

Public Health Practitioner Registration Support Scheme

E-Portfolio User Guide for Practitioners

Contents

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

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.

Username

Password

Login

[Reset Password](#) [Contact Administrator](#) [Customer Support](#)

STEP 3 You'll be prompted to reset your password to something secure and memorable. Please note the password is case sensitive.

Reset Your Password

To change your current password, enter a new password and confirm.

New Password

Confirm New Password

Reset Password

[Contact Administrator](#) [Customer Support](#)

Password changed successfully.

Your password has been updated successfully.

Continue

[Contact Administrator](#) [Customer Support](#)

Username

Password

[Reset Password](#) [Contact Administrator](#)



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

Cookies we use.

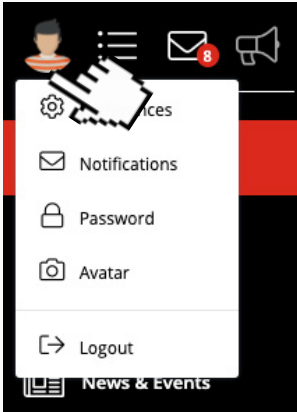
Learning Assistant
Use: to store the Learning Assistant Reference to identify your Training Provider.
Type: First party persistent cookie
Expires: The cookie lasts 10 days.

Google Analytics
Use: to record basic computer information such as: repeat visits; page usage; country of origin.
Type: Third party session and persistent cookie.
Further information: The specific cookies set, can be found here: developers.google.com/analytics/resources/concepts/gaConceptsCookies#cookiesSet

If you have any questions or concerns, please contact us at digital.support@cityandguilds.com

I Decline **I Accept**

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.

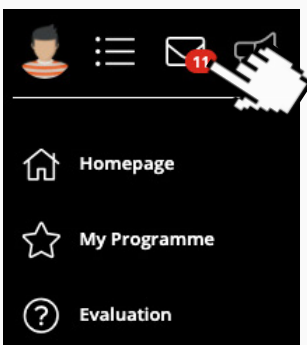
STEP 1 From the menu click on **Notifications** to choose how often you'd like to receive an email with notifications for **Messages** and for **Contact Diary** entries (assessment feedback).

A screenshot of the 'Email Notification Settings' dialog box. The title bar says 'Email Notification Settings' with a close button (X) on the right. Below the title bar is a text input field for 'Email Address' containing 'johnsmith@kcc.gov.uk'. Underneath is the 'Message Digest' section with the text: '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.' There are three radio buttons: 'No', 'Per Message', and 'Daily'. The 'Daily' option is selected and has a hand cursor pointing at it. Below that is the 'Contact Diary Digest' section with the text: '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.' There are three radio buttons: 'No', 'Daily', and 'Per Entry'. The 'Daily' option is selected. At the bottom left is a 'Close' button, and at the bottom right is a red 'Save Email Settings' button. The word 'POSTED' is visible at the bottom of the dialog box.

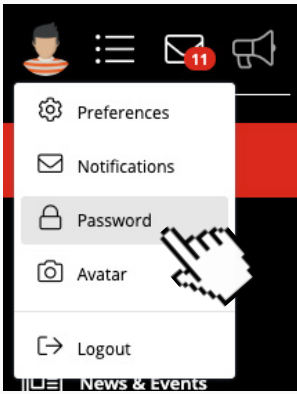
We recommend that you choose to receive daily notifications.



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



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.

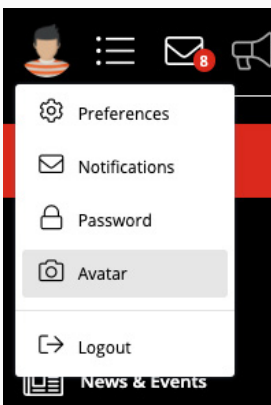


STEP 2 Change your password by tapping on your Avatar and selecting **Password** from the panel.

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

A screenshot of a 'Password' change pop-up form. The form has a white background and a red header bar with the 'City & Guilds Learning Assistant' logo. The title is 'Password' and the subtitle is 'Change your Password.'. Below the title, there is a 'Change Password' section. Underneath, there are three input fields: 'Current Password', 'New Password' (with a 'Suggestions' button to its right), and 'Confirm New Password'. At the bottom right, there is a red button labeled '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.

