

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

Once your assessor is as confident as possible that you have met all the standards, they will pass your application to the scheme co-ordinator and a UKPHR trained verifier will be identified, who will then check that the assessment has been carried out appropriately and provide independent scrutiny. Your verifier will be a registered public health specialist of at least three years, independent of the organisation in which you work. Verifiers will meet as a Verification Panel to consider applications.

For verification purposes, please submit one complete copy (your local scheme may require you to provide both a paper and electronic copy) of all your written evidence, and any videos or DVDs that you have used as evidence, together with the assessment log, completed by your assessor and the following documentation:

- This form, fully completed by you (Part A and Part B) and your assessor (Part C)
- A current CV
- A current job description
- Certified copies of original certificates for qualifications and courses
- A testimonial
- A reference

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

Once your application has been verified (and moderated, if selected) your completed assessment log will be returned to you. You will then be eligible to apply to the UKPHR for registration: **this must be done within 3 months of the date of the Verification Panel.** The application form for registration can be found at the back of the “*Supplementary Guidance.*”

Application Form

Please complete this form in block capitals legibly in black ink, or typescript.

Section A: Applicant Details

Name:

Gender

Male

Female

Job Title:

Length of time in current position:

Organisation:

Address:

Telephone number:

Email:

Declaration: I confirm that the information I have submitted is my own work and all additional information and research is correctly cited and referenced.

Signed:

Date:

Section B Testimonial and reference

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

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

Testimonial

Name:

Job Title:

Address:

Telephone number:

Email:

How does the person know you and your work?

.....

Reference

Name:

Job Title:

Address:

Telephone number:

Email:

How does the person know you and your work?

.....

Section C Assessor Details

Name:

Gender

Male

Female

Job Title:

Date of last assessor training:

Organisation:

Address:

Telephone number:

Email:

Declaration: I can confirm that in my opinion XXXXXX has met the all the standards

Comment:

Signed:

Date:

Application for Verification Submission Details

Please send completed and signed application forms to:

Tel:

Address:

Email:

Annex A

TESTIMONIAL AND REFERENCE

The submission of a testimonial and a reference is part of the assessment process and may be followed up (though this would be very unusual). Please give details of the people providing your reference and your testimonial on the application form and submit both with the rest of your application.

A Reference should be provided by someone who knows you professionally and can confirm that there is no professional, or fitness to practice, reason that you should not be included on the register. They should be able to provide general comments about your ability as a public health practitioner.

A Testimonial should be provided by someone who has reviewed the evidence you have submitted for assessment and can confirm that this is your work. They should be able to comment on the quality of the evidence submitted and confirm that you are working, or capable of working, at public health practitioner level. This overall testimonial is separate to any testimonials you may have included as part of your evidence.

The people providing your testimonial and reference will regularly see your work. They may be more senior than you or a professional colleague, but not junior to you. If you are employed, either the testimonial or the reference should normally be from a person who supervises your daily work. The reference may come from someone outside your own organisation or team.

You must not name anyone for whom you yourself are providing a reference or testimonial.

The difference between the testimonial and the reference is summarised below: you may want to give this to those providing them for you.

INFORMATION FOR THOSE PROVIDING A TESTIMONIAL OR REFERENCE

The UK Public Health Register as part of the assessment process requires a testimonial in support of the evidence contained in the portfolio and a reference concerning the applicant's fitness to practise as a public health practitioner. Your testimonial or reference will be 'open': the applicant may see it if they wish.

- **Testimonial:** please comment generally on the *quality of the evidence* in the portfolio and, if you are able, state that to the best of your knowledge, the applicant is working at public health practitioner level, or has the competence to do so. Please ask the applicant for a copy of their evidence for your consideration before you write the testimonial.
- **Reference:** please give a general reference regarding the applicant's competence and fitness to practise as a public health practitioner.

Please provide your testimonial or reference directly to the applicant as soon as you can, to enable the applicant to include it with the rest of their application to Public Health Wales.

Please include the following basic information:

1. Name of applicant
2. How you know the applicant's work (e.g. manager, professional colleague etc.) and for how long
3. Your name and position

Thank you for your help.