

Public Health Practitioner Registration Support Scheme

E-Portfolio User Guide for Verifiers

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Public Health Practitioner Registration Support Scheme

E-Portfolio User Guide for Verifiers

1. Logging in

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

Login

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



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.

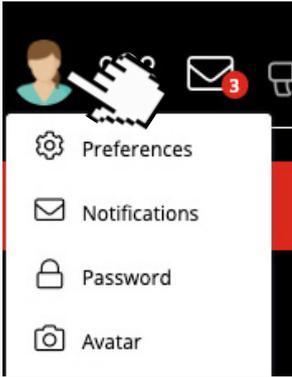
Learning Assistant
Use: to store the Learning Assistant Reference to identify your Training Provider.
Type: First party persistent cookie.
Expires: The cookie lasts 10 days.

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 digitalasupport@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.

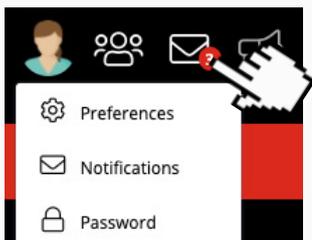
STEP 1 From the menu click on **Notifications** to choose how often you'd like to receive an email with notifications for **Messages** and for **Candidate Submit Digest** (you'll notice there are other 'digests' in the list - as these are not required they can be left).

A screenshot of the 'Email Notification Settings' form. At the top, there is a field for 'Email Address'. Below this, there are several sections, each with a title and a question, followed by radio button options. A hand cursor is pointing at the 'Evidence Upload Digest' section. The sections are: '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. Options: No, Per Message, Daily), 'Evidence Upload Digest' (Would you like to receive a daily e-mail digest of evidence uploaded by your learners? Options: No, Yes), 'Interim Verification Digest' (Would you like to receive a daily e-mail digest of interim verifications of your learners? Options: No, Yes), 'VQ Award Digest' (Would you like to receive a daily e-mail digest of VQs awarded to your learners? Options: No, Yes), and 'Candidate Submission Digest' (Do you wish to receive an e-mail each day with all your new candidate submissions from that day, or an email each time a candidate submits something for you.).

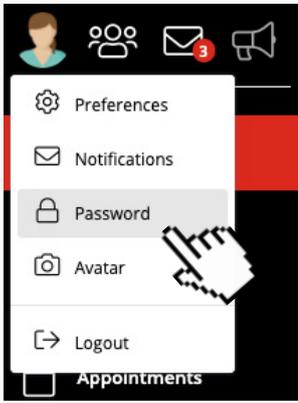
We recommend that you choose to receive daily notifications.



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.

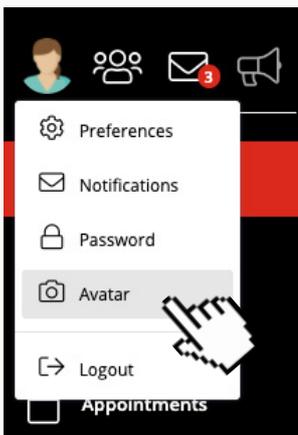


STEP 2 Change your password by tapping on your Avatar and selecting **Password** from the panel.

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

A screenshot of a 'Change Password' form. At the top right, it features the 'City & Guilds Learning Assistant' logo. The form title is 'Change Password' and the subtitle is 'Change your Password.'. Below the title, there are three input fields: 'Current Password', 'New Password' (with a 'Suggestions' button to its right), and 'Confirm New Password'. A red 'Change Password' button is located at the bottom right of the form.

