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

## 1. Logging in for the first time

Accompanying video can be found at:

[https://www.youtube.com/watch?v=eNn5UjLtSrc&index=1&list=PLi\\_5bNEZWv\\_G5EnTO4HelyoQOV1UTQJSt](https://www.youtube.com/watch?v=eNn5UjLtSrc&index=1&list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt)

**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.

e-portfolio login

**KSSPRS**  
Kent, Surrey and Sussex Public Health  
Practitioner Registration Support Scheme

New password:  
.....

Confirm password:  
.....

Change

Password reset  
To change the current password enter a new password and confirm.  
If you have any queries regarding the use of the system please [contact us](#) for additional support and training

powered by learning assistant

Terms & Conditions  
Copyright © 2014 Learning Assistant Ltd

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

27. The Terms of Use, our Privacy Policy and the relationship between you and Learning Assistant shall be governed by the laws of England and Wales. You and Learning Assistant agree to submit to the exclusive jurisdiction of the Courts of England.

28. The failure of Learning Assistant to exercise or enforce any right or provision of the Terms of Use shall not constitute a waiver of such right or provision. If any provision of the Terms of Use is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavour to give effect to the parties' intentions as reflected in the provision, and the other provisions of the Terms of Use shall remain in full force and effect.

29. You agree that regardless of any statute or law to the contrary, any claim or cause of action arising out of or related to use of the Service or the Terms of Use must be filed within one year after such claim or cause of action arises.

I Accept

Terms & Conditions | Customer Support

City & Guilds LearningAssistant

**STEP 3** Change your password to something secure and memorable.

New password:  
.....

Confirm password:  
.....

Change

Password reset  
To change the current password enter a new password and confirm.  
If you have any queries regarding the use of the system please [contact us](#) for additional support and training

Current Password  
Current Password

New Password  
New Password

Confirm New Password  
Confirm New Password

Change Password

**Top tip!**  
Passwords are case sensitive.

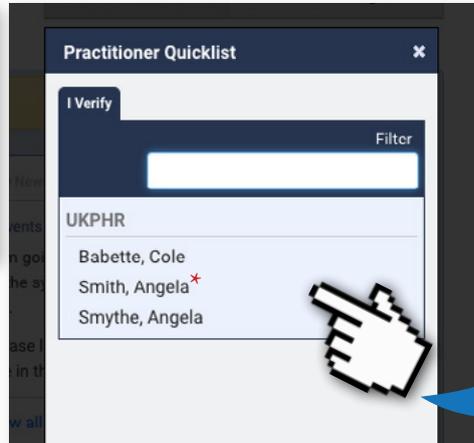
Don't worry, if you forget your password you can request a reminder from the login page.

## 2. Finding your practitioner

Accompanying video can be found at:

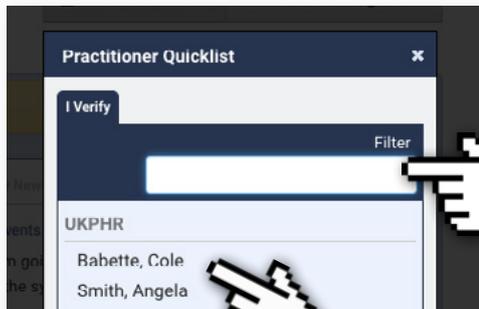
[https://youtu.be/eNn5UjLtSrc?list=PLi\\_5bNEZWv\\_G5EnTO4HelyoQOV1UTQJSt](https://youtu.be/eNn5UjLtSrc?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt)

**STEP 1a** To locate the practitioner's portfolio, click on the Practitioner Quicklist link in the top menu.



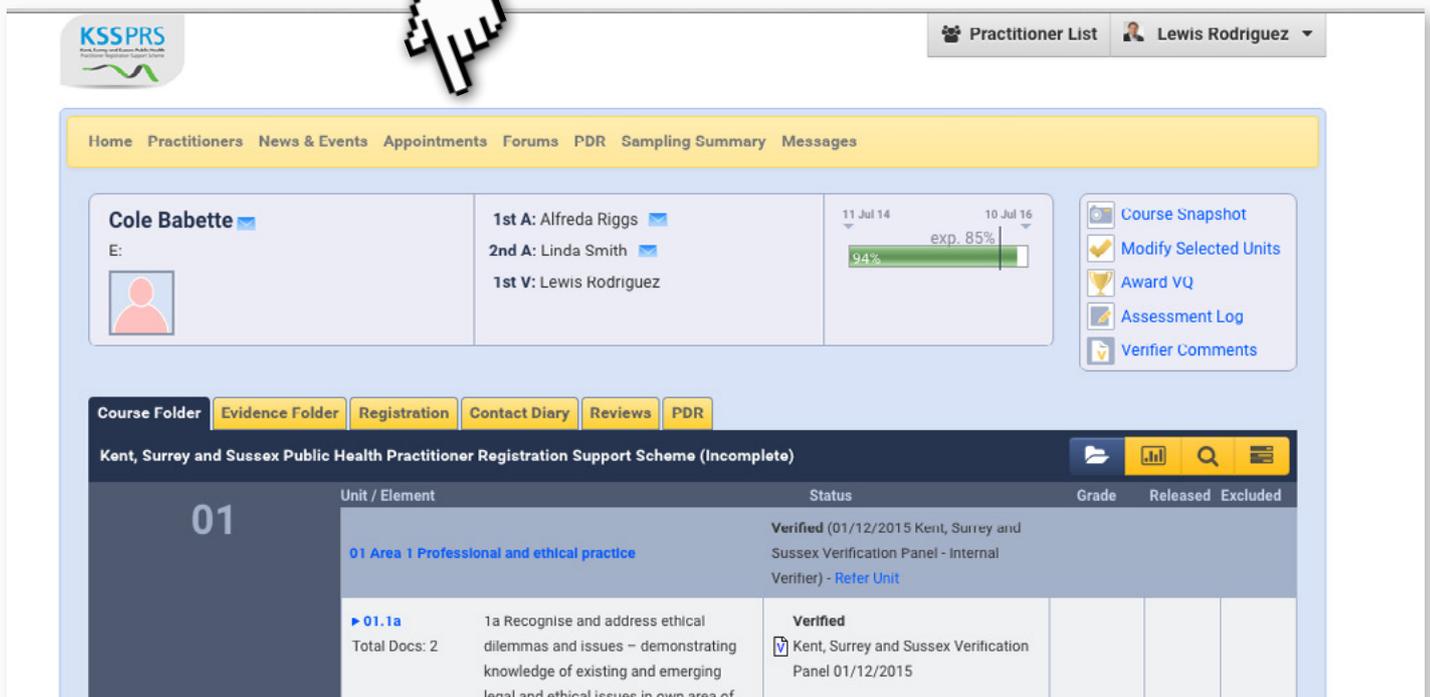
**1b** The allocated practitioners are listed alphabetically to make it easier to find them.

