email address you want the notifications to be sent to.
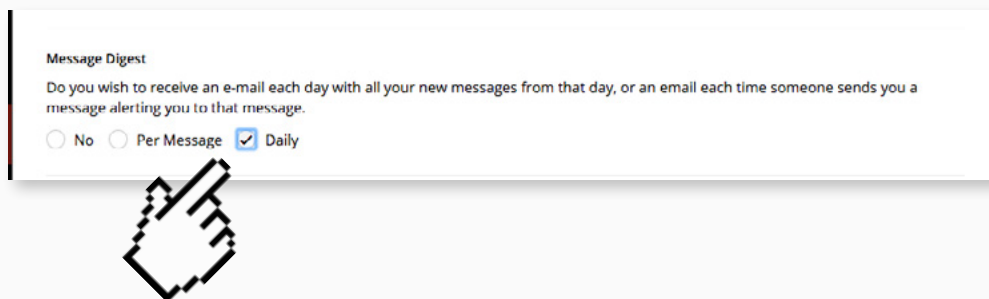
STEP 3c Scroll down and select how often you'd like to receive alerts under the **Message Digest** section.

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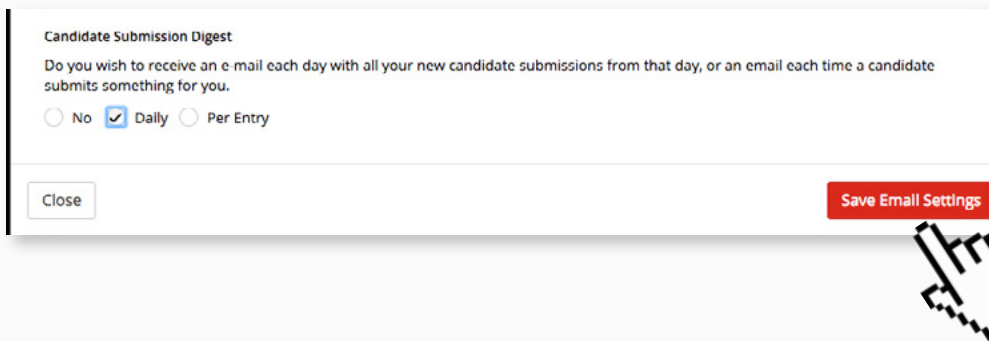We recommend that you choose to receive daily notifications.

STEP 3e Click on **Save Email Settings** to confirm your choices.
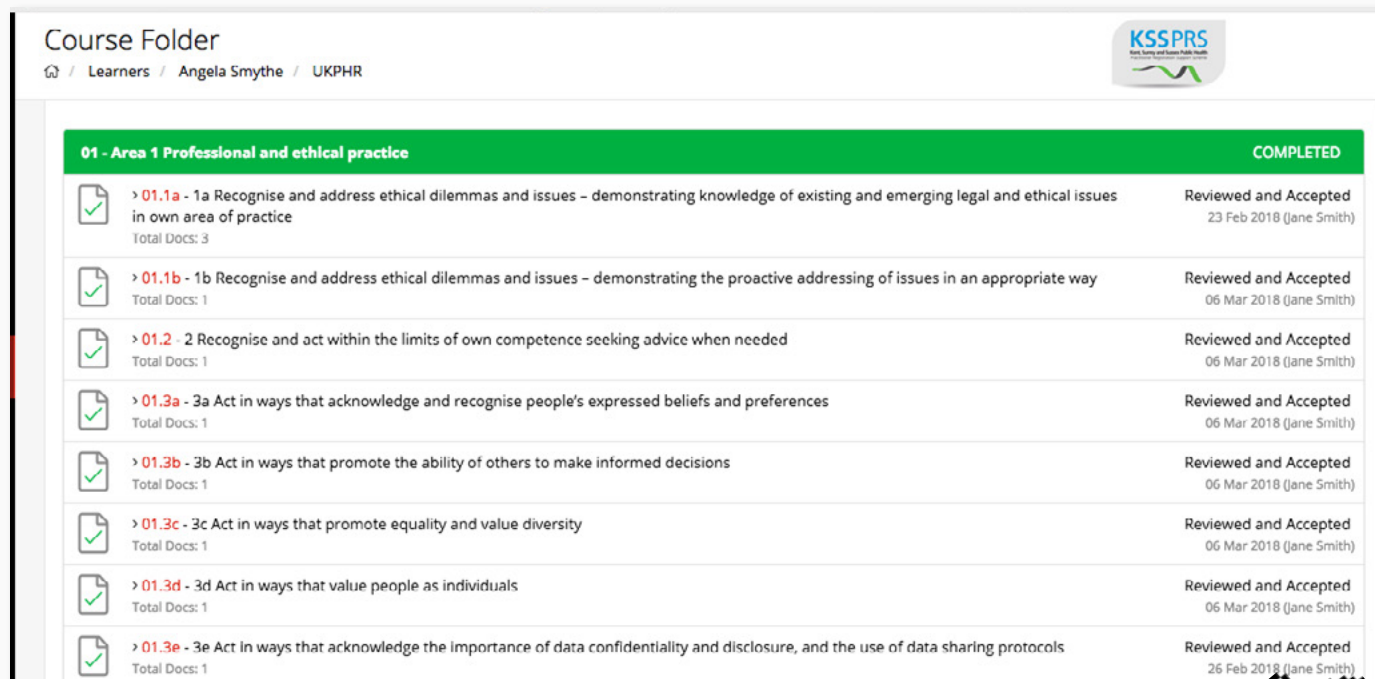
7. Checking the course folder & application for verification form