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



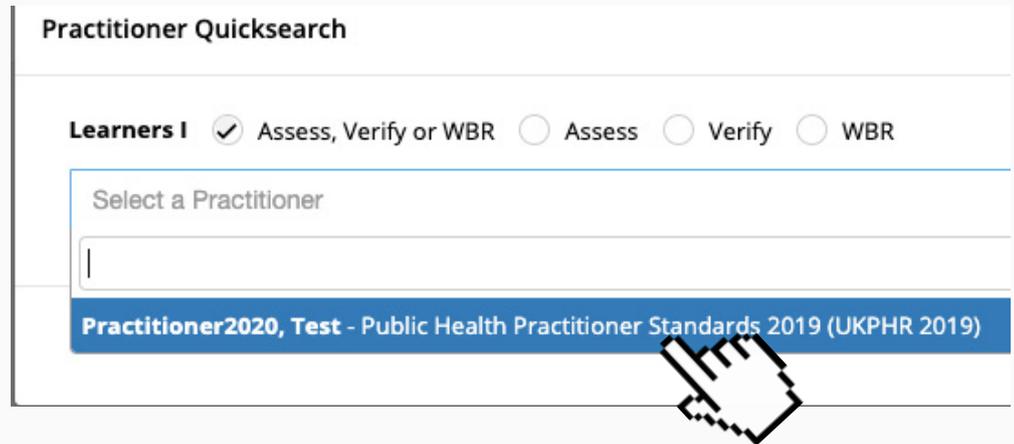
Follow the instructions in the pop-up to upload a new image. Be sure to click **Upload Profile Picture** before closing the pop-up.

A screenshot of an 'Upload Avatar' form. The title is 'Upload Avatar'. Below the title, there is a placeholder image of a person's head and shoulders. To the right of the image, the text reads: 'To change your profile picture, choose a file below and upload.'. Below this text is a large grey rectangular area for file selection, with a 'Choose File' button on the right side. At the bottom right of the form, there is a red 'Upload Profile Picture' button, which is being pointed to by a hand cursor.

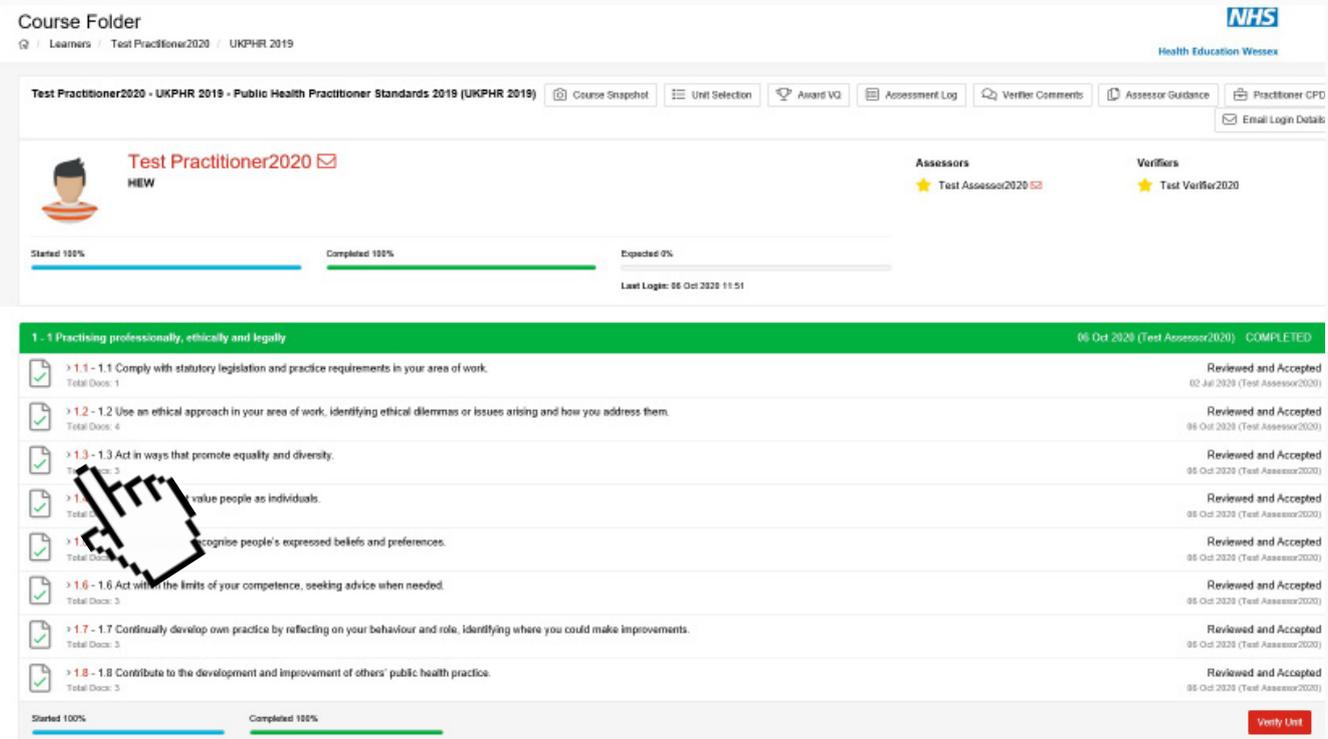
3. Finding and navigating your Practitioner's portfolio

