

Kent Surrey & Sussex

Public Health Practitioner Registration Support Scheme

E-Portfolio User Guide for Verifiers

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

1. Logging in for the first time

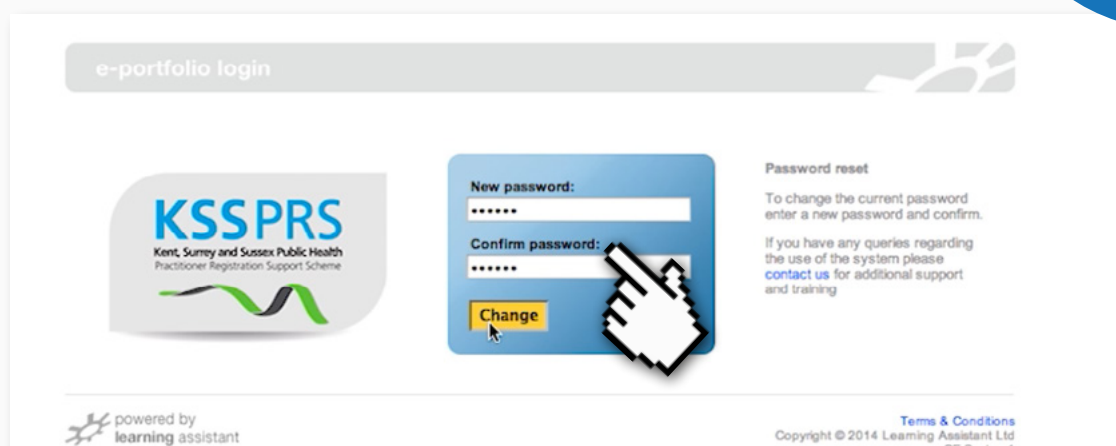
Accompanying video can be found at:

https://www.youtube.com/watch?v=eNn5UjLtSrc&index=1&list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

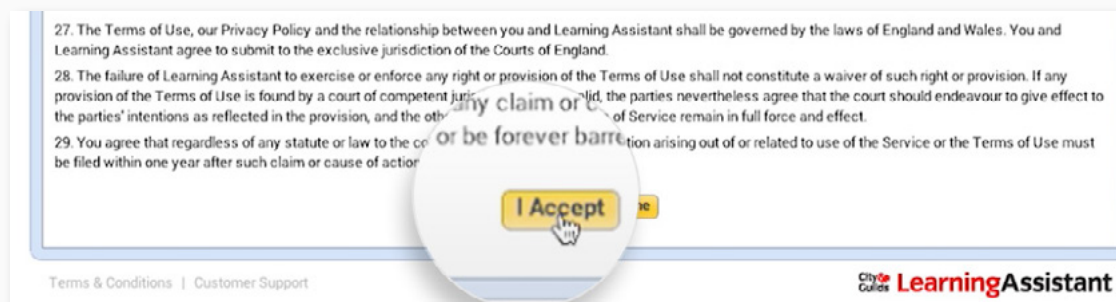
STEP 1 Type the following address into your website browser and login using the username and password you have been given.

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

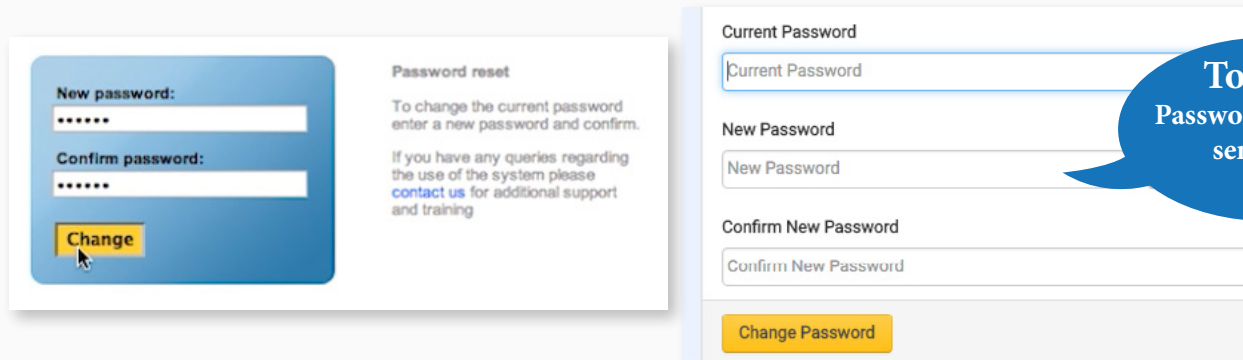
Top tip!
Save this web address to your favourites to make it easy to find.



STEP 2 Accept the Terms & Conditions.



STEP 3 Change your password to something secure and memorable.



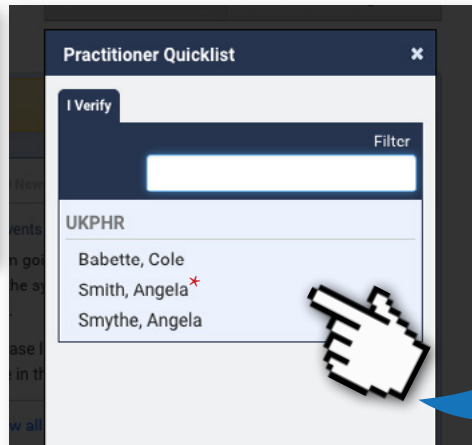
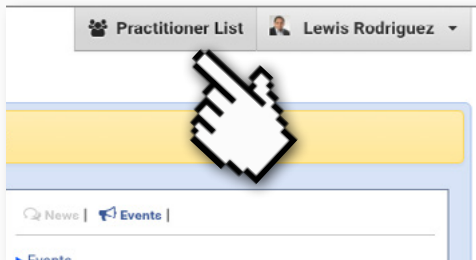
Don't worry, if you forget your password you can request a reminder from the login page.

2. Finding your practitioner

Accompanying video can be found at:

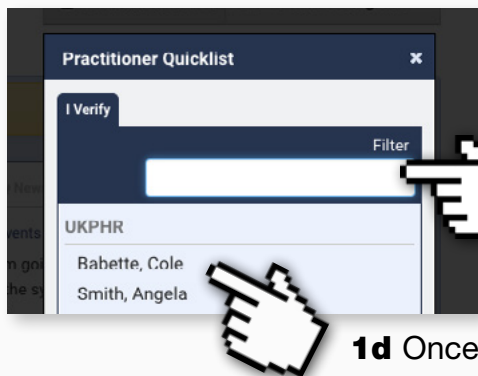
https://youtu.be/eNn5UjLtSrc?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

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



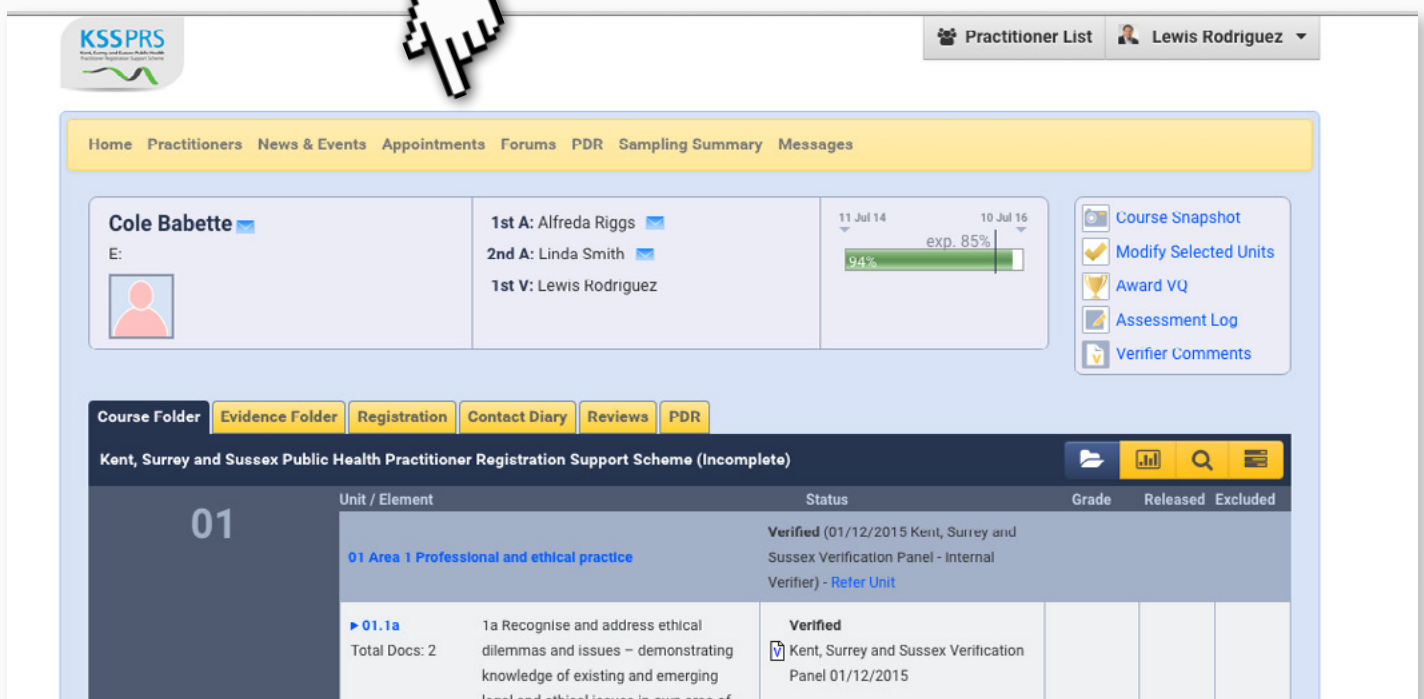
1b The allocated practitioners are listed alphabetically to make it easier to find them.

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.



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

Practitioner List | Lewis Rodriguez

Home | Practitioners | News & Events | Appointments | Forums | PDR | Sampling Summary | Messages

Cole Babette ✉
E: [Profile Picture]

1st A: Alfreda Riggs ✉
2nd A: Linda Smith ✉
1st V: Lewis Rodriguez

11 Jul 14 | 10 Jul 16
exp. 85%
94%

Course Snapshot
Modify Selected Units
Award VQ
Assessment Log
Verifier Comments

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
01 01 Area 1 Professional and ethical practice	Verified (01/12/2015 Kent, Surrey and Sussex Verification Panel - Internal Verifier) - Refer Unit			
01.1a 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			

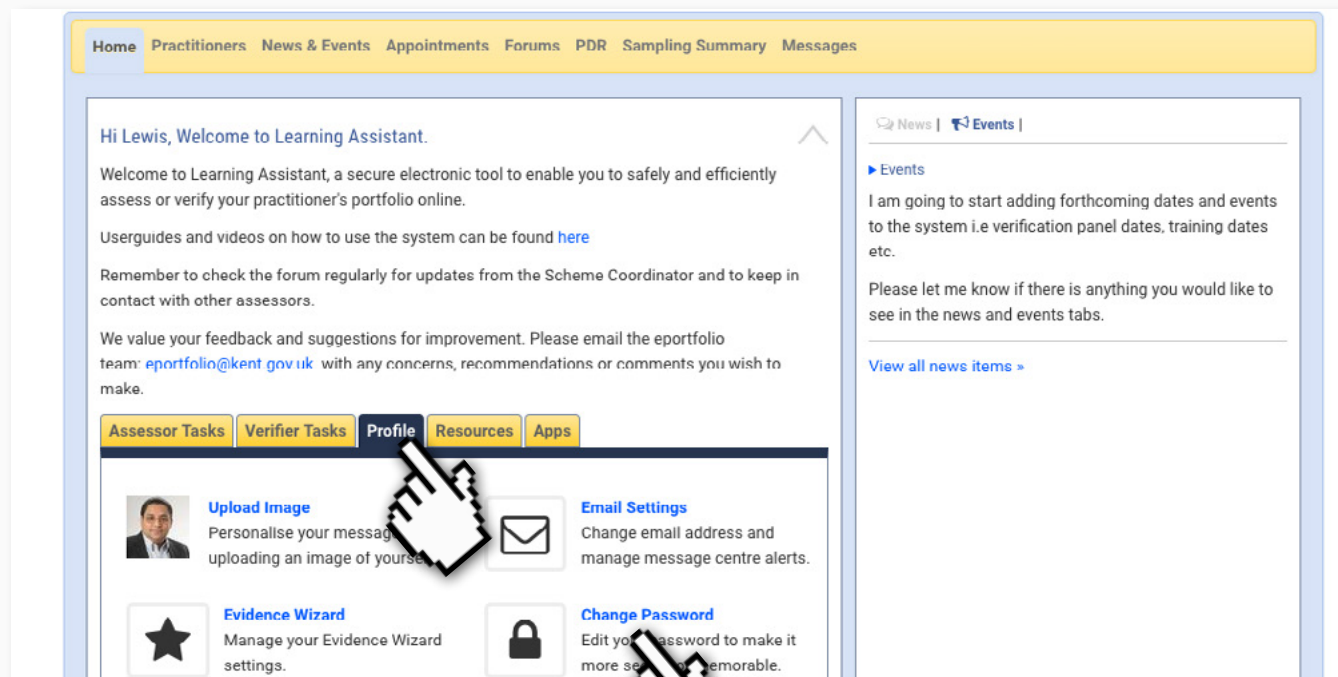
3. Changing your password

Accompanying video can be found at:

https://youtu.be/LFcGTuqJTc8?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

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 a title bar with a close button. The form contains 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. At the bottom is a yellow 'Change Password' button.

