

# Public Health Practitioner Registration Support Scheme

## E-Portfolio User Guide for Practitioners

### Contents

<b>1. Logging in for the first time</b>	<b>2</b>
<b>2. Setting up notifications, changing password and editing your profile</b>	<b>3</b>
<b>3. Useful information</b>	<b>5</b>
<b>4. Uploading commentaries, evidence and supporting information</b>	<b>6</b>
<b>5. Submitting standards for assessment</b>	<b>10</b>
<b>6. Addressing clarifications and resubmission</b>	<b>11</b>
<b>7. Downloading the assessment log</b>	<b>14</b>
<b>8. Final checklist</b>	<b>15</b>
<b>9. e-Portfolio URLs for local Schemes</b>	<b>16</b>

# Public Health Practitioner Registration Support Scheme

## E-Portfolio User Guide for Practitioners

### 1. Logging in for the first time

You will have received an email from “Learning Assistant”, the name of the City and Guilds system we use. This email has the login details you should use when you first login.

**STEP 1** Click the link in the email to set your password

**STEP 2** Login using the username and password you have been given.



If you have not received the email, check your junk mail before contacting the Scheme Coordinator.

A screenshot of a web-based login form. It includes fields for 'Username' and 'Password', and a large red 'Login' button. Below the buttons are links for 'Reset Password', 'Contact Administrator', and 'Customer Support'. A white hand cursor is positioned over the red 'Login' button.

**STEP 3** You'll be prompted to reset your password to something secure and memorable.

Please note the password is case sensitive.

A screenshot of a 'Reset Your Password' page. It has fields for 'New Password' and 'Confirm New Password'. Below these is a large blue 'Reset Password' button. At the bottom are links for 'Contact Administrator' and 'Customer Support'. A white hand cursor is pointing at the blue 'Reset Password' button.

A screenshot of a confirmation page stating 'Password changed successfully. Your password has been updated successfully.' It features a blue 'Continue' button. At the bottom are links for 'Contact Administrator' and 'Customer Support'. A white hand cursor is pointing at the blue 'Continue' button.

A screenshot of a web-based login form. It includes fields for 'Username' and 'Password', and a large red 'Login' button. Below the buttons are links for 'Reset Password', 'Contact Admin...', and 'Customer Support'. A white hand cursor is positioned over the red 'Login' button.

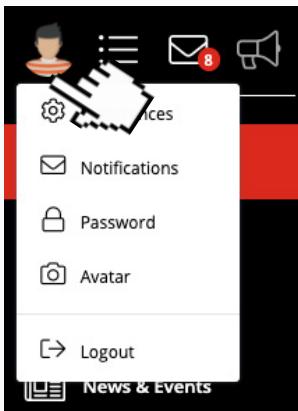


Use this link to help you if you have forgotten your password.

**STEP 4** As this will be the first time you have logged in you will be asked to accept the Terms & Conditions

A screenshot of a cookie consent dialog. It contains sections for 'Cookies we use.', 'Learning Assistant' (with details about its use), 'Google Analytics' (with details about its use), and a general statement about further information. At the bottom are two buttons: 'I Decline' and a larger red 'I Accept' button. A white hand cursor is pointing at the red 'I Accept' button.

## 2. Setting up notifications, changing password and editing your profile



When you click on the Avatar a dropdown menu appears that will allow you to configure your account.

**STEP 1** From the menu click on **Notifications** to choose how often you'd like to receive an email with notifications for **Messages** and for **Contact Diary** entries (assessment feedback).

Email Address johnsmith@kcc.gov.uk

**Message Digest**  
Do you wish to receive an e-mail each day with all your new messages from that day, or an email each time someone sends you a message alerting you to that message.  
 No  Per Message  Daily

**Contact Diary Digest**  
Do you wish to receive an e-mail each day with all your new contact diary entries from that day, or an email each time someone adds a diary entry for you.  
 No  Daily  Per Entry

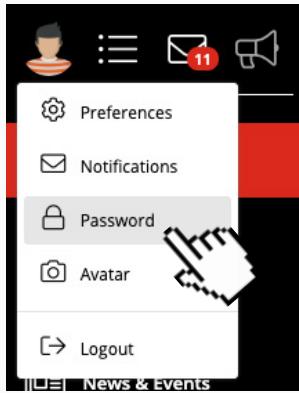
**Info:** We recommend that you choose to receive daily notifications.

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

Save Email Settings



Any new notifications that come in will be emailed to you. Click on the email icon to the right of your Avatar to open them.



**STEP 2** Change your password by tapping on your Avatar and selecting **Password** from the panel.

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

>Password  
Change your Password.