**Top tip!**  
Any newly allocated practitioners will be highlighted with a red asterisk.



**1c** There is also a search filter available that can refine the list still further.

**1d** Once the applicant has been found, click on their name and their portfolio will open at their Course Folder.



Unit / Element	Status	Grade	Released	Excluded
<b>01</b>				
<b>01 Area 1 Professional and ethical practice</b>	Verified (01/12/2015 Kent, Surrey and Sussex Verification Panel - Internal Verifier) - Reter Unit			
<b>01.1a</b>				
Total Docs: 2	1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of	Verified	Kent, Surrey and Sussex Verification Panel 01/12/2015	

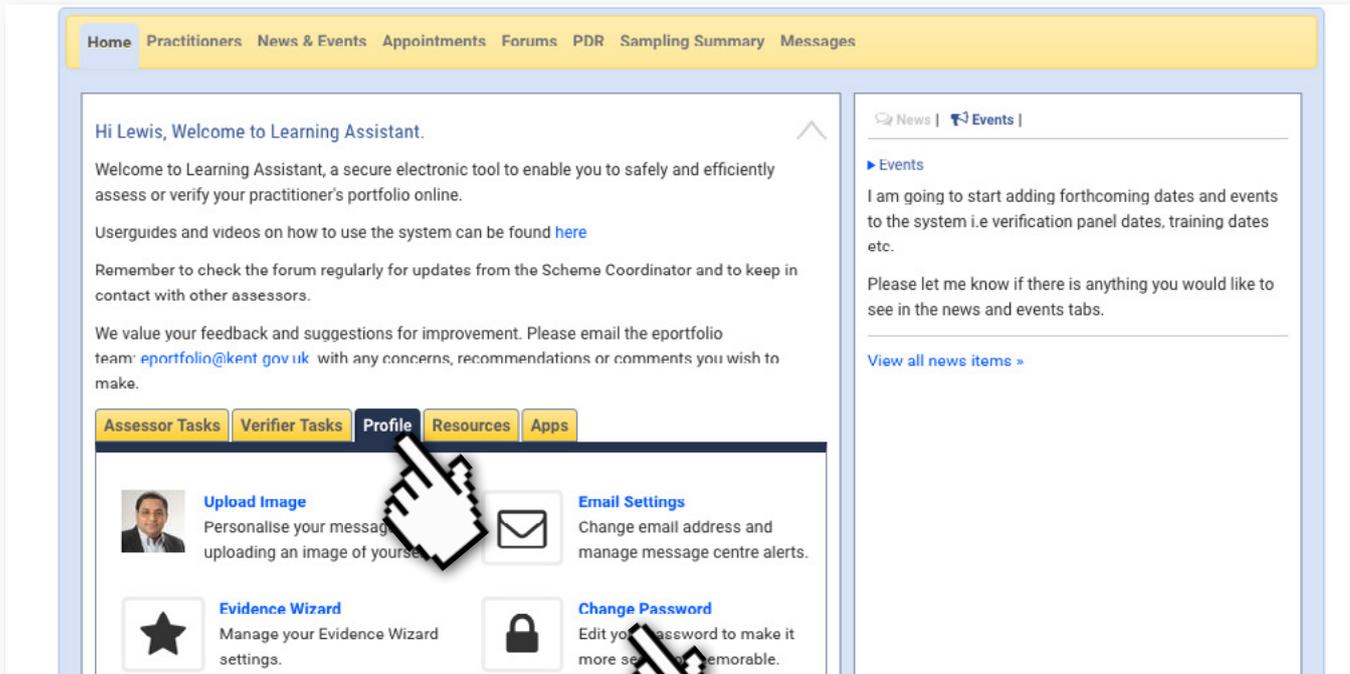
### 3. Changing your password

Accompanying video can be found at:

[https://youtu.be/LFcGTuqJTc8?list=PLi\\_5bNEZWv\\_G5EnTO4HelyoQOV1UTQJSt](https://youtu.be/LFcGTuqJTc8?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt)

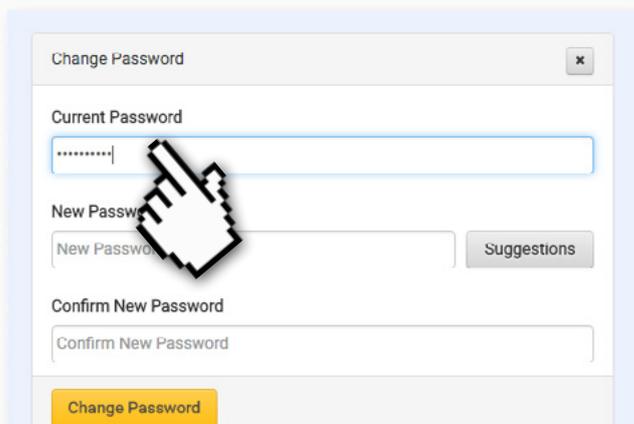
As well as being prompted to change your password when you first log in, you also have the ability to update it at any time whilst logged in to the portfolio system.

**1a** To change your password simply go to the e-portfolio homepage, and click the Profile tab.



**1b** From here, click the 'Change Password' link to open the change password tool.

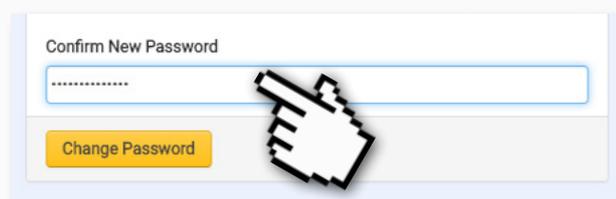
**1c** Update the password by first entering the current password.