In the e-portfolio, each Practitioner has a Course Folder which displays all 34 standards and their associated standards. Additional sections are also listed in the Course Folder for: Supporting Documents (for example, a CV and Job Description); as well as the required Application Forms.

STEP 1 To locate the practitioner's portfolio, go to the **Quicksearch** functionality. To open the Quicksearch click on the Practitioner icon and then click on the practitioner you wish to verify.



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



You can click here to view the work uploaded by the practitioner for each standard

You will then see a page containing the work uploaded by the practitioner.

For every standard submitted for assessment there's usually a minimum of three documents: Commentary; Evidence of knowledge; Evidence of application

Competence Claim

 Print  PDF Choose Evidence  Evidence Wizard

Evidence	Type(s)	IV	2.3
 Commentary	C	<input type="checkbox"/> 	✓
 Evidence 2	NA	<input type="checkbox"/> 	✓
Completed (Assessor Only) <input type="checkbox"/>			



All original evidence files are protected. This allows any changing or editing to take place safe in the knowledge that originals will remain unchanged.

4. Verifying Practitioner Portfolio

To undertake verification first locate your Practitioner’s portfolio by following the steps in [Section 3](#) and then follow the simple steps below.

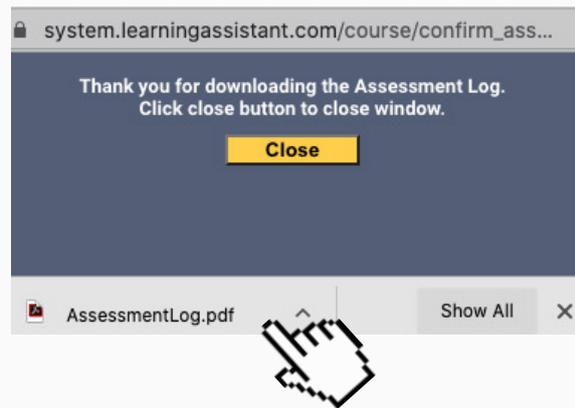
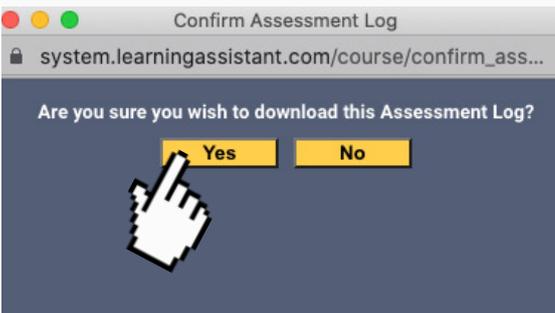
STEP 1

Download the assessment by clicking on Assessment Log in the top section.