The first task for the verifier is a quick visual check that all indicators have been completed in the practitioner's Course Folder.

STEP 1a [Using the steps shown here](#) navigate to the folder of the practitioner whose indicators you wish to check.

STEP 1b Check that all indicators read "Reviewed and Accepted". You can tell at a glance if an indicator has been completed as the top bar will be green rather than blue).

> ❗ **If any of the Indicators are not marked "Reviewed and Accepted" the verification process should stop immediately.**
>
> When this happens you should contact the assessor directly via the message centre [using the steps shown here](#), as well as alert the scheme co-ordinator.

If, however, all indicators read "Reviewed & Accepted" then the next step is to check that the application for verification form has been completed in full.

STEP 2a Scroll down the Course Folder until you see the Forms 1 link.

Forms - Application Forms

> Forms.1 - Application Forms
Total Docs: 1

Started 100%   Completed 0%
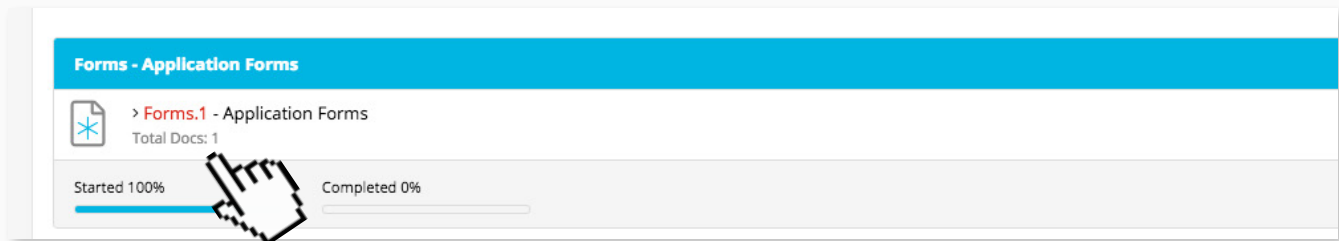
STEP 2b Click on the link and go to the Application forms indicator page.

STEP 2c Click on the Application form you wish to look at.

Resources		Actions
RESOURCE	**TYPE**	Status:
Application for Verification Form	Learner Guidance	Deadlin
		Actions
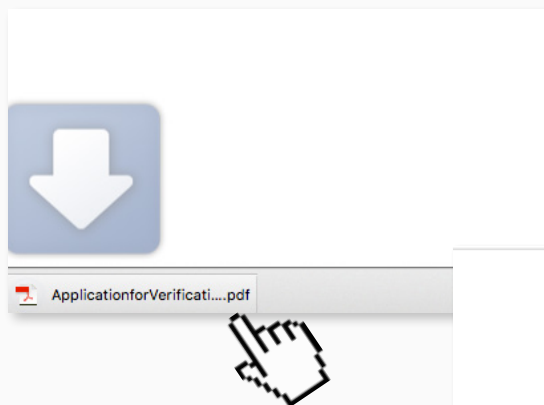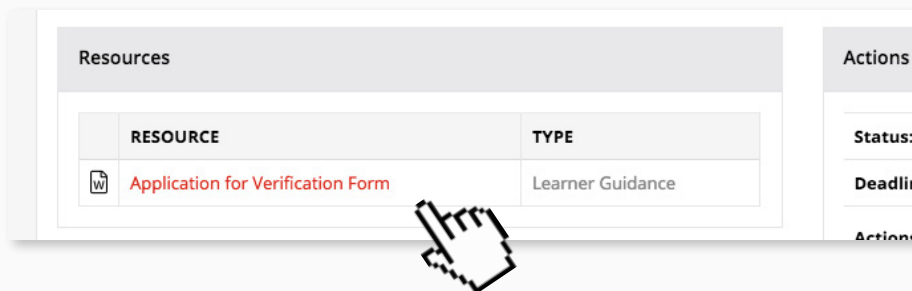
STEP 2d Once the form has downloaded you can open it on your PC.

