

# Kent Surrey & Sussex Public Health Practitioner Registration Support Scheme E-Portfolio User Guide for Assessors

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# Kent Surrey & Sussex Public Health Practitioner Registration Support Scheme E-Portfolio User Guide for Assessors

## 1. Logging in

Accompanying video can be found at:

<https://youtu.be/xftCHK1m0IM>

**STEP 1** Type the following address into your website browser and login using the username and password you have been given.

<https://system.learningassistant.com/nhskm/>

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

**STEP 2** Accept the Terms & Conditions.

**STEP 3** Change your password to something secure and memorable. Please note the password is case sensitive.

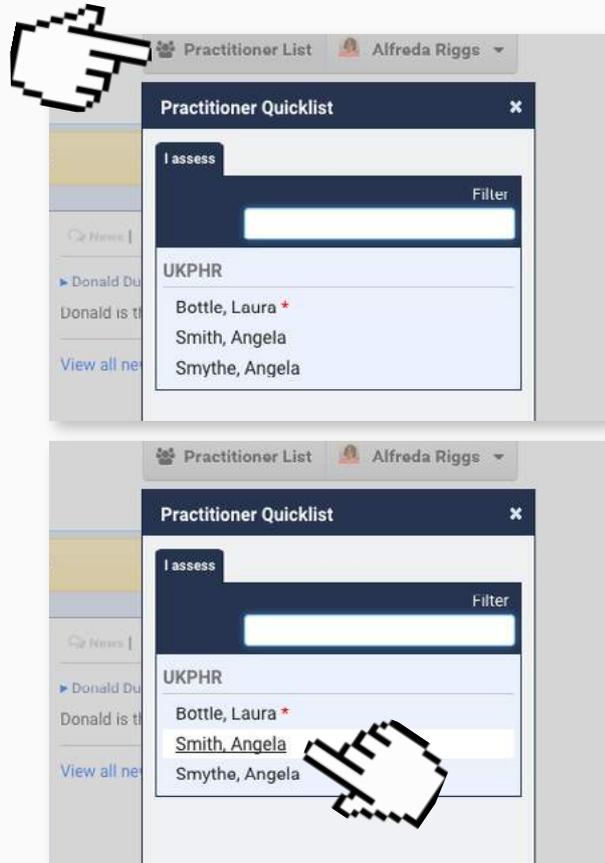
**Top tip!**  
Use this link to help you if you have forgotten your password.

## 2. Finding your practitioner

Accompanying video can be found at:  
<https://youtu.be/xftCHK1m0IM?t=45s>

### STEP 1a Find your practitioner

To locate the practitioner's portfolio, click on the **Practitioner Quicklist** link in the top menu.

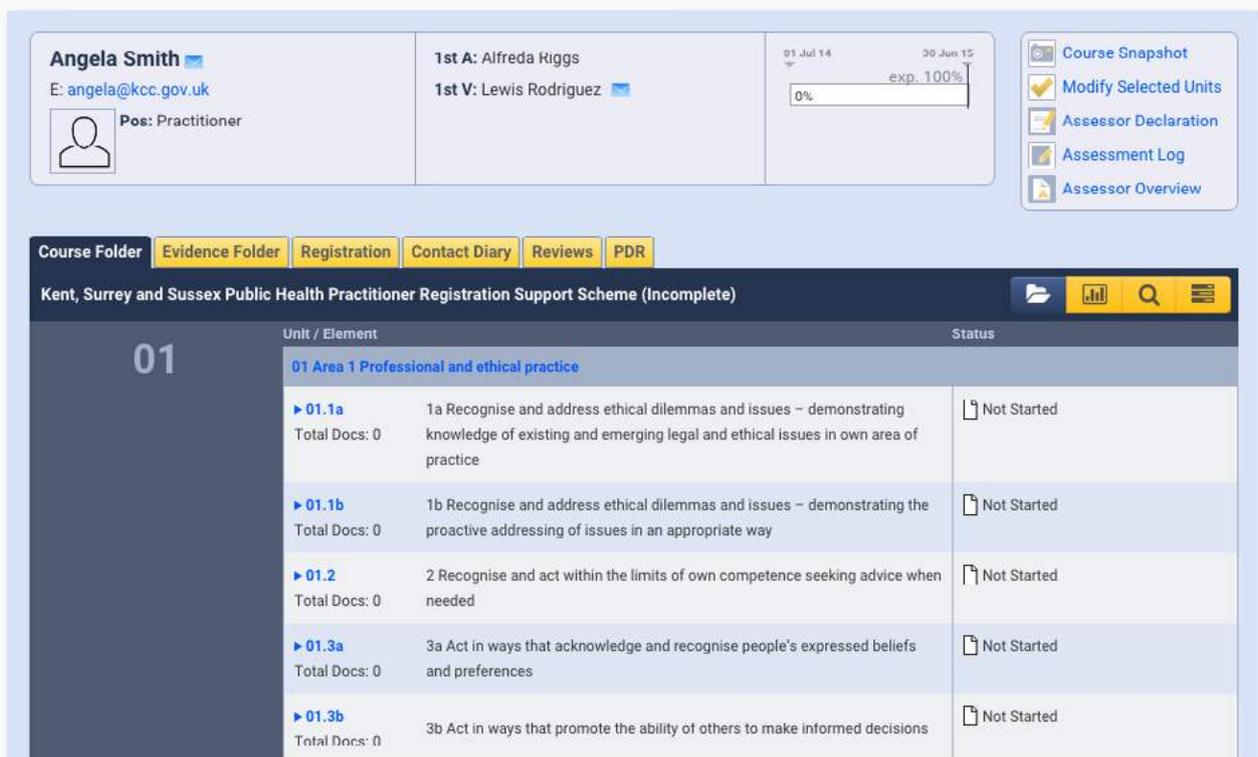


The practitioners allocated to you are listed alphabetically. In addition, new applicants are highlighted with a red asterisk.

There is also a search filter available that can refine the list still further.

**STEP 1b** Click on the practitioner's name to open their portfolio.

This will open their portfolio at the course folder.



**Angela Smith**  
E: [angela@kcc.gov.uk](mailto:angela@kcc.gov.uk)  
Pos: Practitioner

1st A: Alfreda Riggs  
1st V: Lewis Rodriguez

01 Jul 14 to 30 Jun 15  
exp. 100%  
0%

- Course Snapshot
- Modify Selected Units
- Assessor Declaration
- Assessment Log
- Assessor Overview

Course Folder | Evidence Folder | Registration | Contact Diary | Reviews | PDR

Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (Incomplete)

Unit / Element	Status
<b>01 Area 1 Professional and ethical practice</b>	
▶ 01.1a Total Docs: 0 1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice	Not Started
▶ 01.1b Total Docs: 0 1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way	Not Started
▶ 01.2 Total Docs: 0 2 Recognise and act within the limits of own competence seeking advice when needed	Not Started
▶ 01.3a Total Docs: 0 3a Act in ways that acknowledge and recognise people's expressed beliefs and preferences	Not Started
▶ 01.3b Total Docs: 0 3b Act in ways that promote the ability of others to make informed decisions	Not Started

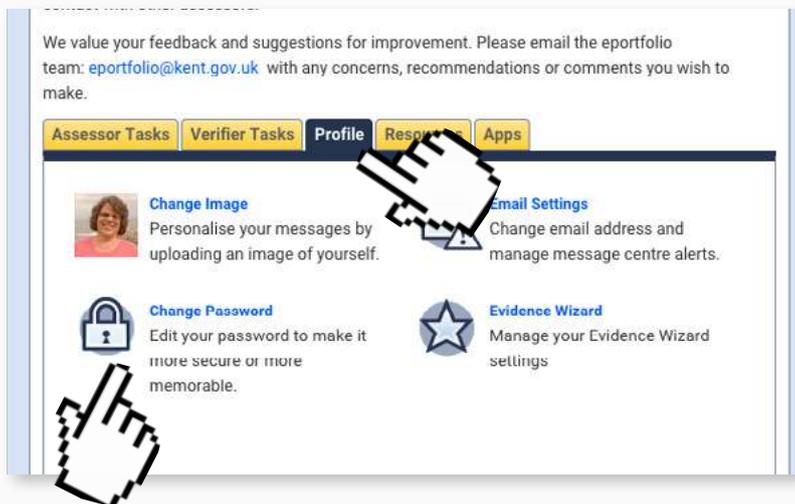
### 3. Changing your password and uploading your picture

Accompanying video can be found at:

[https://youtu.be/czlfu7sH5QA?list=PLi\\_5bNEZWv\\_HAtCi1QAjo79BmlMCIPj71](https://youtu.be/czlfu7sH5QA?list=PLi_5bNEZWv_HAtCi1QAjo79BmlMCIPj71)

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, go to the e-portfolio homepage, and click the **Profile Tab**.



**STEP 1b** Click the **Change Password** link and the password change tool will open

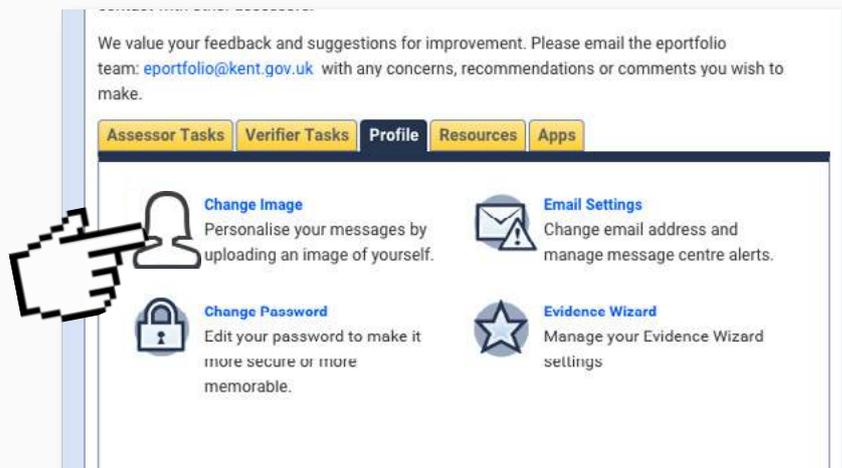
**STEP 1c** Update your password by entering your existing password, followed by your new password and then confirming it.

A screenshot of the 'Change Password' form. It has a title bar 'Change Password' with a close button. The form contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. There is a 'Suggestions' button next to the 'New Password' field. At the bottom of the form is a yellow 'Change Password' button. A hand cursor is pointing to this button.

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

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

**STEP 2a** From the same profile tab, click **Change Image**.



This will open a new tool entitled: Change Profile Picture.