Change Password

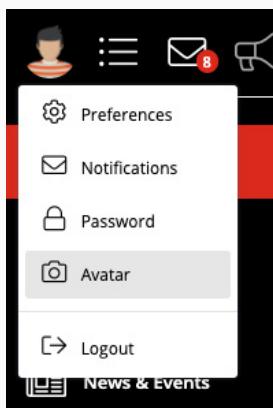
Current Password  
Current Password

New Password  
New Password Suggestions

Confirm New Password  
Confirm New Password

Change Password

**STEP 3** Change your avatar by tapping **Avatar** from the dropdown menu.



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

Avatar  
Change your Avatar.

Upload Avatar

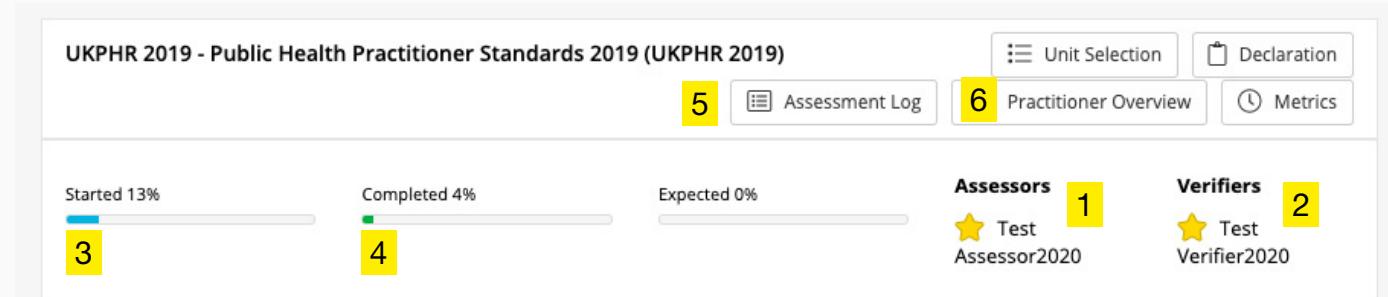
To change your profile picture, choose a file below and upload.

Choose File

Upload Profile Picture

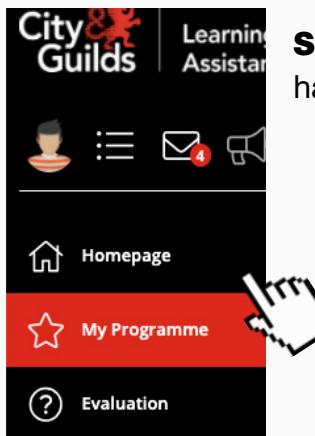
### 3. Useful Information

The top panel on your homepage contains useful information that you can access and refer to throughout the duration of the course.



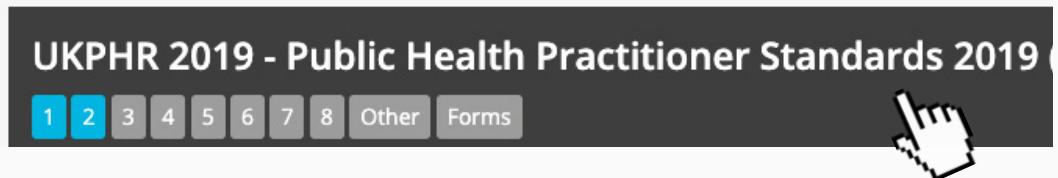
- 1** Your assessor's name
- 2** Your verifier's name
- 3** Percentage of work that you have done
- 4** Work that has been signed-off as completed
- 5** Download the assessment log
- 6** Complete the Practitioner Overview

## 4. Uploading commentaries, evidence and supporting information



**STEP 1** Click on **My Programme** in the left hand menu to open your programme.

**STEP 2** Click the course title or any of the units to go to the Course Folder.



**STEP 3** Once in the Course Folder click on **Evidence** to open the evidence folder

A screenshot of the Evidence folder for the 'UKPHR 2019 - Public Health Practitioner Standards 2019' course. The top navigation bar includes 'Course', 'Evidence' (highlighted with a black border and a white hand cursor), 'Registration', 'Contact', and 'Metrics'. Below the navigation bar, there's a progress bar showing 'Started 5%', 'Completed 4%', and 'Expected 0%'. The main content area displays a single item: 'MBarker Briefing Notes' (Used in: 1.1, 2.1), with file size '17 KB', type 'NA', and upload date '02 Jul 2020 12:18'. There are also icons for download, evidence wizard, and other actions. A large white hand cursor is pointing at the 'Evidence' tab in the navigation bar.