ApplicationforVerificati....pdf

UKPHR
Public Health Register

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

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

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

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

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

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

If the application form has been completed you can verify the indicator and leave a comment.

2e Scroll up to the Actions panel and click on the **Verify** button.

2f This will open a pop-up where you can leave any messages with regards to the verification. For example, "Completed in full."

2g Click **Save** to complete the process.

STEP 3a If it's not completed fully (e.g it's missing a signature) you will need to refer it back to the assessor.

Course	Evidence	Registration	Contact	Reviews	Metrics	PDR	Journey

Forms .1 - Application Forms

‹ No Previous Elements	Jump to Unit/Element ▾	No Further Elements ›

Resources

RESOURCE	TYPE
W Application for Verification Form	Learner Guidance

Actions

Status: Indicator Reviewed and Accepted (06-03-18 Jane Smith)

Actions: ✓ Verify   ↩ Refer

3b To do this click on the **Refer** button.

	Summary

Private ☑ (Practitioner or Company will not see)

try Label Verification Feedback ⬍

scription
B *I* U ⬚ ☰ ☰ ☰▾ ⌐ ▣ ▪ — ↶ ↷

Indicator Forms Referred

Feedback
B *I* U ⬚ ☰ ☰ ☰▾ ⌐ ▣ ▪ — ↶ ↷

There is a signature missing

3c This will open a pop-up where you can leave any messages with regards to why you are referring it back.

ointment Date 📅

Training Hours 0 [+][−]   Minutes 0 [+][−]

Training Hours 0 [+]   Minutes 0 [+]

✕ Close   💾 Save

3d Click **Save** once you are happy with your feedback.

STEP 1a Once you are satisfied that a practitioner's Course Folder is complete...

STEP 1b ... and that the Application for Verification is complete and has been verified...

STEP 2a ...the next step is to make sure that all supporting documents are present, dated and completed in full. Scroll down to Other in their course folder and click on the red link.

The supporting documents must include the following:

- A completed verification application form
- A current CV
- A current job description
- Certified copies of original certificates
- A testimonial
- And a reference

Evidence	Type(s)	IV	Supporting Documents				
			i	ii	iii	iv	v
W My CV_UPDATED		☐ ⓘ	✓				
W Certificates		☐ ⓘ			✓		
W Testimonials		☐ ⓘ				✓	
W Job Description		☐ ⓘ		✓			
W Reference		☐ ⓘ					✓
Completed (Assessor Only)							

STEP 3a If everything is OK click on the **Verify** button.

- A current job description
- Certified copies of original certificates for qualifications and courses
- A testimonial
- A reference

‹ No Previous Elements	Jump to Unit/Element ▾	No Further Elements

Resources

	RESOURCE	TYPE
W	Guidance for References & Testimonials	Guidance

Actions

Status: Indicator Reviewed and Accepted (06-03-18 Jane Smith)

Actions: ✓ Verify ↩ Refer

STEP 3b Complete the pop-up form to confirm your decision.

Private

☑ (Practitioner or Company will not see)

Entry Label

Verification feedback

Description

B I U ...

Indicator Other.1 Verified

Feedback

B I U ...

Good work, thanks.

Meeting / Appointment Date

✕ Close 🖫 Save

STEP 3c If you are not satisfied with the documents click **Refer**...