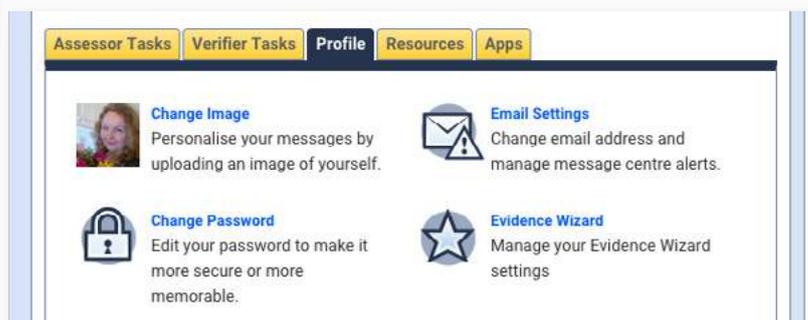
**STEP 2b** To upload a photograph click the **Choose File** button and select the photograph you wish to use from your PC.

**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.

When you close the upload photo tool, your new profile picture will appear on your profile tab and on any messages you send via the message centre.



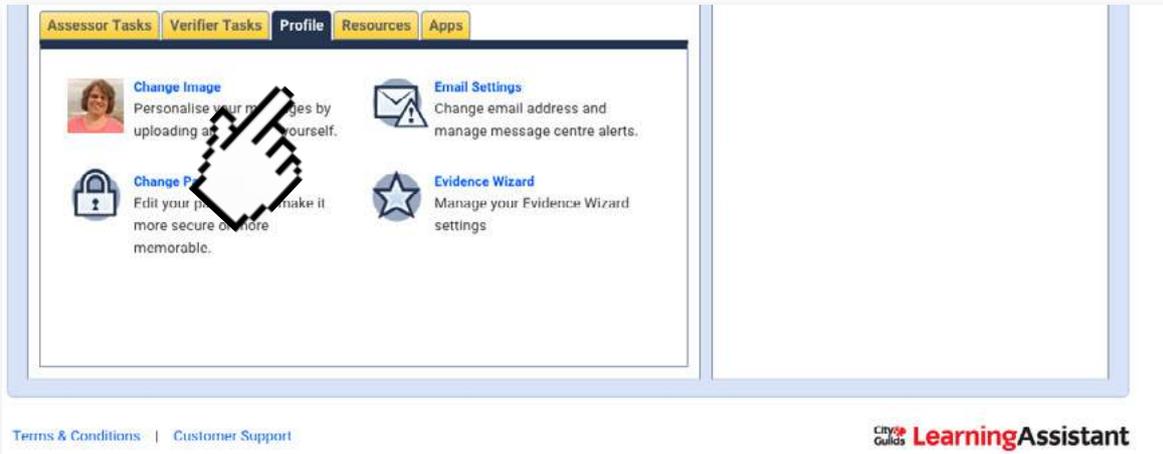
## 4. Setting up alerts

Accompanying video can be found at:

[https://youtu.be/CXHQRyrhpW8?list=PLi\\_5bNEZWv\\_HAtCi1QAjo79BmIMCIPj71](https://youtu.be/CXHQRyrhpW8?list=PLi_5bNEZWv_HAtCi1QAjo79BmIMCIPj71)

Alerts can be sent to an email address of your choice to prompt you when work has been submitted and awaiting assessment.

**STEP 1** To set up email alerts, go to the **e-portfolio homepage**, and click the **Profile Tab**.



**STEP 2a** From here, click the **Email Settings** link.



This will open the Email Settings window.

**STEP 2b** Fill in the email address you want the alerts to be sent to.



**STEP 2c** Scroll down and select how often you'd like to receive alerts under the **Message Digest** section.

The message digest lets you know when your practitioner has sent you a message in the e-portfolio system.

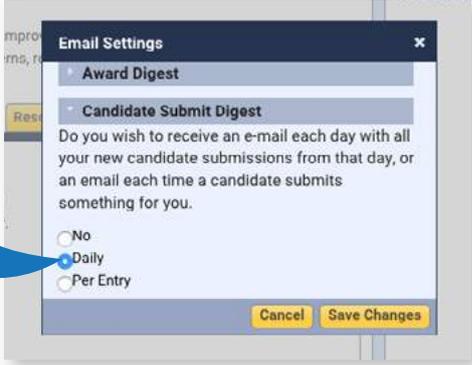
**Top tip!**  
We recommend that you choose to receive daily notifications.



**STEP 2d** Scroll down to the bottom of the window to the **Candidate Submit Digest** and select how often you'd like to receive alerts (you'll notice there are other 'digests' in the list - as these are not required they can be left).

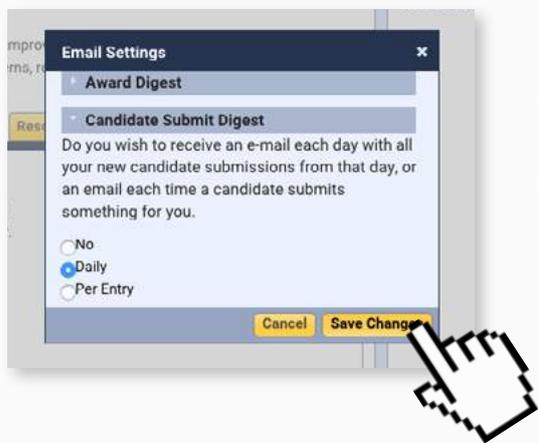
By electing to receive an alert, you will receive an email notifying you when any of your practitioners submit any new commentaries or supporting evidence documents for assessment.

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



Again, it is recommended to click daily. The daily email will contain a list of practitioners who have uploaded new evidence for assessment that day.

**STEP 2e** Click on **Save Changes** to confirm your choices.



Once Save Changes has been clicked, a confirmation screen appears and the Alerts have been set up as required.

**STEP 2f** Click on **Close** to complete the process.



## 5. Downloading the assessment log

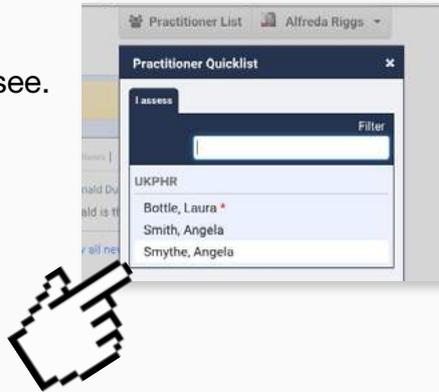
Accompanying video can be found at:

[https://youtu.be/lemvouUKzyk?list=PLi\\_5bNEZWv\\_HAtCi1QAJo79BmIMCIPj71](https://youtu.be/lemvouUKzyk?list=PLi_5bNEZWv_HAtCi1QAJo79BmIMCIPj71)

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

Open their **Course Folder** by clicking on the tab.



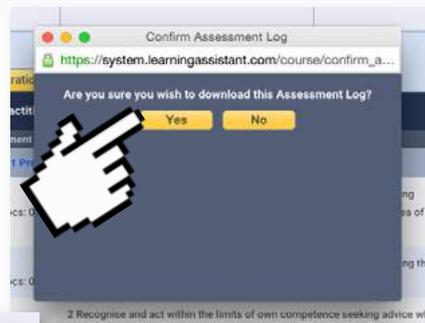
### Step 1c

Click on the Assessment Log link situated in the top right menu panel.

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

### Step 1d

Click **Yes** to download the Assessment Log PDF to your computer for review.



### Step 1e

Once downloaded you will see this pop up window confirming the download. Click **Close** to complete the process.



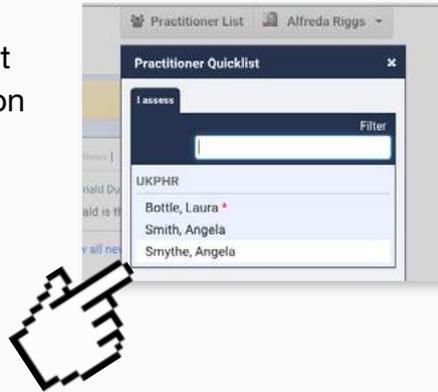
## 6. Navigating a practitioner's course folder

Accompanying video can be found at:

[https://youtu.be/8PyLNU0DT1g?list=PLi\\_5bNEZWv\\_HAtCi1QAjo79BmIMCIPj71](https://youtu.be/8PyLNU0DT1g?list=PLi_5bNEZWv_HAtCi1QAjo79BmIMCIPj71)

In the e-portfolio, each Practitioner has a Course Folder which displays all 12 standards and their associated indicators. Additional sections are also listed in the Course Folder for: Supporting Documents (for example, a CV and Job Description); as well as any required Application Forms and Contracts.

**1a** To locate the practitioner's portfolio, click on the practitioner list link in the top menu and then click on the practitioner you wish to assess.



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



*You need to assess all the indicators that have the status of "submitted and awaiting review".*

▶ 01.4a Total Docs: 1	4a Continually develop and improve own and others' practice in public health by reflecting on own behaviour and practice and identifying where improvements should be made	Submitted & Awaiting Review 17/03/2015
▶ 01.4b Total Docs: 0	4b Continually develop and improve own and others' practice in public health by recognising the need for, and making use of, opportunities for personal and others' development.	Submitted & Awaiting Review 17/03/2015
▶ 01.4c Total Docs: 0	4c Continually develop and improve own and others' practice in public health by awareness of different approaches and preferences to learning	Submitted & Awaiting Review 17/03/2015

**STEP 1b** To begin the process of assessment, the assessor **clicks on the relevant indicator** from the Course Folder.



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

*In every single indicator being submitted for assessment there's usually at least two documents - a Commentary and an Evidence document.*

The screenshot shows the KSSPRS web interface. At the top, there's a navigation bar with 'Home', 'Practitioners', 'News & Events', 'Appointments', 'Forums', 'PDR', 'Sampling Summary', and 'Messages'. Below this, a user profile for Angela Smythe is displayed, along with a list of practitioners: 1st A: Alfreda Riggs and 1st V: Lewis Rodriguez. A progress bar shows 19% completion. On the right, there are links for 'Course Snapshot', 'Modify Selected Units', 'Assessor Declaration', 'Assessment Log', and 'Assessor Overview'. The main content area is titled '01 .4a - 4a Continually develop and improve own and others' practice in public health by reflecting on own behaviour and practice and identifying where improvements should be made'. It includes an 'Assignment Details' section with an overview of 'Area 1: Professional and ethical practice' and a 'Submit on behalf of the learner' section with a status of 'Indicator Submitted & Awaiting Review' and actions like 'Accept', 'Partially Accept', 'Clarification', and 'Resubmission'. At the bottom, there's a 'Competence Claim' table with columns for Ref, Document, Type(s), IV, and a grade column. A hand cursor is pointing to the 'commentary' link in the table.