**1d** Followed by the a password.



**1e** Then, finally, confirming it.



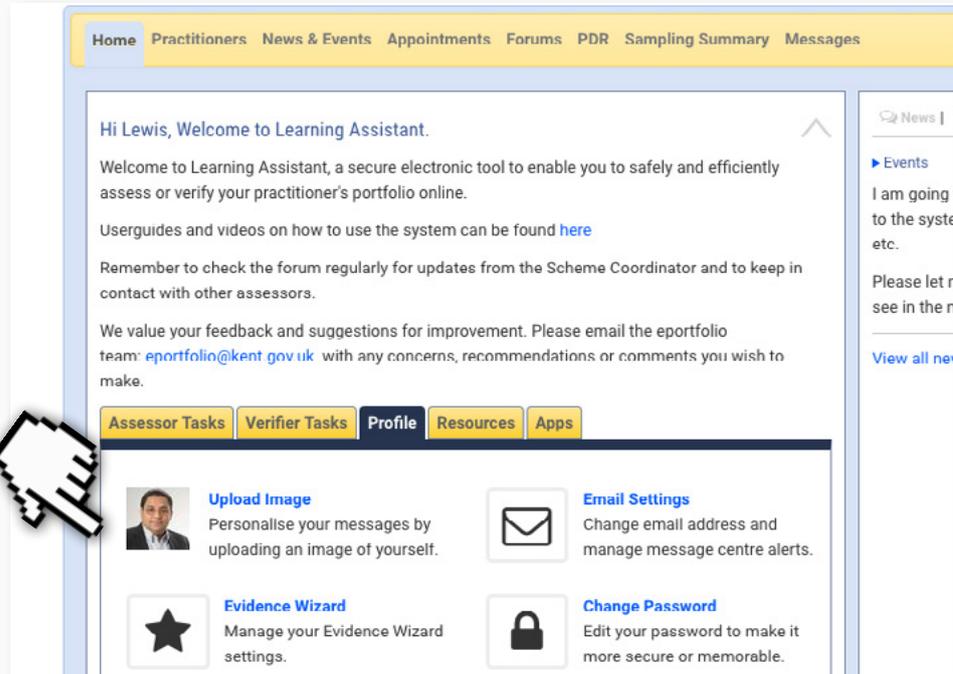
## 4. Changing your profile picture

Accompanying video can be found at:

[https://youtu.be/LFcGTuqJTc8?list=PLi\\_5bNEZWv\\_G5EnTO4HelyoQOV1UTQJSt](https://youtu.be/LFcGTuqJTc8?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt)

Learning Assistant also allows you to add a photograph of yourself to the e-portfolio to personalise your profile.

**1a** To change the Profile picture simply go to the e-portfolio homepage, and click the profile tab.



**1b** From here, click the 'Upload image' link to open the 'Change Profile Picture' tool.

**1c** To upload a photograph click the 'Choose File' button.



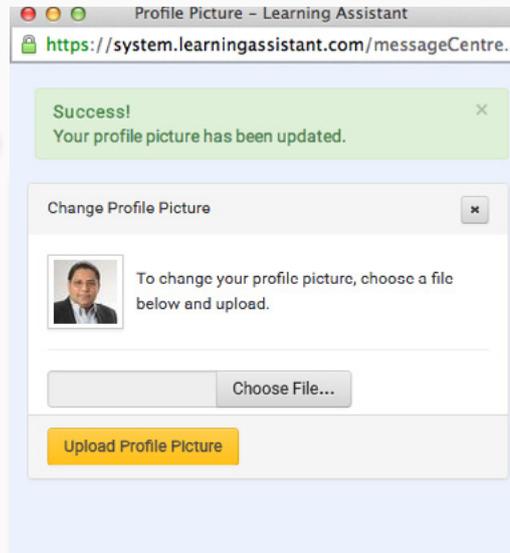
**1d** Select the photograph you wish to use from your PC.



**1e** Then click 'Upload Profile Picture'.



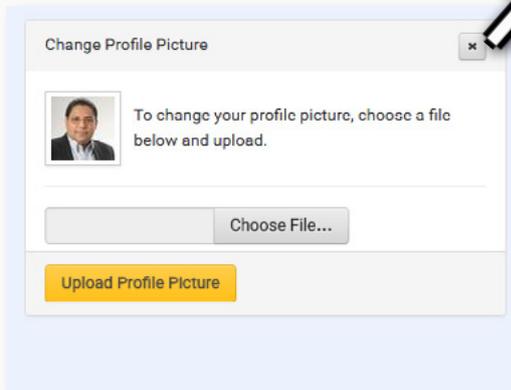
**1e** Once the picture has been uploaded, a success message will appear.



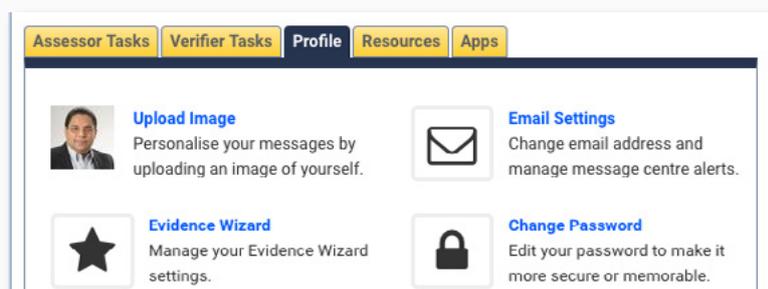
**1f** And your profile picture will now be associated with your e-portfolio account.