Outcome

⌂ / Learners / Angela Smythe / UKPHR / Other / Other.1

KSS PRS

- A current job description
- Certified copies of original certificates for qualifications and courses
- A testimonial
- A reference

| < No Previous Elements | Jump to Unit/Element ▼ | No Further Elements |

Resources		Actions	
RESOURCE	**TYPE**	**Status:**	Indicator Reviewed and Accepted (06-03-18 Jane Smith)
Guidance for References & Testimonials	Guidance	**Actions:**	✓ Verify ↩ Refer

STEP 3d ...and give your reasons to the assessor for this in the pop-up that appears.

Private

☑ (Practitioner or Company will not see)

Entry Label

Verification feedback

Description

B I U ⧆ ≔ ⩽ ☰▾ ⚭ 🖬 ▪ — ↶ ↷

Indicator Other.1 Referred

Feedback

B I U ⧆ ≔ ⩽ ☰▾ ⚭ 🖬 ▪ — ↶ ↷

The testimonial is missing a signature.

The verifier should download the assessment log as per these steps here. They may also print the document out to make notes.

Public Health Practitioner Assessment Log

To be completed by the applicant, assessor and verifier

Name of practitioner: Cole Babette

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

UKPHR
Public Health Register
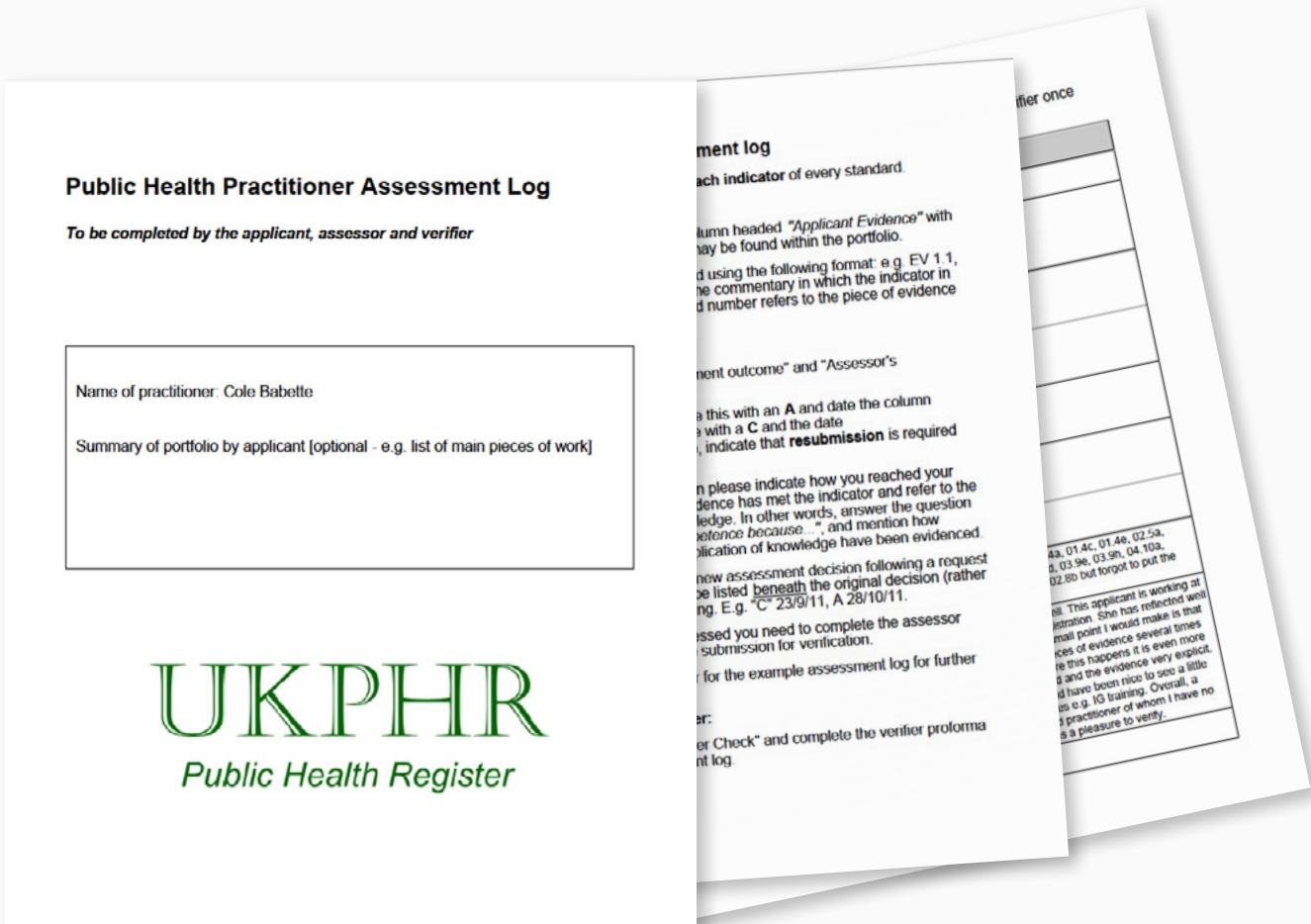
STEP 1a Once the assessment log has been downloaded, you should perform an initial verification check. The initial check is usually performed by first reading the assessor overview...