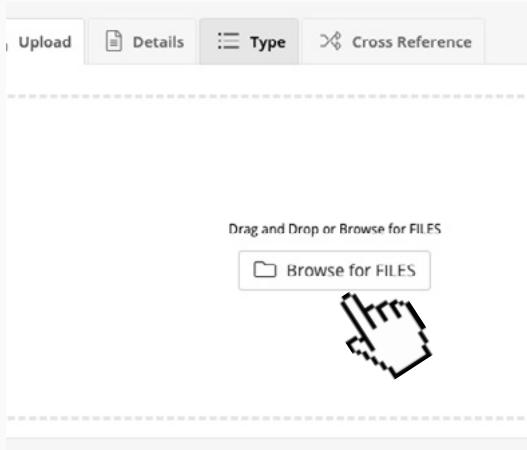
**STEP 4** Once the Evidence folder is open click the **Evidence Wizard** button.

A screenshot of the Evidence folder showing the 'Evidence Wizard' button highlighted with a black border and a white hand cursor. The interface includes a header with 'Evidence Folder' and 'Download' and 'Evidence Wizard' buttons. Below the header, it says 'Displaying 1 to 1 of 1 Evidence'. The main table lists one item: 'MBarker Briefing Notes' (Used in: 1.1, 2.1). The bottom section also shows 'Displaying 1 to 1 of 1 Evidence'.

**STEP 5** To add a Commentary, Evidence or Supporting documents click **Upload Evidence**.

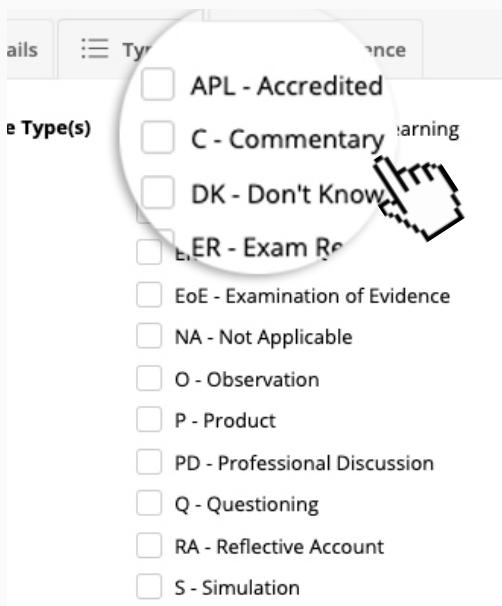
A screenshot of the Evidence Wizard interface. It has a header 'Evidence Wizard' and a sub-header 'Create Evidence'. There are two main sections: 'Upload Evidence' (with a file icon and a description about uploading files) and 'Create Evidence' (with a pencil icon and a description about creating new items from scratch). A large white hand cursor is pointing at the 'Upload Evidence' section.

**STEP 6** From the Evidence Wizard click on the **Browse Files** button and locate the file you wish to use.



**STEP 7** Under the **Details** tab you can add in information about the file. The title will have been automatically pulled through but you should double check this is correct.

A screenshot of the Evidence Wizard interface under the 'Details' tab. The 'Title' field contains the text 'EV1.2A MBarket Briefing Notes (Jan 2019)'. Below it, the 'Description' field contains a yellow callout box with an info icon. The text inside the box reads: 'Use a consistent labelling of evidence, including the date, which will help you and the Assessor navigate your portfolio easier. For example a public health report that you are using in commentary 1 could be presented as: Ev1.1 PH Report (April 2020) or an Email you are using in commentary 2 could be: Ev2.1 Email (May 2020)'.