1d Followed by a new password.

A screenshot of the 'Change Password' form, showing the 'New Password' field highlighted with a hand cursor. The 'Current Password' field is now filled with asterisks. The 'Confirm New Password' field is empty. The 'Suggestions' button is still present next to the 'New Password' field. The yellow '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 'Current Password' and 'New Password' fields are now filled with asterisks. The yellow 'Change Password' button is at the bottom.

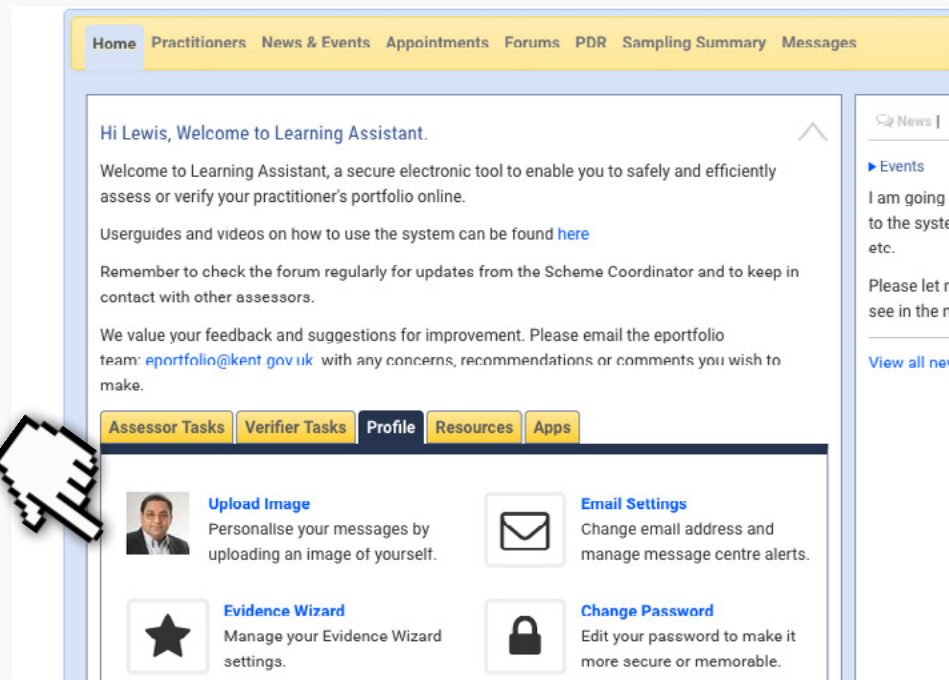
4. Changing your profile picture

Accompanying video can be found at:

https://youtu.be/LFcGTuqJTc8?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

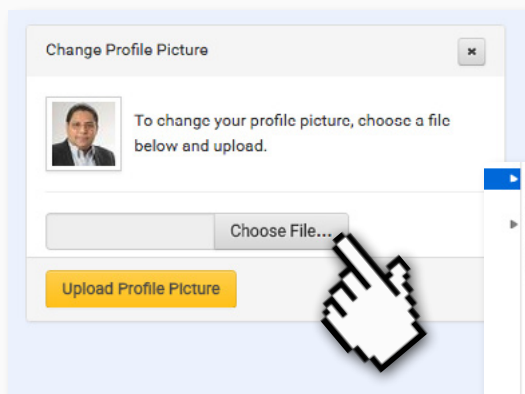
Learning Assistant also allows you to add a photograph of yourself to the e-portfolio to personalise your profile.

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

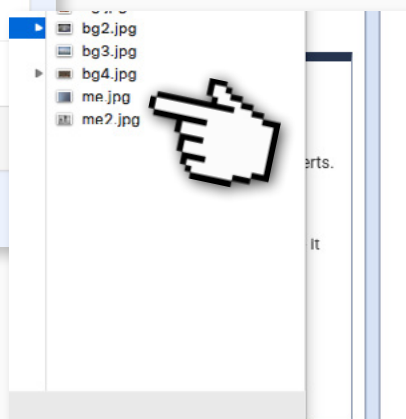


1b From here, click the 'Upload image' link to open the 'Change Profile Picture' tool.

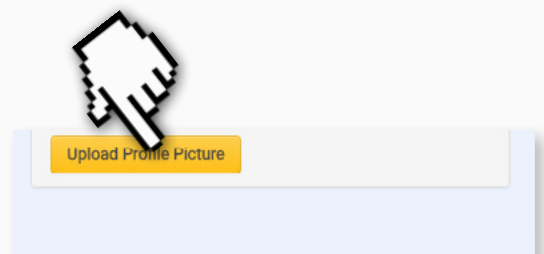
1c To upload a photograph click the 'Choose File' button.



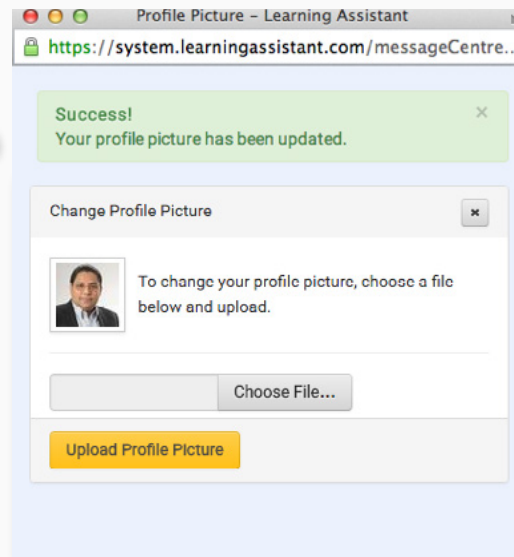
1d Select the photograph you wish to use from your PC.



1e Then click 'Upload Profile Picture'.



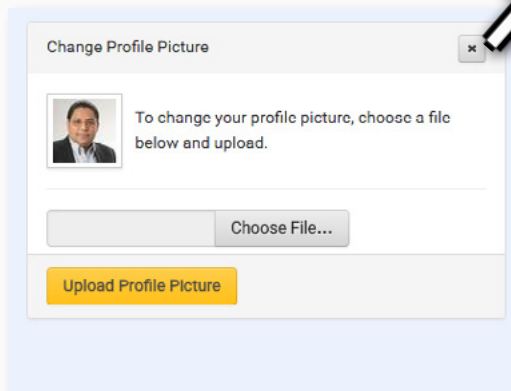
1e Once the picture has been uploaded, a success message will appear.



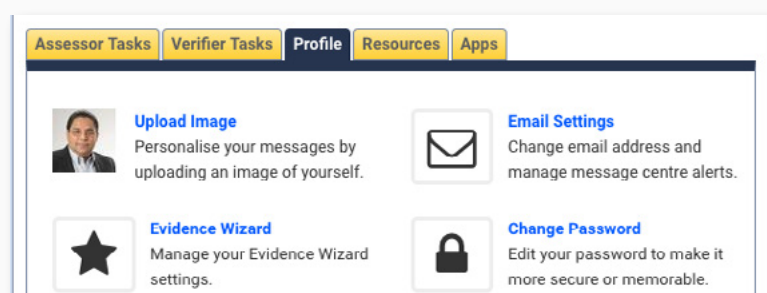
1f And your profile picture will now be associated with your e-portfolio account.



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.



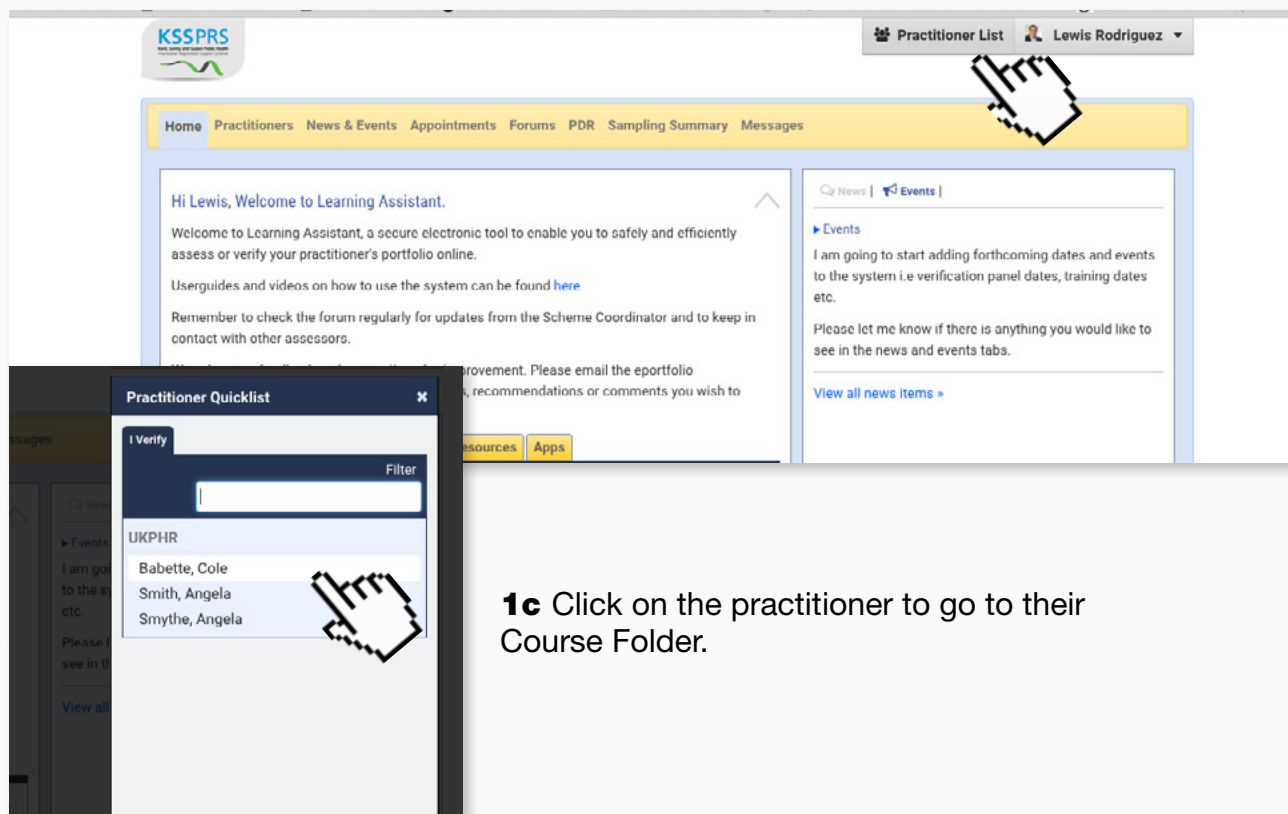
5. Downloading the assessment log

Accompanying video can be found at:

https://youtu.be/-ci9eL8a3_U?list=PLI_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

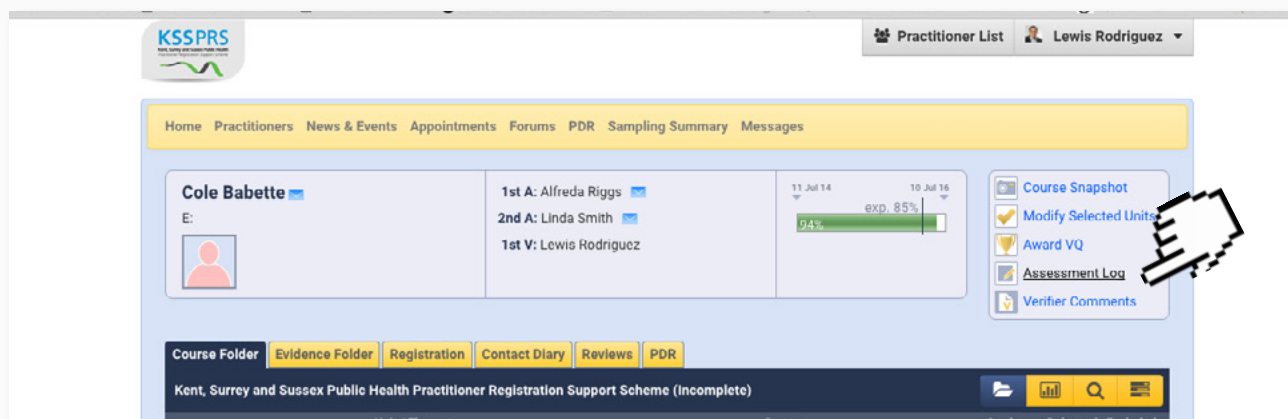
STEP 1a The link to download a practitioner's assessment log is in the course folder of the practitioner whose assessment log is to be reviewed.