**1g** Close the upload photo tool.



**1g** Your new profile picture will appear on your profile tab and on any messages sent via the message centre.



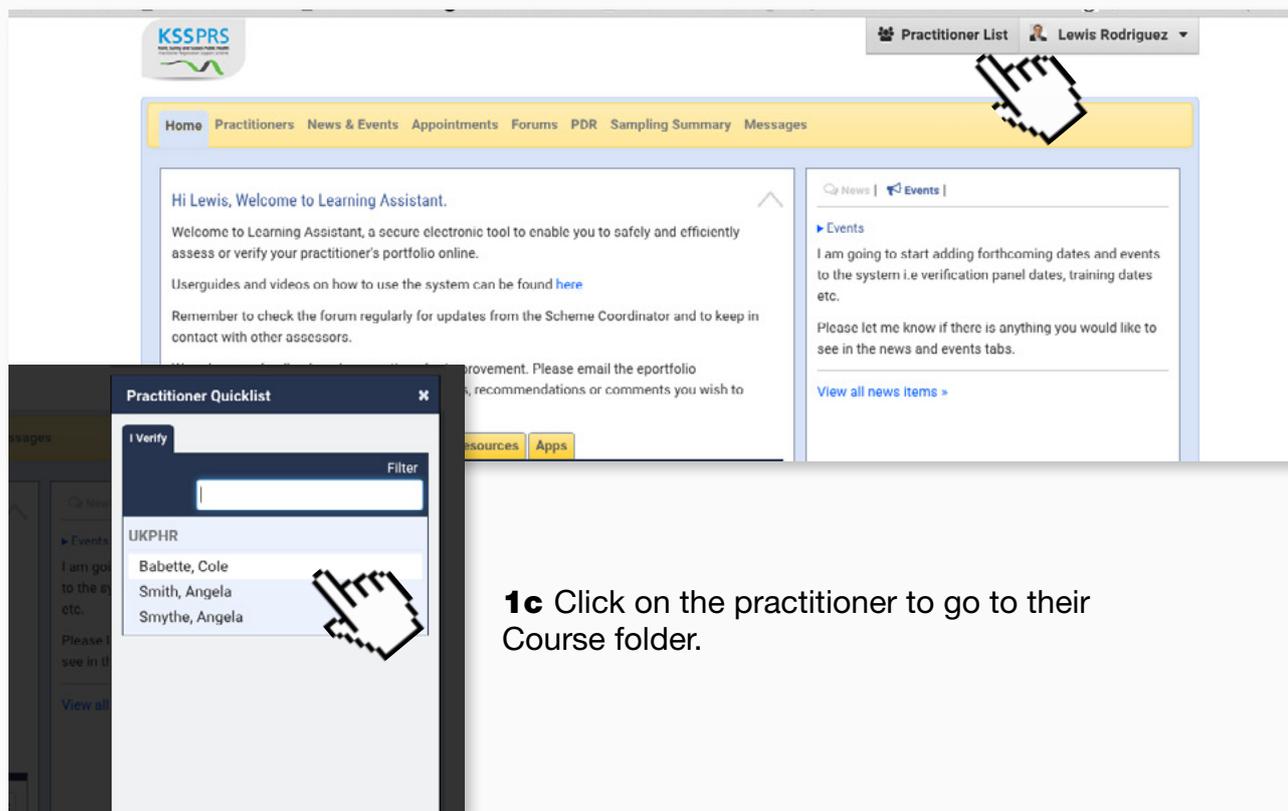
## 5. Downloading the assessment log

Accompanying video can be found at:

[https://youtu.be/-ci9eL8a3\\_U?list=PLi\\_5bNEZWv\\_G5EnTO4HelyoQOV1UTQJSt](https://youtu.be/-ci9eL8a3_U?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt)

**STEP 1a** The link to download a practitioner's assessment log is in the course folder of the practitioner whose assessment log is to be reviewed.

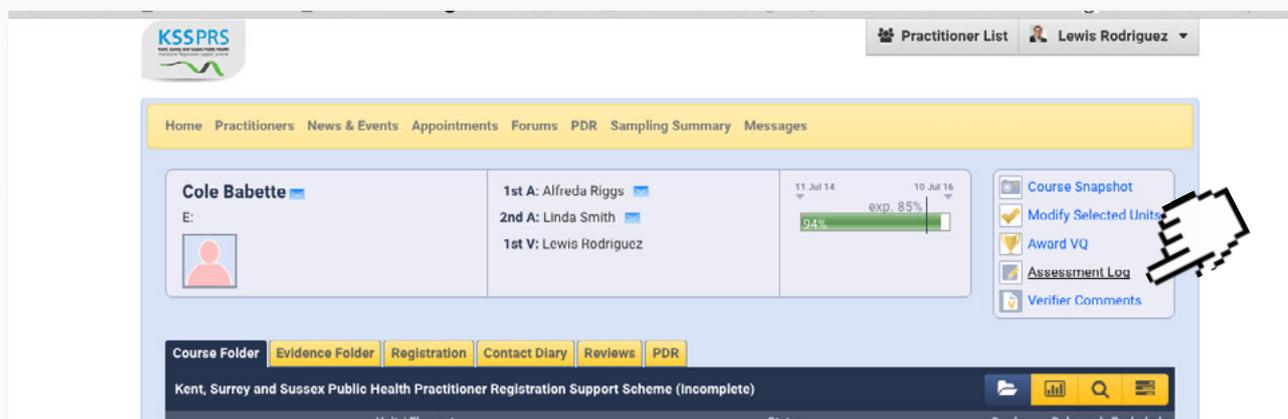
**1b** Use the 'Practitioner Quicklist' on the homepage to locate your practitioner.



The screenshot shows the KSSPRS Learning Assistant homepage. The top navigation bar includes 'Home', 'Practitioners', 'News & Events', 'Appointments', 'Forums', 'PDR', 'Sampling Summary', and 'Messages'. A 'Practitioner List' dropdown menu is visible in the top right, showing 'Lewis Rodriguez'. A 'Practitioner Quicklist' modal window is open, displaying a search filter and a list of practitioners: 'Babette, Cole', 'Smith, Angela', and 'Smythe, Angela'. A hand cursor is pointing to 'Babette, Cole'.

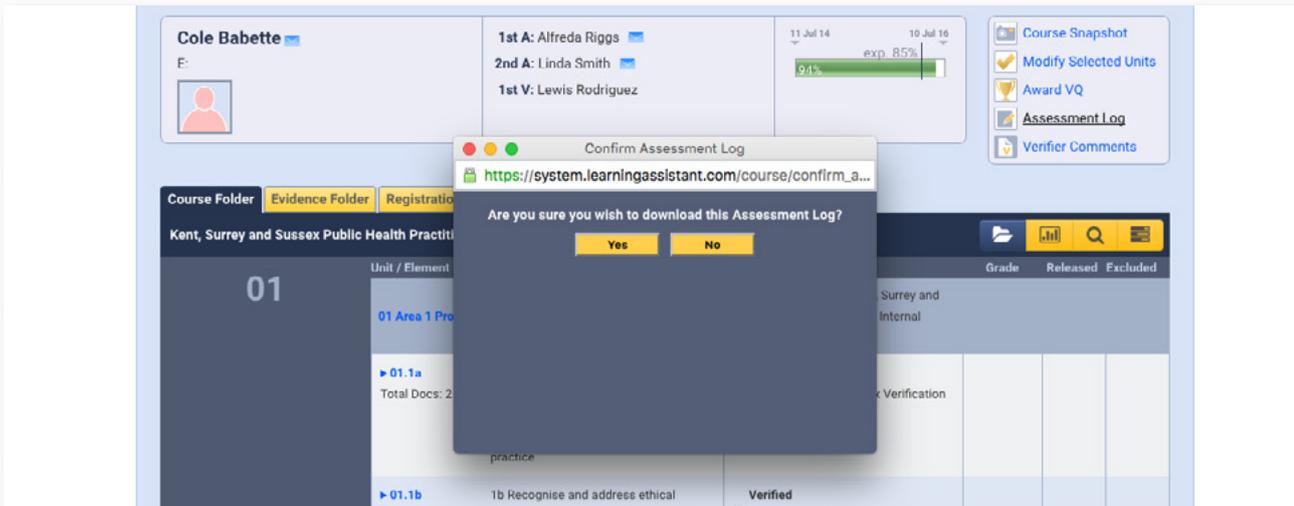
**1c** Click on the practitioner to go to their Course folder.