A screenshot of an 'Avatar' change pop-up form. The form has a white background and a red header bar with the 'City & Guilds Learning Assistant' logo. The title is 'Avatar' and the subtitle is 'Change your Avatar.'. Below the title, there is an 'Upload Avatar' section. Underneath, there is a small avatar icon and the text 'To change your profile picture, choose a file below and upload.'. Below this text is a grey file selection bar with a 'Choose File' button. At the bottom right, there is a red button labeled 'Upload Profile Picture'.

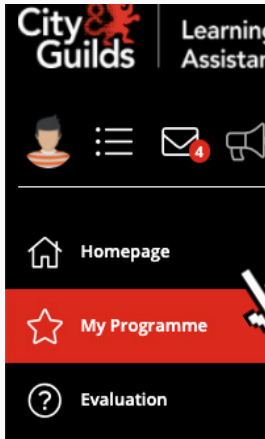
3. Useful Information

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

The screenshot shows a dashboard for 'UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)'. It features three progress bars: 'Started 13%' (blue), 'Completed 4%' (green), and 'Expected 0%' (grey). To the right, there are two sections: 'Assessors' with a star icon and the name 'Assessor2020' (labeled 1), and 'Verifiers' with a star icon and the name 'Verifier2020' (labeled 2). At the top right, there are buttons for 'Unit Selection', 'Declaration', 'Assessment Log' (labeled 5), 'Practitioner Overview' (labeled 6), and 'Metrics'.

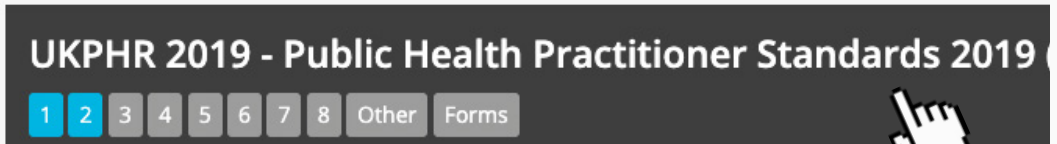
- | | |
|---|--|
| 1 Your assessor's name | 4 Work that has been signed-off as completed |
| 2 Your verifier's name | 5 Download the assessment log |
| 3 Percentage of work that you have done | 6 Complete the Practitioner Overview |

4. Uploading commentaries, evidence and supporting information

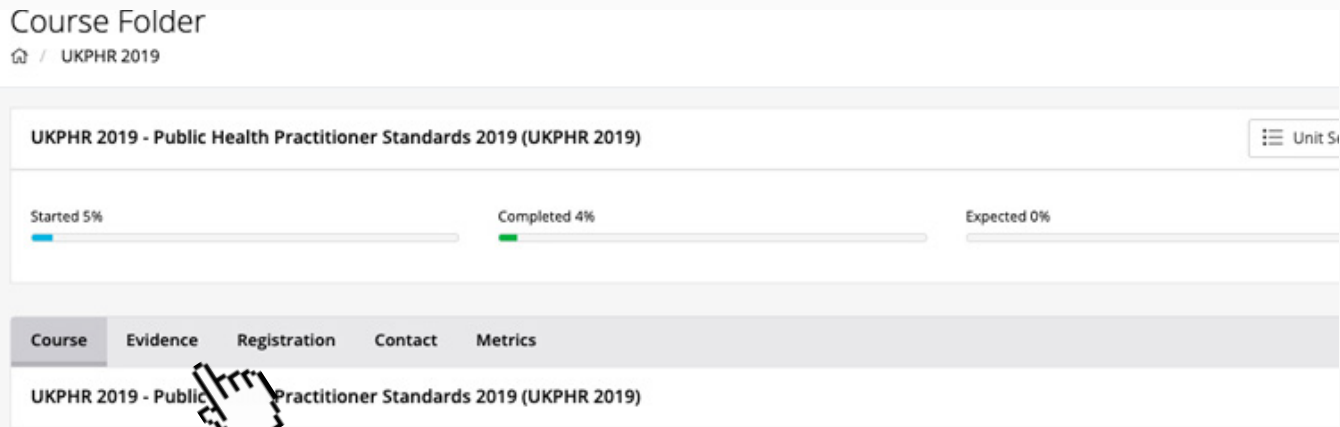


STEP 1 Click on **My Programme** in the left hand menu to open your programme.

