

Kent Surrey & Sussex

Public Health Practitioner Registration Support Scheme

# E-Portfolio User Guide for Writing Testimonials

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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

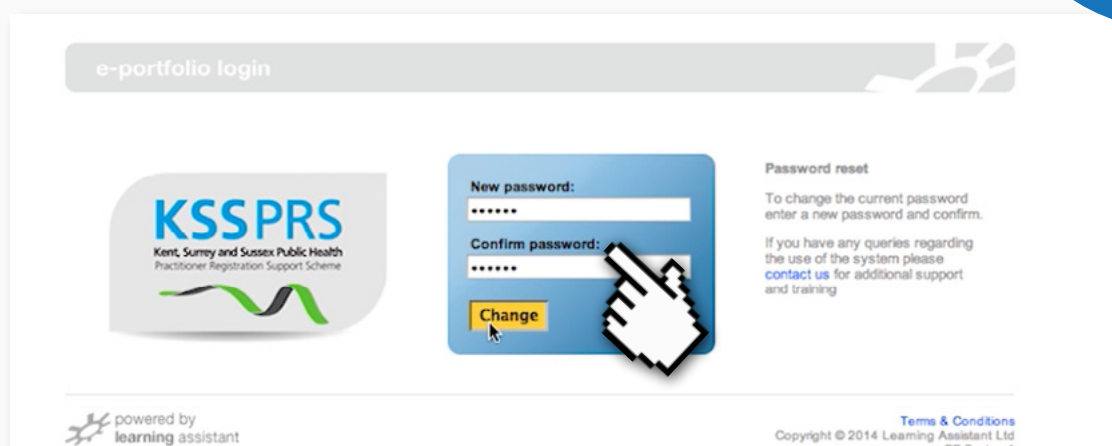
Accompanying video can be found at:

[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)

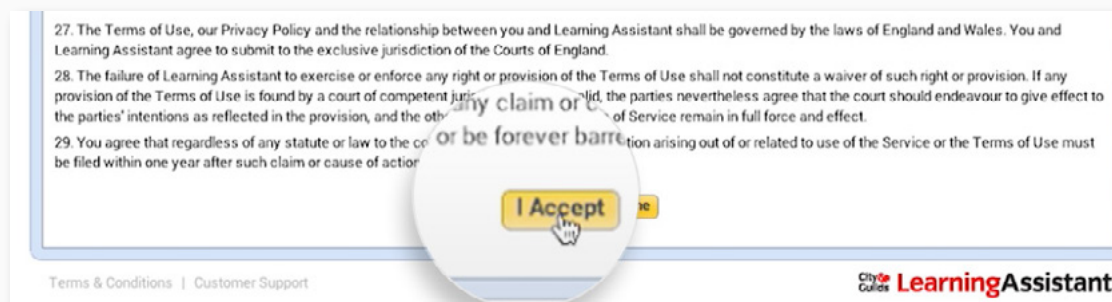
**STEP 1** Type the following address into your website browser and login using the username and password you have been given.

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

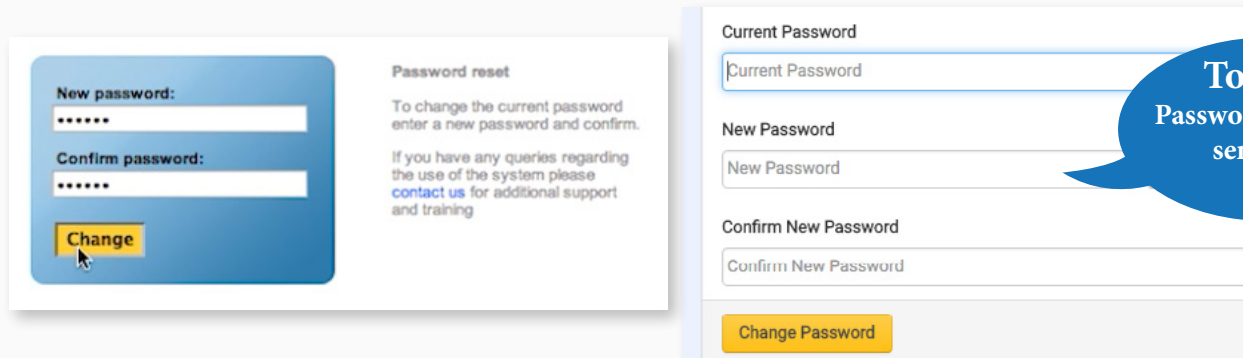
**Top tip!**  
Save this web address to your favourites to make it easy to find.



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



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



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

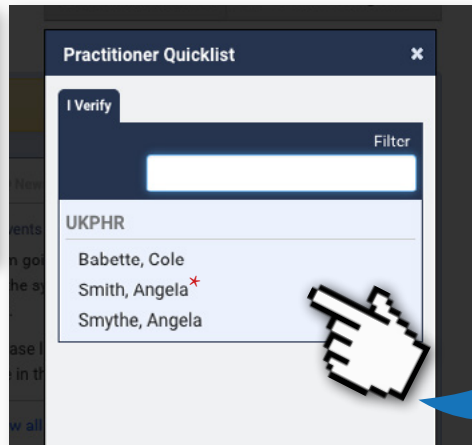
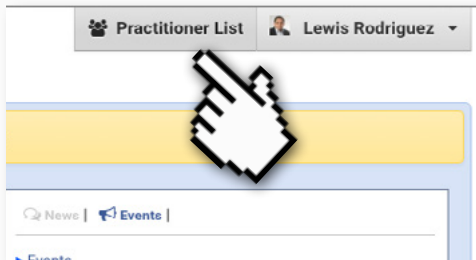
Don't worry, if you forget your password you can request a reminder from the login page.