Ref	Document	Type(s)	IV	Grade
19	<a href="#">commentary</a>	C	N	4e
20	<a href="#">evidence</a>	P	N	4e

**STEP 1c** To open the commentary, the assessor just clicks on the file name. The file will automatically be downloaded to your PC.

This screenshot is a close-up of the 'Competence Claim' table from the previous image. A hand cursor is pointing to the 'evidence' link in the second row. Below the table, there is a checkbox labeled 'Completed (Assessor Only)' which is currently unchecked.

Ref	Document	Type(s)	IV	Grade
19	<a href="#">commentary</a>	C	N	4e
20	<a href="#">evidence</a>	P	N	4e

**STEP 1d** Similarly, to open the Evidence, click on evidence file and wait for it to download. Then open the evidence to assess whether it supports the indicator being claimed.

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

## 7. Making an assessment decision

Accompanying video can be found at:

[https://youtu.be/pFbahCvonCM?list=PLi\\_5bNEZWv\\_HATci1QAjo79BmIMCIPj71](https://youtu.be/pFbahCvonCM?list=PLi_5bNEZWv_HATci1QAjo79BmIMCIPj71)

Once the Commentaries and Evidence have been reviewed, you can make an Assessment Decision based upon whether the work uploaded adequately meets the indicator being claimed.

For each individual indicator there are four assessment decisions you can select from: **Accept**; **Partially Accept**; **Clarification** or **Resubmission**. It's up to you to choose the appropriate assessment decision.

**STEP 1a** Select the indicator you wish to assess from your Practitioner's Course Folder and download it as shown on Page 10.



Total Docs:	Indicator	Status
0	3d Act in ways that value people as individuals	
0	01.3e 3e Act in ways that acknowledge the importance of data confidentiality and disclosure, and the use of data sharing protocols	Not Started
0	01.3f 3f Act in ways that are consistent with legislation, policies, governance frameworks and systems.	Not Started
1	01.4a 4a Continually develop and improve own and others' practice in public health by reflecting on own behaviour and practice and identifying where improvements should be made	Submitted & Awaiting Review 17/03/2015
0	01.4b 4b Continually develop and improve own and others' practice in public health by recognising the need for, and making use of, opportunities for personal and others' development	Submitted & Awaiting Review 17/03/2015

**STEP 1b** Select the assessment decision you have decided to give the indicator from the four choices available and click the relevant button. Once clicked this will open the Contact Diary window to allow you to explain your decision.



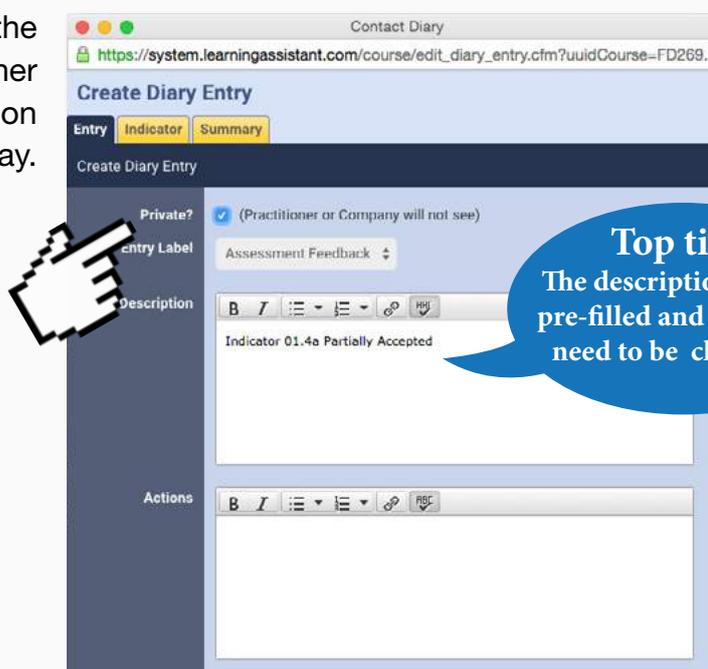
Submit on behalf of the learner

Status: Indicator Submitted & Awaiting Review

Actions:

- Accept
- Partially Accept
- Clarification
- Resubmission

**STEP 1c** First, you should click the **Private Box** so that your Practitioner cannot see the assessment decision straight away.



Contact Diary

[https://system.learningassistant.com/course/edit\\_diary\\_entry.cfm?uuidCourse=FD269...](https://system.learningassistant.com/course/edit_diary_entry.cfm?uuidCourse=FD269...)

Create Diary Entry

Entry Indicator Summary

Create Diary Entry

Private?  (Practitioner or Company will not see)

Entry Label Assessment Feedback

Description

Indicator 01.4a Partially Accepted

Actions

**Top tip!**  
The description box is pre-filled and does not need to be changed.

**STEP 1d** In the **Actions Box**, you must provide the reasons for your assessment decision.

You can ignore the Next Meeting and Document Upload as they are not relevant to this Scheme.

**STEP 1e** Once your comments are complete click the **Create** button.

**STEP 1f** Click the **Close** button to complete the process.

Private	Date	Posted By	Description	Action	Indicator	Next Meeting	ACK	Options
Yes	Jul 29, 2015 4:36 PM	Alfreda Riggs Primary Assessor	Assessment Feedback Indicator 01.4a Partially Accepted	I need further evidence in order to accept this.	01.4a			

The comment will then appear in the Contact Diary.

**Competence Claim**

Ref	Document	Type(s)	IV	4a
14	Commentary 3e	O,EoE,C	N	✓

**Completed (Assessor Only)**

**Related Contact Diary entries for this Element**

Private	Date	Posted By	Description	Action	Next Meeting	ACK	Options
Yes	Jul 29, 2015 4:36 PM	Alfreda Riggs Primary Assessor	Assessment Feedback Indicator 01.4a Partially Accepted	I need further evidence in order to accept this.			
No	Mar 17, 2015 4:10 PM	Alfreda Riggs Primary Assessor	Assessment Feedback Indicator 01.4a Returned	please clarify			

As well as in the Contact Diary section at the bottom of the indicator in the Course Folder view too.

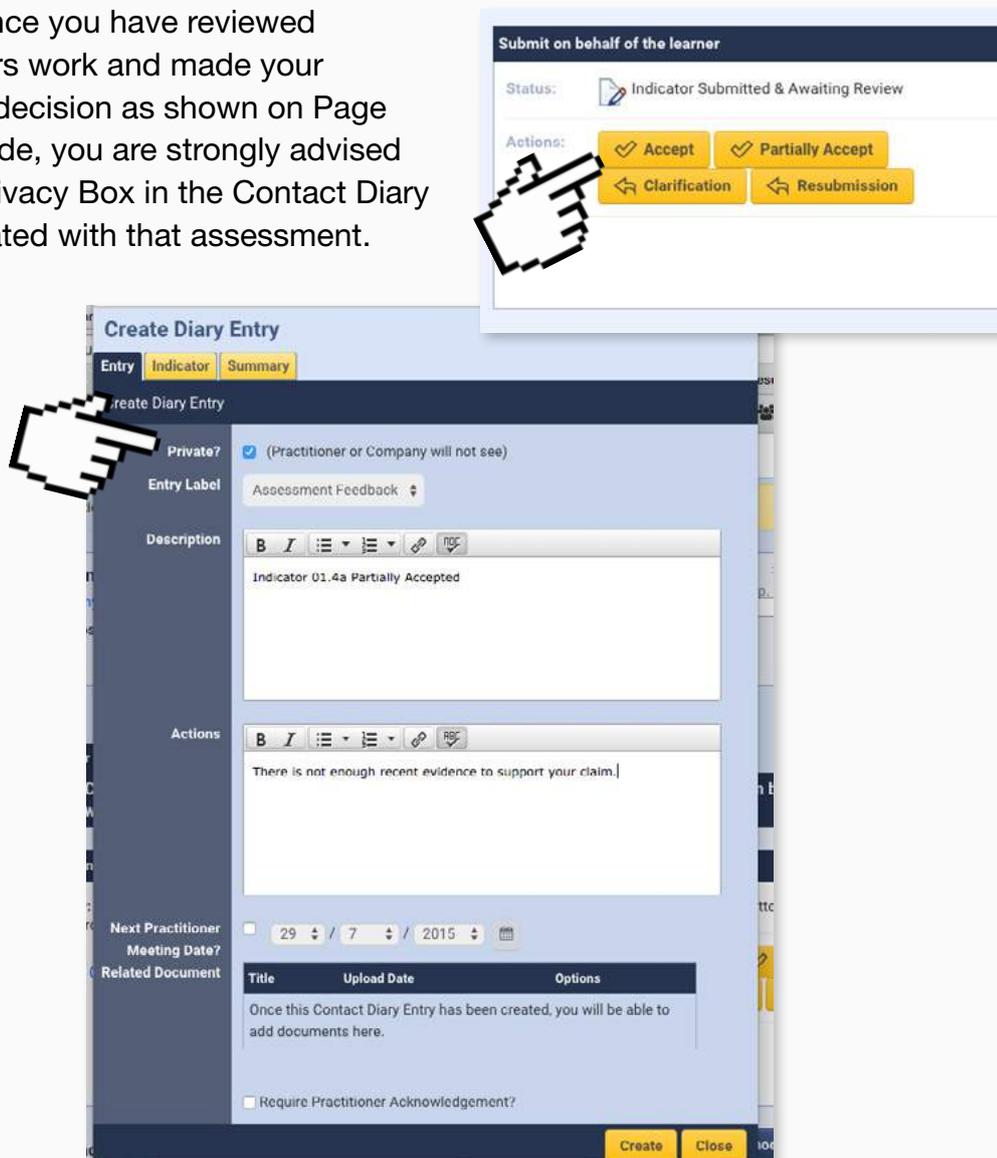
## 8. Use of the privacy box

Accompanying video can be found at:

[https://youtu.be/7GL7H-6ogJk?list=PLi\\_5bNEZWv\\_HAtCi1QAjo79BmlMCIPj71](https://youtu.be/7GL7H-6ogJk?list=PLi_5bNEZWv_HAtCi1QAjo79BmlMCIPj71)

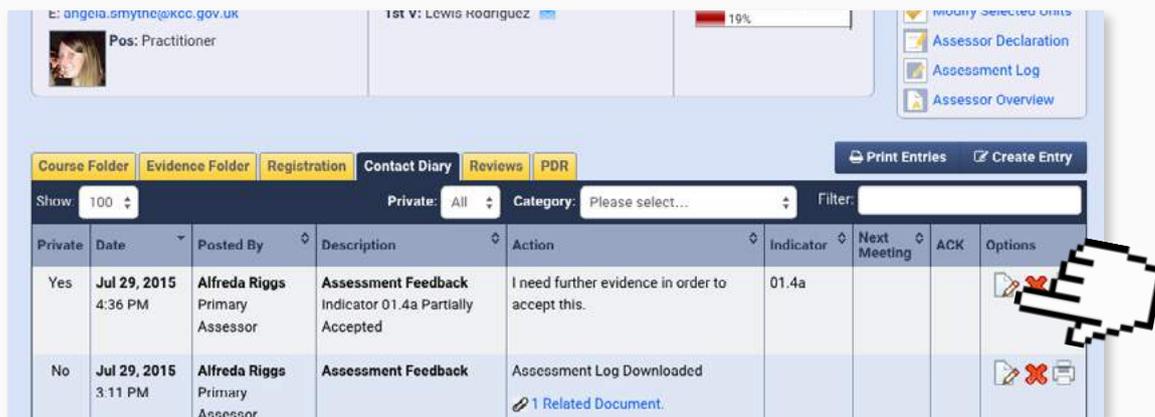
One of the key techniques that you need to master is the use of the Privacy Box in the Contact Diary. The primary use of the privacy box is to hide assessment feedback until you're ready to present it to the practitioner.