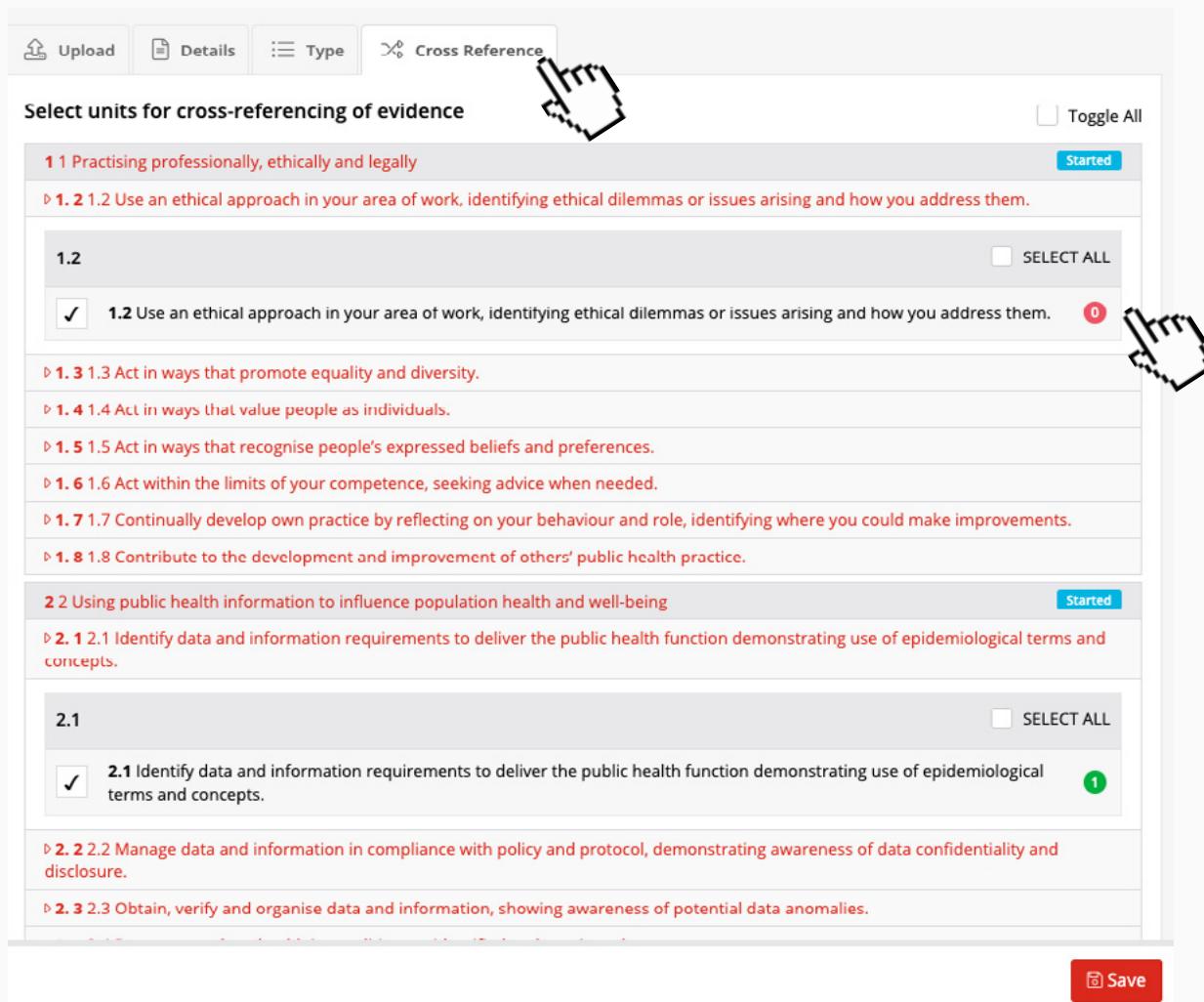


**STEP 8** Under the **Type** tab find the correct type of evidence from the list - to keep things simple, we recommend you select **Commentary** if you are uploading a commentary and **N/A** for anything else.

## **STEP 9 The next step is to cross reference your commentary or evidence file to the relevant standards. There are 2 different ways you can do this:**

### **Option 1**

Under 'Cross Reference' click on the correct standard(s) to open a dropdown displaying the associated standard(s). You can then select which of these you need to include. Once you're happy with your selection be sure to click the **Save button**.



Select units for cross-referencing of evidence

1.1 Practising professionally, ethically and legally Started

1.2 Use an ethical approach in your area of work, identifying ethical dilemmas or issues arising and how you address them.

1.2.1.2 Use an ethical approach in your area of work, identifying ethical dilemmas or issues arising and how you address them. 0

1.3.3 Act in ways that promote equality and diversity.

1.4.4 Act in ways that value people as individuals.

1.5.5 Act in ways that recognise people's expressed beliefs and preferences.

1.6.6 Act within the limits of your competence, seeking advice when needed.

1.7.7 Continually develop own practice by reflecting on your behaviour and role, identifying where you could make improvements.

1.8.8 Contribute to the development and improvement of others' public health practice.

2.2 Using public health information to influence population health and well-being Started

2.1.2.1 Identify data and information requirements to deliver the public health function demonstrating use of epidemiological terms and concepts. 1

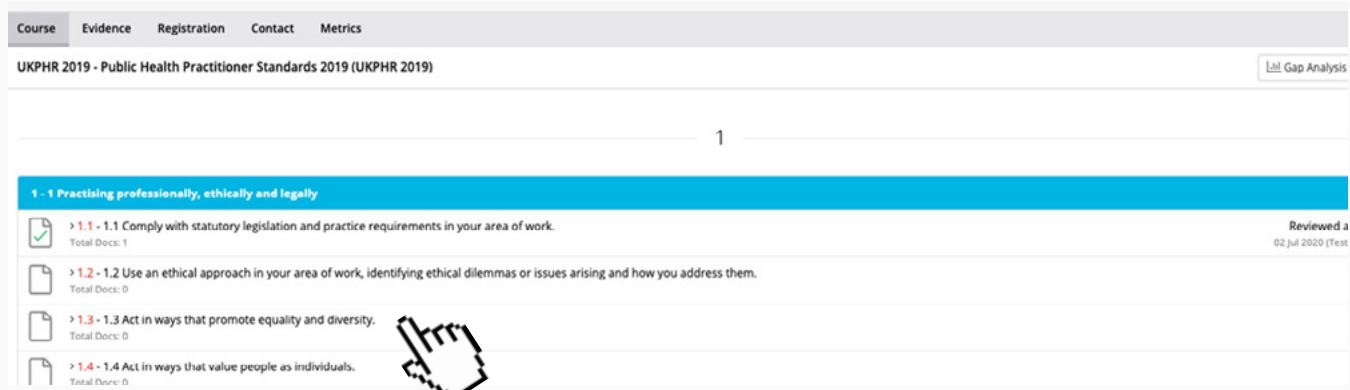
2.2.2.2 Manage data and information in compliance with policy and protocol, demonstrating awareness of data confidentiality and disclosure.