## 2. Finding your practitioner

Accompanying video can be found at:

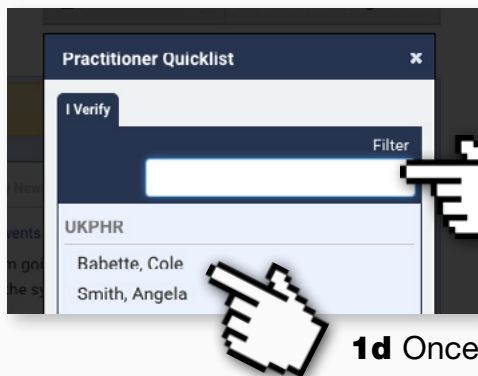
[https://youtu.be/eNn5UjLtSrc?list=PLi\\_5bNEZWv\\_G5EnTO4HelyoQOV1UTQJSt](https://youtu.be/eNn5UjLtSrc?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt)

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



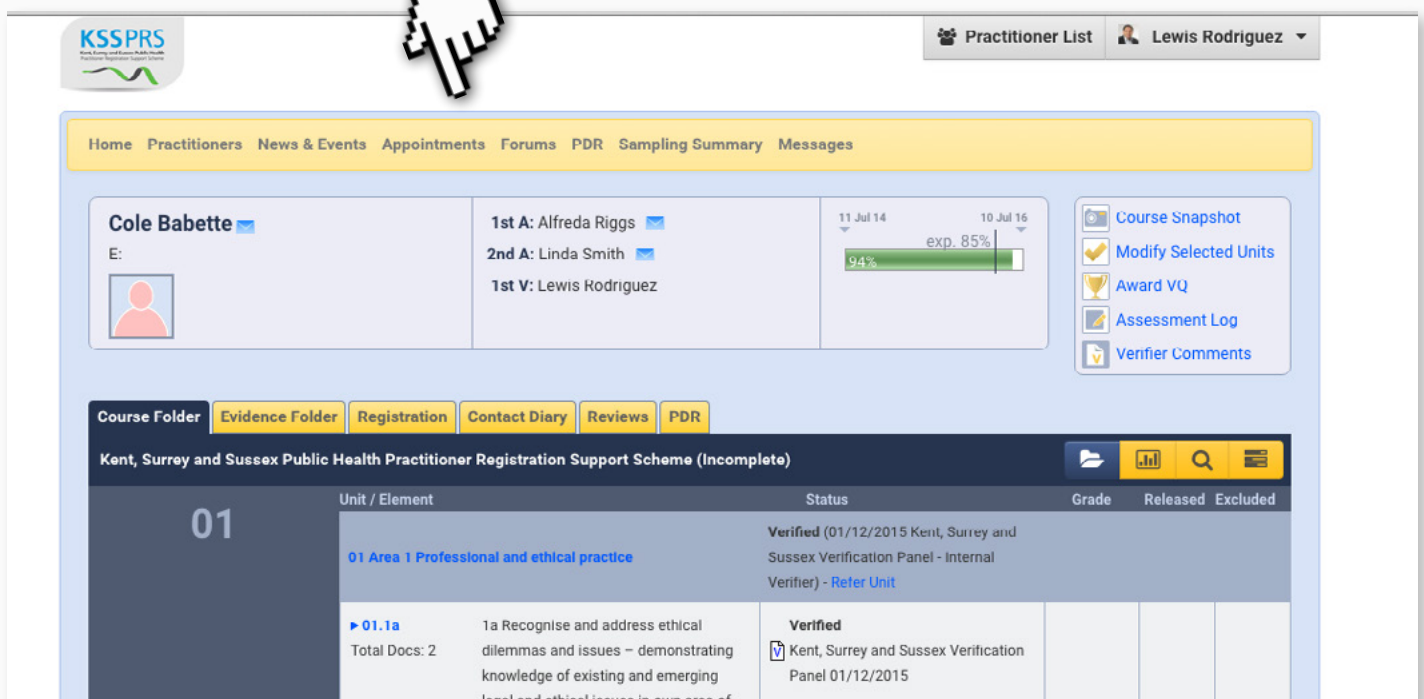
**1b** The allocated practitioners are listed alphabetically to make it easier to find them.

**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.



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

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

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) - Refer 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			

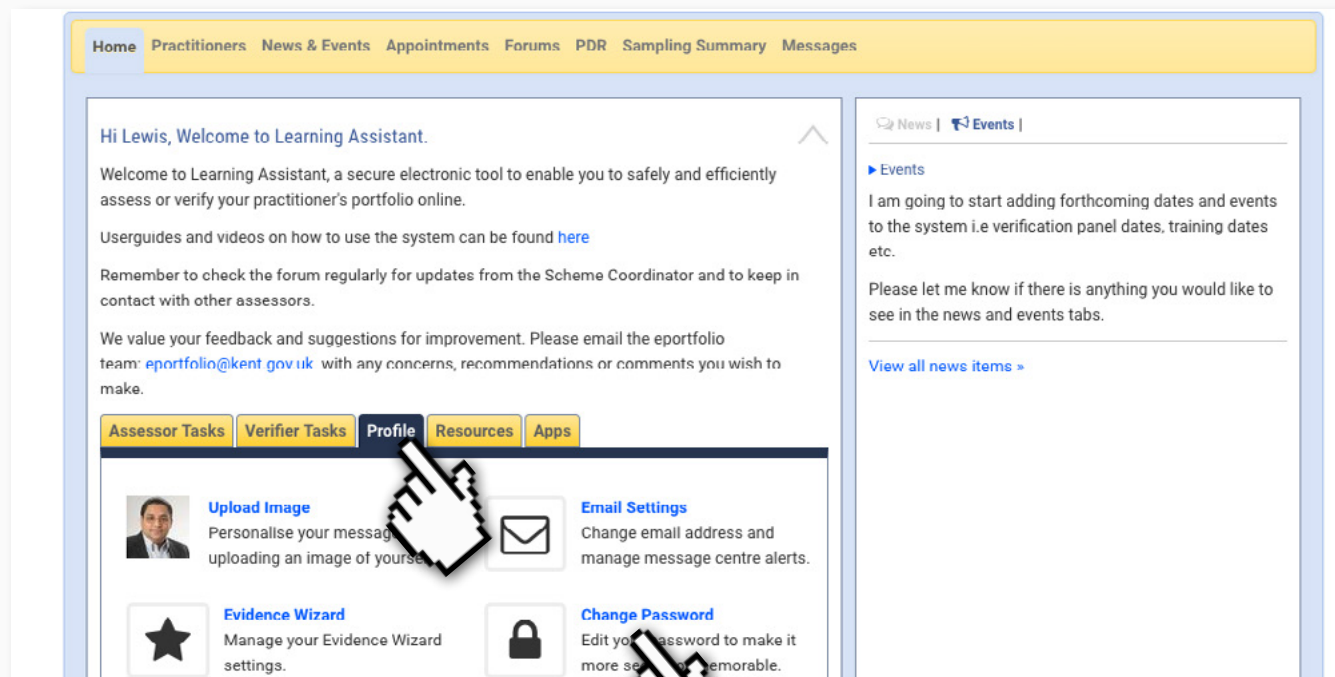
### 3. Changing your password

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.