**STEP 1a** Once you have reviewed a Practitioners work and made your assessment decision as shown on Page 11 of this guide, you are strongly advised to tick the Privacy Box in the Contact Diary entry associated with that assessment.

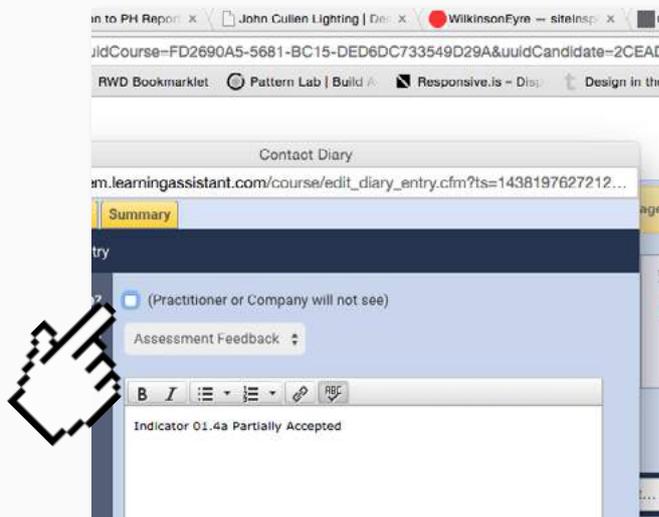


This has two benefits: In the event that the you need to change the assessment decision or edit the comments in the Contact Diary entry, the practitioner will not see any changes. Secondly, the Practitioner will not see any Assessment Decisions or Comments in the Contact Diary until you are ready to feedback to them.

**STEP 1b** To un-tick the privacy box of an indicator you need to locate each it in the Contact Diary and click on the edit icon.



**STEP 1c** This will open up the Contact Diary entry for that indicator and from here you can un-tick the privacy box. This allows the practitioner to see all the assessment decisions made and all the feedback provided.



You will now see this reflected in both instances of the Contact Diary: At the bottom of the indicator page and at the bottom of the indicator in the Course Folder view.

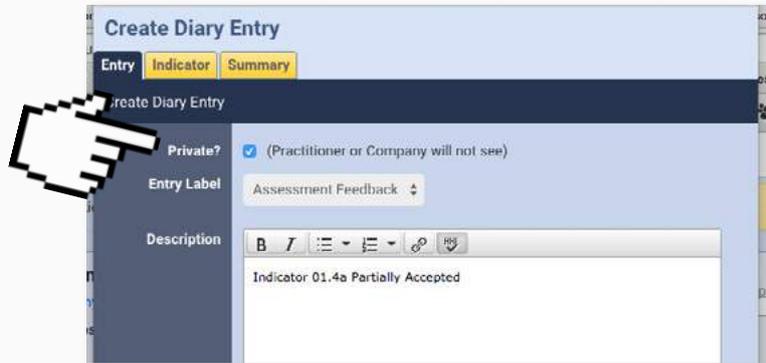


## 9. Changing an assessment decision or editing comments

Accompanying video can be found at:

[https://youtu.be/5FSGan6Dqow?list=PLi\\_5bNEZWv\\_HATci1QAjo79BmlMCIPj71](https://youtu.be/5FSGan6Dqow?list=PLi_5bNEZWv_HATci1QAjo79BmlMCIPj71)

There may be times when you need to change your comments for an assessment decision or even change the assessment decision entirely. The process of doing this is simple providing the Privacy Box was clicked in the Contact Diary entry for the previous assessment decision.



**Please note:** If the options discussed for editing comments or updating assessment decisions aren't available, it may be that the time limit on allowing editing of the entry has passed or the Privacy Box wasn't clicked on the original assessment decision. In this case, please contact the e-portfolio support team for further advice on how to proceed.

**STEP 1a** To edit the comments on a previous assessment decision, go to the indicator to be updated and scroll down to the Contact Diary section.

Private	Date	Posted By	Description	Action	Next Meeting	ACK	Options
No	Jul 29, 2015 4:36 PM	Alfreda Riggs Primary Assessor	Assessment Feedback Indicator 01.4a Partially Accepted	Current documents now cover off the additional evidence.			  
No	Mar 17, 2015 4:10 PM	Alfreda Riggs Primary Assessor	Assessment Feedback Indicator 01.4a Returned	please clarify			

**STEP 1b** Click the **Edit the Contact Diary Entry** icon next to the entry that needs to be updated.



Entry Indicator Summary

Update Diary Entry

Private?  (Practitioner or Company will not see)

Entry Label: Assessment Feedback

Description: Indicator 01.4a Partially Accepted

Actions: Current documents now cover off the additional evidence.



**STEP 1c** The Contact Diary Entry box will appear containing the previous comments. From here you can update the text in the action box

Next Practitioner Meeting Date? 29 / 7 / 2015

Related Document

Title	Upload Date	Options
There are currently no documents relating to this Contact Diary Entry.		

Upload Document

Require Practitioner Acknowledgement?

Update Close

Primary Assessor: Unit 01 Accepted as Complete



**STEP 1d** Click **update** to complete the process of editing comments.

**STEP 1e** Finally click on the **Close** button.

**STEP 2a** To change a previous assessment decision go to the indicator to be updated and scroll down to the Contact Diary section.

Competence Claim

Print (HTML) Print (PDF) Choose Evidence Evidence Wizard

Ref	Document	Type(s)	IV	4a
14	Commentary 3e	O.Eo.E.C	N	✓

Completed (Assessor Only)

Choose Evidence >> Save

Related Contact Diary entries for this Element

Print Entries Create Entry

Private	Date	Posted By	Description	Action	Next Meeting	ACK	Options
No	Jul 29, 2015 4:36 PM	Alfreda Riggs Primary Assessor	Assessment Feedback Indicator 01.4a Partially Accepted	Current documents now cover off the additional evidence.			
No	Mar 17, 2015 4:10 PM	Alfreda Riggs Primary Assessor	Assessment Feedback Indicator 01.4a Returned for Clarification	please clarify			
Yes	Mar 16, 2015 9:46 AM	Alfreda Riggs Primary Assessor	Assessment Feedback Unit 01 Accepted as Complete	Well done			

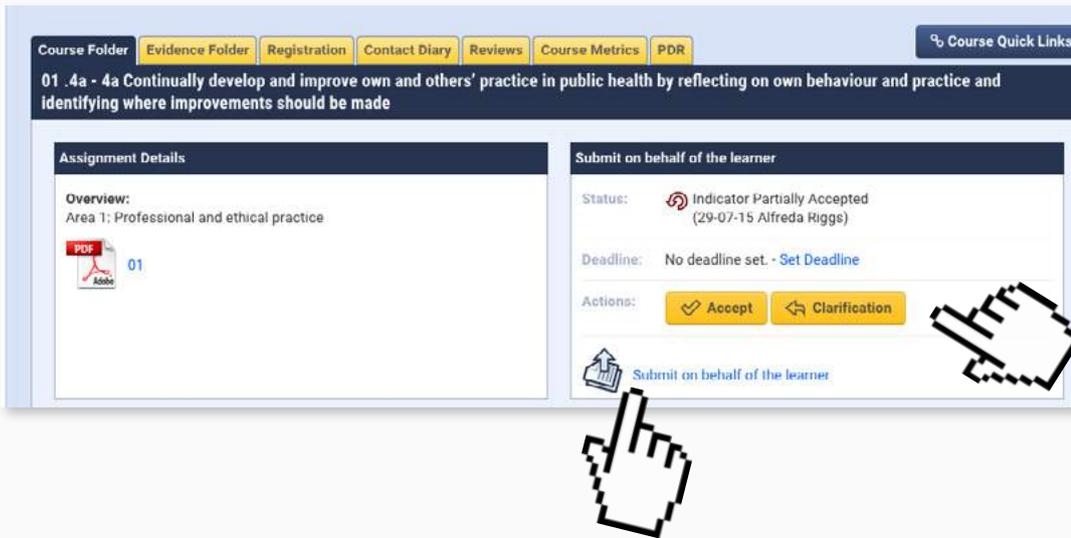
Showing 1 to 3 of 3 entries

First Previous 1 Next Last

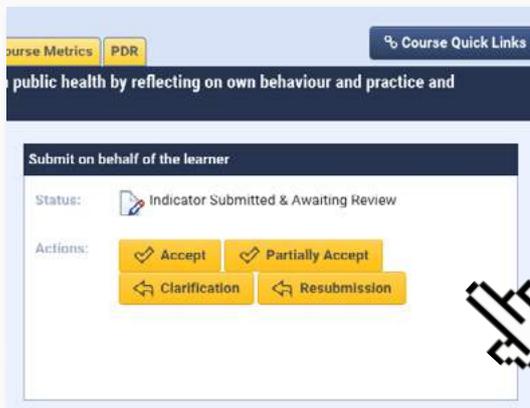


**STEP 2b** Click the red cross to delete the entry

**STEP 2c** Once the entry is deleted, scroll back up and and choose one of the available assessment decisions



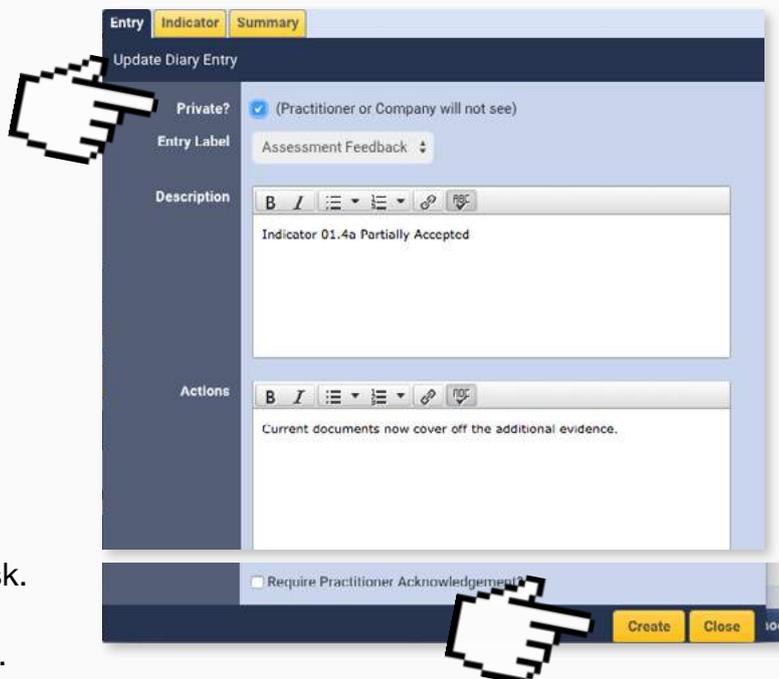
**STEP 2d** If the assessment decision required isn't available, the click the **submit on behalf of the learner** link



All four assessment decisions will appear.