2.3.2.3 Obtain, verify and organise data and information, showing awareness of potential data anomalies.

Save

**Option 2** Follow the same steps for uploading the evidence but instead of carrying out the cross referencing in the Evidence Wizard you can do so from the Course Folder.

Go to your Course Folder and click on the standard you want to claim.



Course Evidence Registration Contact Metrics

UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)

1

1 - 1 Practising professionally, ethically and legally

> 1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work.  
Total Docs: 1

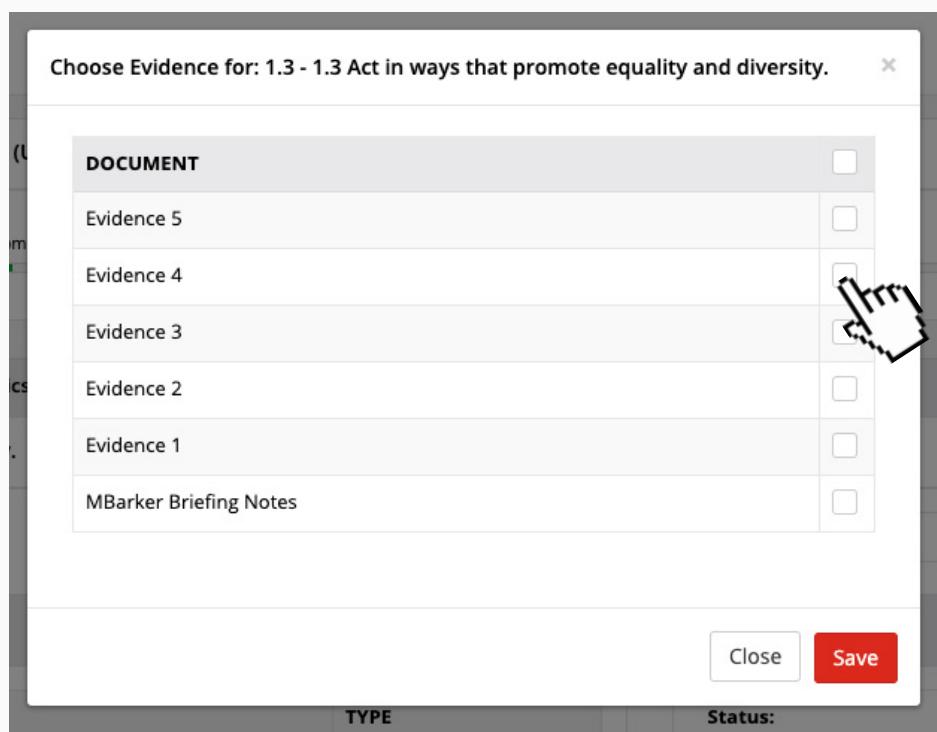
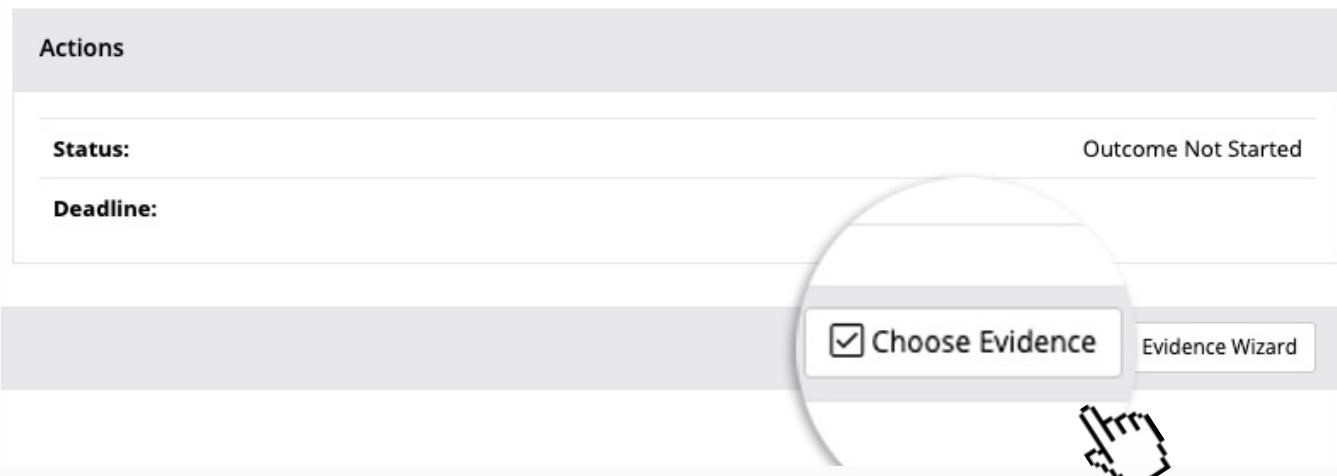
> 1.2 - 1.2 Use an ethical approach in your area of work, identifying ethical dilemmas or issues arising and how you address them.  
Total Docs: 0