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

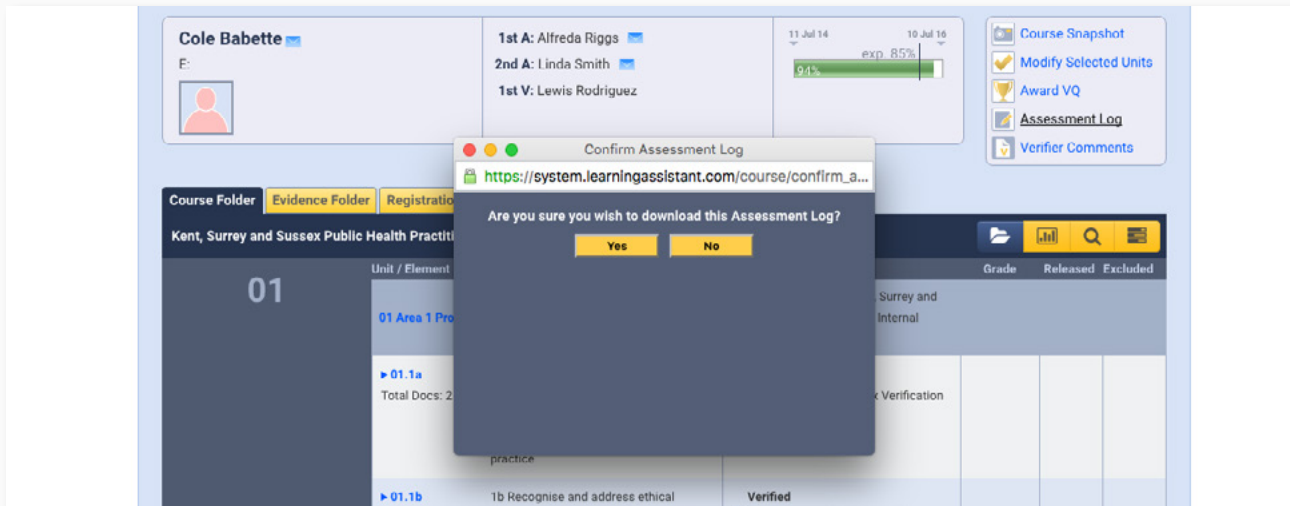


1c Click on the practitioner to go to their Course Folder.

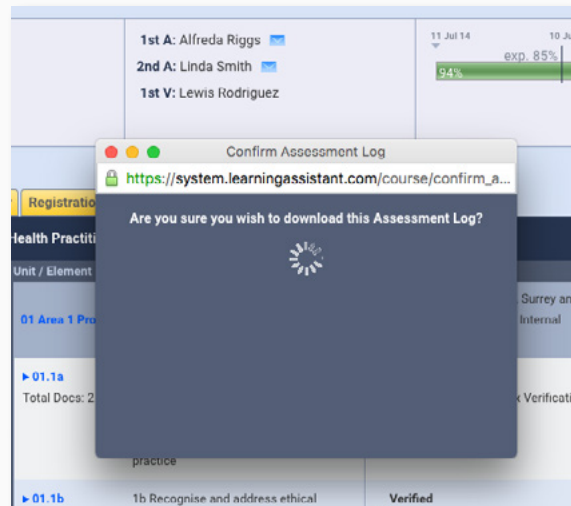
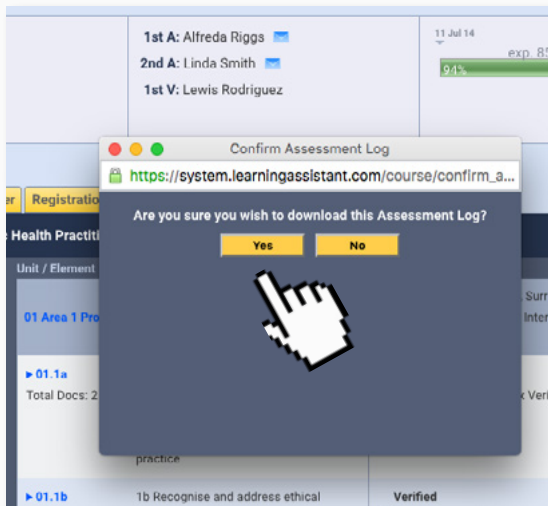
1d Click on the assessment log link situated in the top right menu panel.



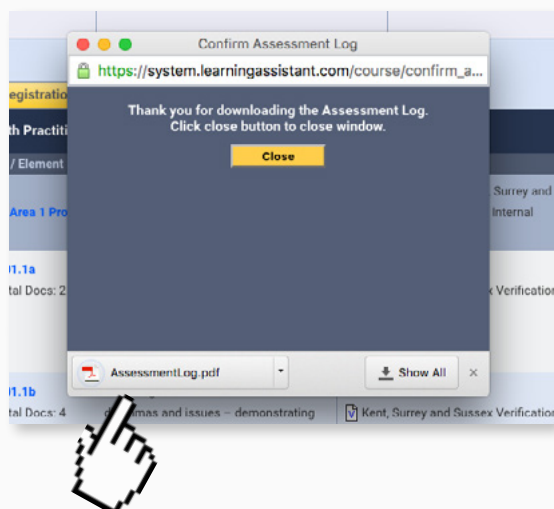
STEP 2a Once the link is clicked, a pop-up window will appear, asking for permission to download the assessment log.



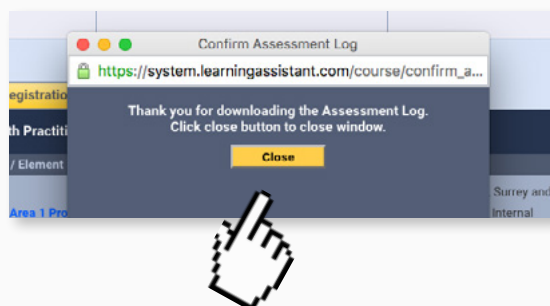
STEP 2b Select 'yes' to begin the download.



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



STEP 2d Close the pop-up.



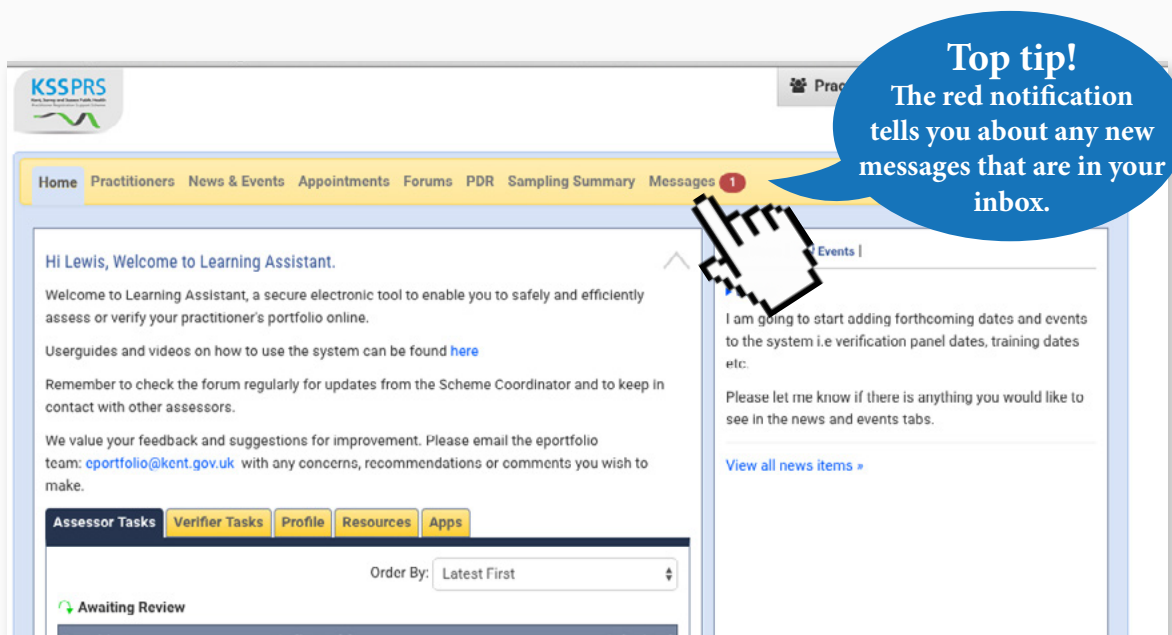
6. Communicating with the assessor via the message centre

Accompanying video can be found at:

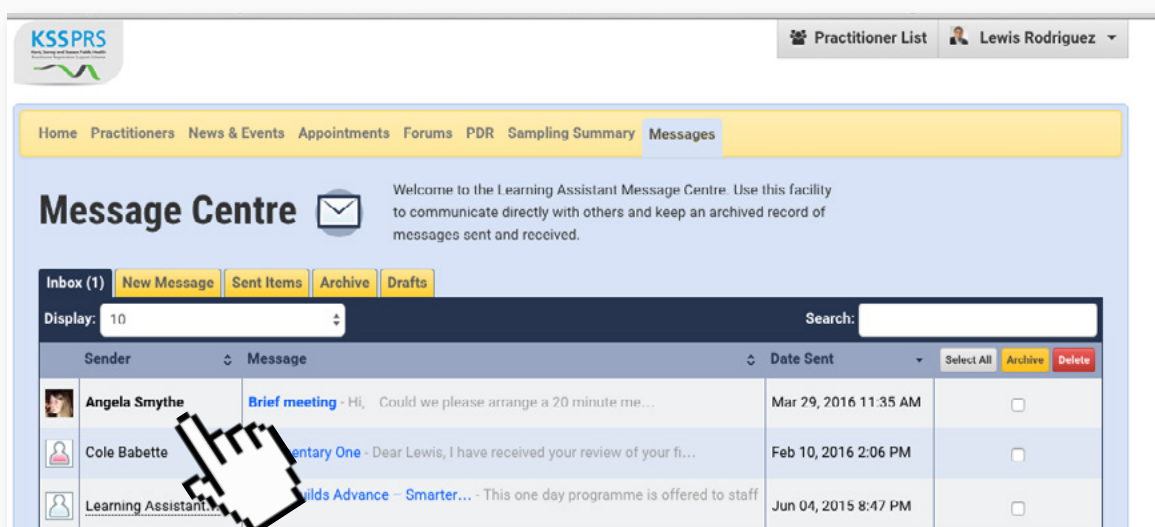
https://youtu.be/f5CpS9Jma7I?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

In the event that you want to discuss an aspect of a practitioner's e-portfolio with an assessor, the Learning Assistant Message Centre allows you to ask questions, follow up on work done, and just about anything else!

STEP 1 From the homepage click on 'Messages' in the yellow menu bar at the top of the screen, to see any messages in your 'inbox'.