**STEP 2e** As shown in the steps on page 11 then select the appropriate assessment and complete the Contact Diary entry.

**STEP 2f** Click the **Private Box**, provide the reasons for the assessment decision in the **Actions Box**.



**STEP 2g** Click **Create** to complete the task.

**STEP 2h** Finally click on the **Close** button.

**STEP 2i** Once assessment is complete and you're ready to reveal the outcome to the practitioner, click the edit diary entry icon next to the relevant assessment decision.

Related Contact Diary entries for this Element Print Entries Create Entry

Show: 100 Private: All Category: Please select... Filter:

Private	Date	Posted By	Description	Action	Next Meeting	ACK	Options
No	Jul 29, 2015 4:36 PM	Alfreda Riggs Primary Assessor	Assessment Feedback Indicator 01.4a Partially Accepted	Current documents now cover off the additional evidence.			  
No	Mar 17, 2015 4:10 PM	Alfreda Riggs Primary Assessor	Assessment Feedback Indicator 01.4a Returned for Clarification	please clarify			
Yes	Mar 16, 2015 9:46 AM	Alfreda Riggs Primary Assessor	Assessment Feedback Unit 01 Accepted as Complete	Well done			

**STEP 2j** Finally un-tick the private box in the Contact Diary Entry.

Contact Diary

Summary

(Practitioner or Company will not see)

Assessment Feedback

**B** *I*    

Indicator 01.4a Partially Accepted

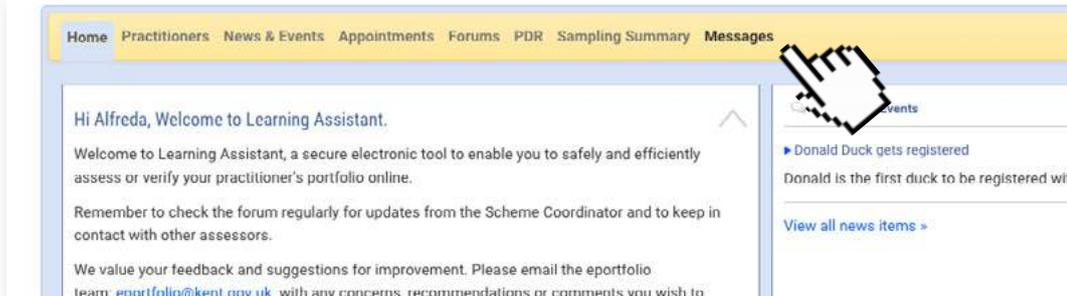
# 10. Contacting your practitioner via the e-portfolio system

Accompanying video can be found at:

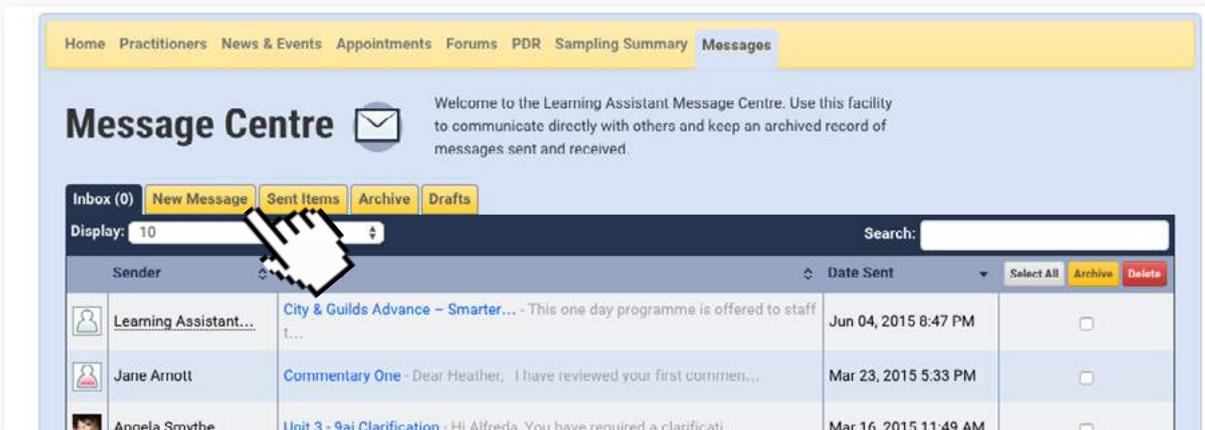
[https://youtu.be/En8\\_PLjqZo?list=PLI\\_5bNEZWv\\_HAtCi1QAjo79BmIMCIPj71](https://youtu.be/En8_PLjqZo?list=PLI_5bNEZWv_HAtCi1QAjo79BmIMCIPj71)

We recommend, for audit purposes, that any communication to do with the Public Health Practitioner Registration Support Scheme is communicated via the e-portfolio system. You can use the Message Centre to communicate with your practitioner within the e-portfolio.

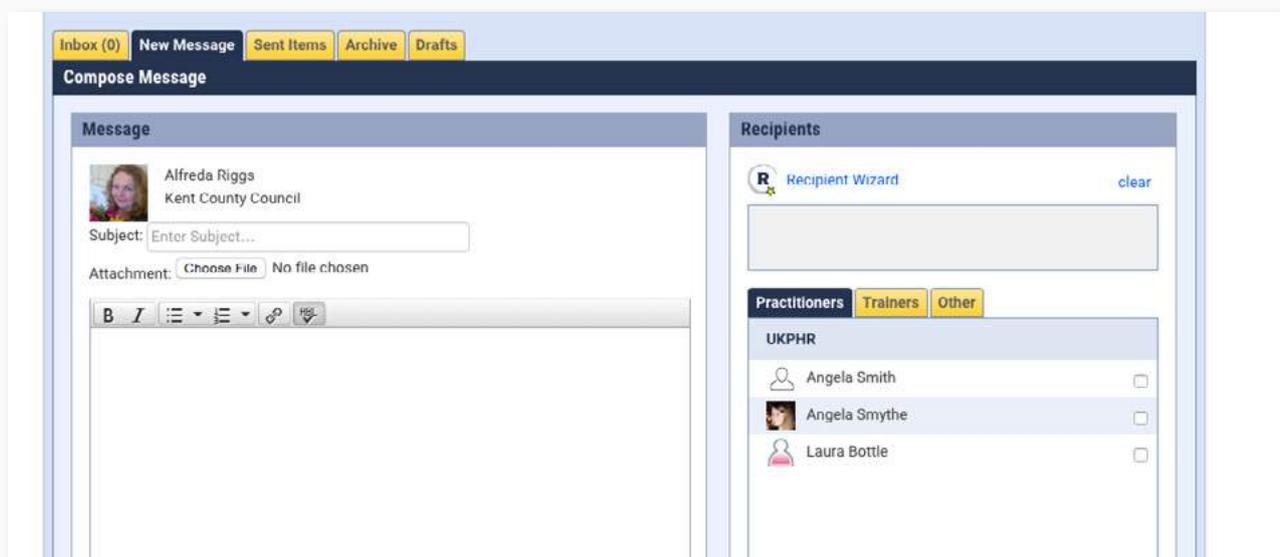
**STEP 1a** To go to the Message Centre click on **Messages** in the top menu.



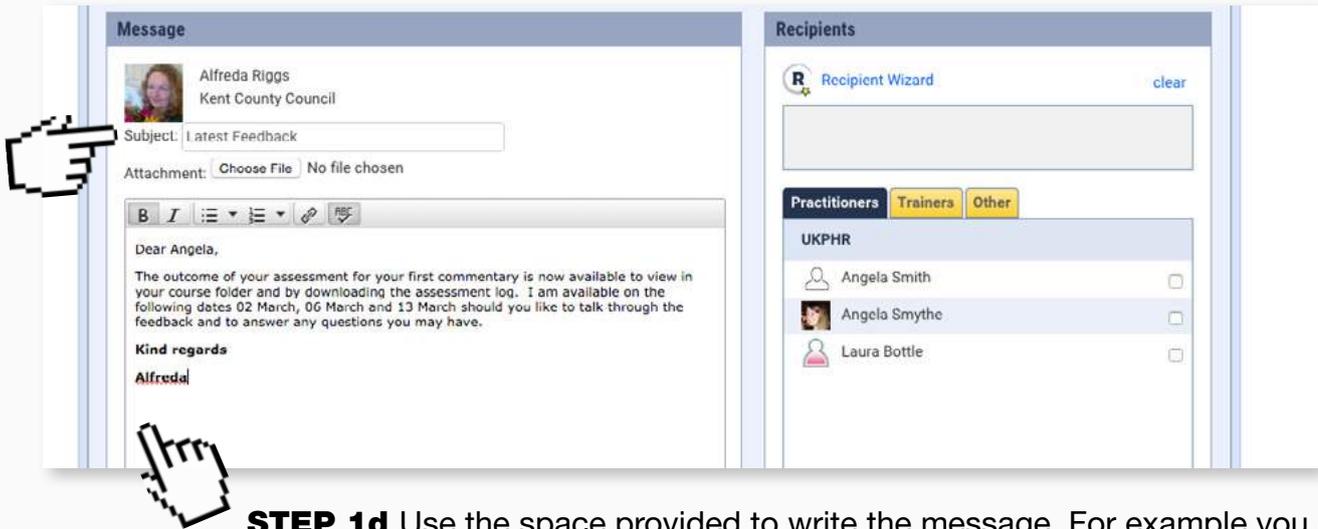
**STEP 1b** Click the **New Message** tab to create the message