> 1.3 - 1.3 Act in ways that promote equality and diversity.  
Total Docs: 0

> 1.4 - 1.4 Act in ways that value people as individuals.  
Total Docs: 0

Reviewed a  
02 Jul 2020 (Test)

Click on **Choose Evidence** under the Actions panel on the right hand side.



This will open a pop-up showing all the evidence you have uploaded and from here you can select which one you wish to use.

## 5. Submitting standards for assessment

Once the commentary and associated evidence has been uploaded to all the relevant standards, the standards are ready for submission for assessment.

**STEP 1** To do this, go to the Course Folder and click on the standard you wish to submit

The screenshot shows a course folder interface. At the top, a blue header bar displays the title "1 - 1 Practising professionally, ethically and legally". Below this, there are three items listed:

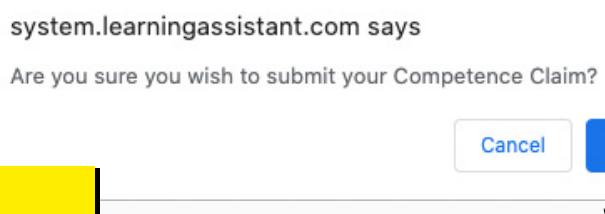
- A document icon with a green checkmark: "1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work." Total Docs: 1
- A document icon with a blue asterisk: "1.2 - 1.2 Use an ethical approach in your area of work, identifying ethical dilemmas or issues arising and how you deal with them." Total Docs: 1
- A document icon with a blue download arrow: "1.3 - 1.3 Contribute to your professional development in ways that promote equality and diversity."

A large hand cursor icon is positioned over the third item, "1.3".

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

The screenshot shows a competence claim submission interface. On the left, a sidebar titled "Actions" contains fields for "Status: Outcome Started" and "Deadline:". Below this is a button labeled "Actions" with a dropdown menu containing the option "Submit Your Competence Claim". A large hand cursor icon is pointing at this button. A yellow callout box with an information icon contains the text: "Check all files are correct as once submitted to the assessor they are locked and cannot be edited."

**STEP 3** Only once you are sure all files are correct Click on **OK** from the pop-up to confirm you wish to submit the competence claim.



The screenshot shows a competence claim status update. A sidebar titled "Actions" shows the status as "Outcome Submitted & Awaiting Review".

You will notice the status has now changed confirming the evidence has been submitted.

The screenshot shows a competence claim details table. The columns are "Evidence", "Type(s)", "IV", and "1.2". There is one row with the following data:

Evidence 1	C	<input type="checkbox"/>	
------------	---	--------------------------	--

Below the table, a yellow bar indicates "Completed (Assessor Only)".



**Please note** as a minimum you will need to submit a minimum of three documents against each standard:  
**Commentary**  
**Evidence of knowledge**  
**Evidence of application**

## 6. Addressing Clarifications and Resubmission

When you log-in to your e-portfolio you will be able to see on your **Homepage** the latest activity on your portfolio including any requests for Clarifications or Resubmissions.



A screenshot of the e-portfolio homepage showing three sections: 'Awaiting Review', 'Latest Contact Diary entries', and 'Overdue'. The 'Latest Contact Diary entries' section contains a table with four rows of data, each with a timestamp and a status indicator (green checkmark for accepted, red exclamation for returned). The 'Overdue' section is empty.

### Accessing your Clarifications and Resubmissions

**STEP 1** Go to your Course folder and find which standard have been marked as needing clarification and resubmission.

(Please note those with green tick have been accepted and no further action is required).



A screenshot of a course folder titled '2 - 2 Using public health information to influence population health and well-being'. It shows two items: '2.1 - 2.1 Identify data and information requirements to deliver the public health function demonstrating use of epidemiological terms and concepts.' (status: STARTED) and '2.2 - 2.2 Manage data and information in compliance with policy and protocol, demonstrating awareness of data confidentiality and disclosure.' (status: Reviewed and Returned, dated 02 Jul 2020 by Test Assessor2020).