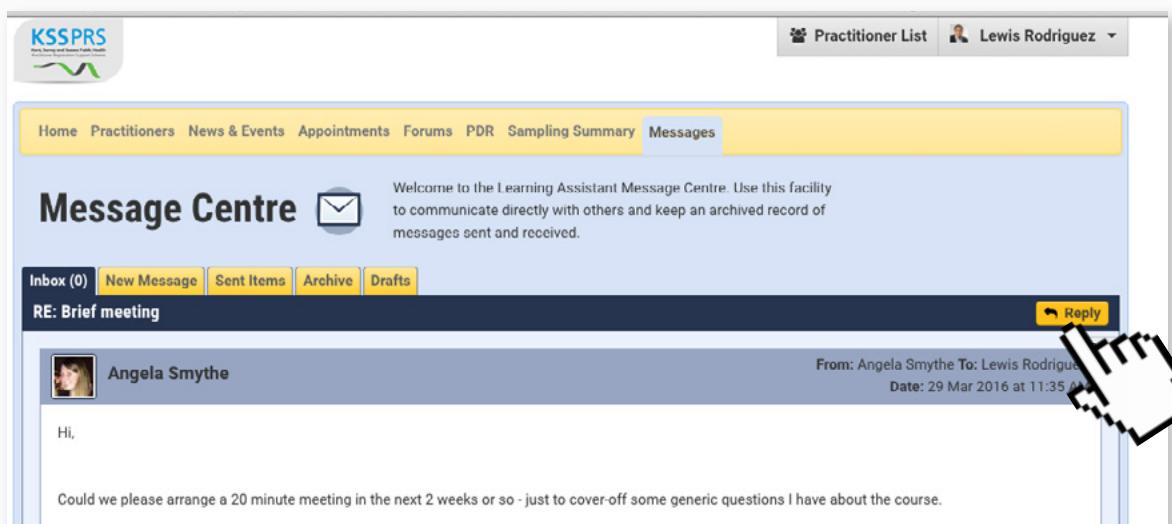


STEP 2a You will be able to see any unread messages, since these are highlighted in bold text.

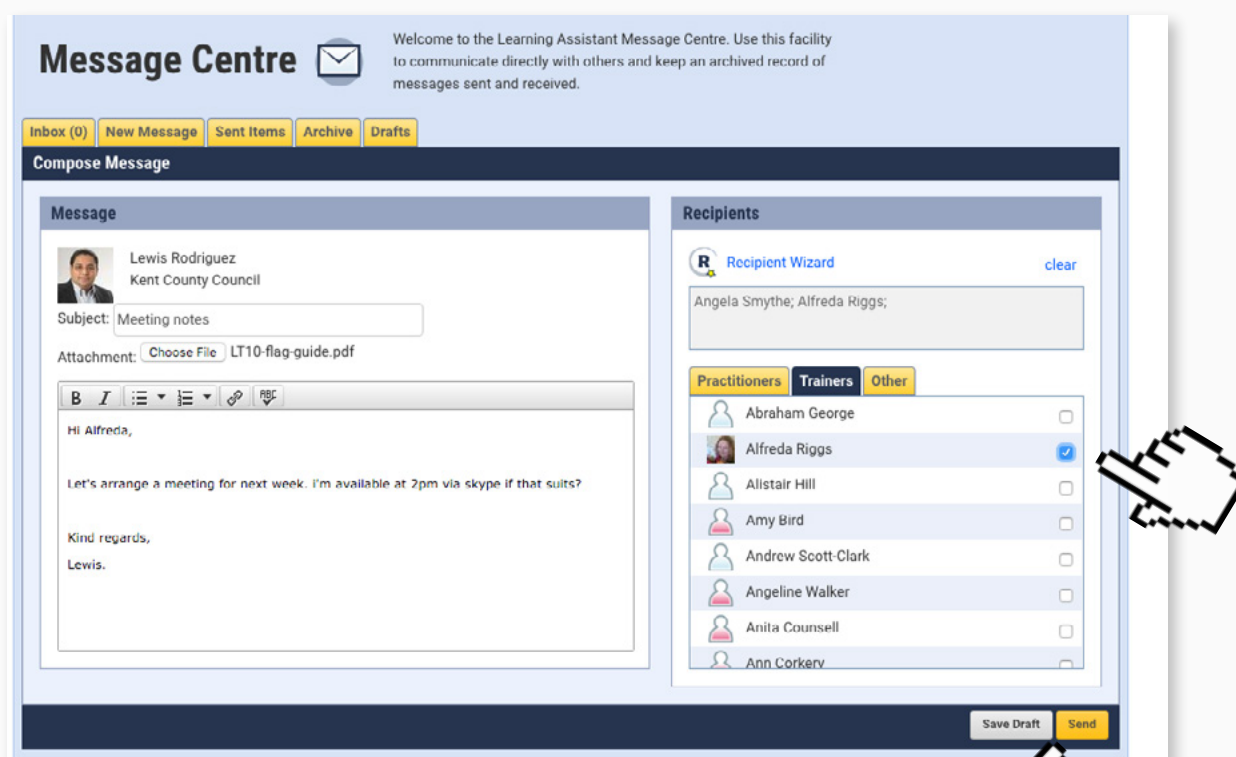


STEP 2b To open a message click on the message you wish to read.

STEP 3a To reply to a message click on the reply button. A response can then be sent to the author.

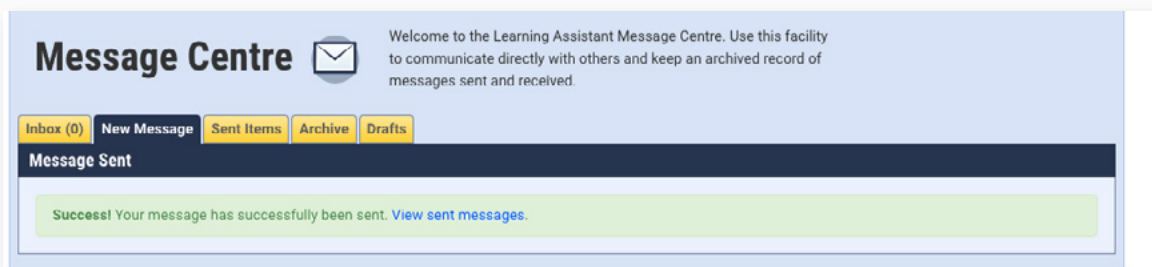


STEP 3b You can now write the message and select which assessor you want to send the message to from the list on the right hand side.

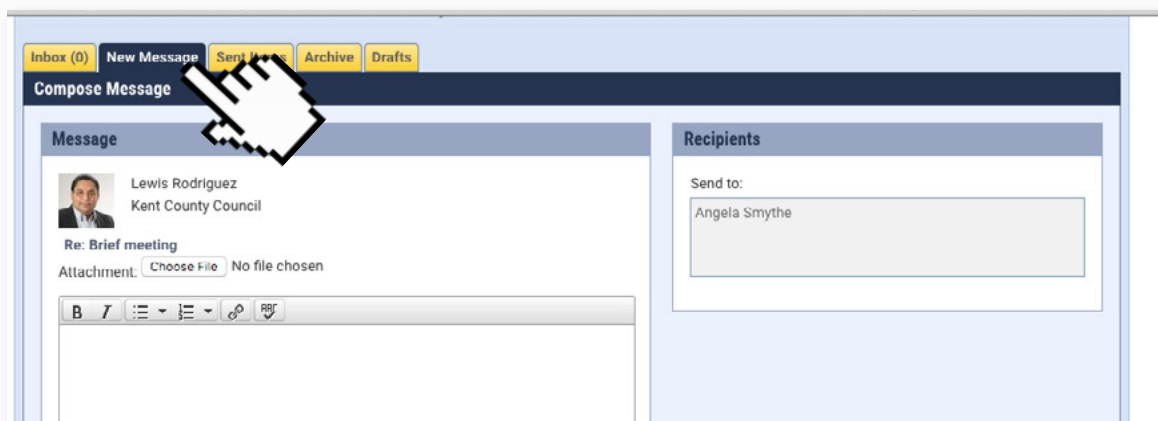


STEP 3c When you're happy with the Message and any attachments click the send button.

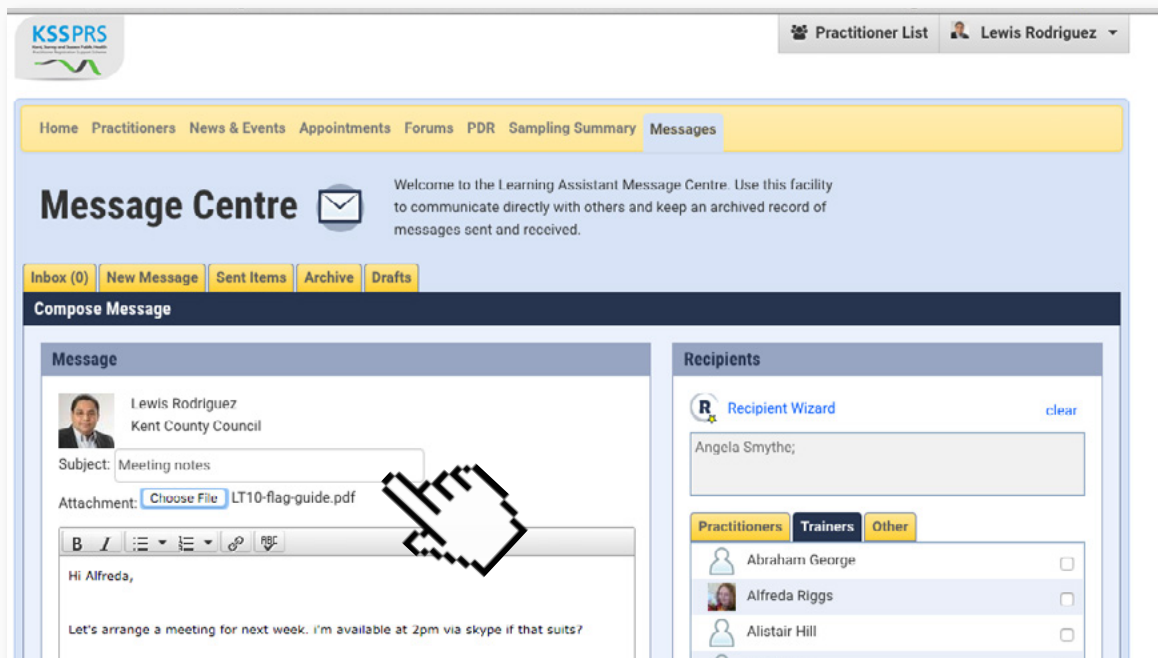
STEP 3d There will be an on-screen notification to let you know if the message has been sent successfully.



STEP 4a To write a New Message select the new message tab.



STEP 4b Add a subject for the message and any attachments if necessary.



STEP 4c You can now write the message and select which assessor you want to send the message to from the list on the right hand side.

Message Centre Welcome to the Learning Assistant Message Centre. Use this facility to communicate directly with others and keep an archived record of messages sent and received.

Compose Message

Message

Lewis Rodriguez
Kent County Council

Subject: Meeting notes

Attachment: [Choose File](#) LT10-flag-guide.pdf

B I

Hi Alfreda,

Let's arrange a meeting for next week. I'm available at 2pm via skype if that suits?

Kind regards,
Lewis.

Recipients

Recipient Wizard [clear](#)

Angela Smythe; Alfreda Riggs;

Practitioners **Trainers** **Other**

- Abraham George ☐
- Alfreda Riggs ☒
- Alistair Hill ☐
- Amy Bird ☐
- Andrew Scott-Clark ☐
- Angeline Walker ☐
- Anita Counsell ☐
- Ann Corkery ☐

[Save Draft](#) [Send](#)

STEP 4d When you're happy with the message and any attachments click the Send button.

STEP 4e There will be an on-screen notification to let you know if the message has been sent successfully.

Message Centre Welcome to the Learning Assistant Message Centre. Use this facility to communicate directly with others and keep an archived record of messages sent and received.

Message Sent

Success! Your message has successfully been sent. [View sent messages.](#)

STEP 5a You can sign up for email alerts to be notified when you receive a reply or any other message from an assessor. First go to the homepage and click on the Profile tab.

Assessor Tasks **Verifier Tasks** **Profile** **Resources** **Apps**

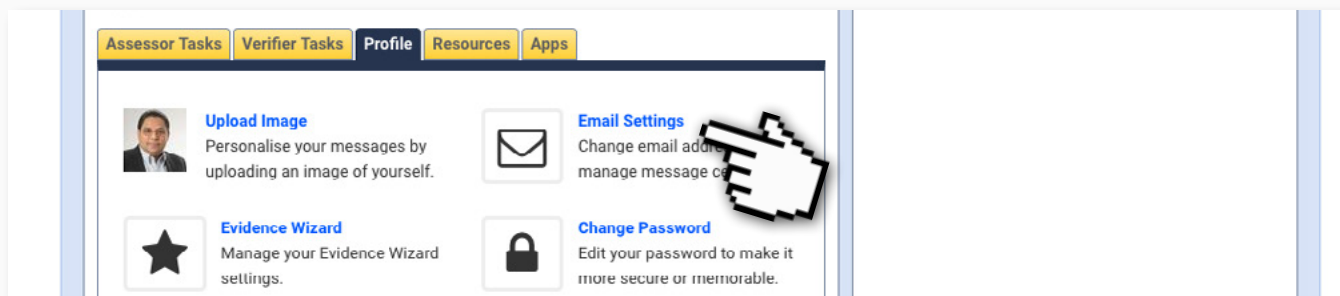
[Upload Image](#)
Personalise your message by uploading an image of yourself.