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

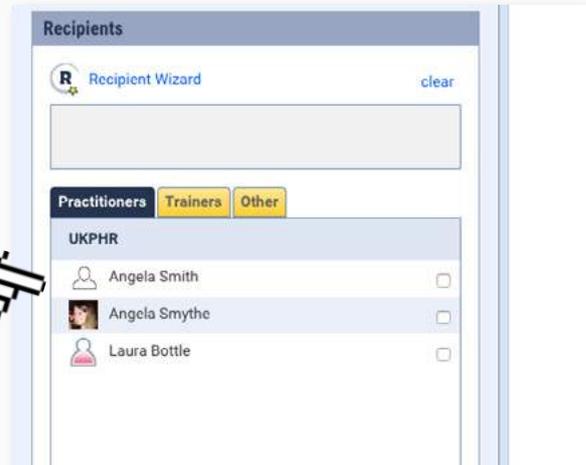


**STEP 1c** Give your message a subject

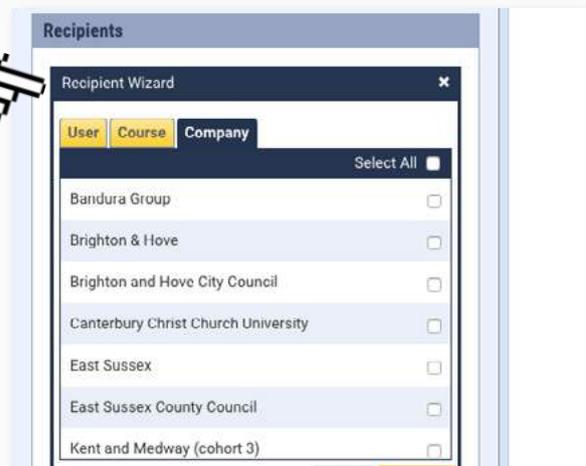


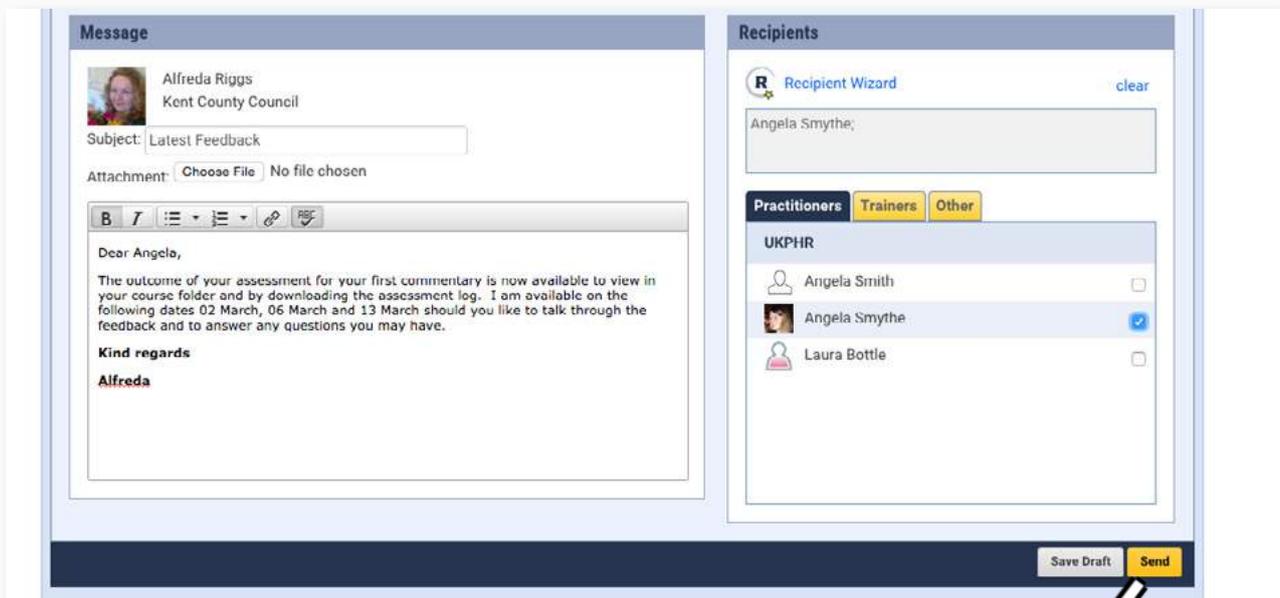
**STEP 1d** Use the space provided to write the message. For example you can use the Message Centre to prompt your practitioner that feedback is ready to view as well as offering potential dates to discuss the feedback over the telephone.

**STEP 1e** You can then select a single or multiple recipients from the list of Practitioners.



**STEP 1f** Or 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.



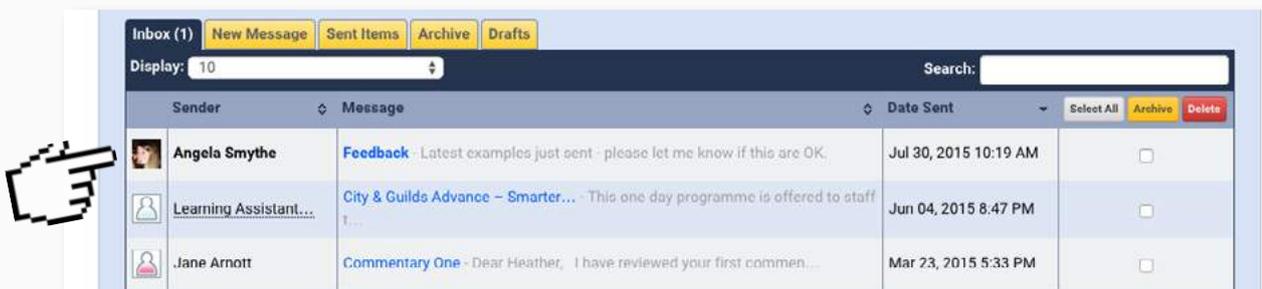


**STEP 1g** Once you have selected the recipient click the **Send** button to send the message to them.

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.

### Reading a Message

The Message Centre will show your inbox. Here you will see any messages you have been sent. Any messages marked in bold, signify that they have not been read.



**STEP 2a** To reply to a message, click on the message in your inbox to open it and then click on the reply button.



**STEP 2b** As before compose your response in the space provided and click send when you are ready.

**Compose Message**

**Message**

 Alfreda Riggs  
Kent County Council

Re: Feedback

Attachment:  No file chosen

**B** *I*      

So far so good - well done!

**Recipients**

Send to:

Angela Smythe

Copy to Contact Diary

---

 **Angela Smythe** From: Angela Smythe To: Alfreda Riggs  
Date: 30 Jul 2015 at 10:19 AM

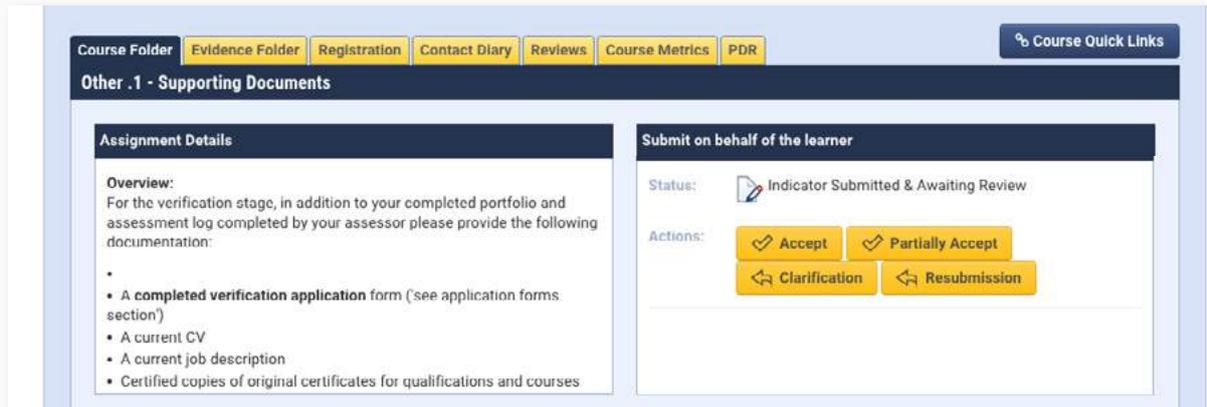
Latest examples just sent - please let me know if this are OK.

# 11. Assessing supporting information

Accompanying video can be found at:

[https://youtu.be/9aYDAIfA7X0?list=PLi\\_5bNEZWv\\_HATci1QAjo79BmIMCIPj71](https://youtu.be/9aYDAIfA7X0?list=PLi_5bNEZWv_HATci1QAjo79BmIMCIPj71)

Practitioners upload a copy of their CV and their Job Description as part of being assigned an assessor. These documents, usually, do not need to be formally assessed but are often useful for background information on the practitioner. On occasions, you may wish to partially accept the Job Description and CV.



However, once the portfolio is ready for verification this section will need to be signed off and must contain the following documents:

- A completed application form
- A current CV
- Their current job description
- A Testimonial
- A Reference
- Copies of original certificates certified as genuine by a senior colleague.

**STEP 1a** To sign off the supporting documents, follow the normal procedure choosing from the Accept; Partially Accept; Clarification or Resubmission as shown on page 11 of this guide.



## 12. Completing the assessor overview

Accompanying video can be found at:

[https://youtu.be/Po3\\_TmYDJJ8?list=PLi\\_5bNEZWv\\_HAtCi1QAjo79BmlMCIPj71](https://youtu.be/Po3_TmYDJJ8?list=PLi_5bNEZWv_HAtCi1QAjo79BmlMCIPj71)

Once the portfolio is ready for Verification, you will need to complete the Assessor Overview.

**STEP 1a** Click on the **Assessor Overview** link in the practitioner's course folder.

Home Practitioners News & Events Appointments Forums PDR Sampling Summary Messages

Angela Smythe  
E: [angela.smythe@kcc.gov.uk](mailto:angela.smythe@kcc.gov.uk)  
Pos: Practitioner

1st A: Alfreda Riggs  
1st V: Lewis Rodriguez

15 Jun 14 30 Nov 14  
exp. 100%

- Course Snapshot
- Modify Selected Units
- Assessor Declaration
- Assessment Log
- Assessor Overview

**STEP 1b** A pop up box will appear and you will need to fill out the **Overview of Portfolio** box

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

Applicant: Angela Smythe  
Assessor: Alfreda Riggs

Overview of Portfolio (including list of indicators in the standards that required clarification or resubmission)

Signature and date: Alfreda Riggs - 16/03/2015

Submit the form Reset the form

**STEP 1c** You should list all the standards that required clarification, resubmission or were partially accepted.

Angela Smythe  
Alfreda Riggs

Clarifications were required for: 1b; 3e; 4d; 4e; 6b; 6c; 7a; 7b; 9aiv; 11cj. In each case the additional evidence and supplementary explanation provided was accepted.