**1d** Click on the assessment log link situated in the top right menu panel.

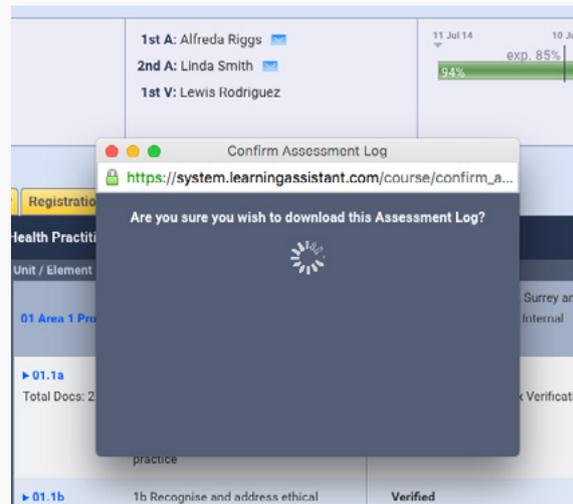
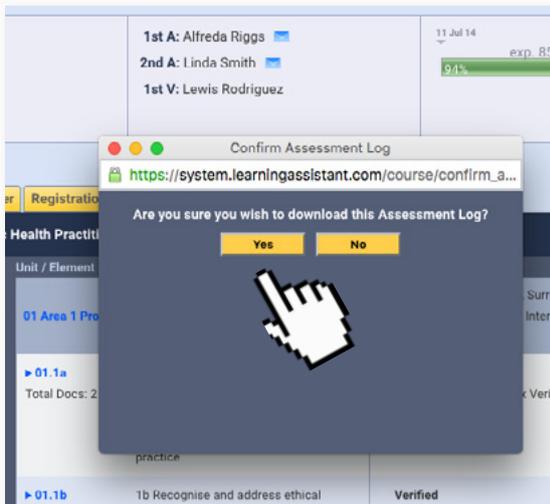


The screenshot shows the course folder for 'Cole Babette'. The top navigation bar is the same as in the previous screenshot. The main content area displays the practitioner's name, a profile picture, and a list of assessors: '1st A: Alfreda Riggs', '2nd A: Linda Smith', and '1st V: Lewis Rodriguez'. A progress bar shows 'exp. 85%' and '94%'. A 'Course Snapshot' panel on the right contains links for 'Modify Selected Units', 'Award VQ', 'Assessment Log', and 'Verifier Comments'. A hand cursor is pointing to the 'Assessment Log' link. The bottom navigation bar includes 'Course Folder', 'Evidence Folder', 'Registration', 'Contact Diary', 'Reviews', and 'PDR'.

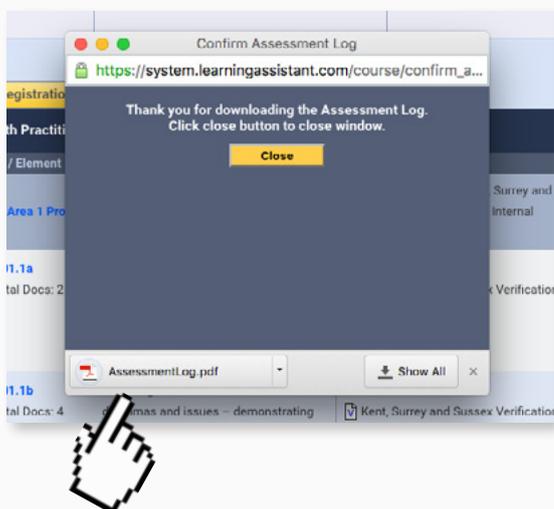
**STEP 2a** Once the link is clicked, a pop-up window will appear, asking for permission to download the assessment log.



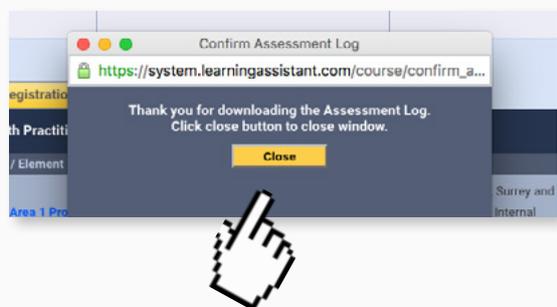
**STEP 2b** Select 'yes' to begin the download.



**STEP 2c** The assessment log will download to your computer as a PDF.



**STEP 2d** Close the pop-up.



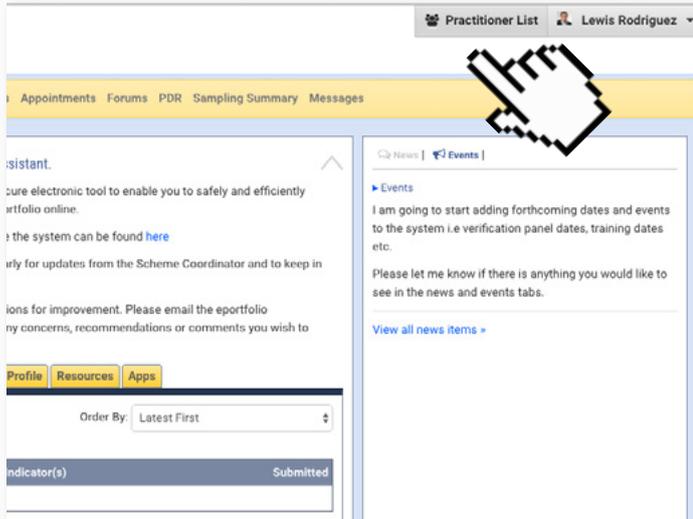
# 6. Navigating an e-portfolio

Accompanying video can be found at:

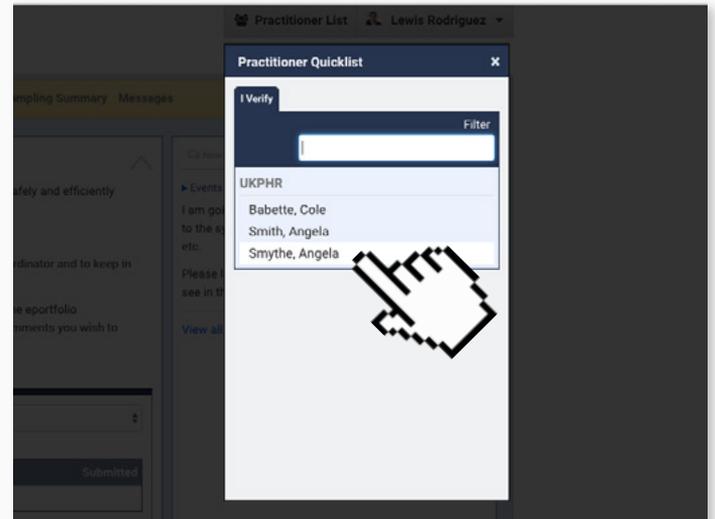
[https://youtu.be/CrXtGaGFBzI?list=PLi\\_5bNEZWv\\_G5EnTO4HelyoQOV1UTQJSt](https://youtu.be/CrXtGaGFBzI?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt)

A practitioner's e-portfolio is comprised of several sections. The key sections for a practitioner are their course folder and evidence folder.

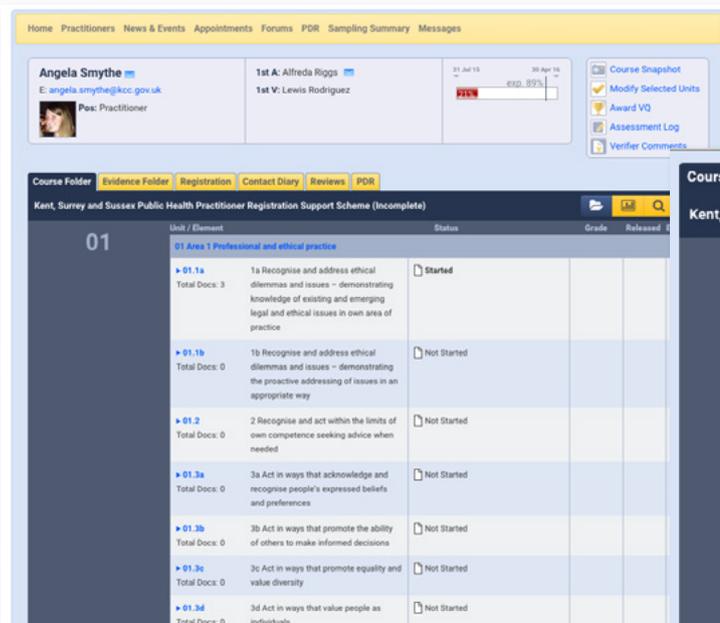
**STEP 1a** To locate the practitioner's portfolio, click on the practitioner list link in the top menu.



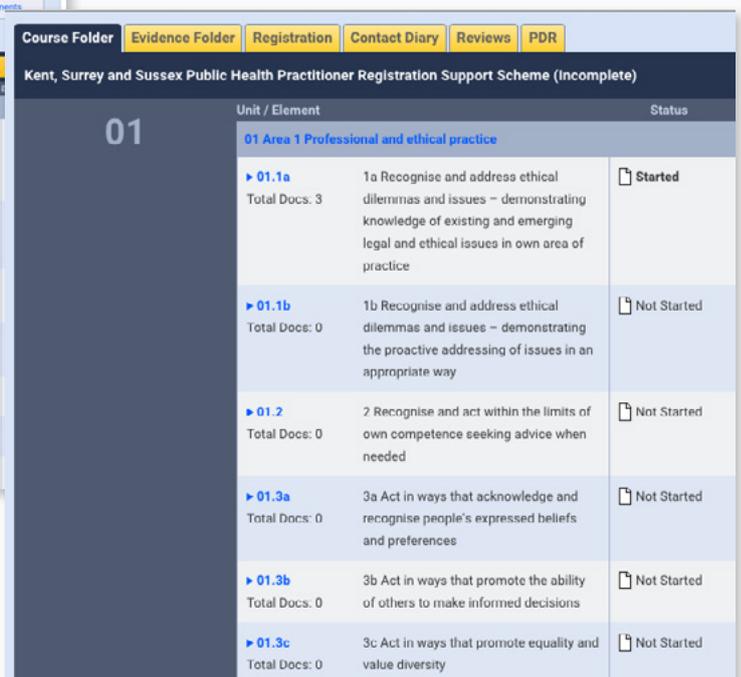
**STEP 1b** Search for the relevant practitioner and click on their name.



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



The Course Folder 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.

**Top tip!**  
To find these sections scroll to the bottom of the Course Folder.

The screenshot shows a sidebar with three main categories: Other, Forms, and Agreements. Below these are several sub-sections with document counts:

- Other**: 04.12 (12. Communicate effectively with a range of different people using different methods. Total Docs: 0)
- Other Supporting Documents**
- Other.1**: Supporting Documents (Total Docs: 0)
- Forms Application Forms**
- Forms.1**: Application Forms (Total Docs: 0)
- Agreements Contracts and Agreements**
- Agreements.1**: Contracts and Agreements (Total Docs: 0)

Three hand icons point to the following sections:

- Supporting Documents** (points to Other Supporting Documents)
- Application Forms** (points to Forms Application Forms)
- Contracts** (points to Agreements Contracts and Agreements)

**STEP 2a** To view the commentaries and evidence for any particular indicator, locate the indicator in the Course Folder.