**STEP 2** Click on the standard to get more information on why clarification or resubmission is required. This will take you to the specific standard where you can scroll down to find the feedback.



A screenshot of a standard details page for 'Indicator 2.1 Returned for Clarification'. The page includes fields for 'Description' (Indicator 2.1 Returned for Clarification), 'Feedback' (a detailed response from the assessor), and 'Info' (Assessment Feedback). A yellow callout box on the left side states: 'Here is where you will see the assessment decisions giving the reason why the standard has been returned for clarification or resubmission.'

# Addressing Clarifications

**STEP 1** If addressing your clarification requires additional evidence you will need to add this via the Evidence Wizard and cross referencing it as usual following the steps in [Section 4](#).

## Evidence Wizard

### Create Evidence

#### Upload Evidence



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

#### Create Evidence

Create a new item of evidence from scratch by entering text directly. This is really useful for creating evidence if you don't have a document or file.



If you want to use additional evidence that is already uploaded to the portfolio then you can cross reference it by going to the evidence folder by following option 2 of [Section 4](#)

would seek the views of as many service users as possible. These results would not necessarily be generalisable to the population, but give good evidence that represents the target group in question.

As part of a performance analysis at the end of the MEND HEA, I was asked by the Healthy Weight Team Manager to look at alternative programmes being used elsewhere and the sorts of results they were getting with a view to assessing how well the MEND programme was working comparatively, and also whether Medway should perhaps commission a different programme. A Public Health Registrar started this process by making a list of interventions which I then looked at in detail. For each one it was important to look at the numbers of children and young people who had taken part in a programme, the evidence behind the intervention (whether an RCT or locally designed for example) and the accuracy with which results were published, including the presence of confidence intervals. Ev 1.28b is an email and spreadsheet I produced detailing each of these things and comparing published results with Medway's MEND outcome. I also then incorporated some of this information into the presentation I gave to the Healthy Weight Team on this piece of work (see slide 13 of ev 1.07). I used Aliven Kickin' as an example of a programme introduced to a local area that didn't have an evidence base that I could see, had small numbers of children completing so far and had not reported confidence intervals on results.

Once I knew how to find evidence and the types of papers available, I then needed to learn how to assess their reliability and attended a local critical

1.28b

1.07

7b

**STEP 2** If addressing your clarification requires additions or edits to a Commentary you will need to create a new version. Your old version cannot be removed but you can download it and edit in a programme like Microsoft word.



Use a different colour to make it obvious where the changes have taken place within your document.

**STEP 3** Once you've made all the changes you can upload using the Evidence Wizard. Make sure you re-name the new commentary to make it obvious that it is a revised version.

### Create Evidence

Drag and Drop Evidence or Browse Files

Upload Details Type Cross Reference



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

File Name  
Commentary\_1\_v2\_for\_clarifications\_\_Implementing\_Stoptober\_Campaign\_in\_Kent\_County\_Court

File Size  
258778

Replace File

## Addressing Resubmission

If addressing a resubmission this means you will need to demonstrate this standard in a new piece of work with new evidence of knowledge and application.

**STEP 1** Remove the existing commentary and evidence from the specific standard requiring resubmission by clicking **Choose Evidence**

The screenshot shows a software interface with a navigation bar at the top: Course, Evidence, Registration, Contact, Metrics. Below this, a section titled "1 .3 - 1.3 Act in ways that promote equality and diversity." is displayed. On the left, there's a "Resources" panel with columns for RESOURCE and TYPE. On the right, there's an "Actions" panel with fields for Status (Outcome Started) and Deadline. A large button labeled "Choose Evidence" is visible, with a hand cursor pointing at it. A yellow callout box with an exclamation mark contains the text: "IMPORTANT: Make sure you DO NOT delete the previous commentary or evidence from the portfolio. You only need to remove it from the standard for which the resubmission is requested."

A modal dialog box titled "Choose Evidence for: 1.3 - 1.3 Act in ways that promote equality and diversity." is shown. It lists several items under the heading "DOCUMENT": Evidence 2, Commentary, Doc\_4a (with a checked checkbox), Evidence 5, Evidence 4, Evidence 3, Evidence 2, Evidence 1, and MBarker Briefing Notes. A hand cursor is pointing at the checkbox next to "Doc\_4a".

