

# Public Health Practitioner Registration Support Scheme

## E-Portfolio User Guide for Writing Testimonials

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# Public Health Practitioner Registration Support Scheme

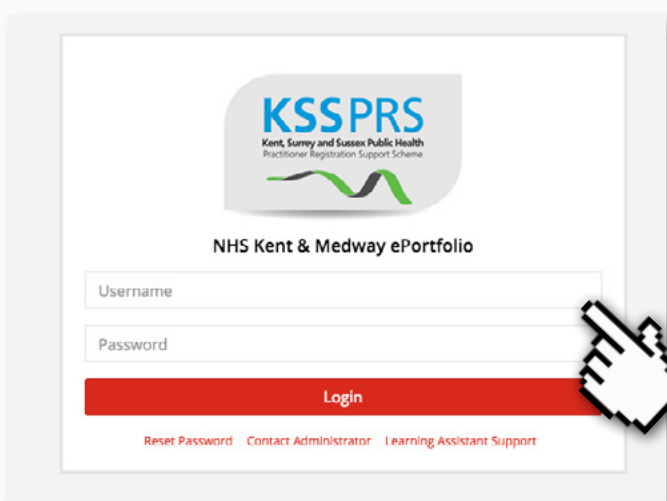
## E-Portfolio User Guide for Writing Testimonials

### 1. Logging in for the first time

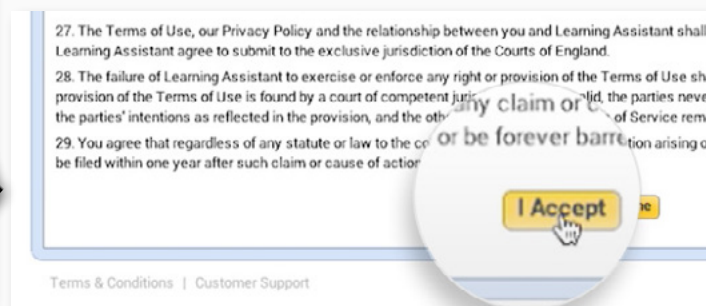
**STEP 1** Type the address for **your local site** into your website browser and login using the username and password you have been given. If you are unsure of the link you require please contact your scheme coordinator.

<https://system.learningassistant.com/yourlocal site>

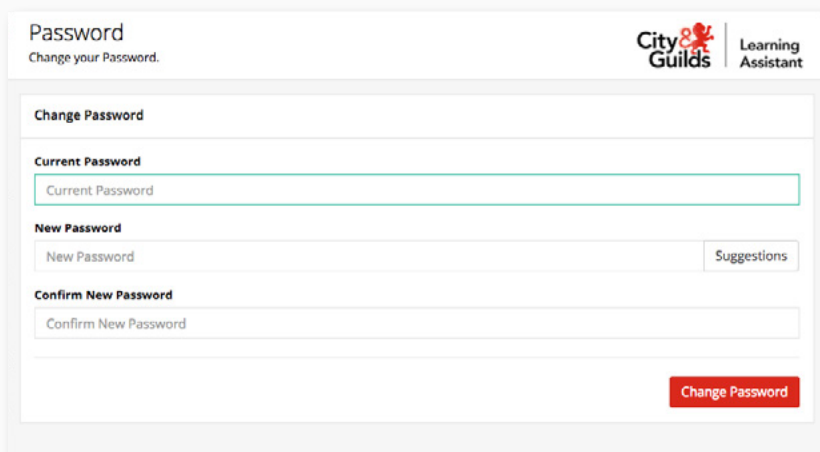
**Top tip!**  
Save the web address to your favourites to make it easy to find.