Assessor overview of portfolio - To be completed by the assessor once the portfolio has been assessed.

To be completed by the assessor	
Applicant	Cole Babette
Assessor	Alfreda Riggs
Overview of Portfolio (including list of indicators in the standards that required clarification or resubmission)	I have thoroughly enjoyed reviewing Cole's portfolio for submission to the UKPHR. The four commentaries submitted as part of the portfolio provide a snapshot into the public health work that Cole develops, delivers and reviews on a daily basis, she clearly has an excellent breadth and depth to her public health work demonstrated by providing numerous examples of evidence and detailed commentaries with regards to her work. Overall Cole is working at a higher level than practitioner level 5 entry and therefore other than ensuring that the competency understanding is correct, that suitable and relevant evidence is submitted and 'places' Cole in each example, the clarifications required for this portfolio have been minor (3.9ai; 3.9aii; 3.9aiv; 3.9av) I hope Cole has found this an informative and enjoyable reflective piece of work in acknowledgement of her achievements in public health to date. Well done.
Signature and date	Alfreda Riggs - 07/12/2015

STEP 1b ... and then scanning each indicator and noting anything of particular interest that the verifier may wish to sample further.

	Applicant evidence	Assessment outcome	Assessor's comments	Verifier check
	Commentary1-ProfessionalEthicalPractice Evidence1-ProfessionalEthicalPractice	Reviewed and Accepted Alfreda Riggs 25/11/15	**Date** Nov 25,2015 3:38 PM **Posted By** Alfreda Riggs Assessor **Description** Indicator 01.1a Accepted as Complete **Action** Good work on both the commentary and the evidence is clear and concise	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)
1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way	CHE Assessment 1 - Commentary - Private and Confidential *not to be reprinted or distributed CHE Assessment 1 - E1-5 - Private and Confidential Commentary1-ProfessionalEthicalPractice Evidence1-ProfessionalEthicalPractice	Reviewed and Accepted Alfreda Riggs 30/11/15	**Date** Nov 30,2015 1:43 PM **Posted By** Alfreda Riggs Assessor **Description** Unit 01 Accepted as Complete **Action** Signed off 30/11/2015 as complete	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)

The purpose of the initial check is to confirm that for each indicator:
• Evidence is cited.

Practitioner standards	Applicant evidence	Assessment outcome	Assessor's comments	Verifier check
Area 1 Professional and ethical practice				
1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice	Commentary1-ProfessionalEthicalPractice Evidence1-ProfessionalEthicalPractice	Reviewed and Accepted Alfreda Riggs 25/11/15	**Date** Nov 25,2015 3:36 PM **Posted By** Alfreda Riggs Assessor **Description** Indicator 01.1a Accepted as Complete **Action** Good work on both the commentary and the evidence is clear and concise	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)
1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way	CHE Assessment 1 - Commentary - Private and Confidential *not to be reprinted or distributed CHE Assessment 1 - E1-5 - Private and Confidential Commentary1-ProfessionalEthicalPractice Evidence1-ProfessionalEthicalPractice	Reviewed and Accepted Alfreda Riggs 30/11/15	**Date** Nov 30,2015 1:43 PM **Posted By** Alfreda Riggs Assessor **Description** Unit 01 Accepted as Complete **Action** Signed off 30/11/2015 as complete	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)

• Method of assessment is clear (for example, an observation or written evidence).