A screenshot of the 'Change Password' form. It has three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. The 'Current Password' field is highlighted with a hand cursor. There is a 'Suggestions' button next to the 'New Password' field and a 'Change Password' button at the bottom.

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

A screenshot of the 'Change Password' form, showing the 'New Password' field highlighted with a hand cursor. The 'Current Password' field is filled with asterisks. The 'Confirm New Password' field is also visible. The 'Change Password' button is at the bottom.

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

A screenshot of the 'Change Password' form, showing the 'Confirm New Password' field highlighted with a hand cursor. The 'New Password' field is filled with asterisks. The 'Change Password' button is at the bottom.

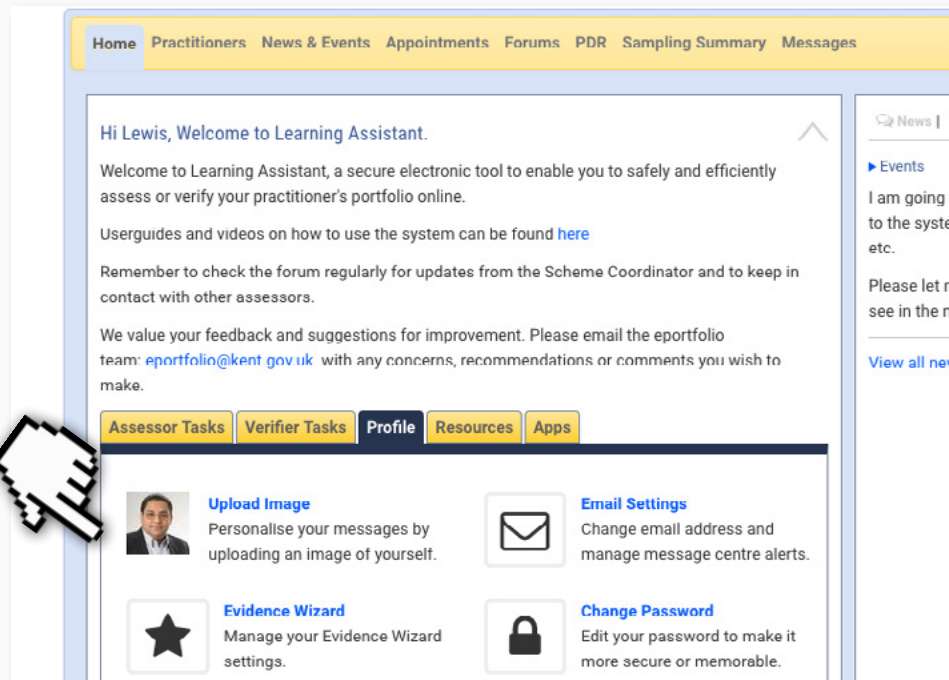
## 4. Changing your profile picture

Accompanying video can be found at:

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

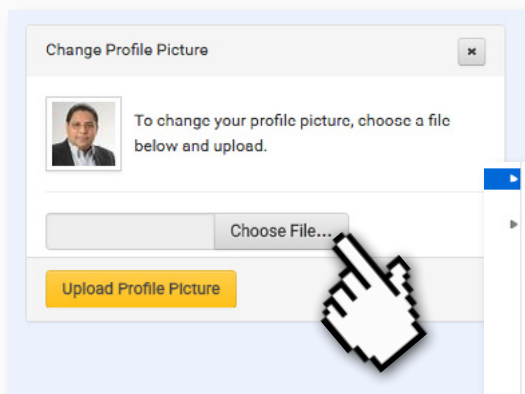
Learning Assistant also allows you to add a photograph of yourself to the e-portfolio to personalise your profile.

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

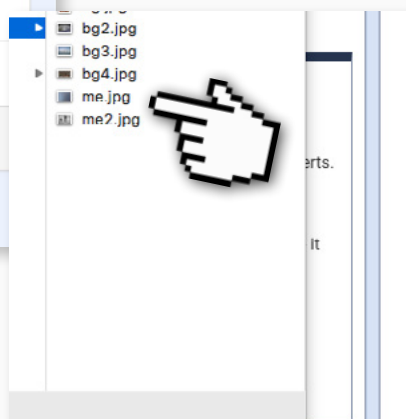


**1b** From here, click the 'Upload image' link to open the 'Change Profile Picture' tool.

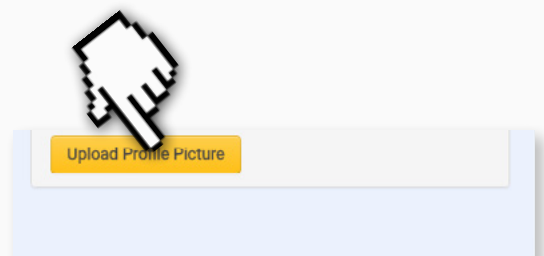
**1c** To upload a photograph click the 'Choose File' button.



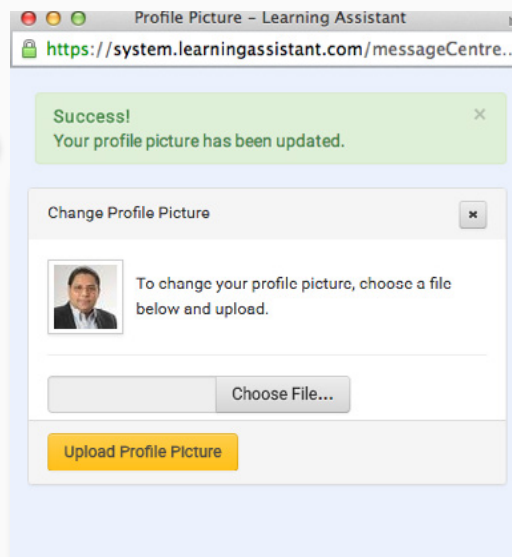
**1d** Select the photograph you wish to use from your PC.