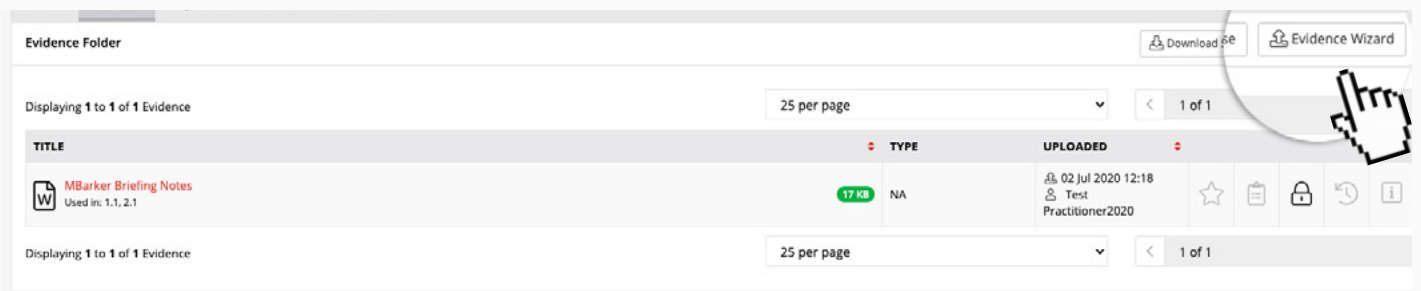
STEP 2 Click the course title or any of the units to go to the Course Folder.



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



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



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

Evidence Wizard

Create Evidence



Upload Evidence

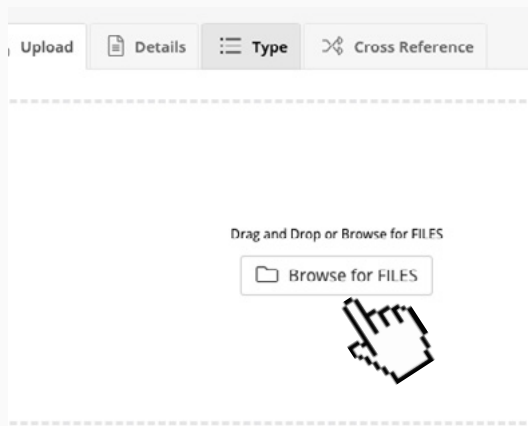
Upload an existing file from your computer or mobile device into the evidence folder. The wizard helps you reference the item in place.



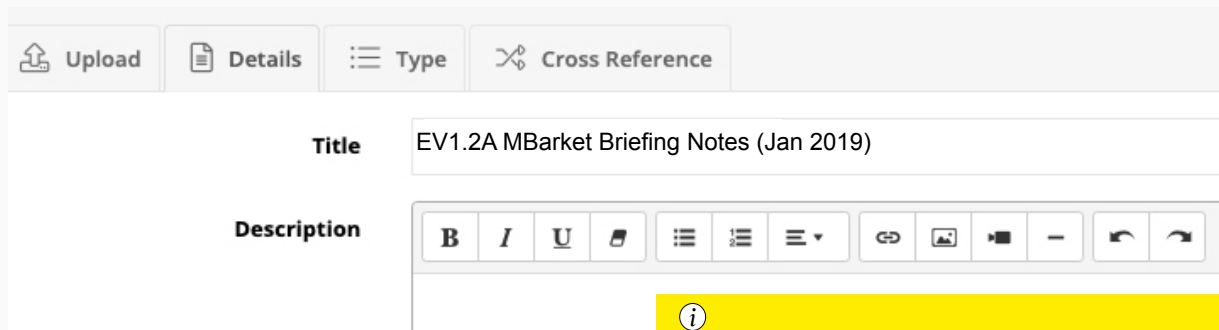
Create Evidence

Create a new item of evidence from scratch by entering text directly. This is really useful for creating evidence without uploading a document or file.