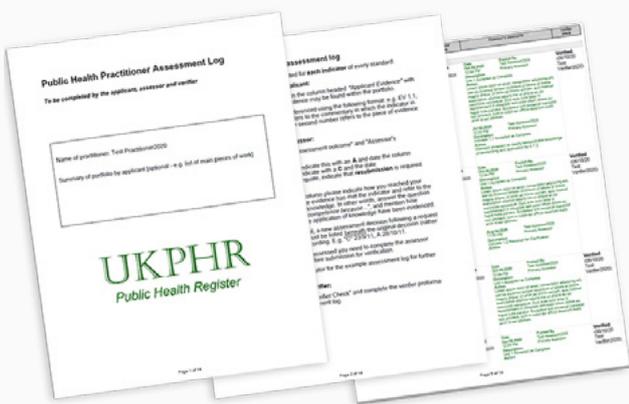


What is an Assessment Log?
The assessment log is the record of the progress and outcome of the assessment. It is very important in both the assessment and verification process and should be completed with care and attention to detail.

A pop up window will appear asking for permission to download the Assessment Log. Click on **YES** to confirm your decision.



The Log will then be downloaded as a PDF.



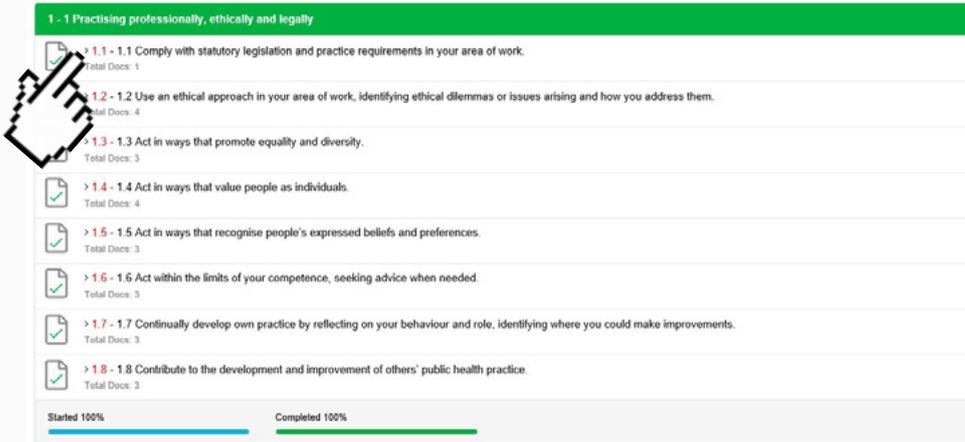
STEP 2

Once the assessment log has been downloaded, you should perform an initial verification check. Verifiers undertaking an initial verification check should check that the assessment log has been fully completed by the applicant and the assessor. This should include:

- Cited evidence of knowledge source and evidence of application.
- Clear assessment comments provided by the Assessor.
- Whether clarifications or resubmissions of evidence were required, for what reason, and when
- The date the standard was agreed as met is given.

STEP 3

Following the initial verification check of the assessment log, undertake a brief sampling of the evidence. By clicking on the indicators.