3a Act in ways that acknowledge and recognise people's expressed beliefs and preferences	CHE Assessment 1 - Commentary - Private and Confidential *not to be reprinted or distributed CHE Assessment 1 - E1-13 - Private and Confidential CHE Assessment 1 - E1-14 - Private and Confidential	Reviewed and Accepted Alfreda Riggs 30/11/15	**Date** Nov 30,2015 1:43 PM **Posted By** Alfreda Riggs Assessor **Description** Unit 01 Accepted as Complete **Action** Signed off 30/11/2015 as complete	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)

• Whether clarifications or resubmissions of evidence were required, for what reason, and when.

Area 3 Application of technical competencies to public health work				
9ai Work collaboratively to plan and or deliver programmes to improve health and wellbeing outcomes for populations communities groups families individuals – demonstrating a. how the programme has been influenced by i. the health and wellbeing of a population	CHE Assessment 1 - E1-12 - Private and Confidential Supporting Evidence	Indicator Reviewed and Returned Alfreda Riggs 07/12/15	**Date** Dec 07,2015 3:17 PM **Posted By** Alfreda Riggs Assessor **Description** Indicator 03.9ai Returned for Clarification **Action** You have demonstrated the knowledge you have gained on the determinants of health and how this can influence the development of prgrammes, however clarification is being sought on 1. how you worked collaboratively to address. and 2. the attachments to teh supporting evidence were not	

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• Whether partial acceptances have been used, for what reason, and when.

Area 4 Underpinning skills and knowledge				
10a Support the implementation of policies and strategies to improve health and wellbeing outcomes – demonstrating a. knowledge of the main public health policies and strategies relevant to own area of work and the organisations that are responsible for them	CHE Assessment 1 - E1-13 - Private and Confidential Supporting Evidence	Partially Accepted Alfreda Riggs 07/12/15	**Date** Dec 07,2015 4:15 PM **Posted By** Alfreda Riggs Primary Assessor **Description** Indicator 04.10a Partially Accepted **Action** Can you please provide some more supportingevidence to support the commentary?	

• The date the indicator was met.

3c Act in ways that promote equality and value diversity	CHE Assessment 1 - E1-2 - Private and Confidential	Reviewed and Accepted Alfreda Riggs 30/11/15	**Date** Nov 30,2015 1:43 PM **Posted By** Alfreda Riggs Assessor **Description** Unit 01 Accepted as Complete **Action** Signed off 30/11/2015 as complete	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)
3d Act in ways that value people as individuals	CHE Assessment 1 - E1-3 - Private and	Reviewed	**Date**	**Posted By**	Verified

Once the initial verifier check has been carried out, you will sample the indicators.

STEP 2a Firstly check what clarifications, resubmissions or partial acceptances have been cited in the assessor overview.

Assessor overview of portfolio - To be completed by the assessor once the portfolio has been assessed.

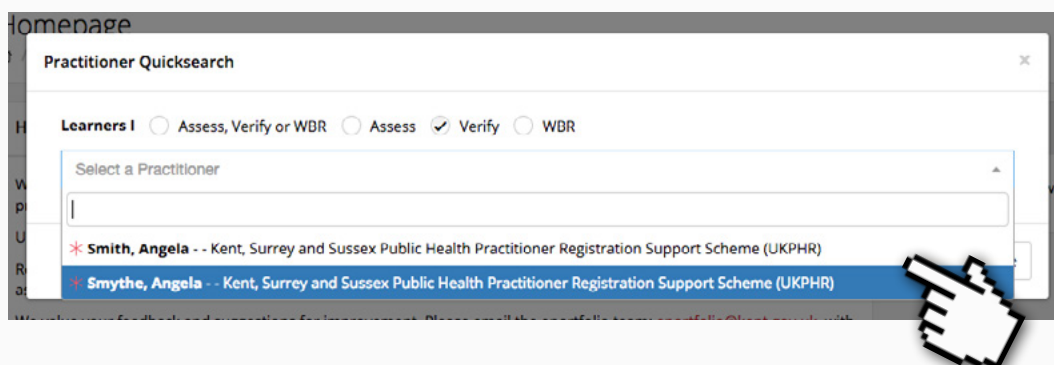| To be completed by the assessor	
Applicant	Cole Babette
Assessor	Alfreda Riggs
Overview of Portfolio (including list of indicators in the standards that required clarification or resubmission)	I have thoroughly enjoyed reviewing Cole's portfolio for submission to the UKPHR. The four commentaries submitted as part of the portfolio provide a snapshot into the public health work that Cole develops, delivers and reviews on a daily basis, she clearly has an excellent breadth and depth to her public health work demonstrated by providing numerous examples of evidence and detailed commentaries with regards to her work. Overall Cole is working at a higher level than practitioner level 5 entry and therefore other than ensuring that the competency understanding is correct, that suitable and relevant evidence is submitted and 'places' Cole in each example, the clarifications required for this portfolio have been minor (3.9ai; 3.9aii; 3.9aiv; 3.9av). I hope Cole has found this an informative and enjoyable reflective piece of work in acknowledgement of her achievements in public health to date. Well done.
Signature and date	Alfreda Riggs - 07/12/2015

STEP 2b If an observation has been carried out, these are also recommended to be sampled.