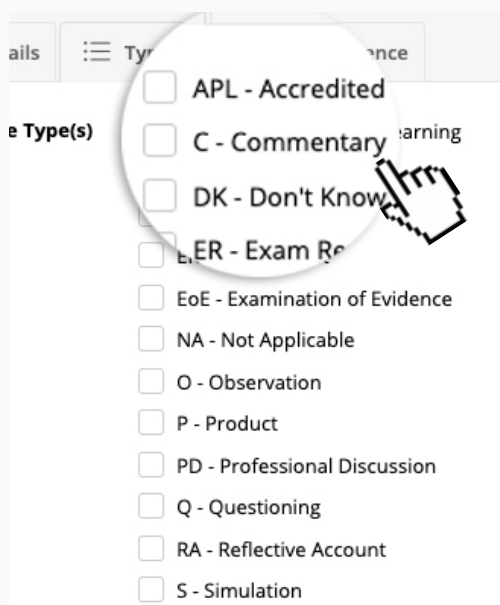
STEP 6 From the Evidence Wizard click on the **Browse Files** button and locate the file you wish to use.



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.



i 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**.

Upload Details Type Cross Reference

Select units for cross-referencing of evidence Toggle All

1 1 Practising professionally, ethically and legally Started

▶ 1. 2 1.2 Use an ethical approach in your area of work, identifying ethical dilemmas or issues arising and how you address them.

1.2 SELECT ALL

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 1.3 Act in ways that promote equality and diversity.

▶ 1. 4 1.4 Act in ways that value people as individuals.

▶ 1. 5 1.5 Act in ways that recognise people's expressed beliefs and preferences.

▶ 1. 6 1.6 Act within the limits of your competence, seeking advice when needed.

▶ 1. 7 1.7 Continually develop own practice by reflecting on your behaviour and role, identifying where you could make improvements.

▶ 1. 8 1.8 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.

2.1 SELECT ALL

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 Reviewed a 02 Jul 2020 (Test)

▶ 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


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

Actions

Status: Outcome Not Started

Deadline:


Choose Evidence Evidence Wizard



Choose Evidence for: 1.3 - 1.3 Act in ways that promote equality and diversity. ×

DOCUMENT	<input type="checkbox"/>
Evidence 5	<input type="checkbox"/>
Evidence 4	<input type="checkbox"/>
Evidence 3	<input type="checkbox"/>
Evidence 2	<input type="checkbox"/>
Evidence 1	<input type="checkbox"/>
MBarker Briefing Notes	<input type="checkbox"/>

TYPE **Status:**

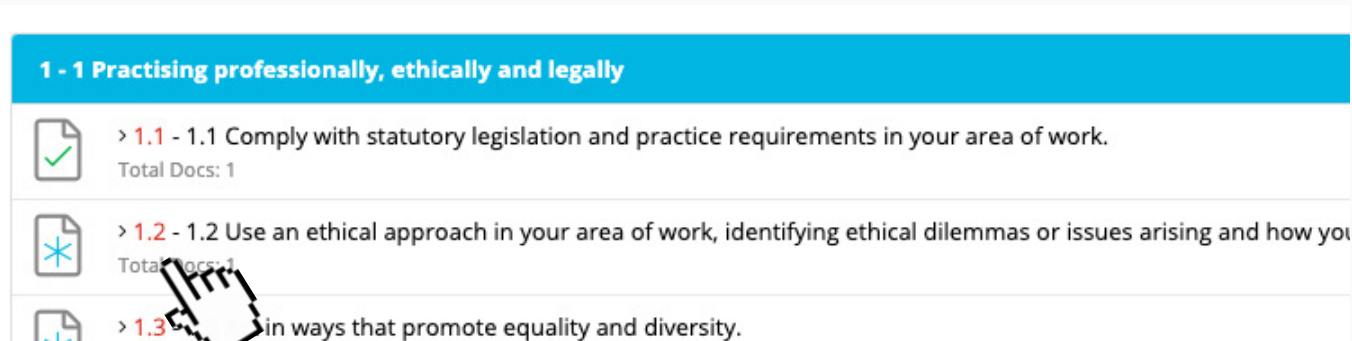


This will open a pop-up showing all the evidence you have uploaded and from here you can select which one you wish to use.

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.