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



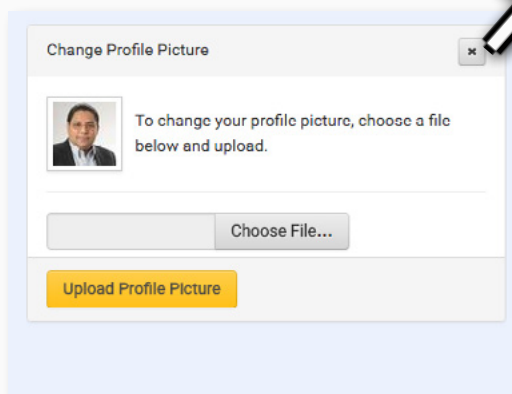
**1e** Once the picture has been uploaded, a success message will appear.



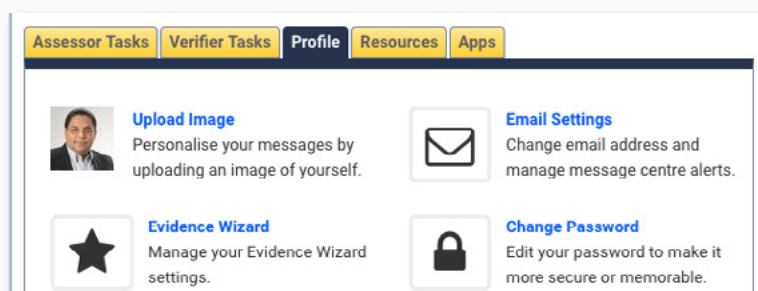
**1f** And your profile picture will now be associated with your e-portfolio account.



**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.





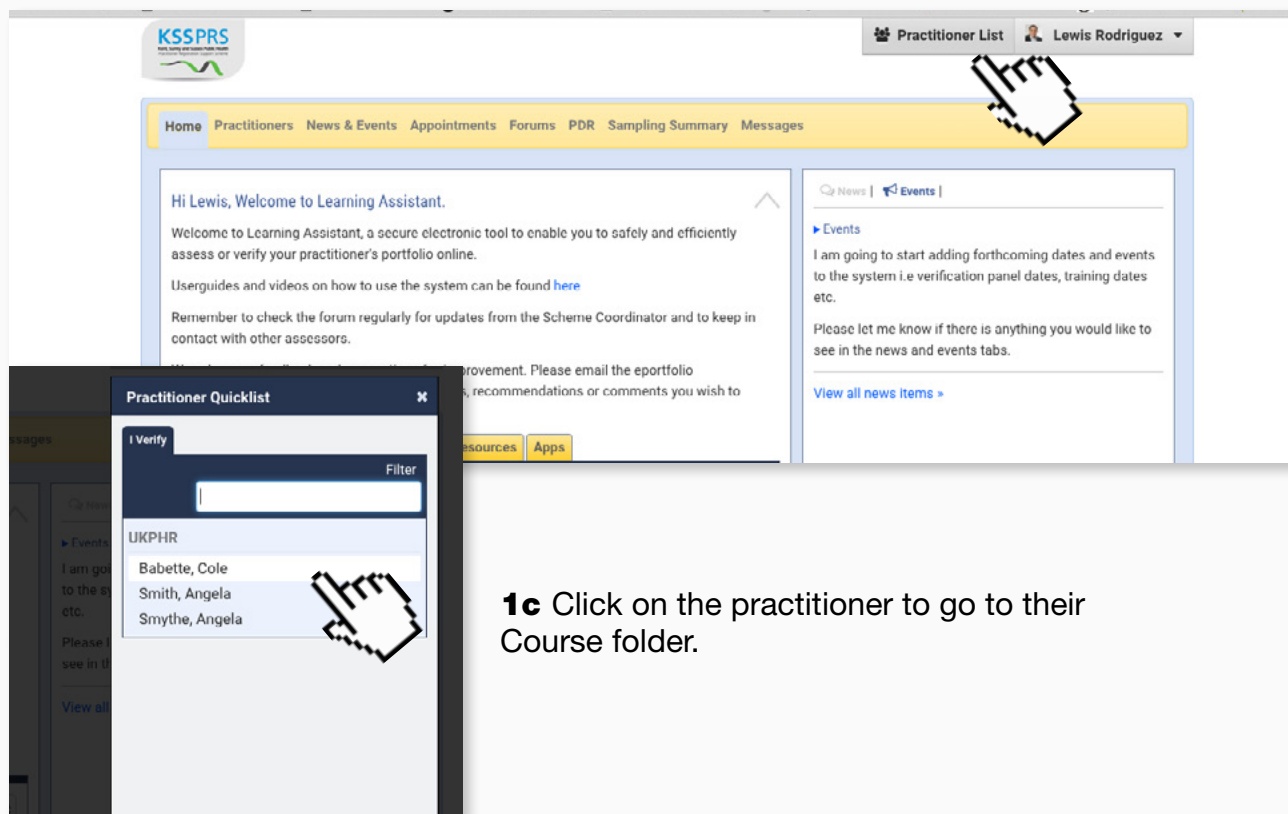
## 5. Downloading the assessment log

Accompanying video can be found at:

[https://youtu.be/-ci9eL8a3\\_U?list=PLI\\_5bNEZWv\\_G5EnTO4HelyoQOV1UTQJSt](https://youtu.be/-ci9eL8a3_U?list=PLI_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt)

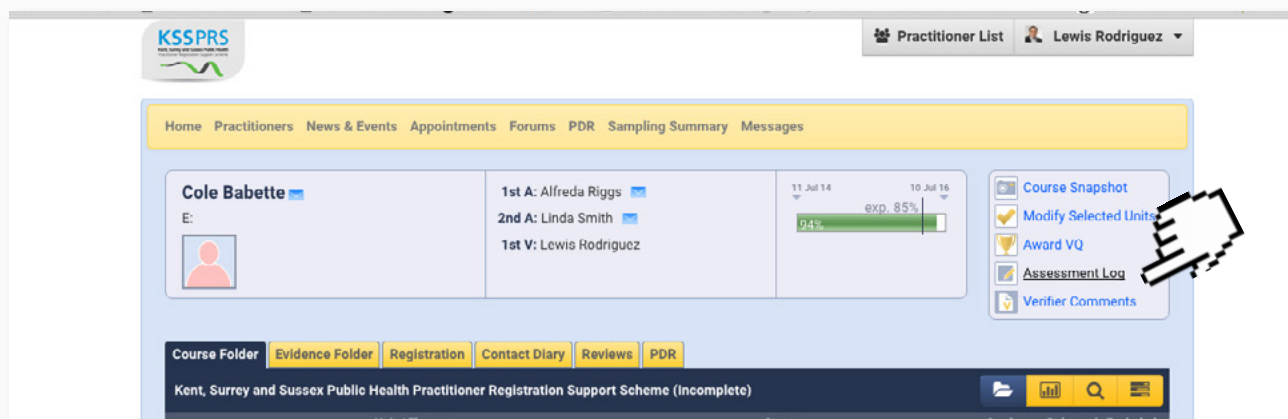
**STEP 1a** The link to download a practitioner's assessment log is in the course folder of the practitioner whose assessment log is to be reviewed.