1 - 1 Practising professionally, ethically and legally

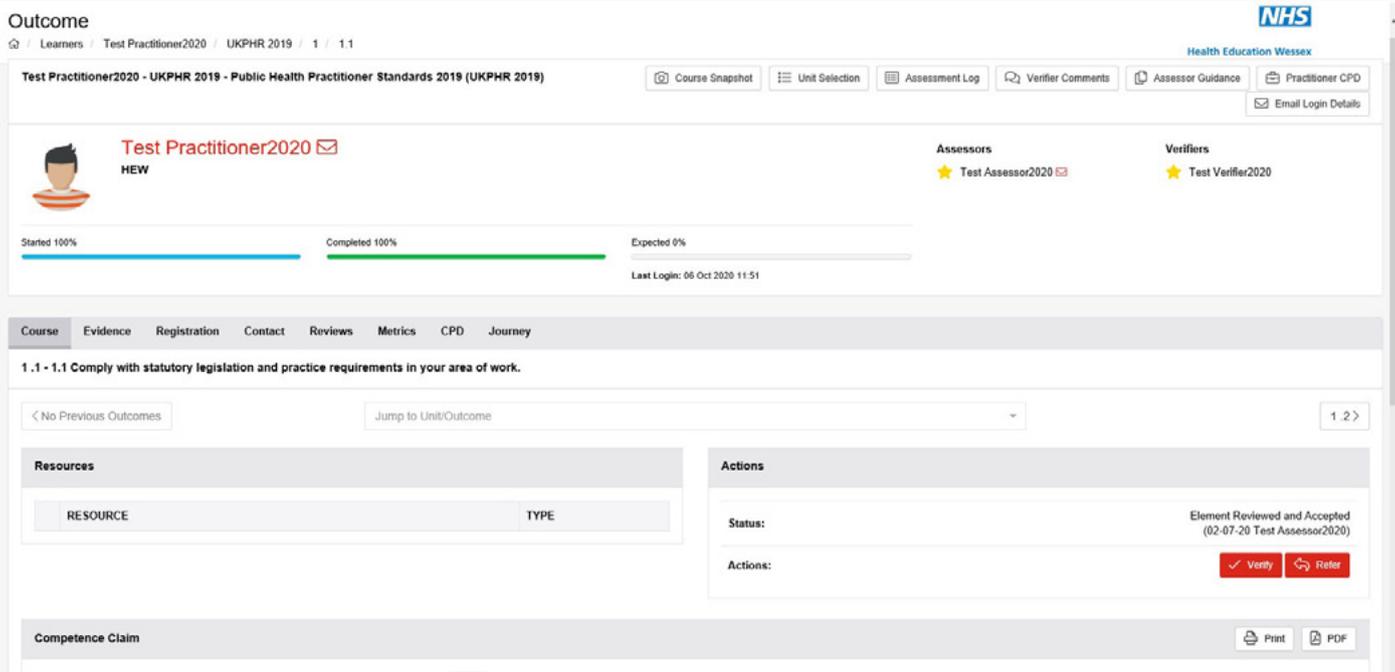
- > 1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work. Total Docs: 1
- > 1.2 - 1.2 Use an ethical approach in your area of work, identifying ethical dilemmas or issues arising and how you address them. Total Docs: 4
- > 1.3 - 1.3 Act in ways that promote equality and diversity. Total Docs: 3
- > 1.4 - 1.4 Act in ways that value people as individuals. Total Docs: 4
- > 1.5 - 1.5 Act in ways that recognise people's expressed beliefs and preferences. Total Docs: 3
- > 1.6 - 1.6 Act within the limits of your competence, seeking advice when needed. Total Docs: 3
- > 1.7 - 1.7 Continually develop own practice by reflecting on your behaviour and role, identifying where you could make improvements. Total Docs: 3
- > 1.8 - 1.8 Contribute to the development and improvement of others' public health practice. Total Docs: 3

Started 100% Completed 100%

i

Do not undertake a second assessment; instead focus on standards where clarification and resubmission has been required or where evidence is based on observation or testimonials.

Remember you are verifying to ensure and be assured that the process of assessment has been carried out correctly.



Outcome

Health Education Wessex

Test Practitioner2020 - UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)

Assessors: Test Assessor2020
Verifiers: Test Verifier2020

Started 100% Completed 100% Expected 0%

Last Login: 06 Oct 2020 11:51

1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work.