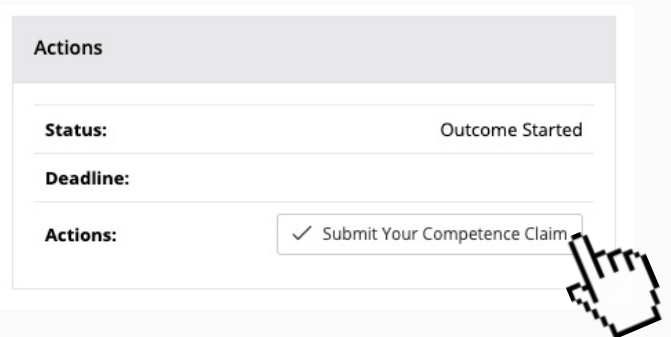
STEP 1 To do this, go to the Course Folder and click on the standard you wish to submit



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
Total Docs: 1
- > **1.3 - 1.3** ... in ways that promote equality and diversity.

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



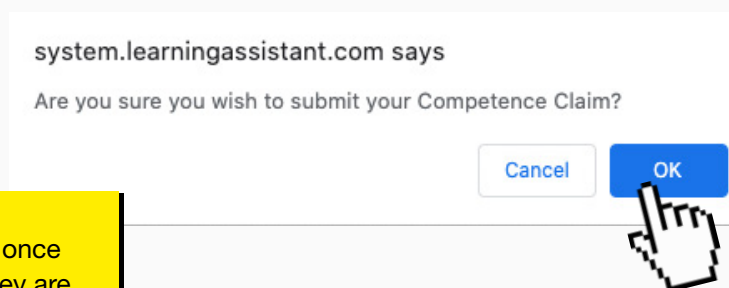
Actions

Status: Outcome Started

Deadline:

Actions:

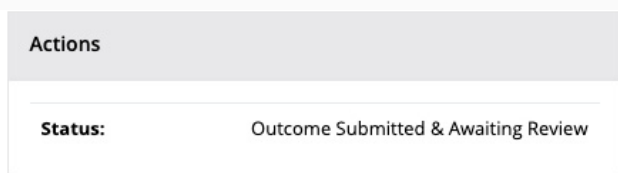
STEP 3 Only once you are sure all files are correct Click on **OK** from the pop-up to confirm you wish to submit the competence claim.



system.learningassistant.com says

Are you sure you wish to submit your Competence Claim?

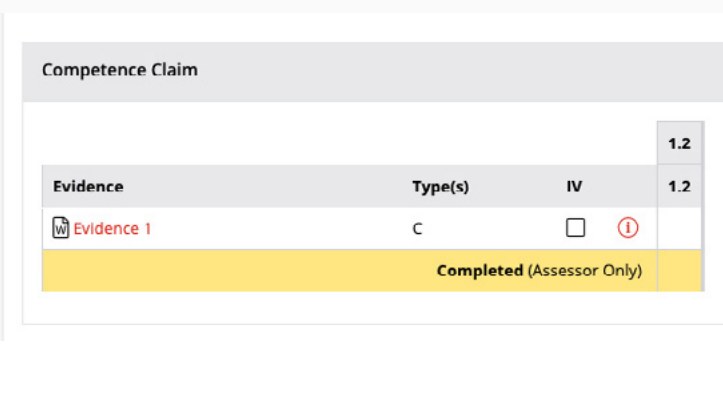
i Check all files are correct as once submitted to the assessor they are locked and cannot be edited.



Actions

Status: Outcome Submitted & Awaiting Review

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



Competence Claim

Evidence	Type(s)	IV	
Evidence 1	C	<input type="checkbox"/>	1.2
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.

PRACTITIONER	OUTCOME(S)	SUBMITTED
There are no Outcomes to display.		

ENTRY	POSTED
Indicator 2.2 Accepted as Complete	04 Aug 2020 23:56
Indicator 1.2 Returned for Clarification	04 Aug 2020 23:55
Indicator 2.2 Returned for Resubmission	04 Aug 2020 23:37
	04 Aug 2020 11:38
MJarket Unetng Now	14 Jul 2020 17:21

OUTCOME(S)	STATUS	DEADLINE
There are no Outcomes to display.		

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).

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. Total Docs: 2	Reviewed and Returned 02 Jul 2020 (Test Assessor2020)
> 2.2 - 2.2 Manage data and information in compliance with policy and protocol, demonstrating awareness of data confidentiality and disclosure.	Reviewed & Resubmitted

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.