[Email Settings](#)
Change email address and manage message centre alerts.

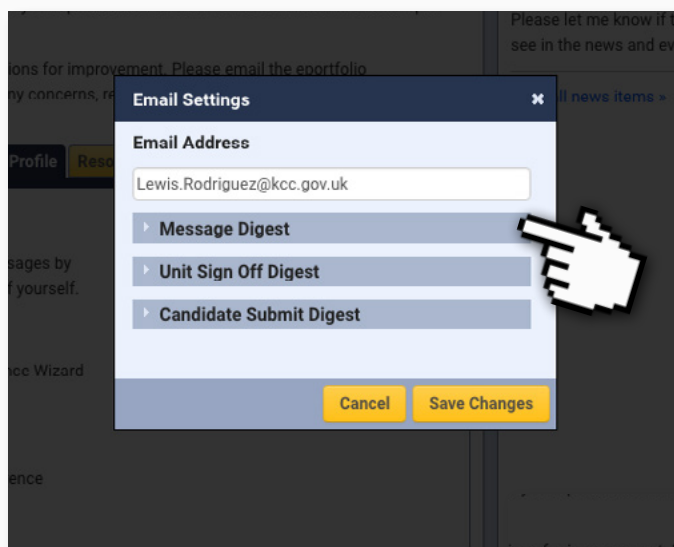
[Evidence Wizard](#)
Manage your Evidence Wizard settings.

[Change Password](#)
Edit your password to make it more secure or memorable.

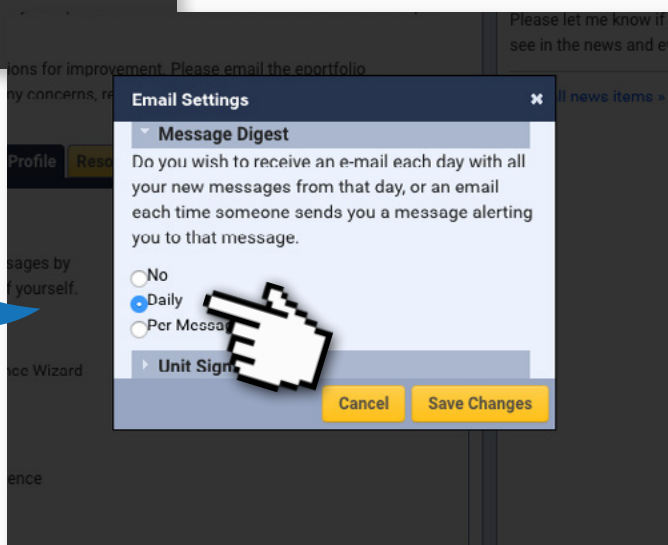
STEP 5b From here select the Email Settings.



STEP 5c You can now update your email address and choose how often you wish to receive alerts by clicking on Message Digest.



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



STEP 5d Click on Save Changes to complete the process.



7. Checking the course folder & application for verification form

Accompanying video can be found at:

https://youtu.be/164p2UlrXo?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

The first task for the verifier is a quick visual check that all indicators have been completed in the practitioner's Course Folder.

STEP 1a [Using the steps shown here](#) navigate to the folder of the practitioner whose indicators you wish to check

Cole Babette E: [Profile Picture]

1st A: Alfreda Riggs
2nd A: Linda Smith
1st V: Lewis Rodriguez

11 Jul 14 exp. 86% 10 Jul 16
94%

Course Snapshot
Modify Selected Units
Award VQ
Assessment Log
Verifier Comments

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
01	Verified (01/12/2015 Kent, Surrey and Sussex Verification Panel - Internal Verifier) - Refer Unit			
01 Area 1 Professional and ethical practice				
▶ 01.1a 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 practice	Reviewed and Accepted Alfreda Riggs 07/12/2015			
▶ 01.1b Total Docs: 4 1b Recognise and address ethical dilemmas and issues – demonstrating	Reviewed and Accepted Alfreda Riggs 07/12/2015			

STEP 1b Check that all indicators read “Reviewed and Accepted”.



If any of the Indicators are not marked “Reviewed and Accepted” the verification process should stop immediately.

When this happens you should contact the assessor directly via the message centre [using the steps shown here](#), as well as alert the scheme co-ordinator.

Reviewed and Accepted
Alfreda Riggs 07/12/2015

Reviewed and Accepted
Alfreda Riggs 07/12/2015

If, however, all indicators read “Reviewed & Accepted” then the next step is to check that the application for verification form has been completed in full.

STEP 2a Scroll down the Course Folder until you see the Forms 1 link.

<div>Other</div> <div>Forms</div> <div>Agreements</div>	Other Supporting Documents		Verify Unit Unit Complete		
	► Other.1	Supporting Documents	Referred		
	Total Docs: 5		Lewis Rodriguez 11/02/2016		
	Forms Application Forms		Verify Unit Unit Complete		
	► Forms.1	Application Forms	Referred		
	Total Docs: 1		Lewis Rodriguez 10/02/2016		
	Agreements and Agreements				
	► Agreements.1	Contracts and Agreements	Not Started		
	Total Docs: 0				

STEP 2b Click on the link and go to the Application forms indicator page.

STEP 2c Click on the Application form you wish to look at.

Competence Claim					Print (HTML) Print (PDF)		
Ref	Document	Type(s)	IV	Application Forms			
				i	ii	iii	
22	ApplicationforVerifica...		N ⓘ		✓		
23	Application for an Ass...		N ⓘ	✓			
Completed (Assessor Only)							
							Save

STEP 2d Once the form has downloaded you can open it on your PC.

Application for Verification of Assessment to meet the Public Health Practitioner Standards

Once your assessor is satisfied that you have met all the standards you must submit your portfolio with your application for verification to the scheme co-ordinator.

This form must be completed and signed by you the practitioner (Parts A and B) and your assessor (Part C). You must send it in hard copy form with original signatures.

Please submit the verification application form, one complete copy of all your evidence, together with the assessment log, completed by your assessor and the following documentation:

If the application form has been completed you can verify the indicator and leave a comment.

KSSPRS
Kootenai-Sawtooth-Salmon Public Health

Practitioner List Lewis Rodriguez

Home Practitioners News & Events Appointments Forums PDR Sampling Summary Messages

Cole Babette
E: [Profile Icon]

1st A: Alfreda Riggs
2nd A: Linda Smith
1st V: Lewis Rodriguez

11 Jul 14 10 Jul 16
94% exp. 86%

Course Snapshot
Modify Selected Units
Assessment Log
Verifier Comments

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

Forms .1 - Application Forms

Assignment Details
Application for Verification Form

Submit on behalf of the learner
Status: Indicator Referred (10-02-16 Lewis Rodriguez)
Deadline: No deadline set.
Actions: Verify

2e Click on the Verify button.

Create Diary Entry

Entry Indicator Summary

Create Diary Entry

Private? ☒ (Practitioner or Company will not see)

Entry Label: Verification Feedback

Description: Indicator Forms.1 Verified

Actions: Completed in full.

Next Practitioner Meeting Date? ☐

Related Document

Title	Upload Date	Options
Once this Contact Diary Entry has been created, you will be able to add documents here.		

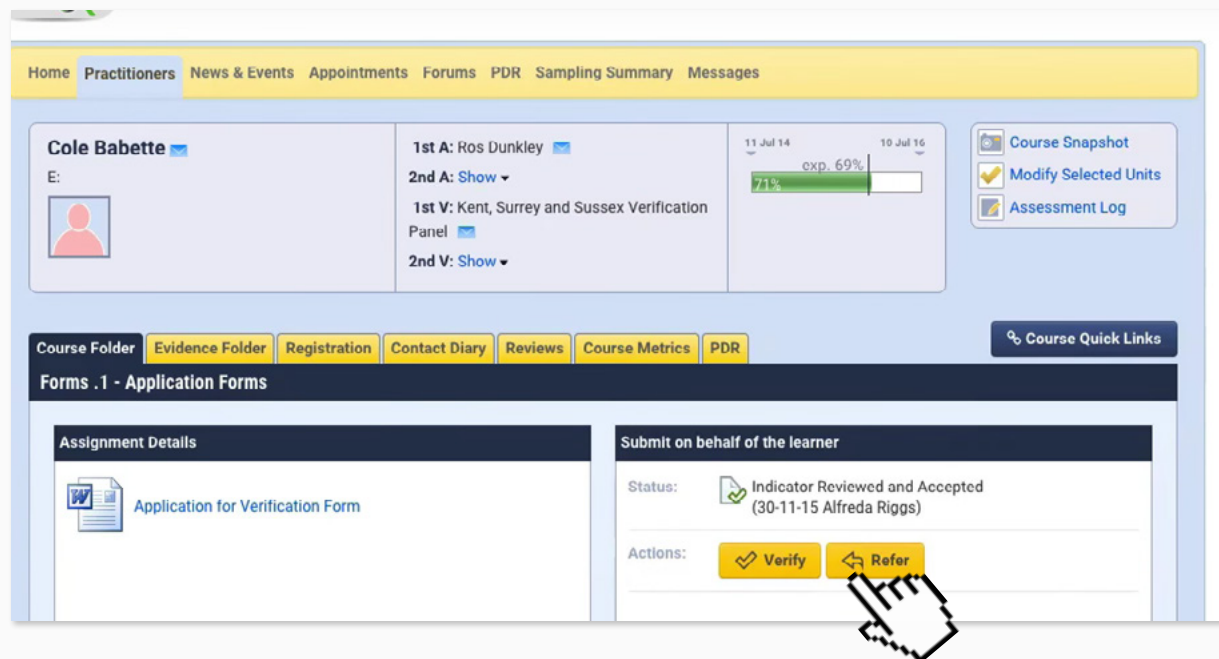
☐ Require Assessor Acknowledgement?

Create Close

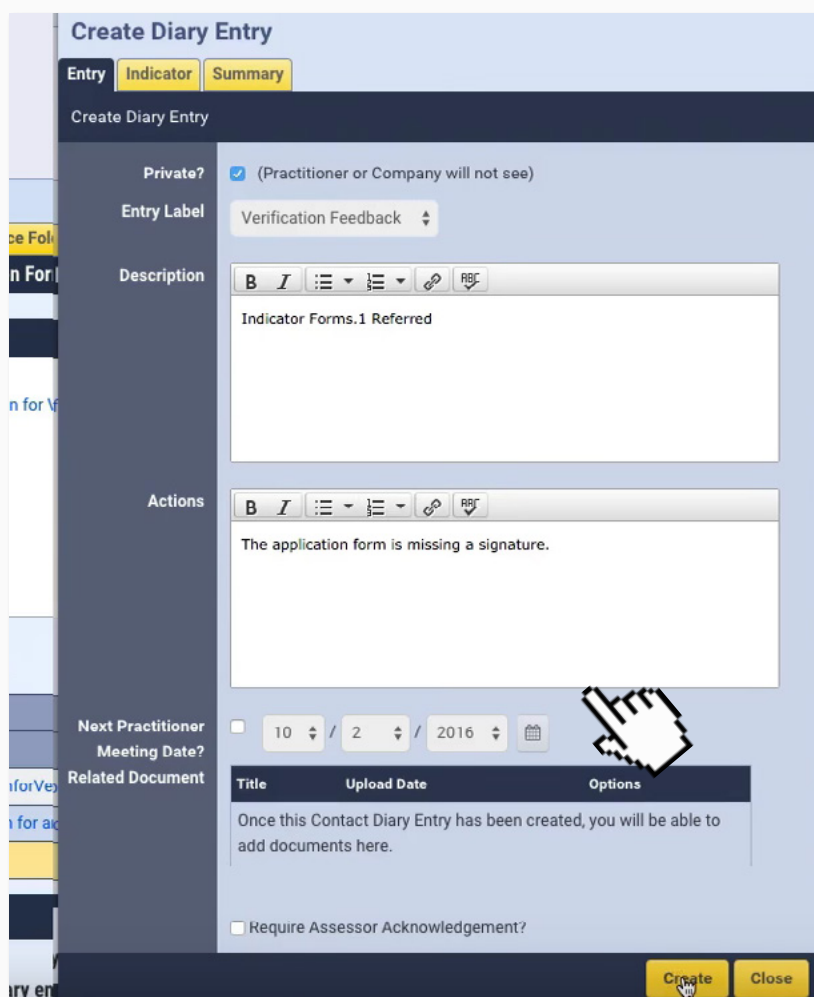
2f This will open a pop-up where you can leave any messages with regards to the verification. For example, "Completed in full."