**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.

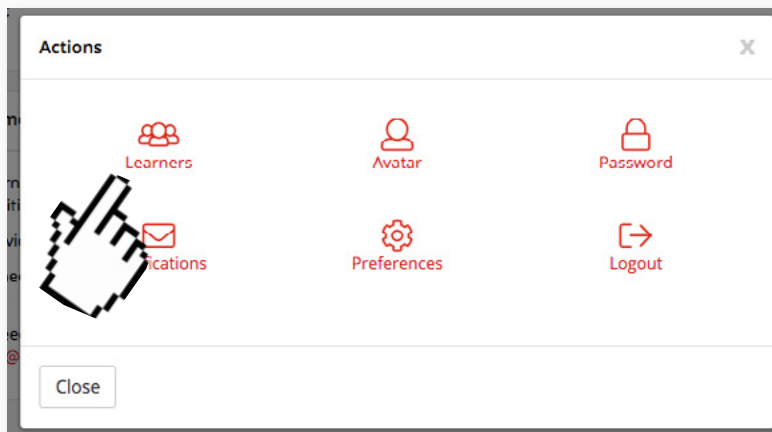
## 2. Finding your practitioner

### STEP 1a Find your practitioner

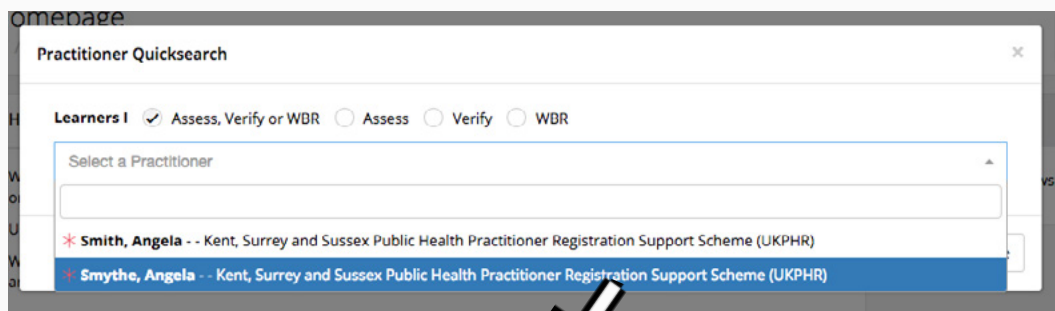
To locate the practitioner's portfolio, click on the **Settings icon** (located by your profile picture).



### STEP 1b Click on Learners in the Actions panel



This will open up the **Quicksearch** functionality



### STEP 1c Click on the practitioner's whose portfolio you wish to see.

This will open their portfolio at the course folder.

Course Folder

Home / Learners / Angela Smythe / UKPHR

KSSPRS

Course Snapshot Unit Selection Award VQ Assessment Log Verifier Comments Email Login Details

**Angela Smythe** (Practitioner)  
Kent County Council  
angela.smythe@kcc.gov.uk  
UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme

**Assessors**  
★ Jane Smith

**Verifiers**  
★ Lewis Riggs

Started 43% Completed 25% Expected 100%

Official Start Date: 31 Jul 2015 Anticipated End Date: 30 Apr 2016 Last Login: 05 Mar 2018 15:10

Course Evidence Registration Contact Reviews Metrics PDR Journey

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

Course Folder Gap Analysis Evidence Sampled Print

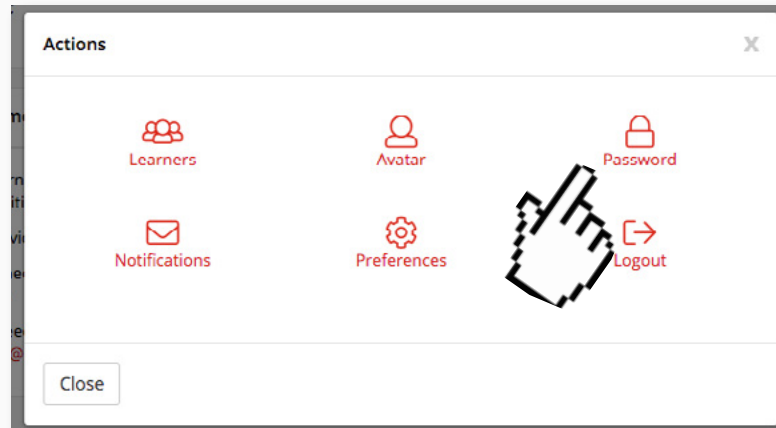
## 3. Changing your password

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.

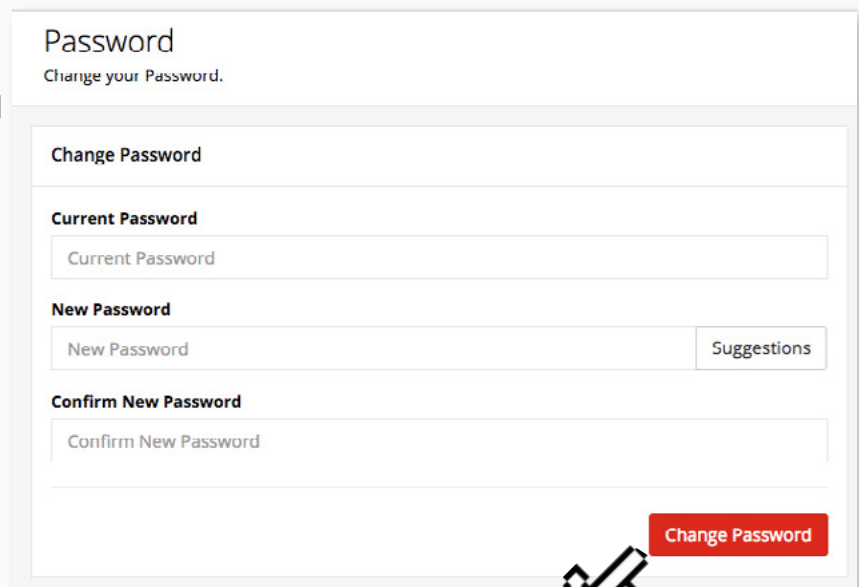
**STEP 1a** To change your password, click the **Settings icon**