Displaying 1 to 1 of 1 Diary Entries 25 per page 1 of 1

Test Assessor2020 (Primary Assessor) Outcome(s): 20.1

02 Jul 2020 12:33

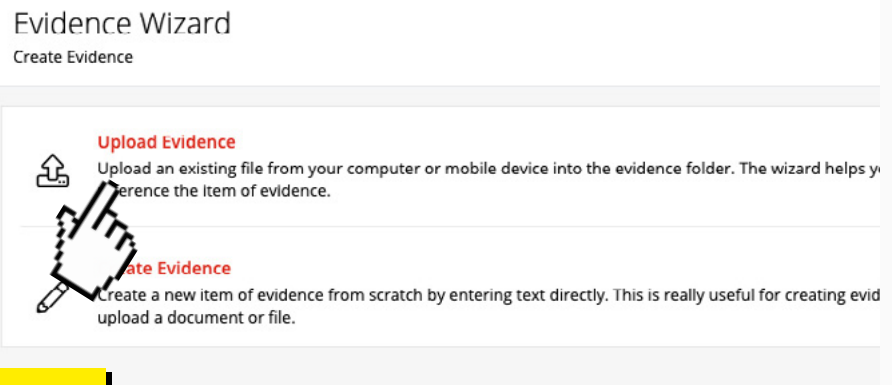
Description Indicator 2.1 Returned for Clarification	Feedback You have demonstrated understanding for this standard. In your commentary you have reflected on your understanding of the use of epidemiological terms and concepts from the masterclass you attended and how you applied this to your public health practice. However the masterclass you refer to as the knowledge source and the JSNA section you wrote as evidence of application is not provided. Therefore clarification is sought on providing the evidence of knowledge and application to practice for this standard.	Info Assessment Feedback
--	---	------------------------------------

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

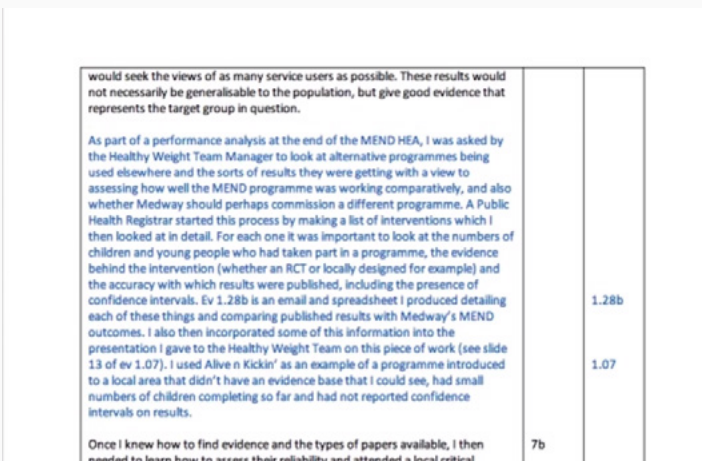


Upload Evidence
Upload an existing file from your computer or mobile device into the evidence folder. The wizard helps you cross reference the item of evidence.

Create Evidence
Create a new item of evidence from scratch by entering text directly. This is really useful for creating evidence without uploading a document or file.

i
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](#)

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.



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.

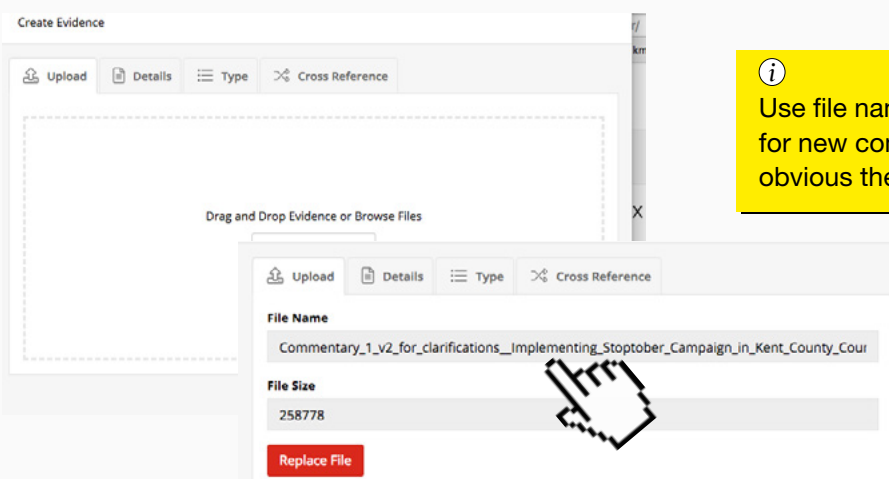
As part of a performance analysis at the end of the MEND HEA, I was asked by the Healthy Weight Team Manager to look at alternative programmes being used elsewhere and the sorts of results they were getting with a view to assessing how well the MEND programme was working comparatively, and also whether 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 outcomes. 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 Alive n 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

i
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

Upload Details Type Cross Reference

Drag and Drop Evidence or Browse Files

File Name
Commentary_1_v2_for_clarifications_Implementing_Stoptober_Campaign_in_Kent_County_Cour