2g Click Create to complete the process.

STEP 3a If it's not completed fully (e.g it's missing a signature) you will need to refer it back to the assessor.

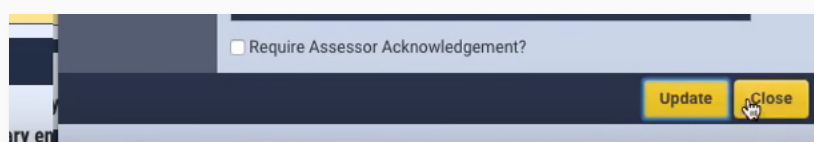


3b To do this click on the Refer button.



3c This will open a pop-up where you can leave any messages with regards to why you are referring it back.

3d Click Create once you are happy with your feedback.



3e Click Close to complete the process.

8. Verifying supporting documents

Accompanying video can be found at:

https://youtu.be/tt_CTuRCHiw?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

STEP 1a Once you are satisfied that a practitioner's Course Folder is complete...

Other		of people who contribute to population health and wellbeing				
	► 04.11ci	11ci Work collaboratively with people from teams and agencies other than one's own to improve health and wellbeing outcomes – demonstrating c. awareness of i. principles of effective partnership working	Reviewed and Accepted Alfreda Riggs 30/11/2015			
	► 04.11cii	11cii Work collaboratively with people from teams and agencies other than one's own to improve health and wellbeing outcomes – demonstrating c. awareness of ii. the ways in which organisations, teams and individuals work together to improve health and wellbeing outcomes	Reviewed and Accepted Alfreda Riggs 30/11/2015			
	► 04.11ciii	11ciii Work collaboratively with people from teams and agencies other than one's own to improve health and wellbeing outcomes – demonstrating c. awareness of iii. the different forms that teams might take	Reviewed and Accepted Alfreda Riggs 30/11/2015			
	► 04.12	12 Communicate effectively with a range of different people using different methods.	Reviewed and Accepted Alfreda Riggs 30/11/2015			
	Other Supporting Documents		Verify Unit Unit Complete			
	► Other.1	Supporting Documents	Reviewed and Accepted Alfreda Riggs 02/12/2015			

STEP 1b ... and that the Application for Verification is complete and has been verified...

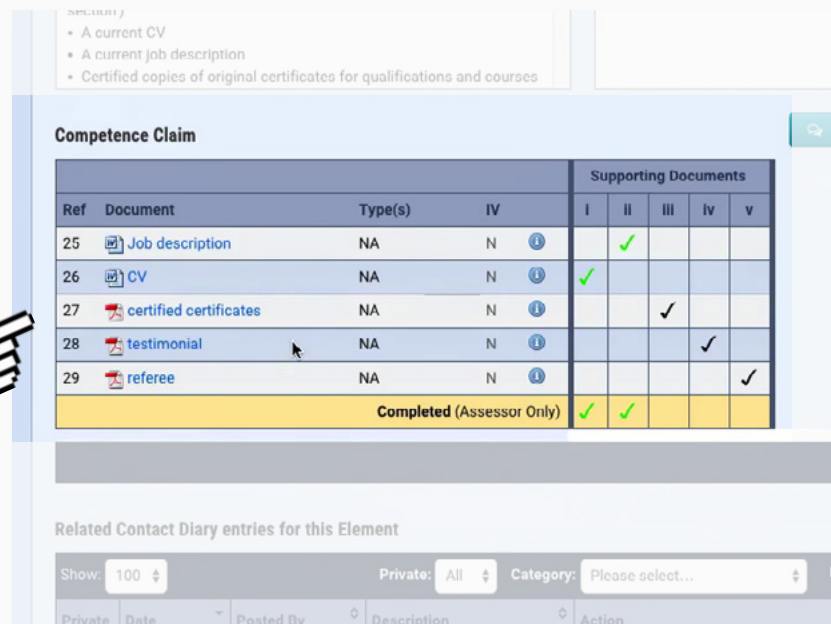
Forms Application Forms		Verified (30/11/2015 Lewis Rodriguez - Internal Verifier) - Refer Unit
► Forms.1	Application Forms	Verified Lewis Rodriguez 30/11/2015

STEP 2a ...the next step is to make sure that all supporting documents are present, dated and completed in full. Click on 'other' to view these documents in the practitioner's Course Folder.

► Other.1	Supporting Documents	Reviewed and Accepted Alfreda Riggs 02/12/2015
Forms Application Forms		Verified (30/11/2015 Lewis Rodriguez - Internal Verifier) - Refer Unit
► Forms.1	Application Forms	Verified Lewis Rodriguez 30/11/2015

The supporting documents must include the following:

- A completed verification application form
- A current CV
- A current job description
- Certified copies of original certificates
- A testimonial
- And a reference



2025-11-11 11:11

- A current CV
- A current job description
- Certified copies of original certificates for qualifications and courses

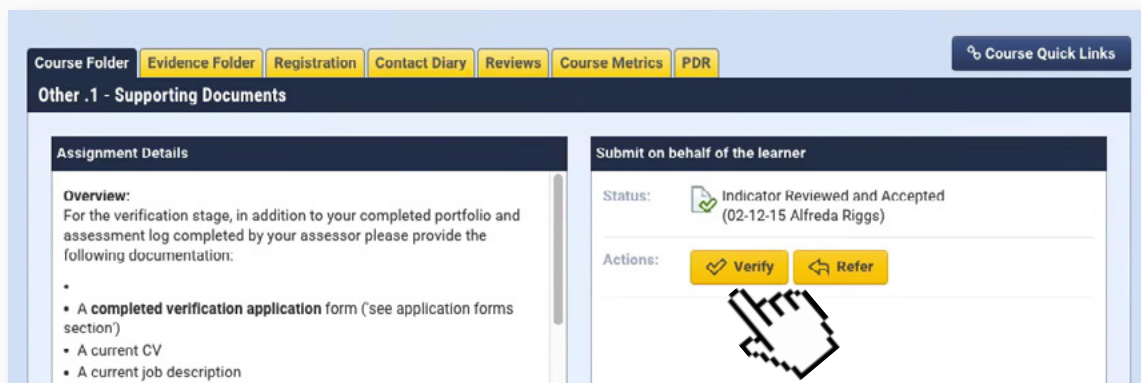
Competence Claim				Supporting Documents				
Ref	Document	Type(s)	IV	I	II	III	IV	V
25	Job description	NA	N		✓			
26	CV	NA	N	✓				
27	certified certificates	NA	N			✓		
28	testimonial	NA	N				✓	
29	referee	NA	N					✓
Completed (Assessor Only)				✓	✓			

Related Contact Diary entries for this Element

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

Private	Date	Posted By	Description	Action
---------	------	-----------	-------------	--------

STEP 3a If everything is OK click on the Verify button.



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

Other .1 - Supporting Documents

Assignment Details

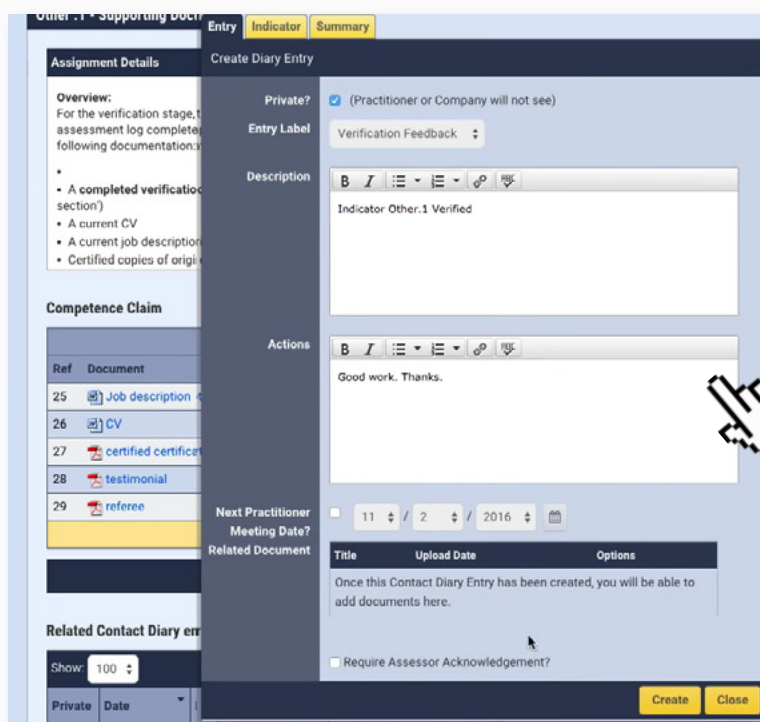
Overview:
For the verification stage, in addition to your completed portfolio and assessment log completed by your assessor please provide the following documentation:

- A completed verification application form (see application forms section)
- A current CV
- A current job description

Submit on behalf of the learner

Status: Indicator Reviewed and Accepted (02-12-15 Alfreda Riggs)

Actions:



Other .1 - Supporting Documents Entry Indicator Summary

Assignment Details

Overview:
For the verification stage, in addition to your completed portfolio and assessment log completed by your assessor please provide the following documentation:

- A completed verification application form (see application forms section)
- A current CV
- A current job description
- Certified copies of original certificates

Competence Claim

Ref	Document
25	Job description
26	CV
27	certified certificates
28	testimonial
29	referee

Related Contact Diary entries

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

Create Diary Entry

Private? ☒ (Practitioner or Company will not see)

Entry Label: Verification Feedback

Description: Indicator Other.1 Verified

Actions: Good work. Thanks.

Next Practitioner Meeting Date? 11 / 2 / 2016

Related Document

Title: Once this Contact Diary Entry has been created, you will be able to add documents here.

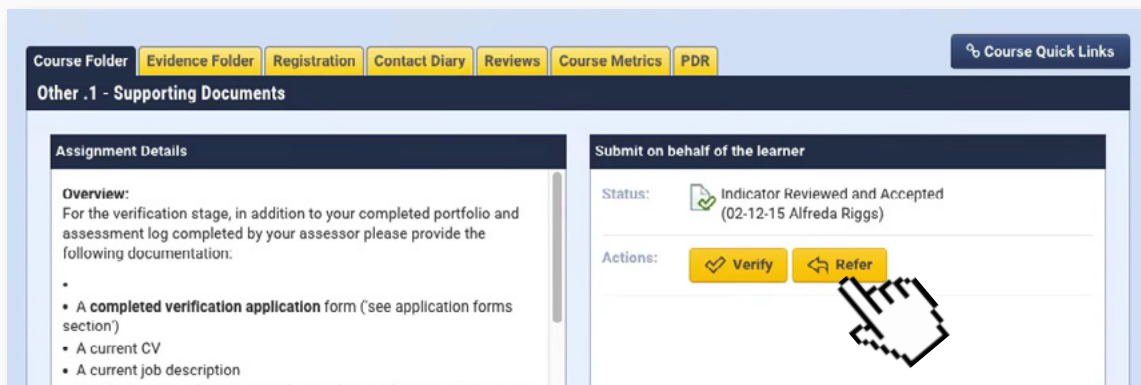
Upload Date:

Options: ☐ Require Assessor Acknowledgement?

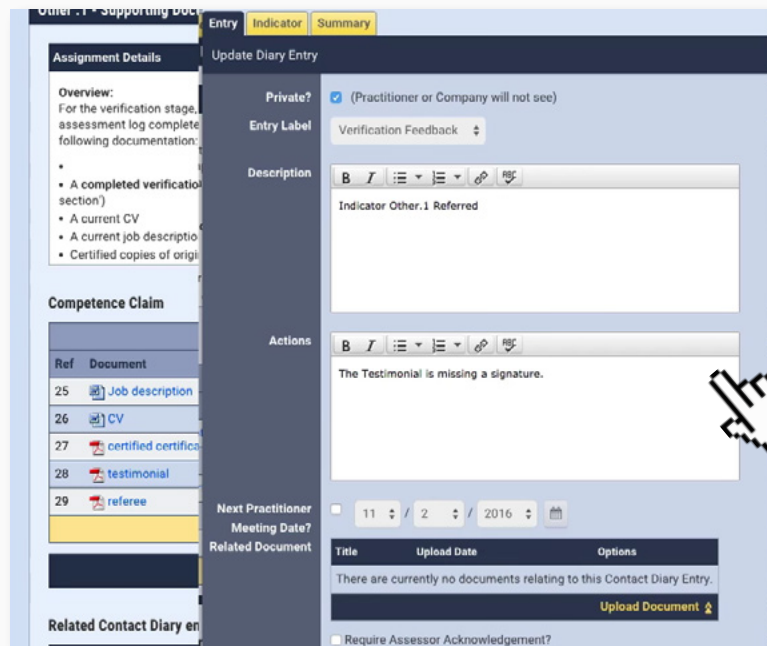
Create Close

STEP 3b Complete the pop-up form to confirm your decision.