**STEP 1b** Click on **Password** in the Actions panel to open the password change tool



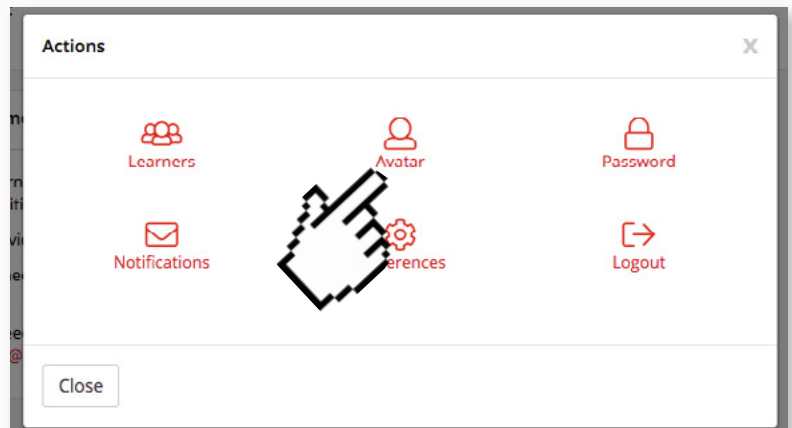
**STEP 1c** Update your password by entering your existing password, followed by your new password and then confirming it.

A screenshot of the 'Password' change form. The title is 'Password' with the subtitle 'Change your Password.'. The form contains three input fields: 'Current Password', 'New Password' (with a 'Suggestions' button), and 'Confirm New Password'. A red 'Change Password' button is located at the bottom right. A hand cursor is pointing at the button.

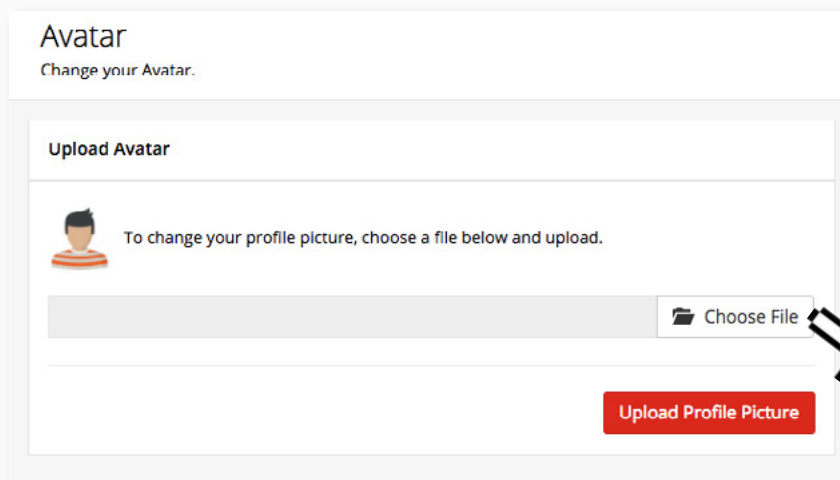
**STEP 1d** To complete the process click the **Change Password** button.

## 4. Changing your profile picture

**STEP 2a** From the same Actions panel, click on **Avatar**



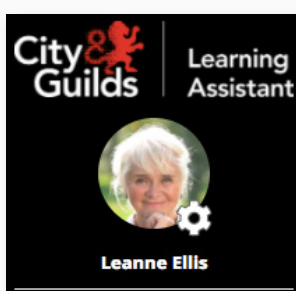
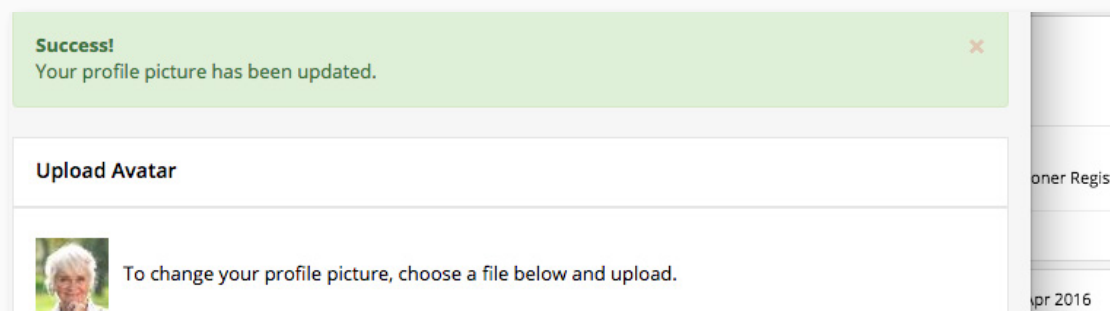
This will open a tool to change your avatar.