> ❗
>
> Remember: Verification is not a reassessment of the portfolio of evidence. You do not need to look at all the evidence provided. You should instead focus on ensuring that the process of assessment has been carried out correctly by examining the assessment log.

STEP 3a The recommended way of sampling evidence in the e-portfolio is to navigate to the practitioner's Course Folder using the Practitioner Quicksearch as shown here.

Practitioner Quicksearch ✕

Learners I ○ Assess, Verify or WBR ○ Assess ✔ Verify ○ WBR

Select a Practitioner

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✳ **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)

STEP 3b Once in their Course Folder click on the relevant indicator.

> 01.1a - 1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice
> Total Docs: 1
> Reviewed and Accepted
> 23 Feb 2018 (Jane Smith)

> 01.1b - Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way
> Total Docs: 1
> Reviewed and Accepted
> 06 Mar 2018 (Jane Smith)

> 01.2 - 2 Recognise and act within the limits of own competence seeking advice when needed
> Total Docs: 1
> Reviewed and Accepted
> 06 Mar 2018 (Jane Smith)

Outcome

KSSPRS

⌂ / Learners / Angela Smythe / UKPHR / 01 / 01.1a

Resources

	RESOURCE	TYPE
📄	01	Guidance

Actions

Status:	Indicator Reviewed (23-02-
Actions:	✓ Verify

Competence Claim

🖨 Pri

			1a
Evidence	Type(s)	IV	1a.
📄 Commentary 1 - Impleme...	C	☐ ⓘ	
📝 evidence	P	☐ ⓘ	
📝 Commentary 2-APHR	C	☐ ⓘ	✓

STEP 3c From here you can view the evidence that has been submitted by clicking on the relevant file.

Once you have sampled evidence from a particular indicator you have the option of verifying or referring the decision.

STEP 1a Navigate to the practitioner's Course Folder as shown here, then from the Course Folder click on the indicator that has been 'dipped into'.

> 01.1a - 1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice
> Total Docs: 3 — Reviewed and A... 23 Feb 2018 (

> 01.1b - 1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way
> Total Docs: 1 — Reviewed and A... 06 Mar 2018 (

> 01.2 - 2 Recognise and act within the limits of own competence seeking advice when needed
> Total Docs: 1 — Reviewed and A... 06 Mar 2018 (

> 01.3a - 3a Act in ways that acknowledge and recognise people's expressed beliefs and preferences — Reviewed and A...

STEP 1b Scroll up to the action panel and if you're satisfied with the application click the **Verify** button.

Resources		Actions	
RESOURCE	**TYPE**	**Status:**	Indicator Reviewed and Accepted (06-03-18 Jane Smith)
📄 01	Guidance	**Actions:**	✓ Verify ↩ Refer

Contact Diary
Create Diary Entry

Private
☑ (Practitioner or Company will not see)

Entry Label
Verification Feedback

Description
B I U ...
Indicator 01.2 Verified

Feedback
B I U ...
Response to clarification has been addressed.

STEP 1c Add any comments into the action box.

> ❗
>
> Please Note: you are required to add a comment.

STEP 1d If you have any questions or require further information, then click the **Refer** button.

STEP 1e Provide details in the actions box as to why you have referred the application.

STEP 2 Return to the Course Folder and repeat this process for each indicator dipped into.

If you are happy with all the indicators sampled in the core area and do not need to dip into any further indicators then you can verify that core area.

STEP 3a From the Course Folder page click on **Verify Unit**.

3b Fill out the detail in the actions box to explain why you are happy to verify the unit.