STEP 3c If you are not satisfied with the documents click 'Refer'...



The screenshot shows the 'Other .1 - Supporting Documents' page. On the left, under 'Assignment Details', there is an 'Overview' section with text about the verification stage and a list of required documents: a completed verification application form, a current CV, and a current job description. On the right, under 'Submit on behalf of the learner', the status is 'Indicator Reviewed and Accepted (02-12-15 Alfreda Riggs)'. Below the status, there are two buttons: 'Verify' and 'Refer'. A mouse cursor is clicking the 'Refer' button.



The screenshot shows the 'Update Diary Entry' page. On the left, there is a sidebar with 'Assignment Details' and 'Competence Claim'. The main area is titled 'Update Diary Entry' and has tabs for 'Entry', 'Indicator', and 'Summary'. The 'Entry' tab is active. It shows a 'Private?' checkbox checked, an 'Entry Label' of 'Verification Feedback', and a 'Description' field containing 'Indicator Other.1 Referred'. Below the description, there is an 'Actions' section with a text box containing 'The Testimonial is missing a signature.' and a 'Next Practitioner Meeting Date?' field. At the bottom, there is a 'Related Document' section with a table listing documents: 'Job description', 'CV', 'certified certificate', 'testimonial', and 'referee'. A mouse cursor is clicking the 'Refer' button in the 'Related Document' table.

STEP 3d ...and give your reasons to the assessor for this in the pop-up that appears.

9. Sampling evidence

Accompanying video can be found at:

https://youtu.be/aHvBnYWhMf0?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

The verifier should download the assessment log [as per these steps here](#). They may also print the document out to make notes.

Public Health Practitioner Assessment Log

To be completed by the applicant, assessor and verifier

Name of practitioner: Cole Babelle

Summary of portfolio by applicant (optional - e.g. list of main pieces of work)

UKPHR
Public Health Register

Assessment log

Each indicator of every standard.

Column headed "Applicant Evidence" with may be found within the portfolio.

Using the following format: e.g. EV 1.1, the commentary in which the indicator in number refers to the piece of evidence

ment outcome" and "Assessor's

with this with an A and date the column with a C and the date, indicate that **resubmission** is required

In please indicate how you reached your dence has met the indicator and refer to the ledge. In other words, answer the question *because*. " and mention how application of knowledge have been evidenced.

new assessment decision following a request be listed **beneath** the original decision (rather ng. E.g. "C" 23/9/11, A 28/10/11.

essed you need to complete the assessor submission for verification.

for the example assessment log for further

er:

er Check" and complete the verifier proforma nt log.

4a, 01.4c, 01.4e, 02.5a, 8, 03.9e, 03.9n, 04.10a, 02.8b but forgot to put the

ni. This applicant is working at registration. She has reflected well mail point I would make is that rices of evidence several times re this happens it is even more a and the evidence very explicit. id have been nice to see a little es e.g. IG training. Overall, a s practitioner of whom I have no s a pleasure to verify.

STEP 1a Once the assessment log has been downloaded, you should perform an initial verification check. The initial check is usually performed by first reading the assessor overview...

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

To be completed by the assessor

Applicant	Cole Babelle
Assessor	Alfreda Riggs
Overview of Portfolio (including list of indicators in the standards that required clarification or resubmission)	I have thoroughly enjoyed reviewing Cole's portfolio for submission to the UKPHR. The four commentaries submitted as part of the portfolio provide a snapshot into the public health work that Cole develops, delivers and reviews on a daily basis, she clearly has an excellent breadth and depth to her public health work demonstrated by providing numerous examples of evidence and detailed commentaries with regards to her work. Overall Cole is working at a higher level than practitioner level 5 entry and therefore other than ensuring that the competency understanding is correct, that suitable and relevant evidence is submitted and 'places' Cole in each example, the clarifications required for this portfolio have been minor (3.9ai; 3.9aii; 3.9aiv; 3.9av) I hope Cole has found this an informative and enjoyable reflective piece of work in acknowledgement of her achievements in public health to date. Well done.
Signature and date	Alfreda Riggs - 07/12/2015

STEP 1b ... and then scanning each indicator and noting anything of particular interest that the verifier may wish to sample further.

	Applicant evidence	Assessment outcome	Assessor's comments	Verifier check
1a	Commentary1-Professional/Ethical/Practice Evidence1-Professional/Ethical/Practice	Reviewed and Accepted Alfreda Riggs 25/11/15	Date Nov 25, 2015 3:36 PM Posted By Alfreda Riggs Assessor Description Indicator 01.1a Accepted as Complete Action Good work on both the commentary and the evidence is clear and concise	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)
1b	CHE Assessment 1 - Commentary - Private and Confidential "not to be reprinted or distributed" CHE Assessment 1 - E1-5 - Private and Confidential Commentary1-Professional/Ethical/Practice Evidence1-Professional/Ethical/Practice	Reviewed and Accepted Alfreda Riggs 30/11/15	Date Nov 30, 2015 1:43 PM Posted By Alfreda Riggs Assessor Description Unit 01 Accepted as Complete Action Signed off 30/11/2015 as complete 14.48.2015, Dr. D. D. D.	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)

The purpose of the initial check is to confirm that for each indicator:

- Evidence is cited.

Practitioner standards	Applicant evidence	Assessment outcome	Assessor's comments	Verifier check
Area 1 Professional and ethical practice				
1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice	Commentary1-ProfessionalEthicalPractice Evidence1-ProfessionalEthicalPractice	Reviewed and Accepted Alfreda Riggs 25/11/15	Date Nov 25, 2015 3:36 PM Posted By Alfreda Riggs Assessor Description Indicator 01.1a Accepted as Complete Action Good work on both the commentary and the evidence is clear and concise	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)
1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way	CHE Assessment 1 - Commentary - Private and Confidential *not to be reprinted or distributed CHE Assessment 1 - E1-5 - Private and Confidential Commentary1-ProfessionalEthicalPractice Evidence1-ProfessionalEthicalPractice	Reviewed and Accepted Alfreda Riggs 30/11/15	Date Nov 30, 2015 1:43 PM Posted By Alfreda Riggs Assessor Description Unit 01 Accepted as Complete Action Signed off 30/11/2015 as complete	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)

- Method of assessment is clear (for example, an observation or written evidence).

3a Act in ways that acknowledge and recognise people's expressed beliefs and preferences	CHE Assessment 1 - Commentary - Private and Confidential *not to be reprinted or distributed CHE Assessment 1 - E1-13 - Private and Confidential CHE Assessment 1 - E1-14 - Private and Confidential	Reviewed and Accepted Alfreda Riggs 30/11/15	Date Nov 30, 2015 1:43 PM Posted By Alfreda Riggs Assessor Description Unit 01 Accepted as Complete Action Signed off 30/11/2015 as complete	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)
--	--	--	---	--

- Whether clarifications or resubmissions of evidence were required, for what reason, and when.

Area 3 Application of technical competencies to public health work				
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	CHE Assessment 1 - E1-12 - Private and Confidential Supporting Evidence	Indicator Reviewed and Returned Alfreda Riggs 07/12/15	Date Dec 07, 2015 3:17 PM Posted By Alfreda Riggs Assessor Description Indicator 03.9ai Returned for Clarification Action You have demonstrated the knowledge you have gained on the determinants of health and how this can influence the development of programmes, however clarification is being sought on 1. how you worked collaboratively to address. and 2. the attachments to teh supporting evidence were not	

- Whether partial acceptances have been used, for what reason, and when.

Area 4 Underpinning skills and knowledge				
10a Support the implementation of policies and strategies to improve health and wellbeing outcomes – demonstrating a. knowledge of the main public health policies and strategies relevant to own area of work and the organisations that are responsible for them	CHE Assessment 1 - E1-13 - Private and Confidential Supporting Evidence	Partially Accepted Alfreda Riggs 07/12/15	Date Dec 07, 2015 4:15 PM Posted By Alfreda Riggs Primary Assessor Description Indicator 04.10a Partially Accepted Action Can you please provide some more supporting evidence to support the commentary?	

- The date the indicator was met.

3c Act in ways that promote equality and value diversity	CHE Assessment 1 - E1-2 - Private and Confidential	Reviewed and Accepted Alfreda Riggs 30/11/15	Date Nov 30, 2015 1:43 PM Posted By Alfreda Riggs Assessor Description Unit 01 Accepted as Complete Action Signed off 30/11/2015 as complete	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)
3d Act in ways that value people as individuals	CHE Assessment 1 - E1-3 - Private and Confidential	Reviewed	Date Nov 30, 2015 1:43 PM Posted By Alfreda Riggs Assessor Description Unit 01 Accepted as Complete Action Signed off 30/11/2015 as complete	Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)

Once the initial verifier check has been carried out, you will sample the indicators.

STEP 2a Firstly check what clarifications, resubmissions or partial acceptances have been cited in the assessor overview.

Top tip!
The assessor overview usually provides the best starting point.

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

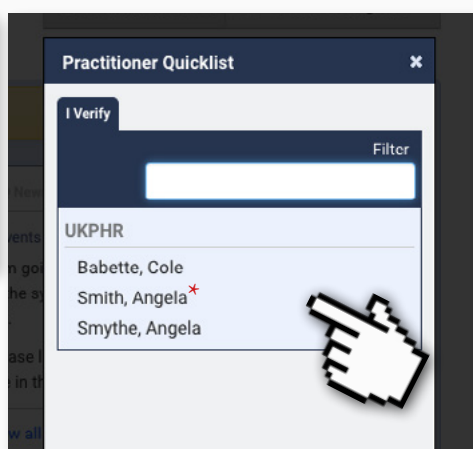
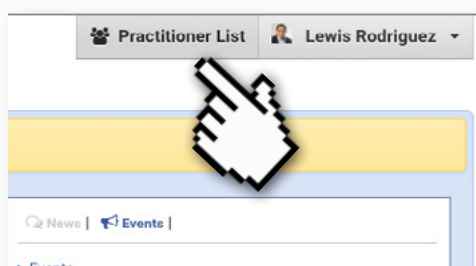
To be completed by the assessor	
Applicant	Cole Babette
Assessor	Alfreda Riggs
Overview of Portfolio (including list of indicators in the standards that required clarification or resubmission)	I have thoroughly enjoyed reviewing Cole's portfolio for submission to the UKPHR. The four commentaries submitted as part of the portfolio provide a snapshot into the public health work that Cole develops, delivers and reviews on a daily basis, she clearly has an excellent breadth and depth to her public health work demonstrated by providing numerous examples of evidence and detailed commentaries with regards to her work. Overall Cole is working at a higher level than practitioner level 5 entry and therefore other than ensuring that the competency understanding is correct, that suitable and relevant evidence is submitted and 'places' Cole in each example, the clarifications required for this portfolio have been minor (3.9ai; 3.9aii; 3.9aiv; 3.9av). I hope Cole has found this an informative and enjoyable reflective piece of work in acknowledgement of her achievements in public health to date. Well done.
Signature and date	Alfreda Riggs - 07/12/2015

STEP 2b If an observation has been carried out, these are also recommended to be sampled.





Remember: Verification is not a reassessment of the portfolio of evidence. You do not need to look at all the evidence provided. You should instead focus on ensuring that the process of assessment has been carried out correctly by examining the assessment log.

STEP 3a The recommended way of sampling evidence in the e-portfolio is to navigate to the practitioner's Course Folder using the Practitioner Quicklist [as shown here](#).



STEP 3b Once in their Course Folder click on the relevant indicator.