No resubmissions or partial acceptances were awarded.

**STEP 1d** The currency of the evidence should also be confirmed.

Alfreda Riggs

and supplementary explanation provided was accepted.

No resubmissions or partial acceptances were awarded.

I can also confirm the currency principle has been met in which c75% of evidence is within the last 3 years.

Alfreda Riggs - 16/03/2015

**STEP 1e** A short paragraph providing a summary of the assessment is also required.

Alfreda Riggs

Angela has demonstrated all of the required competencies, using three separate commentaries, that illustrate in depth knowledge and application: Setting up and implementing a smoking cessation service; Establishing a new service specification for contractors

# 13. Using the forum

Accompanying video can be found at:

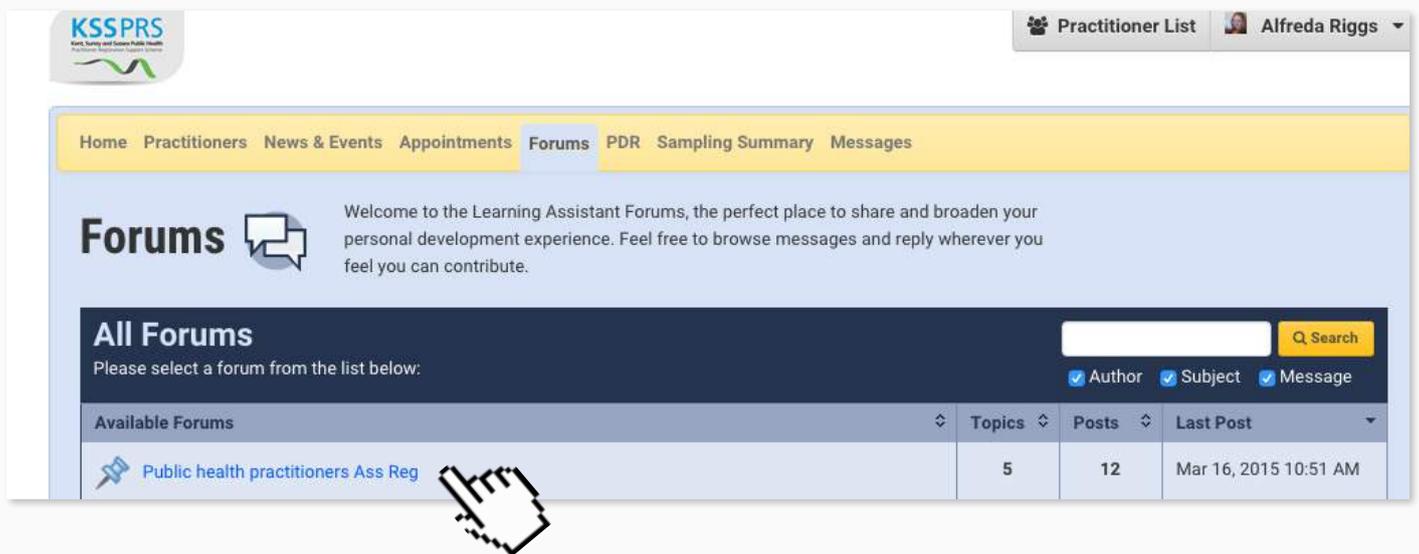
[https://youtu.be/9Mx3IIY7Jbs?list=PLi\\_5bNEZWv\\_HAtCi1QAjo79BmlMCIPj71](https://youtu.be/9Mx3IIY7Jbs?list=PLi_5bNEZWv_HAtCi1QAjo79BmlMCIPj71)

Learning Assistant also offers a Forum which can be used to ask questions and share thoughts with other e-portfolio users such as the Practitioners, Assessors and Verifiers.

**STEP 1a** To access the forums, click on **Forums** in the yellow menu bar.



**STEP 1b** You will see a list of forum names from which you can click on the one you would like to read.



You will see a list of topics (or threads) in that forum...

Current Topics	Author	Replies	Last Post
<a href="#">Training Day</a>	Angela Smythe	2	Mar 16, 2015 10:51 AM
<a href="#">Easter Training Day</a>	Alfreda Riggs		Mar 16, 2015 10:39 AM
<a href="#">Feedback from Training 03.05.12</a>	Registrar Jessica	4	Aug 20, 2014 10:56 AM
<a href="#">Second Training Day</a>	Angela Smythe		Aug 20, 2014 10:56 AM
<a href="#">Mentoring Agreement</a>	Money.penny money.penny	1	Aug 06, 2014 4:37 PM

...and the number of replies for each.

**STEP 1c** Click on a relevant topic to view the posts.

Current Topics	Author	Replies	Last Post
<a href="#">Training Day</a>	Angela Smythe	2	Mar 16, 2015 10:51 AM
<a href="#">Easter Training Day</a>	Alfreda Riggs		Mar 16, 2015 10:39 AM
<a href="#">Feedback from Training 03.05.12</a>	Registrar Jessica	4	Aug 20, 2014 10:56 AM

This will show all the posts on that topic.

Author	Message Text	Date Posted	Options
<b>Alfreda Riggs</b> Assessor Kent County Council	Hi Angela,  You should have received the documents now.  Alfreda	Mar 16, 2015 10:51 am	
<b>Angela Smythe</b> Candidate Kent County Council	Has anyone received the supporting documents yet?	Aug 18, 2014 2:20 pm	
<b>Angela Smythe</b> Candidate Kent County Council	This was a very worthwhile day for for me, what did everyone else think of the day?	Aug 06, 2014 4:38 pm	

**STEP 1d** If you wish to write a reply to any of the posts, click the reply button.

Message Text	Date Posted	Options
Hi Angela,  You should have received the documents now.  Alfreda	Mar 16, 2015 10:51 am	

Public health practitioners Ass Reg > Training Day > Reply

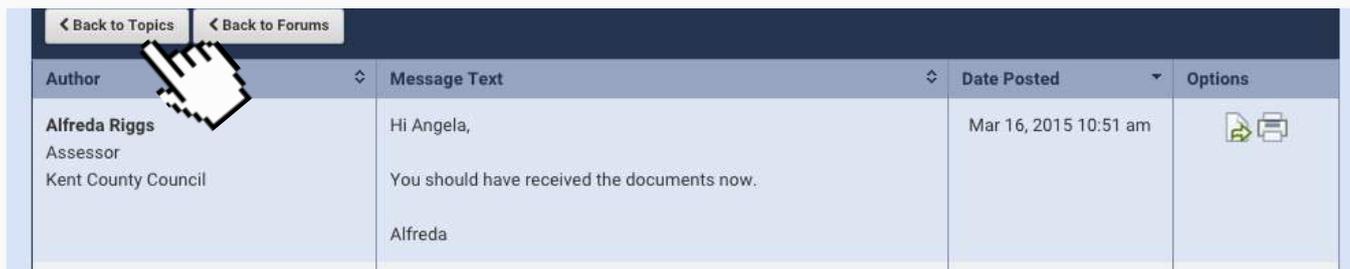
**Author:** Alfreda Riggs  
**Date/Time:** Thu 30 Jul 2015 @ 12:08pm  
**Subject:** Training Day

Thank you, I have received them all.

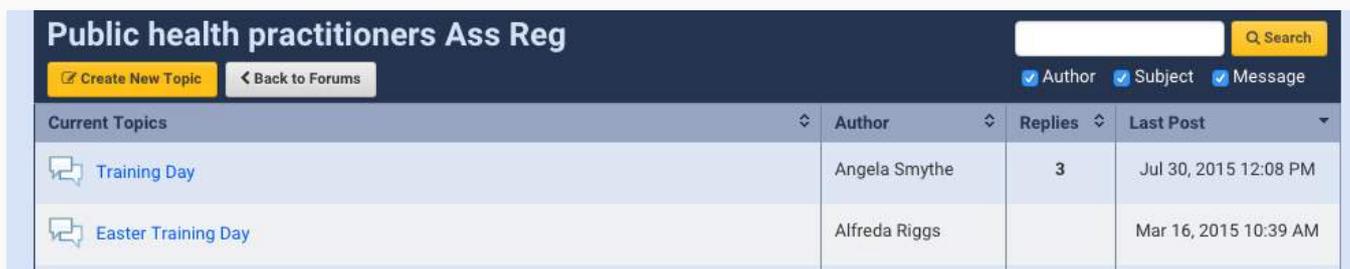
Corresponding Message

**STEP 1e** Add a message and click **Post**.

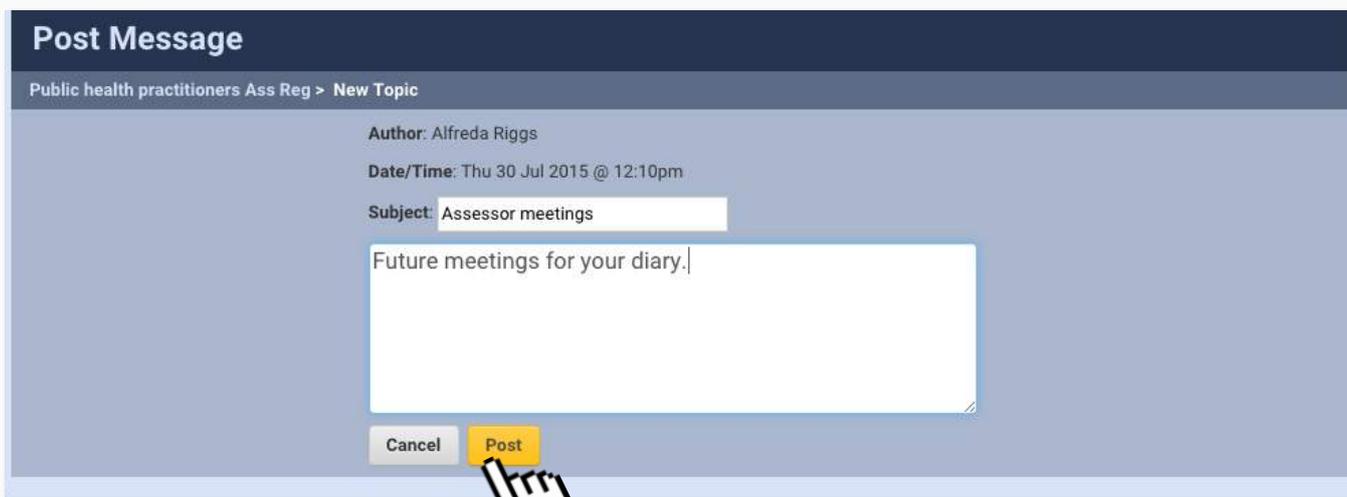
**STEP 2a** If you want to start a new topic you can return to the list of topics by clicking the **Back to Topics** button.