File Size
258778

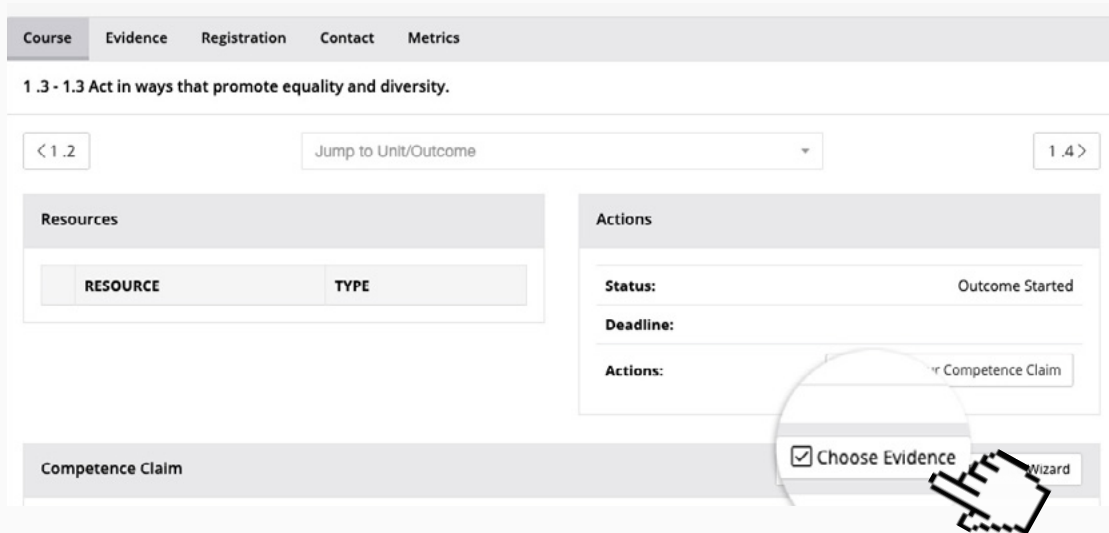
Replace File

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

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**

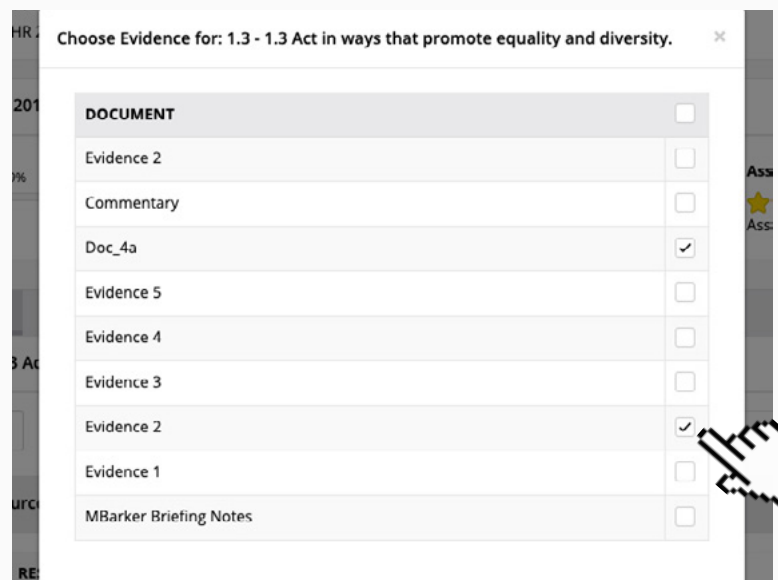


The screenshot shows a course interface with tabs for Course, Evidence, Registration, Contact, and Metrics. The current view is for standard 1.3 - 1.3 Act in ways that promote equality and diversity. There are navigation buttons for 1.2 and 1.4, and a 'Jump to Unit/Outcome' dropdown. Below are sections for Resources, Actions, and a Competence Claim. The 'Choose Evidence' button is highlighted with a hand cursor.