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

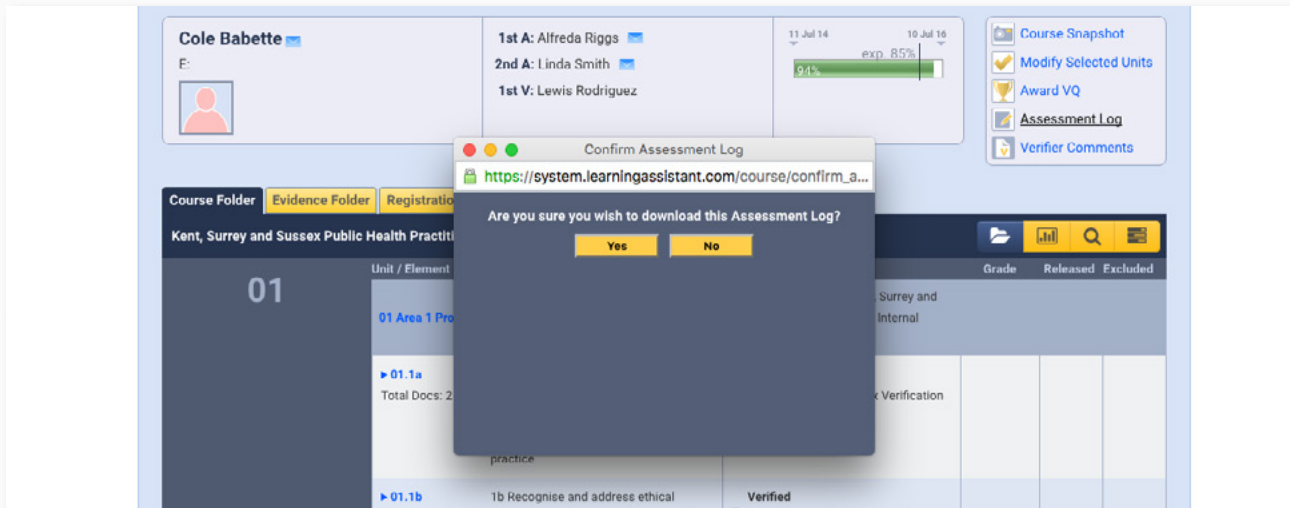


**1c** Click on the practitioner to go to their Course folder.

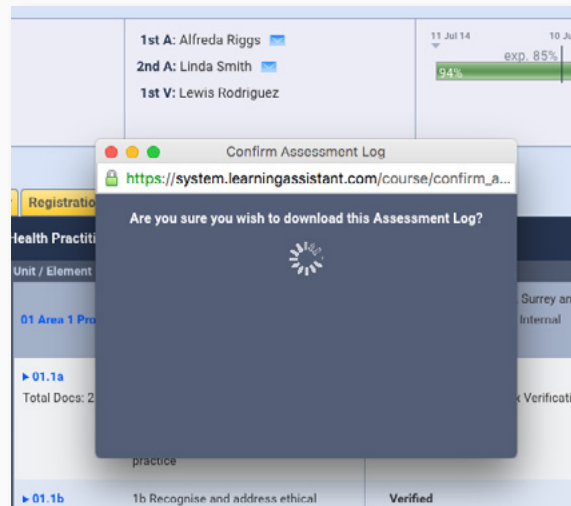
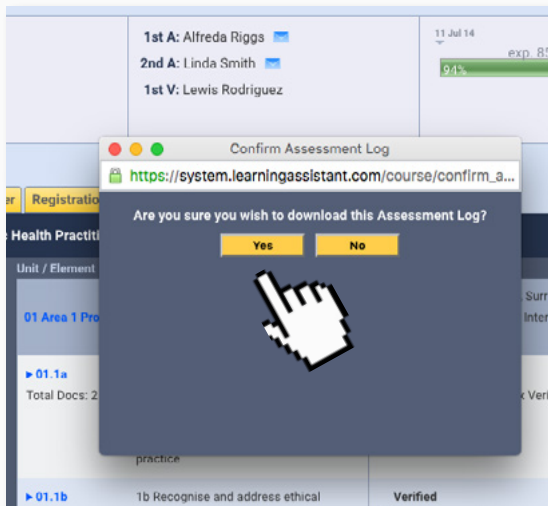
**1d** Click on the assessment log link situated in the top right menu panel.



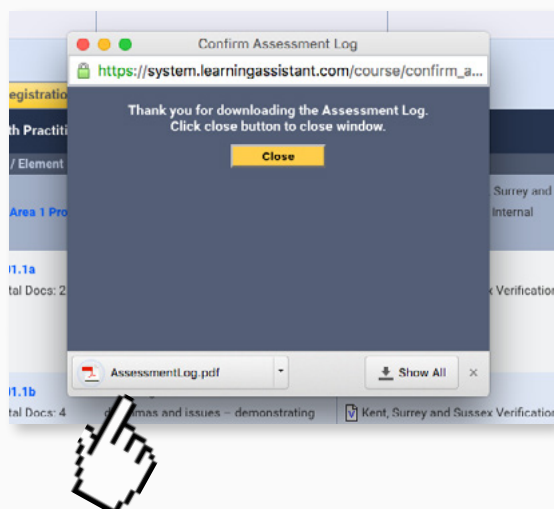
**STEP 2a** Once the link is clicked, a pop-up window will appear, asking for permission to download the assessment log.