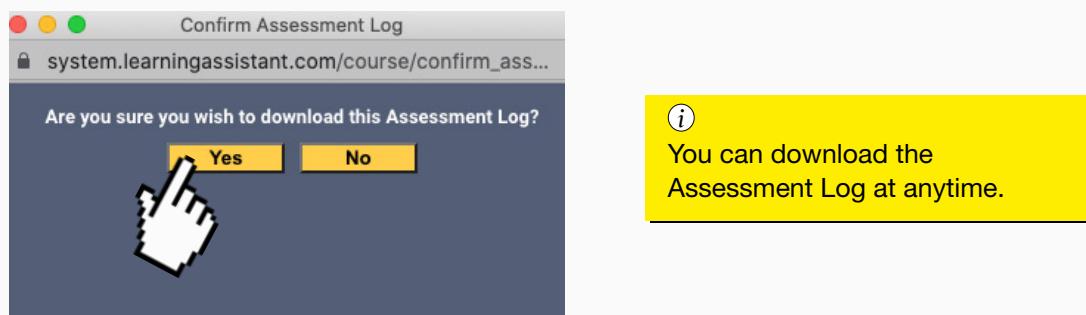
**STEP 3** Now follow the steps in [Section 4](#) and [Section 5](#) to upload the new commentary and evidence to address the resubmission.

## 7. Downloading the Assessment Log

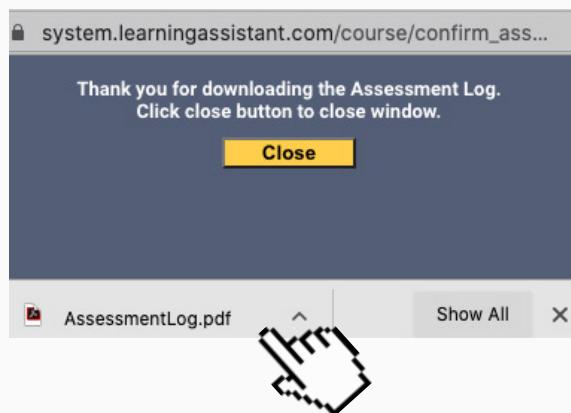
**STEP 1** Download the Assessment Log (the log is automatically populated via the e-portfolio)  
Go to the Course folder and click on **Assessment Log**

The screenshot shows the UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019) interface. At the top, there are four buttons: Unit Selection, Declaration, Assessment Log (which is highlighted), Practitioner Overview, and Metrics. Below these are three progress bars: Started 13% (blue bar), Completed 4% (green bar), and Expected 0% (grey bar). To the right of the bars is a hand cursor icon pointing towards the Assessment Log button. Further down, under the heading 'Assessors' and 'Verifiers', there are two entries each, each with a yellow star icon and the word 'Test' followed by a name.

Click on **YES** to confirm your decision.



The Log will then be downloaded to your PC as a PDF.



# Final checklist

**Once all standards have been accepted by your assessor, the following need to be completed for verification.**

## OTHER SUPPORTING DOCUMENTS

Ensure you have all the correct documents required for your application uploaded to Other Supporting Documents.

### Other .1 - Supporting Documents



If you're not sure what to do for this section then read the guidance that can be downloaded from this section or contact your local scheme co-ordinator.

- For the verification stage, in addition to your completed portfolio and provide the following documentation:
- A completed verification application form ('see application forms section)
- A current CV
- A current job description
- Certified copies of original certificates for qualifications and courses
- A testimonial
- A reference

## APPLICATION FORMS

Ensure you have completed the **Application for Verification Form** and the **Application to UKPHR for Registration** form and follow the steps in **Section 4** to upload using **Evidence Wizard**

## PRACTITIONER OVERVIEW

Complete the Practitioner Overview

Applicant

Your name

Summary of portfolio by applicant

List the title of your commentaries

Signature and date

Your signature

**Submit the form**

**Reset the form**

## 9. e-Portfolio URLs for local Schemes

Scheme	URL
South West	<a href="https://system.learningassistant.com/SWPHPRS/">https://system.learningassistant.com/SWPHPRS/</a>
Thames Valley	<a href="https://system.learningassistant.com/HETV/">https://system.learningassistant.com/HETV/</a>
Wessex	<a href="https://system.learningassistant.com/HEWESSEX/">https://system.learningassistant.com/HEWESSEX/</a>
Kent Surrey and Sussex (KSS)	<a href="https://system.learningassistant.com/NHSKM/">https://system.learningassistant.com/NHSKM/</a>
London	<a href="https://system.learningassistant.com/NHSKM/">https://system.learningassistant.com/NHSKM/</a>
West Midlands	<a href="https://system.learningassistant.com/HEEWM/">https://system.learningassistant.com/HEEWM/</a>
East Midlands	<a href="https://system.learningassistant.com/PHEEM/">https://system.learningassistant.com/PHEEM/</a>
East of England	<a href="https://system.learningassistant.com/UKPHR/">https://system.learningassistant.com/UKPHR/</a>
Yorkshire and Humber	<a href="https://system.learningassistant.com/UKPHRYH/">https://system.learningassistant.com/UKPHRYH/</a>
North West	<a href="https://system.learningassistant.com/NWPH/">https://system.learningassistant.com/NWPH/</a>
North East	<a href="https://system.learningassistant.com/PHENE/">https://system.learningassistant.com/PHENE/</a>