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.



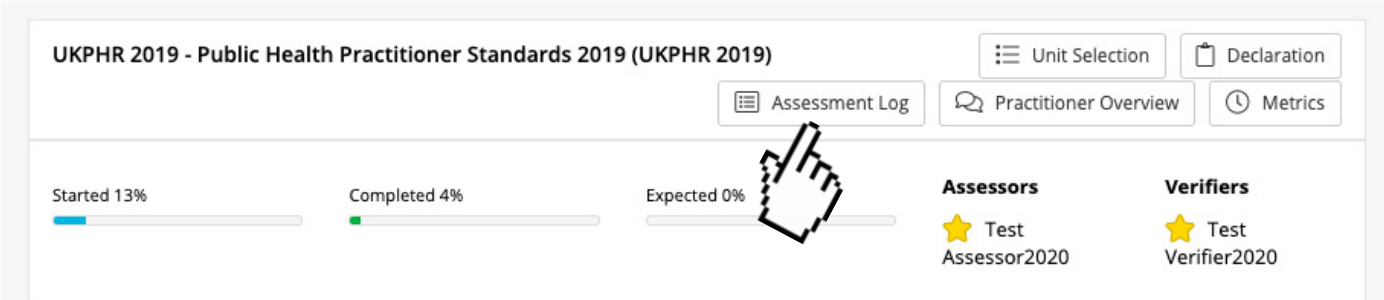
The screenshot shows a dialog box titled 'Choose Evidence for: 1.3 - 1.3 Act in ways that promote equality and diversity.' It contains a table with a list of documents and checkboxes for selection.

DOCUMENT	
Evidence 2	<input type="checkbox"/>
Commentary	<input type="checkbox"/>
Doc_4a	<input checked="" type="checkbox"/>
Evidence 5	<input type="checkbox"/>
Evidence 4	<input type="checkbox"/>
Evidence 3	<input type="checkbox"/>
Evidence 2	<input checked="" type="checkbox"/>
Evidence 1	<input type="checkbox"/>
MBarker Briefing Notes	<input type="checkbox"/>

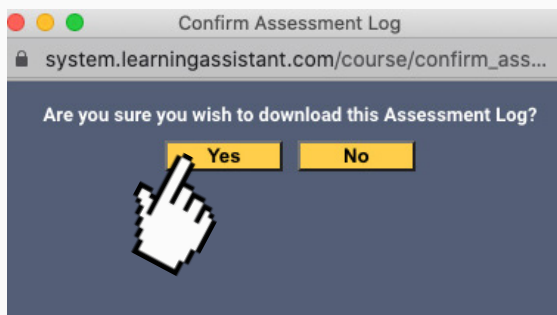
STEP 3 Now follow the steps in [Section 4](#) and [Section 5](#) to upload the new commentary and evidence to address the resubmission.

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**

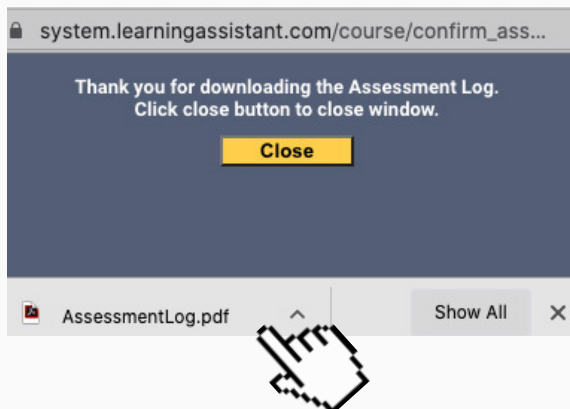


Click on **YES** to confirm your decision.



i You can download the Assessment Log at anytime.

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

For the verification stage, in addition to your completed portfolio and evidence, you must 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

i 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.

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	<input type="text" value="Your name"/>
Summary of portfolio by applicant	<input type="text" value="List the title of your commentaries"/>
Signature and date	<input type="text" value="Your signature"/>

9. e-Portfolio URLs for local Schemes

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