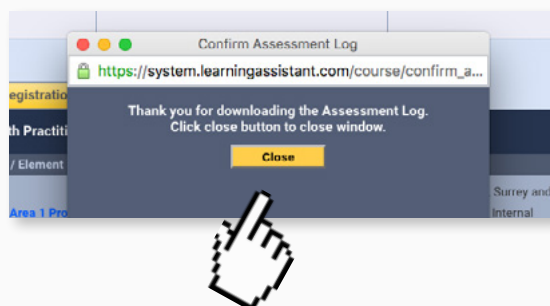
**STEP 2b** Select 'yes' to begin the download.



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



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



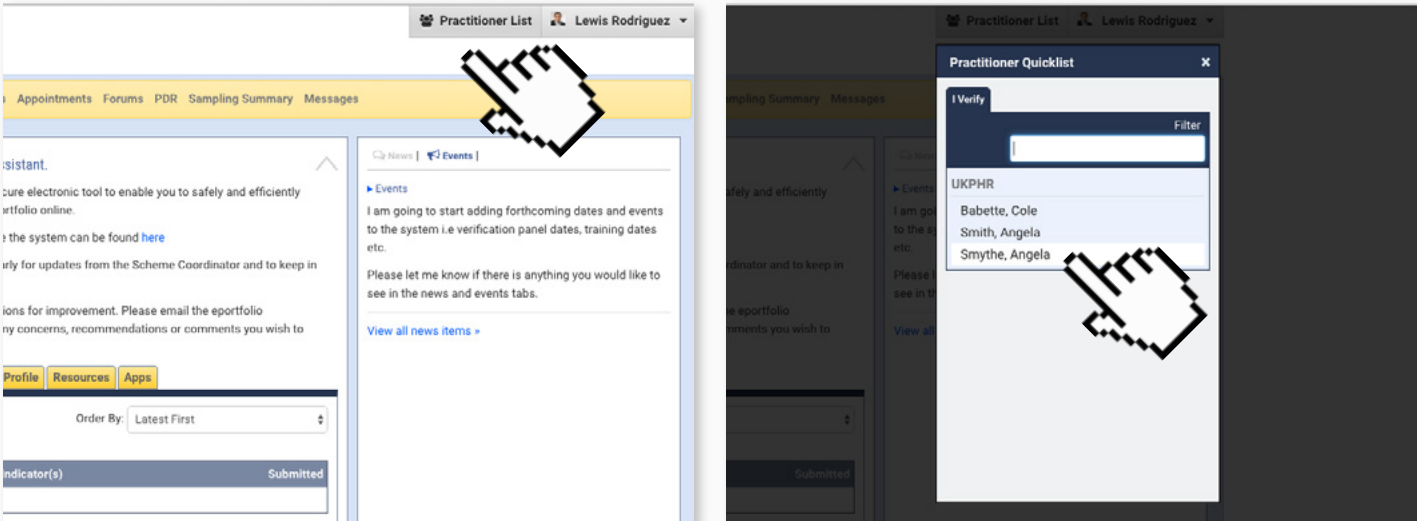


# 6. Navigating an e-portfolio

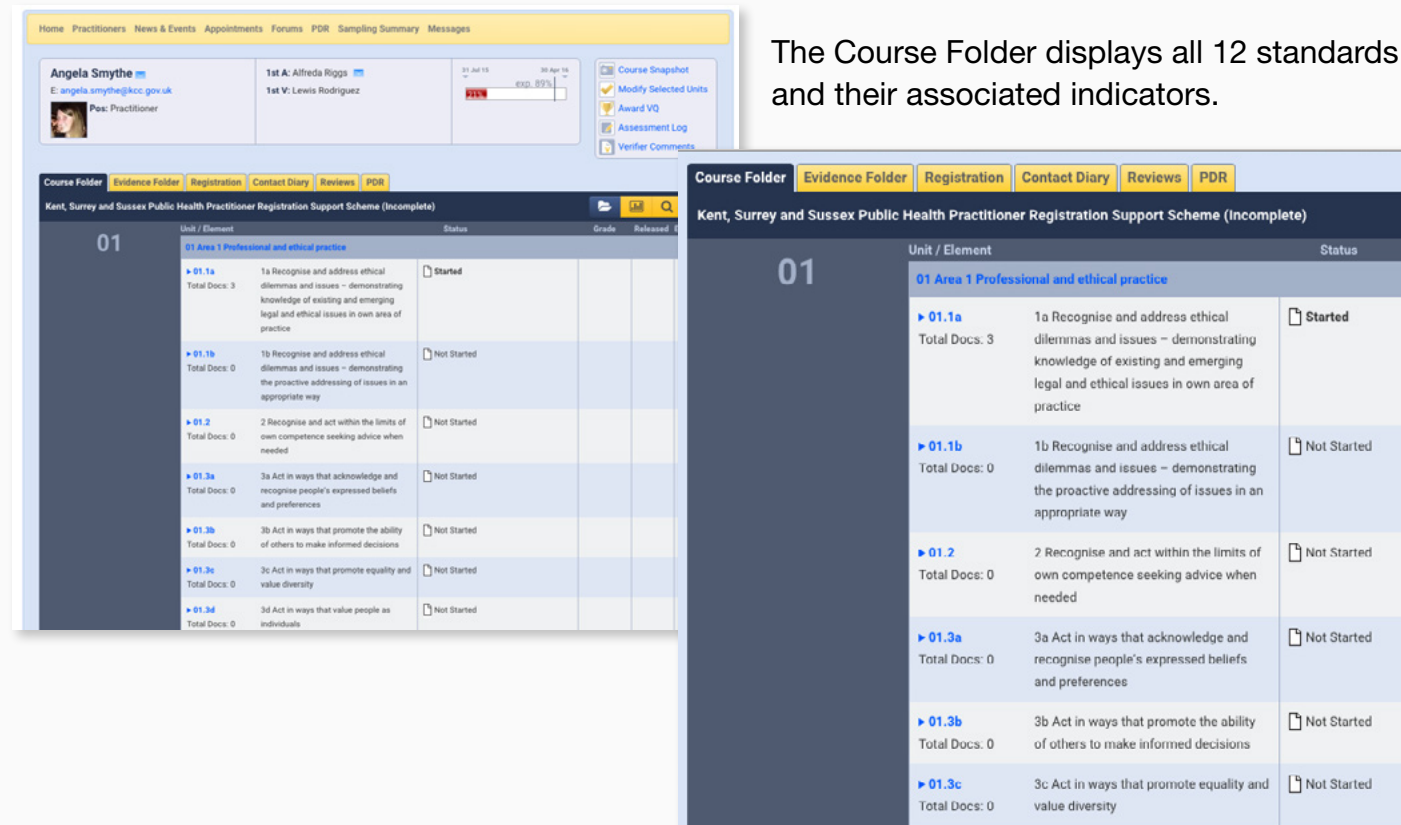
Accompanying video can be found at:  
[https://youtu.be/CrXtGaGFBzI?list=PLi\\_5bNEZWv\\_G5EnTO4HelyoQOV1UTQJSt](https://youtu.be/CrXtGaGFBzI?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt)

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.