Private	✓ (Practitioner or Company will not see)
Entry Label	Verification Feedback
Description	B I U ▤ ☰ ☰ ☰▾ 🔗 🖼 ▸▪ — ↺ ↻
	Unit 01 Verified
Feedback	B I U ▤ ☰ ☰ ☰▾ 🔗 🖼 ▸▪ — ↺ ↻
	I have checked the evidence is cited, method of assessment clear. I have sampled one standard in depth in this Unit (11d) and am satisfied with the assessor's assessment.

> ❗
>
> If you are not able to sign off an entire core area, you should do nothing and leave it for the verification panel to discuss.

✕ Close   💾 Save

3c Click **Save** once you are happy with your Comments.

✕ Close   💾 Save

3d Click **Close** to complete the process.
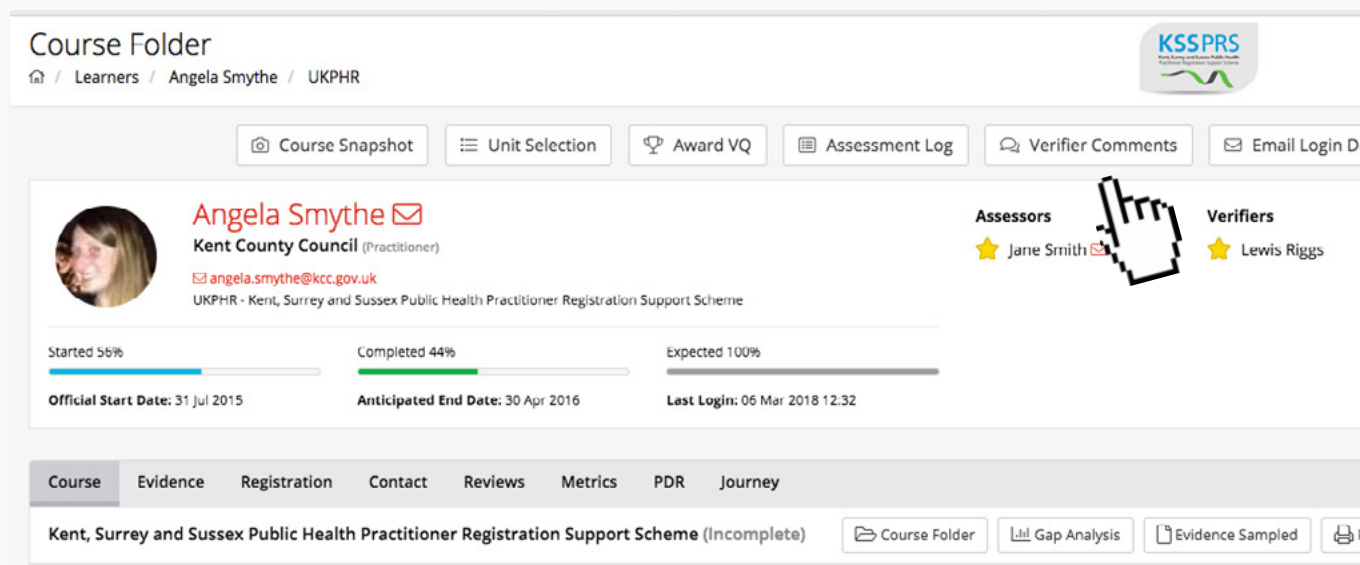
3e You should repeat this for each core area.

11. Verifier's comments form

Before completing the verifier's comments form you need to make sure all of the following questions can be answered:

- Is the assessment log fully completed for each indicator of every standard?

- Have you ticked and dated the verifier check column?

- Does the portfolio appear to be the applicant's own work?

- Does clarification and resubmission evidence appear to be sufficient?

- Have any observations been carried out?

- Are you satisfied with the evidence summarised on the proforma provided by the UKPHR for this purpose?

- Which pieces of evidence have you dipped into?

STEP 1a Once you are happy that all the above questions have been answered click **Verifier Comments** in the practitioner's portfolio. These steps here will show you how to get to their portfolio.

Once clicked a pop-up window containing questions will appear and you will need to answer each fully.

STEP 2a Ensure that you add your name and answer the questions in full:

The answers to these questions are added to the practitioner's e-portfolio Assessment Log.

STEP 2b If necessary you can return to these comments and amend as necessary...

STEP 2c ... remembering to save any changes to the document.

2d Once all questions have been completed you can submit the form.

2e Finally log-out of the e-portfolio.

2f All that remains to do is to inform the Scheme Co-ordinator and ensure that the e-portfolio is sent to the Verification Panel for their recommendation.