Resources

RESOURCE	TYPE
----------	------

Actions

Status: Element Reviewed and Accepted (02-07-20 Test Assessor2020)

Actions:

Competence Claim

Print PDF

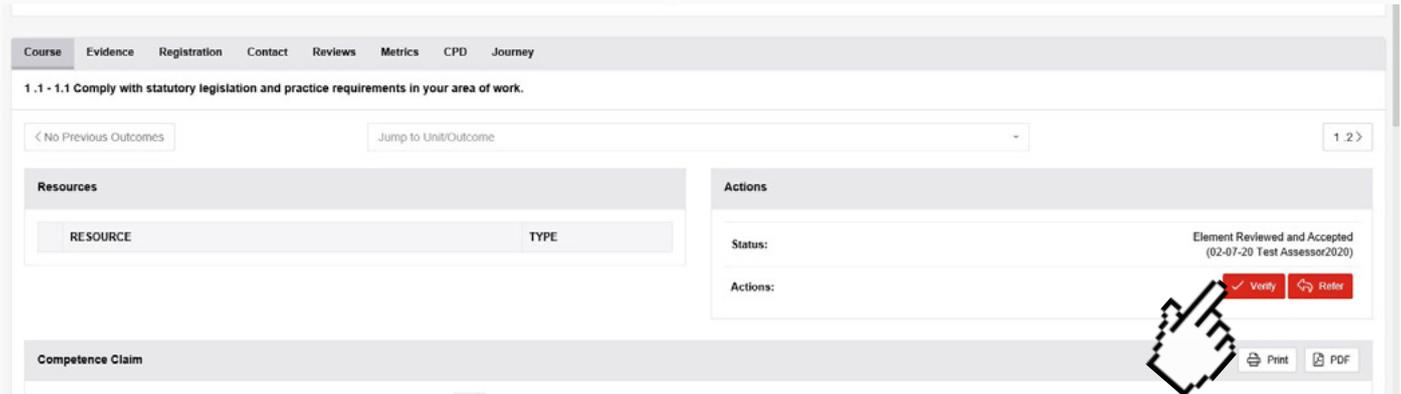


Key questions to ask as a verifier:

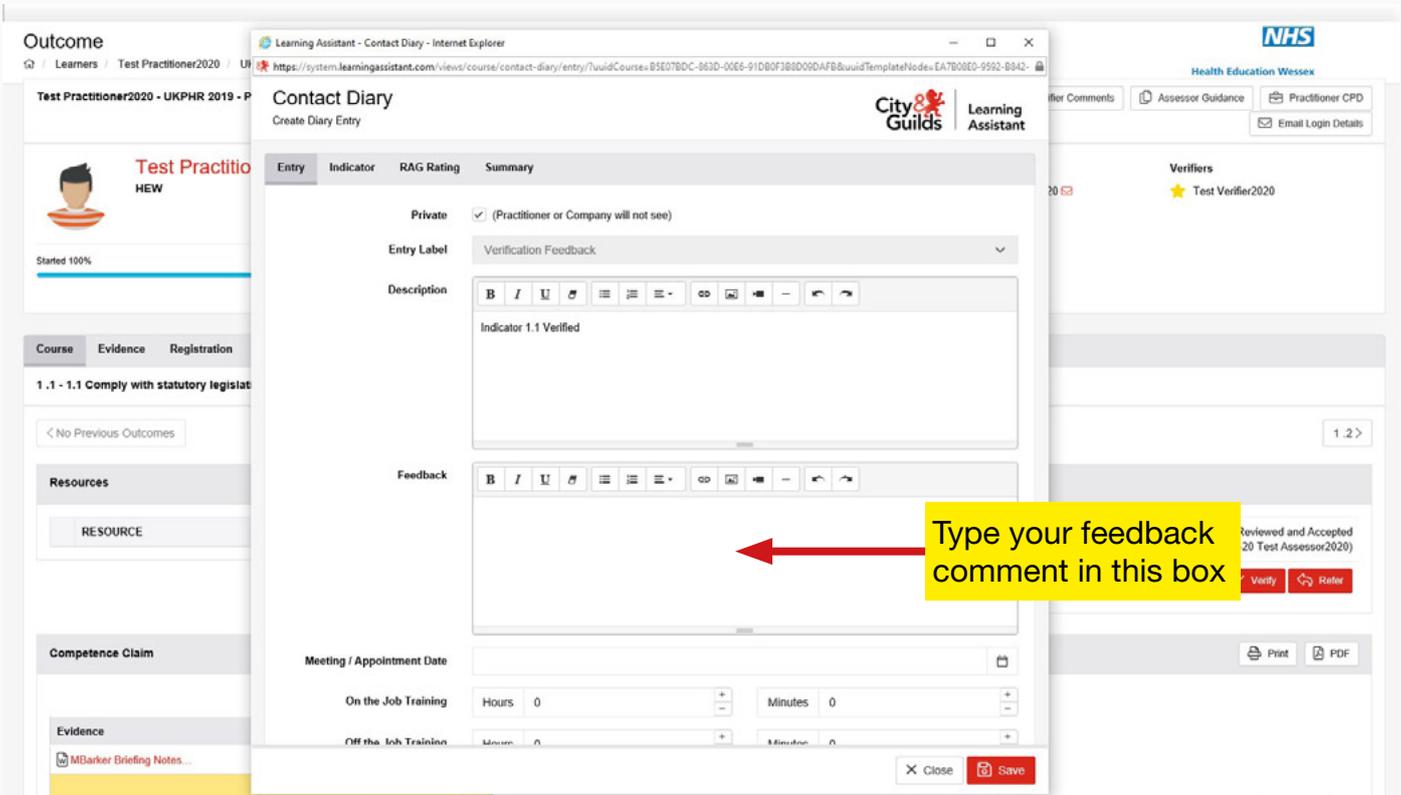
- Is the assessment log fully completed for each standard?
- Does the portfolio appear to be the applicant's own work?
- Does clarification and resubmission evidence appear to be sufficient for the standards you have sampled?
- Have any observations been carried out by an appropriate professional?
- Which standards have you sampled?
- Have you checked all the supporting information e.g. curriculum vitae, reference and testimonial?

STEP 4a

If you are satisfied with the standard you have sampled then you will need to click 'Verify'. This will open a new window where you can add your verification comment.



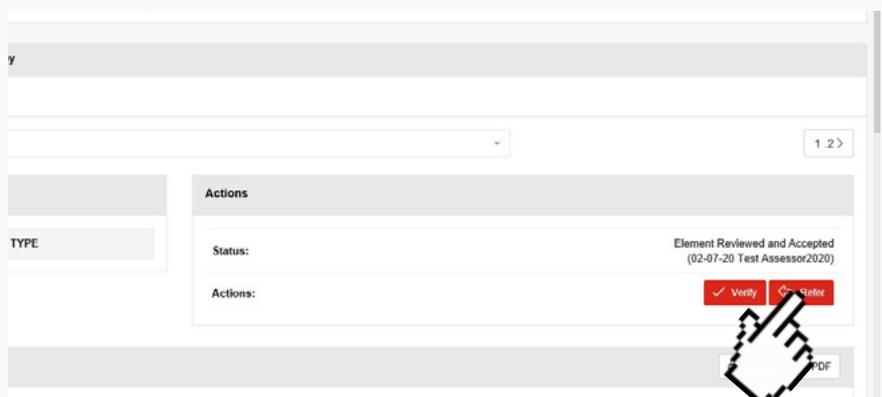
The screenshot shows the Learning Assistant interface for a course titled "1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work." The interface includes a navigation menu at the top with options like Course, Evidence, Registration, Contact, Reviews, Metrics, CPD, and Journey. Below the menu, there are sections for Resources, Actions, and Competence Claim. The Actions section shows the status "Element Reviewed and Accepted (02-07-20 Test Assessor2020)" and two buttons: "Verify" (highlighted with a hand cursor) and "Refer". There are also "Print" and "PDF" icons at the bottom right.