Other  
Forms  
Agreements

▶ 04.12

Total Docs: 0

12. Communicate effectively with a range of different people using different methods.

Other Supporting Documents

▶ Other.1

Total Docs: 0

Supporting Documents

Forms Application Forms

▶ Forms.1

Total Docs: 0

Application Forms

Agreements Contracts and Agreements

▶ Agreements.1

Total Docs: 0

Contracts and Agreements

**Supporting Documents**

**Application Forms**

**Contracts**

**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.

Course Folder

Evidence Folder

Registration

Contact Diary

Reviews

PDR

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

01

Unit / Element

Status

01 Area 1 Professional and ethical practice

▶ 01.1a

Total Docs: 3

1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice

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

Not Started

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

Course Folder

Evidence Folder

Registration

Contact Diary

Reviews

Course Metrics

PDR

Course Quick Links


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

← No Previous Elements


01 .1b →

Assignment Details


Overview:  
Area 1: Professional and ethical practice

 01

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 Wizard](#)

Ref	Document	Type(s)	IV	1a
1	<a href="#">Commentary 1 - Implementing the Stoptober Campaign in Kent.pdf</a>	C	N	<a href="#">1a.</a>
20	<a href="#">evidence</a>	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	<a href="#">Commentary 1 - Implementing the Stoptober Campaign in Kent.pdf</a>	C	N	<a href="#">1a.</a>
20	<a href="#">evidence</a>	P	N	
21	<a href="#">Commentary 2 - APHR</a>	C	N	

**Completed (Assessor Only)**

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

**Completed (Assessor Only)**

[Choose Evidence >>](#)

Related Contact Diary entries for this Element

Show:  Private:  Cate...

[Commentary 1 - Implementing the Stoptober Campaign in Kent.pdf](#)

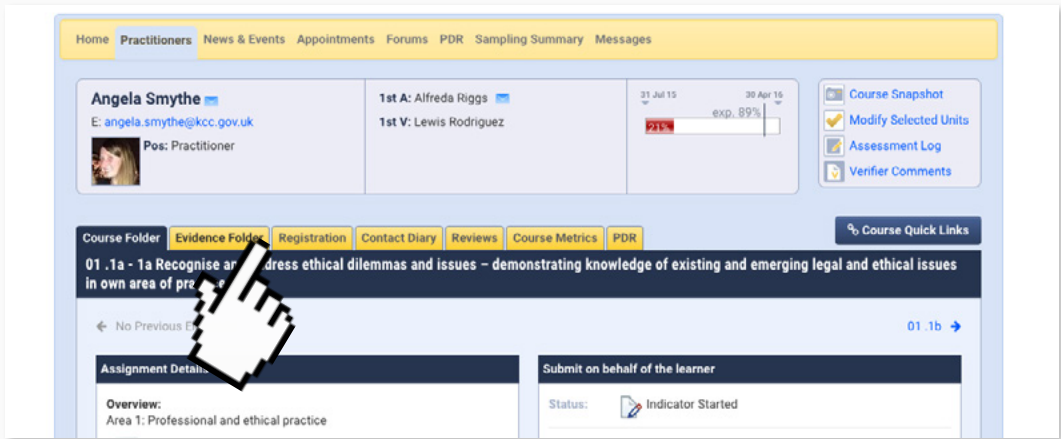
[Commentary 1 - Implementing the Stoptober Campaign in Kent.pdf](#)

Yesterday

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

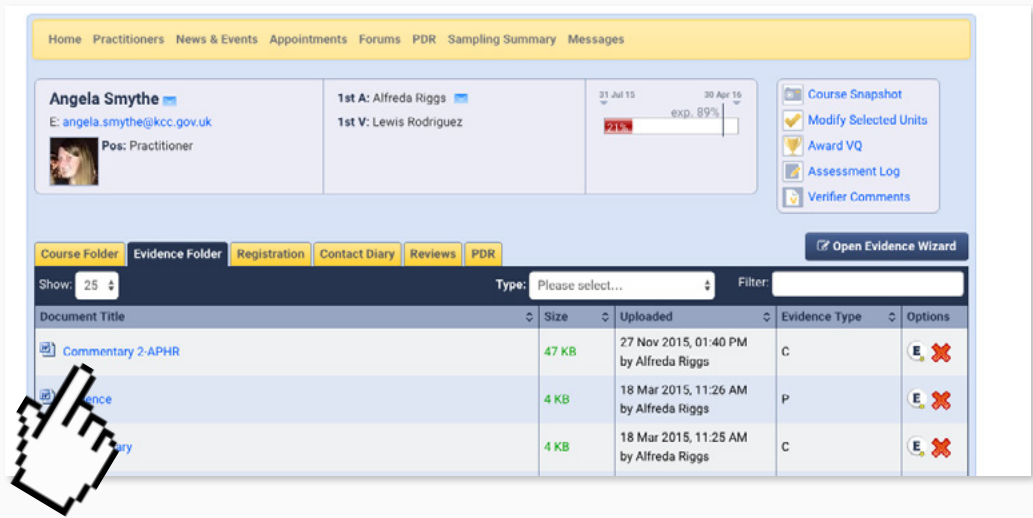
The practitioner's evidence and commentaries are *also* located in the Evidence Folder. If you're simply searching for all the commentaries this is best done from the Evidence Folder.