**STEP 2b** Click on the number in the left hand column.

The screenshot shows the Course Folder interface for 'Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (Incomplete)'. The top navigation bar includes: Course Folder, Evidence Folder, Registration, Contact Diary, Reviews, PDR. The main content area shows a list of indicators under the heading '01 Area 1 Professional and ethical practice':

Unit / Element	Status
<b>01</b>	
<b>01.1a</b> 1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice Total Docs: 3	Started
<b>01.1b</b> 1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way Total Docs: 0	Not Started
<b>01.2</b> 2 Recognise and act within the limits of...	Not Started

A hand icon points to the '01' in the left-hand column.

The indicator page will open, containing the work uploaded by the practitioner to date.

The screenshot shows the indicator page for '01.1a - 1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice'. The top navigation bar includes: Course Folder, Evidence Folder, Registration, Contact Diary, Reviews, Course Metrics, PDR, and Course Quick Links. The page is divided into two main sections:

- Assignment Details**: Overview: Area 1: Professional and ethical practice. A PDF icon labeled '01' is shown.
- Submit on behalf of the learner**:
  - Status: Indicator Started
  - Deadline: No deadline set.
  - Actions: Interim Verification

For each indicator there's usually at least two documents required - a commentary and an evidence document. Scroll down to see these in the Course Folder:

Actions: [Interim Verification](#)

Competence Claim Print (HTML) Print (PDF) Choose Evidence Evidence Wiz

Ref	Document	Type(s)	IV	1a
1	Commentary 1 - Impleme...	C	N	1a.
20	evidence	P	N	

**Commentary document**

**Evidence document**

**STEP 2c** To open the commentary or evidence file, click on the file name.

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

Ref	Document	Type(s)	IV	1a
1	Commentary 1 - Impleme...	C	N	1a.
20	evidence	P	N	
21	C...2-APHR	C	N	✓
<b>Completed (Assessor Only)</b>				

**STEP 2d** This will download the document to your PC...

**Completed (Assessor Only)**

[Choose Evidence >>](#)

Related Contact Diary entries for this Element

Show: 100 Private: All Categ

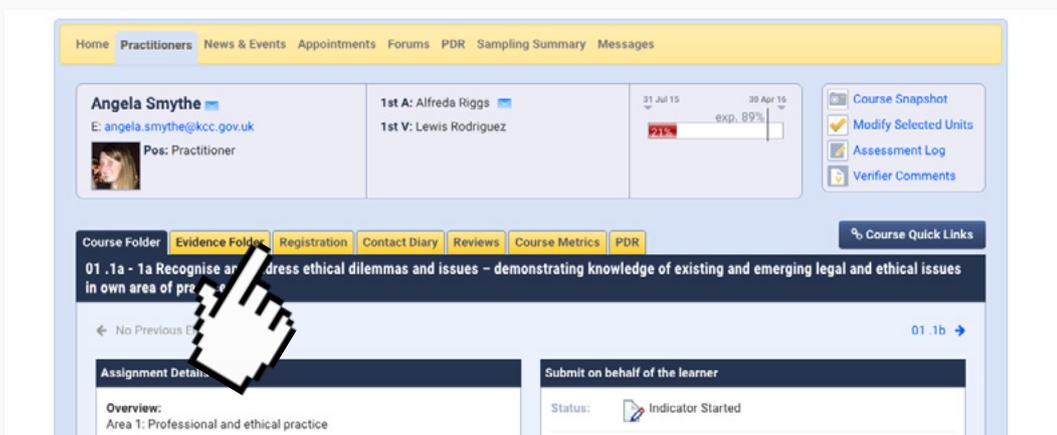
Commentary 1 - Imple...pdf

Commentary 1 - Implementing the Stoptober Campaign in Kent.pdf  
Yesterday

**STEP 2e** ... So you can open and view it when you're ready.

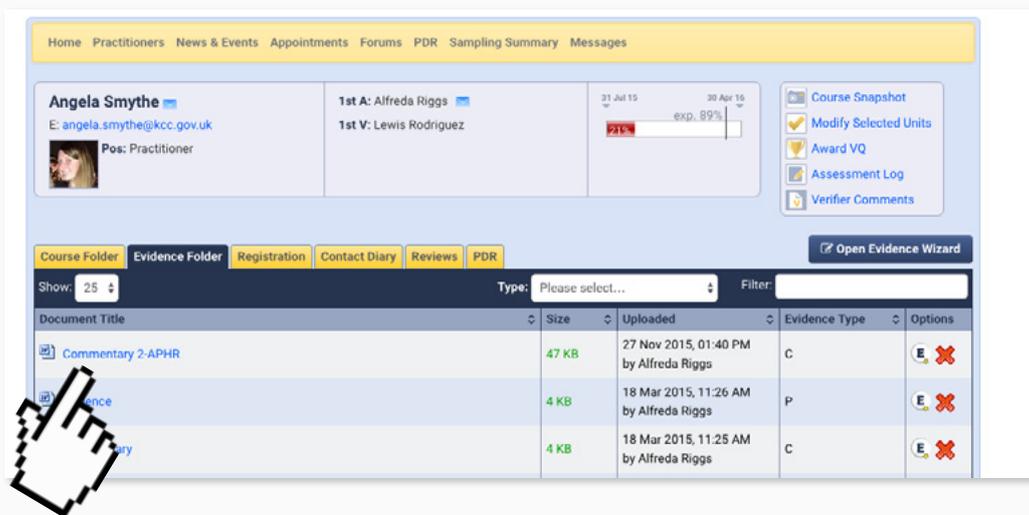
The practitioner's evidence and commentaries are *also* located in the Evidence Folder. If you're simply searching for all the commentaries this is best done from the Evidence Folder.

**STEP 3a** The practitioner's Evidence Folder can be accessed by clicking the Evidence Folder from within their e-portfolio.