The screenshot shows the "Contact Diary" window in the Learning Assistant. The window title is "Learning Assistant - Contact Diary - Internet Explorer". The main content area is titled "Contact Diary" and "Create Diary Entry". It has tabs for "Entry", "Indicator", "RAG Rating", and "Summary". The "Entry" tab is active, showing a form with fields for "Private" (checked), "Entry Label" (Verification Feedback), "Description" (Indicator 1.1 Verified), and "Feedback" (a large text area). A yellow callout box with a red arrow points to the "Feedback" text area, containing the text "Type your feedback comment in this box". Below the text area are fields for "Meeting / Appointment Date", "On the Job Training" (Hours: 0, Minutes: 0), and "Off the Job Training" (Hours: 0, Minutes: 0). At the bottom right, there are "Close" and "Save" buttons. The background shows the Learning Assistant interface with a "Verify" button highlighted.

STEP 4b

If you are not satisfied that the standard you have sampled has been assessed sufficiently then you will need to click 'Refer'. This will open up a new window where you can add your verification comment for referral.



The screenshot shows the Learning Assistant interface for a course titled "1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work." The interface includes a navigation menu at the top with options like Course, Evidence, Registration, Contact, Reviews, Metrics, CPD, and Journey. Below the menu, there are sections for Resources, Actions, and Competence Claim. The Actions section shows the status "Element Reviewed and Accepted (02-07-20 Test Assessor2020)" and two buttons: "Verify" and "Refer" (highlighted with a hand cursor). There are also "Print" and "PDF" icons at the bottom right.

STEP 5

You will also need to check the Supporting Documents which include:

- Completed Verification for Application Form
- Current CV
- Current Job Description
- Certified copies of original certificates
- A Testimonial
- A Reference

i If these documents are missing then you will need to 'Refer' (see Step 4b).

STEP 6

Once you have completed your initial verifier check and sampling you will need to verify each unit by clicking on 'Verify Unit'

and legally

relation and practice requirements in your area of work.

your area of work, identifying ethical dilemmas or issues arising and how you address them.

quality and diversity.

people as individuals.

people's expressed beliefs and preferences.

competence, seeking advice when needed.

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

ment and improvement of others' public health practice.

Completed 100%

Reviewed and Accepted
06 Oct 2020 (Test Assessor2020)

Verify Unit



If you have referred a standard then do not click 'Verify Unit' until your referral has been addressed.

STEP 7

Once the verification has been completed you will need to complete the Verifier Overview section by clicking 'Verifier Comments' at the top section.

The screenshot displays the NHS Learning Assistant interface. On the left, a sidebar shows 'Course Folder' with 'Test Practitioner20' selected. The main area is titled 'Verifier comments on portfolio - To be completed by the verifier once the portfolio has been verified.' It contains a form with several questions and dropdown menus, all set to 'Yes'. The questions are: '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 (standards 11 and 12)?', 'Are you satisfied with the evidence summarised?', and 'Which pieces of evidence have you dipped into?'. There is also a section for 'Overall view of portfolio & additional comments' and a 'Signature and Date' field. The form is submitted by 'Test Verifier20' on '06/10/2020'. On the right, the 'Verifier Overview' section shows 'Assessors' (Test Assessor2020) and 'Verifiers' (Test Verifier2020). Below this, there are buttons for 'Gap Analysis', 'Evidence Sampled', and 'Print'. At the bottom, a green bar indicates '06 Oct 2020 (Test Assessor2020) COMPLETED'. The bottom right corner shows a list of 'Reviewed and Accepted' entries with dates and assessor names.

Once this is complete the practitioner portfolio is ready to be submitted to the verification panel.



For any standards referred, these will usually be discussed at the Verification Panel where a decision will be made on the next steps. Once the action required has taken place, you will need to follow Steps 4, 6, and 7 to complete verification of the referred standards.

5. 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/