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

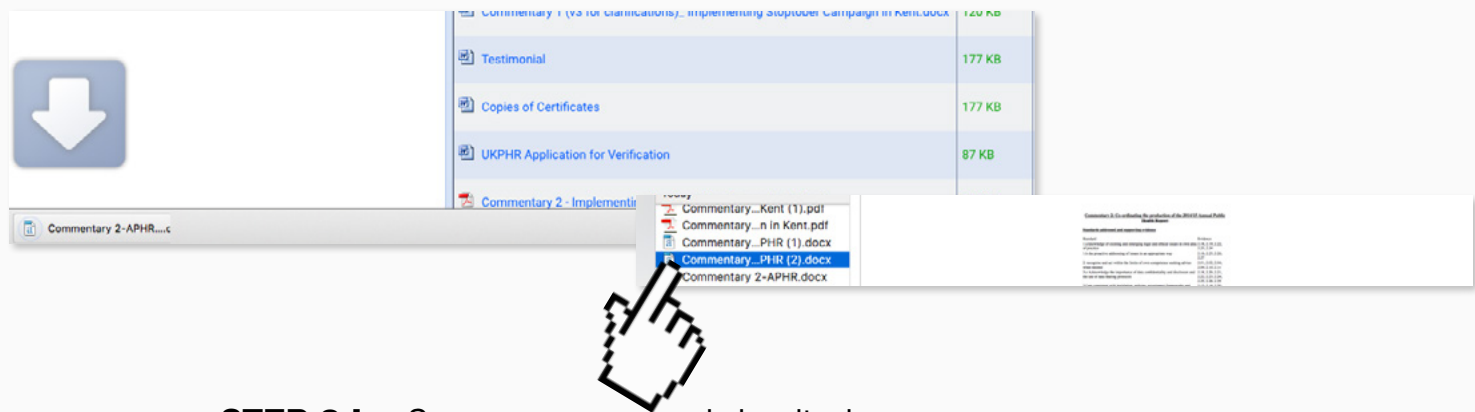


The Evidence Folder contains the commentaries, evidence, supporting documents and other application forms that are required by the practitioner to complete the Public Health Practitioner Registration Support Scheme.

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



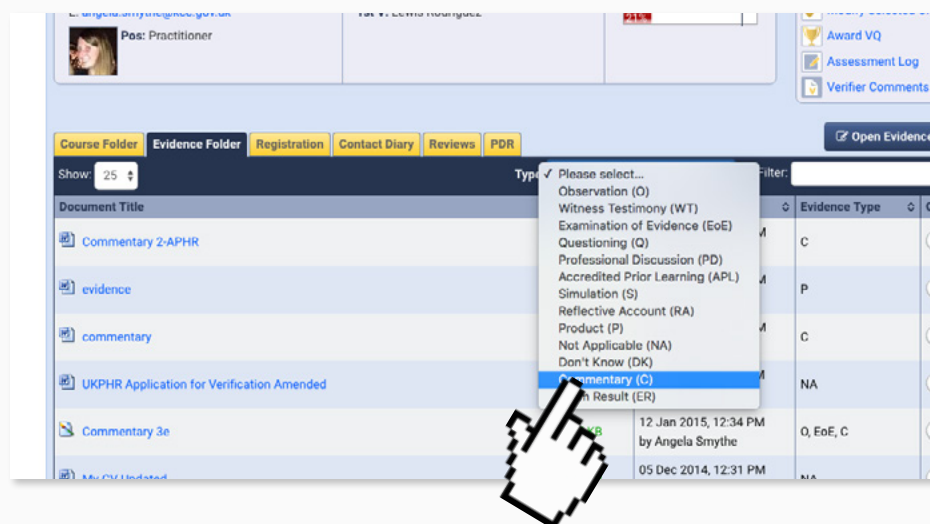
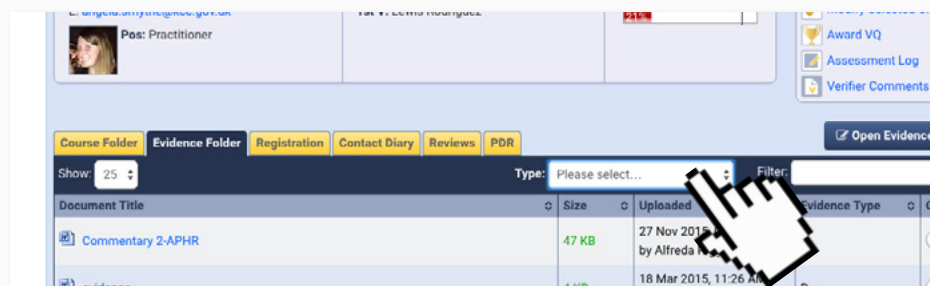
**STEP 3c** This will download the document to your PC...



**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.



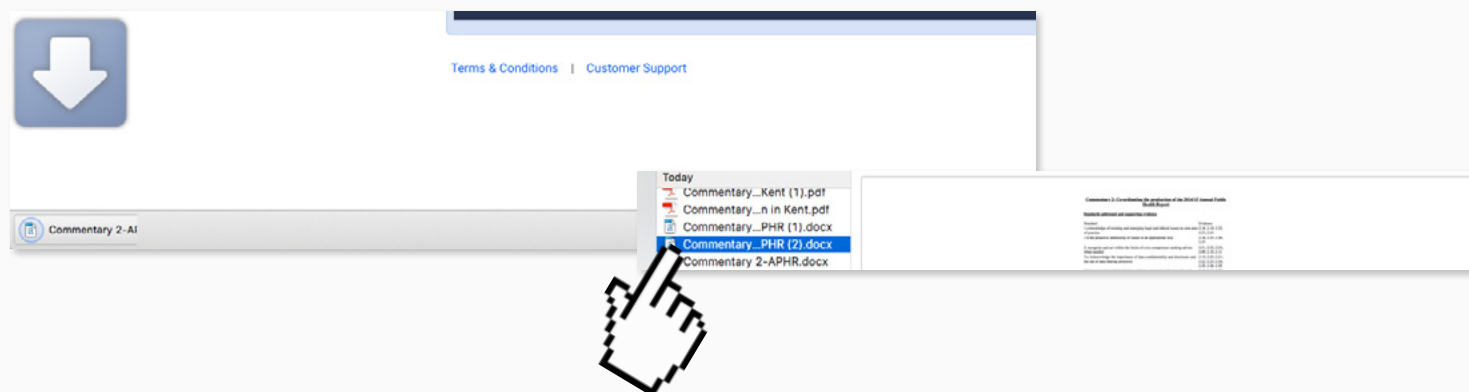
**STEP 4b** Select the type of document you wish to filter (for example commentaries).

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.