**STEP 2b** Then click **Create New Topic**



**STEP 2c** Add a Subject and Message as required.



**STEP 2d** Click **Post** once you're ready to share in the forum.

The topic will then appear for others to reply to.



# 14. What to do if your applicant self-elects a resubmission

Accompanying video can be found at:

[https://youtu.be/Kt1zBV\\_NOII?list=PLi\\_5bNEZWv\\_HAtCi1QAjo79BmlMCIPj71](https://youtu.be/Kt1zBV_NOII?list=PLi_5bNEZWv_HAtCi1QAjo79BmlMCIPj71)

There may be times when an assessor has awarded a clarification, but the applicant feels they have better evidence in a different piece of work (i.e in a new commentary).

	Jane Arnott	<a href="#">Commentary One</a> - Dear Heather, I have reviewed your first commen...	Mar 23, 2015 5:33 PM	<input type="checkbox"/>
	Angela Smythe	<a href="#">Unit 3 - 9ai Clarification</a> - Hi Alfreda, You have required a clarificati...	Mar 16, 2015 11:49 AM	<input type="checkbox"/>
	Angela Smythe	<a href="#">Assessment</a> - Hi Alfre... you let me know what the outcome of my as...	Mar 13, 2015 4:03 PM	<input type="checkbox"/>

If this is the case, the applicant will contact their assessor via the message centre and request the particular indicator as a resubmission.

 **Angela Smythe** From: Angela Smythe To: Alfreda Riggs  
Date: 16 Mar 2015 at 11:49 AM

Hi Alfreda,

You have required a clarification for Unit 3 section 9ai however I feel I have better evidence in the new piece of work I have uploaded.

Kind Regards

Angela Smythe

[Include in Contact Diary](#)

[Terms & Conditions](#) | [Customer Support](#) 

**STEP 1a** To facilitate this request, navigate to the relevant indicator in the applicant's course folder

Course Folder **Evidence Folder** Registration Contact Diary Reviews Course Metrics PDR Course Quick Links

**03 .9ai - 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**

**Assignment Details**

Overview:  
Area 3: Application of technical competencies to public health work

 03

**Submit on behalf of the learner**

 [Submit on behalf of the learner](#)

**STEP 1b** You will need to: click the **submit on behalf of learner** link.

**STEP 1c** All the available assessment decisions will appear. You should choose resubmission.



**STEP 1d** In the Contact Diary comment box, under actions, you should state that the practitioner has self-elected a resubmission and will be addressing the relevant indicator in a new commentary.

In this instance, there is no need to tick the private box as this is an entry in response to a practitioner request.

A screenshot of the 'Create Diary Entry' form. The form has a dark blue header with the title 'Create Diary Entry'. It contains several sections: 'Private?' with an unchecked checkbox and the text '(Practitioner or Company will not see)'; 'Entry Label' with a dropdown menu set to 'Assessment Feedback'; 'Description' with a rich text editor containing the text 'Indicator 03.9aj Returned for Resubmission'; 'Actions' with another rich text editor containing the text 'Angela has self-elected a resubmission and she will be addressing the relevant indicators in a new commentary'; 'Next Practitioner Meeting Date?' with a date picker set to '30 / 7 / 2015'; and 'Related Document' with a table header 'Title Upload Date Options' and a message: 'Once this Contact Diary Entry has been created, you will be able to add documents here.' At the bottom, there is a checkbox for 'Require Practitioner Acknowledgement?' and two buttons: 'Create' and 'Close'. A hand cursor is pointing at the 'Create' button.

**STEP 1e** Click **Create** and **Close**.

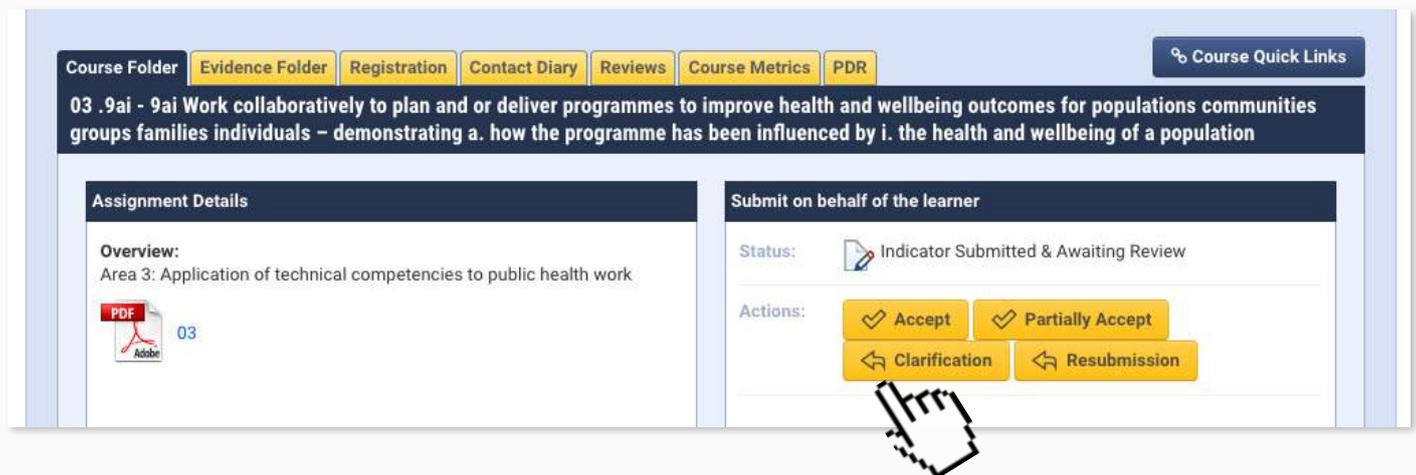
# 15. Breach of confidentiality

Accompanying video can be found at:

[https://youtu.be/RdnV4KoQgi4?list=PLi\\_5bNEZWv\\_HAtCi1QAjo79BmIMCIPj71](https://youtu.be/RdnV4KoQgi4?list=PLi_5bNEZWv_HAtCi1QAjo79BmIMCIPj71)

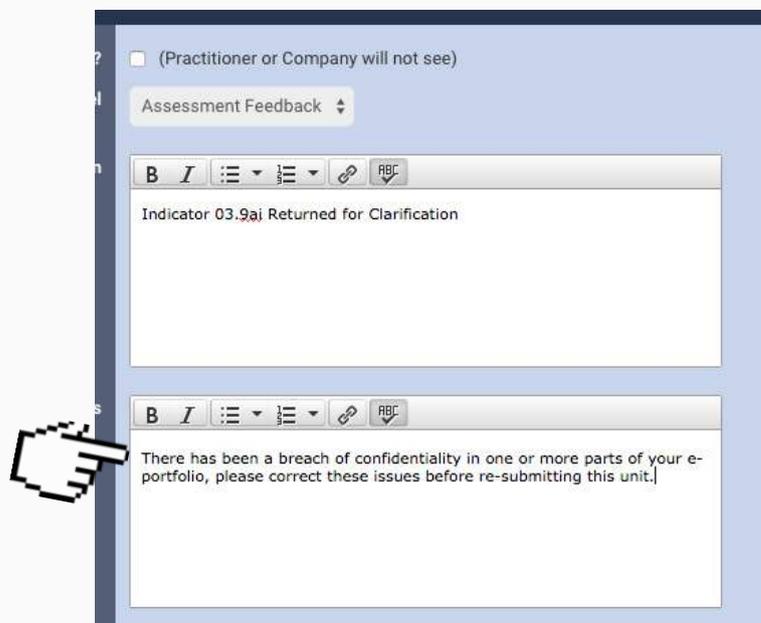
Confidentiality must be maintained at all times. A Practitioners e-portfolio must not provide any personal details of their clients and patients such as home addresses, NHS numbers and so on. If there is a breach of confidentiality in a commentary or piece of evidence, the Assessor usually follows the same procedure as for a clarification.

**STEP 1a** Go into course folder and click on any indicator in which the evidence containing the breach can be found.



**STEP 1b** Select **Clarification** as the Assessment Outcome.

**STEP 1c** The assessor should state in the comments that the evidence breaches confidentiality and that the evidence must be anonymised and re-presented prior to the indicator being submitted for assessment once more.



In the event that the Indicator 3e titled “Act in ways that acknowledge the importance of data confidentiality and disclosure, and the use of data sharing protocols” has been assessed and accepted prior to the breach in confidentiality then you will need to change their assessment decision to a resubmission for 3e.



▶ 01.3c	3c Act in ways that promote equality and value diversity
Total Docs: 0	
▶ 01.3d	3d Act in ways that value people as individuals
Total Docs: 0	
▶ 01.3e	3e Act in ways that acknowledge the importance of data confidentiality and disclosure, and the use of data sharing protocols
Total Docs: 0	
▶ 01.3f	3f Act in ways that are consistent with legislation, policies, governance frameworks and systems.
Total Docs: 0	
▶ 01.4a	4a Continually develop and improve own and others' practice in public health by reflecting on own behaviour and practice and identifying where improvements should be made.
Total Docs: 0	

**STEP 2a** To do this the go to Indicator 3e in the applicant’s course folder.

The screenshot shows a course folder interface with tabs for 'Evidence Folder', 'Registration', 'Contact Diary', 'Reviews', 'Course Metrics', and 'PDR'. The main heading is '01 .3e - 3e Act in ways that acknowledge the importance of data confidentiality and disclosure, and the use of data sharing protocols'. Under 'Assignment Details', it shows 'Overview: Area 1: Professional and ethical practice' and a PDF icon labeled '01'. On the right, under 'Submit on behalf of the learner', the status is 'Indicator Reviewed and Accepted (30-07-15 Alfreda Riggs)'. The 'Actions' section has two buttons: 'Clarification' and 'Resubmission', with the 'Resubmission' button highlighted by a hand cursor.



**STEP 2b** Changes your assessment decision to a resubmission.

**STEP 2c** State in the Contact Diary comment box that there has been a breach of confidentiality and state the indicator where the breach had taken place.

The screenshot shows the 'Assessment Feedback' form. The 'Entry Label' is 'Assessment Feedback'. The 'Description' field contains the text 'Indicator 01.3e Returned for Resubmission'. The 'Actions' field contains the text 'There has been a breach of confidentiality in one or more parts of your e-portfolio, please correct these issues before re-submitting this unit.'

▶ 01.3c	3c Act in ways that promote equality and value diversity	Not Started
Total Docs: 0		
▶ 01.3d	3d Act in ways that value people as individuals	Not Started
Total Docs: 0		
▶ 01.3e	3e Act in ways that acknowledge the importance of data confidentiality and disclosure, and the use of data sharing protocols	Not Started
Total Docs: 0		

Clearly, if 3e has not yet been accepted at this point, the assessor will need to be extra vigilant when assessing this indicator.