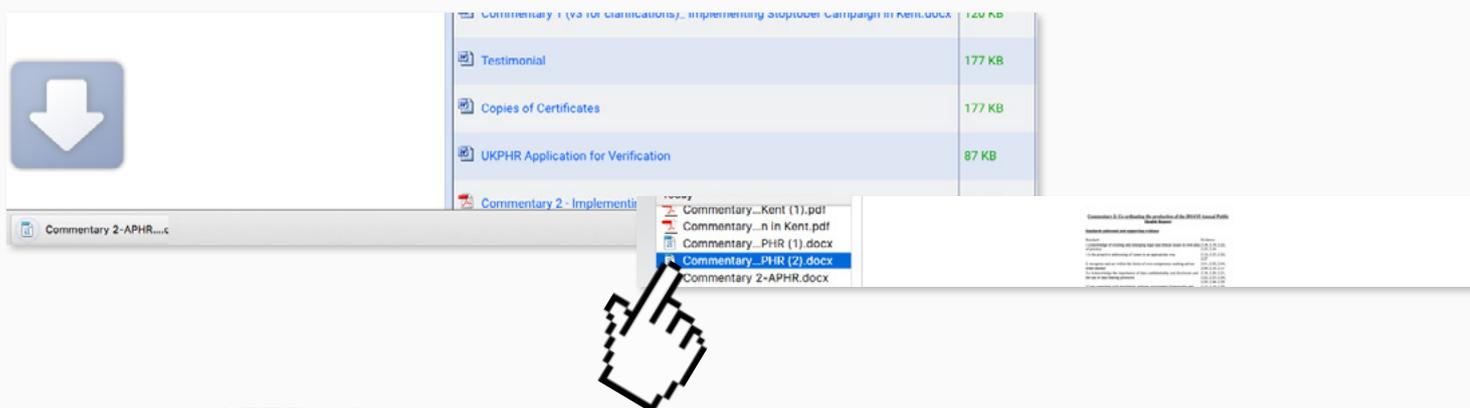


The Evidence Folder contains the commentaries, evidence, supporting documents and other application forms that are required by the practitioner to complete the Public Health Practitioner Registration Support Scheme.

**STEP 3b** To open any document stored in the Evidence Folder, click on the evidence name.



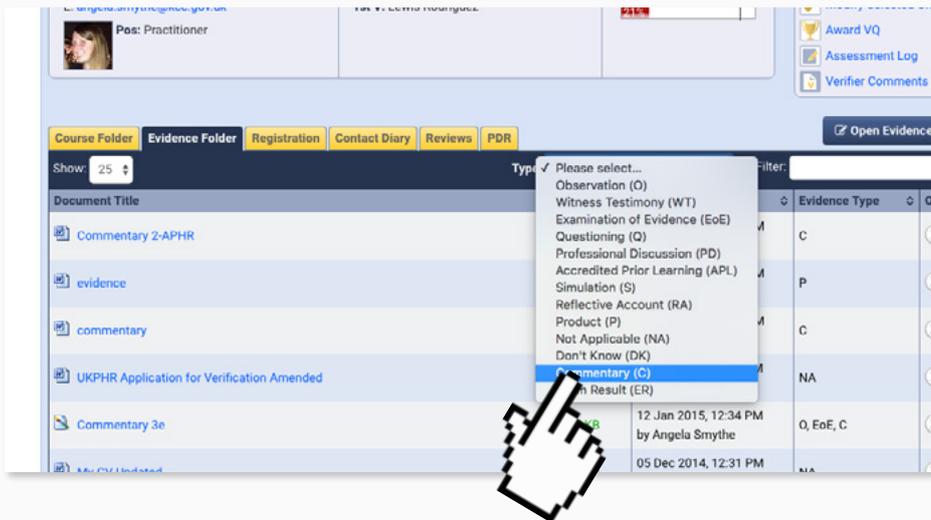
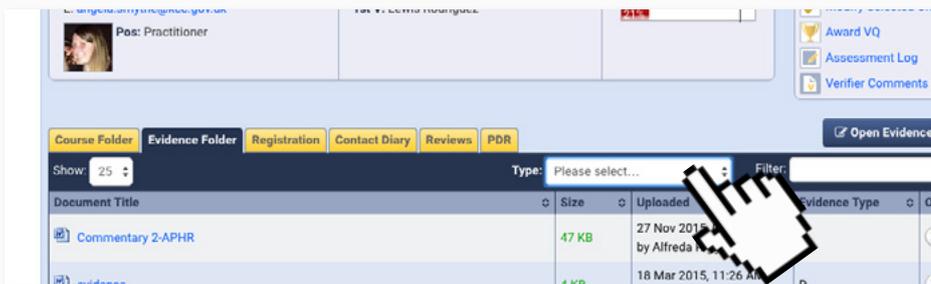
**STEP 3c** This will download the document to your PC...



**STEP 3d** ... So you can open and view it when you're ready.

The Evidence Folder contains a filter that allows you to display documents of a specific type.

**STEP 4a** Click on the Type filter to open the options.



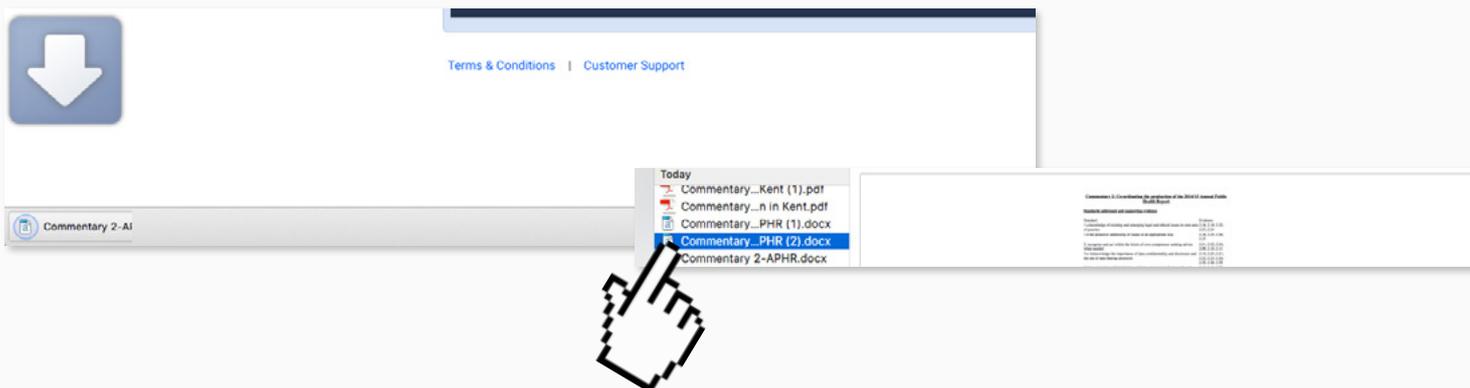
**STEP 4b** Select the type of document you wish to filter (for example commentaries).

You will now see that only the files that are commentaries will be displayed.



**STEP 4c** To open any of these commentaries simply click on the document's title.

**STEP 4f** This will download the document to your PC...



**STEP 4d** ... So you can open and view it when you're ready.