<p>► 03.9aiii</p> <p>Total Docs: 2</p>	<p>9aiii 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 iii. inequalities in health and wellbeing</p>	<p> Reviewed and Accepted Alfreda Riggs 07/12/2015</p>			
<p>► 03.9aiv</p> <p>Total Docs: 2</p>	<p>9aiv Work collaboratively to plan and or deliver programmes to improve health and wellbeing outcomes for populations communities groups families individuals</p>	<p> Reviewed and Returned Alfreda Riggs 07/12/2015</p>			


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

03 .9aiii - 9aiii 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 iii. inequalities in health and wellbeing


← 03 .9aii
03 .9aiv →



Assignment Details

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

 03







Submit on behalf of the learner

Status:  Indicator Reviewed and Accepted (07-12-15 Alfreda Riggs)

Actions:  

Competence Claim

Print (HTML)
Print (PDF)

Ref	Document	Type(s)	IV		9aiii
12	 CHE Assessment 1 - E1-...	NA	N		
30	 Supporting Evidence	NA	N		
Completed (Assessor Only)					



STEP 3c From here you can view the evidence that has been submitted by clicking on the relevant file.

10. Making a verification decision

Accompanying video can be found at:

https://youtu.be/eXAv1eI3mjU?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

Once you have sampled evidence from a particular indicator you have the option of verifying or referring the decision.

STEP 1a Navigate to the practitioner's Course Folder [as shown here](#), then from the Course Folder click on the indicator that has been 'dipped into'.

	determinants of health and wellbeing				
▶ 03.9aiii	9aiii 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 iii. inequalities in health and wellbeing	Reviewed and Accepted Alfreda Riggs 07/12/2015			
▶ 03.9aiv	9aiv Work collaboratively to plan and or	Reviewed and Returned			

STEP 1b Scroll up to the action panel and if you're satisfied with the application click the 'Verify' button.

Course Folder

Evidence Folder

Registration

Contact Diary

Reviews

Course Metrics

PDR


Course Quick Links

03.9aiii - 9aiii 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 iii. inequalities in health and wellbeing


← 03.9aii03.9aiv →

Assignment Details

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

 03

Submit on behalf of the learner

Status:  Indicator Reviewed and Accepted (07-12-15 Alfreda Riggs)

Actions:

Verify

Refer

Private? ☒ (Practitioner or Company will not see)

Entry Label: Verification Feedback

description:

Indicator 03.9aiii Verified

Actions:

Response to clarification has been addressed.

Practitioner
ting Date?
Document

Title	Upload Date	Options
Once this Contact Diary Entry has been created, you will be able to		

STEP 1c Add any comments into the action box.



Please Note: you are required to add a comment.

STEP 1d If you have any questions or require further information, then click the 'Refer' button.


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

03 .9aiii - 9aiii 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 iii. inequalities in health and wellbeing


03 .9aii 03 .9aiv



Assignment Details

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

 03

Submit on behalf of the learner

Status:  Indicator Reviewed and Accepted (07-12-15 Alfreda Riggs)

Actions:  

Private? ☒ (Practitioner or Company will not see)

Entry Label Verification Feedback

Description



Indicator 03.9aiii Referred

Actions



On sampling EV30 "Supporting Evidence" although I found the role of the applicant was clearly outlined as well as the scope of their involvement in the work, I was unable to find a date on the document.

Next Practitioner Meeting Date? ☐

Related Document

Title	Upload Date	Options
Once this Contact Diary Entry has been created, you will be able to add documents here.		

☐ Require Assessor Acknowledgement?


Create Close

STEP 1e Provide details in the actions box as to why you have referred the application.

STEP 2 Return to the Course Folder and repeat this process for each indicator dipped into.

Cole Babette

E:



1st A: Alfreda Riggs

2nd A: Linda Smith

1st V: Lewis Rodriguez

11 Jul 14 10 Jul 16

exp. 86%

94%

Course Snapshot

Modify Selected Units


Award VQ

Assessment Log

Verifier Comments

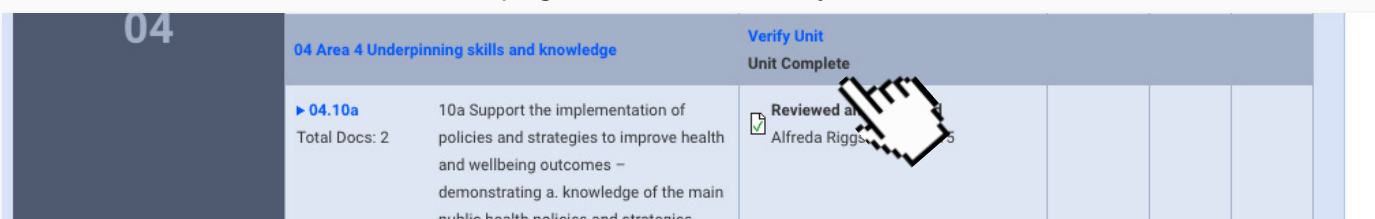
Course Folder Evidence Folder Registration Contact Diary Reviews PDR

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

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

If you are happy with all the indicators sampled in the core area and do not need to dip into any further indicators then you can verify that core area.

STEP 3a From the Course Folder page click on the Verify Unit link.



3b Fill out the detail in the actions box to explain why you are happy to verify the unit.

The screenshot shows the 'Create Diary Entry' form. The 'Entry Label' is 'Verification Feedback'. The 'Description' box contains 'Unit 04 Verified'. The 'Actions' box contains the text: 'I have checked evidence is cited, method of assessment clear. I have sampled one standard in depth in this Unit (11d) and am satisfied with the assessor's assessment.' A hand cursor is pointing at the 'Create' button.

!

If you are not able to sign off an entire core area, you should do nothing and leave it for the verification panel to discuss.

3c Click create once you are happy with your Comments.

The screenshot shows the 'Create Diary Entry' form with the 'Close' button highlighted. A hand cursor is pointing at the 'Close' button.

3d Click Close to complete the process.

3e You should repeat this for each core area.

11. Verifier's comments form

Accompanying video can be found at:

https://youtu.be/47v238jIG5o?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

Before completing the verifier's comments form you need to make sure all of the following questions can be answered:

- 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?
- Are you satisfied with the evidence summarised on the proforma provided by the UKPHR for this purpose?
- Which pieces of evidence have you dipped into?

STEP 1a Once you are happy that all the above questions have been answered click on the 'Verifier Comments' link in the practitioner's portfolio. [These steps here](#) will show you how to get to their portfolio.

The screenshot shows the KSSPRS Practitioner List interface. At the top, there is a navigation bar with links: Home, Practitioners, News & Events, Appointments, Forums, PDR, Sampling Summary, and Messages. Below this, the profile of Cole Babette is displayed. On the left, there is a placeholder for a profile picture. To the right, there is a list of verifiers: 1st A: Alfreda Riggs, 2nd A: Linda Smith, and 1st V: Lewis Rodriguez. A progress bar indicates 94% completion, with a date range from 11 Jul 14 to 10 Jul 16. On the right side, there is a menu with links: Course Snapshot, Modify Selected Units, Award VQ, Assessment Log, and Verifier Comments. A hand cursor is pointing to the 'Verifier Comments' link. Below the menu, there is a section for the 'Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (Incomplete)'. It shows a table with columns: Unit / Element, Status, Grade, Released, and Excluded. The table has one row for '01 Area 1 Professional and ethical practice' with a status of 'Verified (01/12/2015 Kent, Surrey and Sussex Verification Panel - Internal Verifier) - Refer Unit'. Below this, there is a sub-row for '01.1a 1a Recognise and address ethical' with a status of 'Verified'.

Once clicked a pop-up window containing questions will appear and you will need to answer each fully.

STEP 2a Ensure that you add your name and answer the questions in full:

Verifier comments on portfolio - To be completed by the verifier once the portfolio has been verified.

Name of Verifier
Lewis Rodriguez

Is the assessment log fully completed for each indicator of every standard?
☒ Yes
☐ No

Have you ticked and dated the verifier check column?
☐ Yes
☐ No

Does the portfolio appear to be the applicant's own work?
☐ Yes
☐ No

Does clarification and resubmission evidence appear to be sufficient?
☐ Yes
☐ No

Have any observations been carried out (standards 11 and 12)?
☐ Yes
☐ No

Are you satisfied with the evidence summarised?
☐ Yes
☐ No

Which pieces of evidence have you dipped into?

Overall view of portfolio & additional comments

Signature and Date

[Submit the form](#) [Reset the form](#)

The answers to these questions are added to the practitioner's e-portfolio Assessment Log.

Verifier comments on portfolio - To be completed by the verifier once the portfolio has been verified.

Name of Verifier
Lewis Rodriguez

Is the assessment log fully completed for each indicator of every standard?
☒ Yes
☐ No

Have you ticked and dated the verifier check column?
☐ Yes
☐ No

Does the portfolio appear to be the applicant's own work?
☐ Yes
☐ No

Does clarification and resubmission evidence appear to be sufficient?
☐ Yes
☐ No

Have any observations been carried out (standards 11 and 12)?
☐ Yes
☐ No

Are you satisfied with the evidence summarised?
☐ Yes
☐ No

Which pieces of evidence have you dipped into?
01.1a, 01.1b, 01.3a, 01.3c, 01.3d, 01.3e, 01.3f, 01.4a, 01.4c, 01.4e, 02.5a, 02.5e, 02.6b, 02.7b, 03.9a, 03.9aiv, 03.9av, 03.9d, 03.9e, 03.9h, 04.10a, 04.10d, 04.11ci, 04.12.

Overall view of portfolio & additional comments
This portfolio seems to have been put together well. This applicant is working at higher level than that required for practitioner registration. She has reflected well on her activities in her commentaries. The only small point I would make is that for some standards she had

Signature and Date
Lewis Rodriguez - 09/12/2015

[Submit the form](#) [Reset the form](#)

STEP 2b If necessary you can return to these comments and amend as necessary...

Which pieces of evidence have you dipped into?
01.1a, 01.1b, 01.3a, 01.3c, 01.3d, 01.3e, 01.3f, 01.4a, 01.4c, 01.4e, 02.5a, 02.5e, 02.6b, 02.7b, 03.9a, 03.9aiv, 03.9av, 03.9d, 03.9e, 03.9h, 04.10a, 04.10d, 04.11ci, 04.12.

Overall view of portfolio & additional comments
This portfolio seems to have been put together well. This applicant is working at higher level than that required for practitioner registration. She has reflected well on her activities in her commentaries. The only small point I would make is that for some standards she had

Signature and Date
Lewis Rodriguez - 09/12/2015

[Submit the form](#) [Reset the form](#)

STEP 2c ... remembering to save any changes to the document.

2d Once all questions have been completed you can submit the form.

Verifier comments on portfolio - To be completed by the verifier once the portfolio has been verified.

Name of Verifier
Lewis Rodriguez

Is the assessment log fully completed for each indicator of every standard?
Yes

Have you ticked and dated the verifier check column?
Yes

Does the portfolio appear to be the applicant's own work?
Yes

Does clarification and resubmission evidence appear to be sufficient?
Yes

Have any observations been carried out (standards 11 and 12)?
No

Are you satisfied with the evidence summarised?
Yes

Which pieces of evidence have you dipped into?
01.1a, 01.1b, 01.3a, 01.3c, 01.3d, 01.3e, 01.3f, 01.4a, 01.4c, 01.4e, 02.5a, 02.5e, 02.6b, 02.7b, 03.9aiv, 03.9av, 03.9d, 03.9e, 03.9h, 04.10a, 04.10d, 04.11ci, 04.12

Overall view of portfolio & additional comments
This portfolio seems to have been put together well. This applicant is working at higher level than that required for practitioner registration. She has reflected well on her activities in her commentaries. The only small point I would make is that for some standards she had

Signature and Date
Lewis Rodriguez - 09/12/2015

Submit the form Reset the form

2e Finally log-out of the e-portfolio.

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

Practitioner List Lewis Rodriguez

Home Practitioners News & Events Appointments Forums PDR Sampling Summary Messages

Cole Babette
E:
1st A: Alfreda Riggs
2nd A: Linda Smith
1st V: Lewis Rodriguez

11 Jul 14 10 Jul 16
exp. 86%
94%

Profile
Help
Feedback
Logout
Modify Selected Units
Award VQ
Assessment Log
Verifier Comments

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
01	Verified (01/12/2015 Kent, Surrey and Sussex Verification Panel - Internal Verifier) Refer Unit			
01 Area 1 Professional and ethical practice				
01.1a 1a Recognise and address ethical	Verified			

2f All that remains to do is to inform the Scheme Co-ordinator and ensure that the e-portfolio is sent to the Verification Panel for their recommendation.