**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.



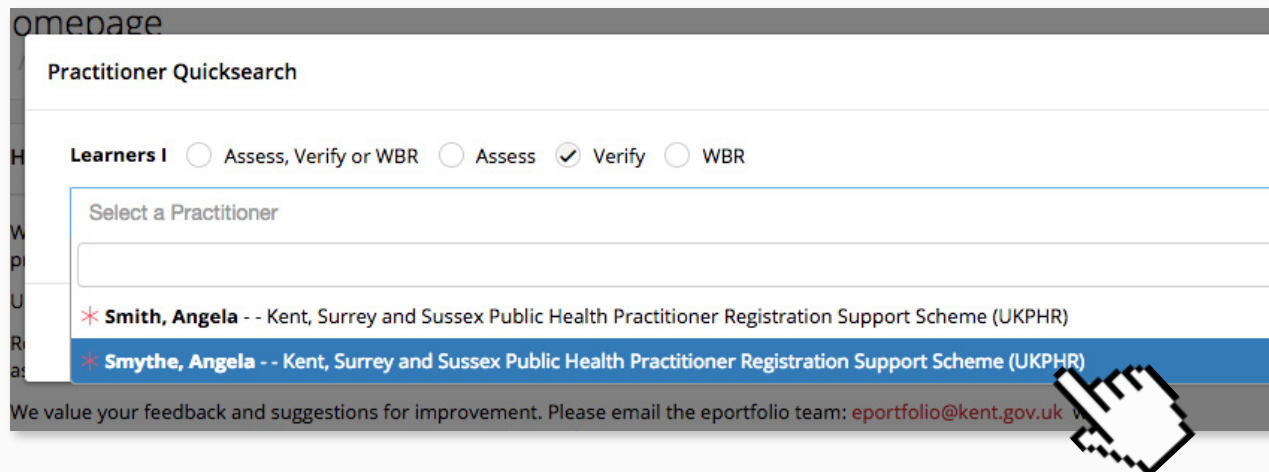
Once you close the tool you will see your new profile picture has been added across your account.

## 5. Downloading the assessment log

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.

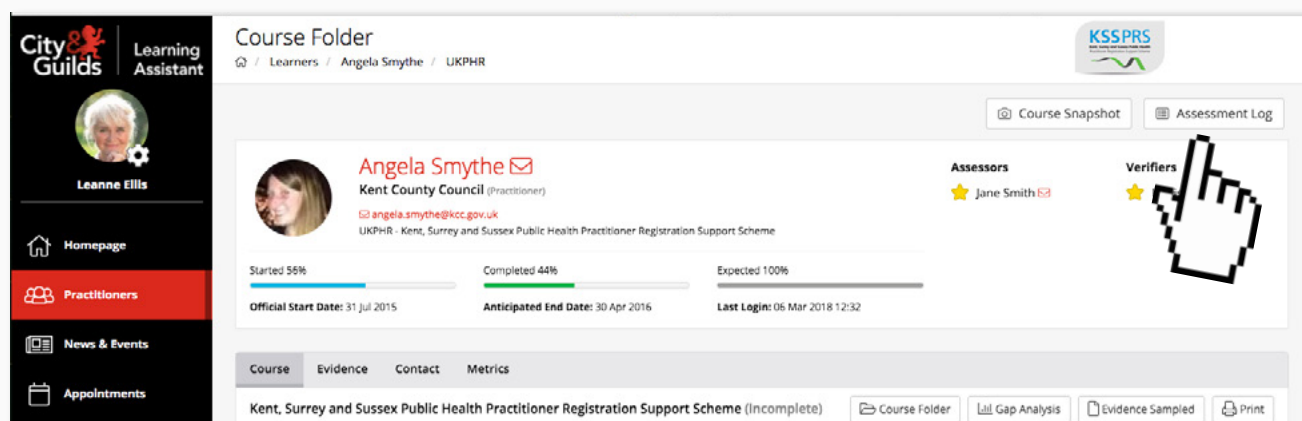
### Step 1a

From the list choose the Practitioner whose Assessment Log you wish to see.



### Step 1b

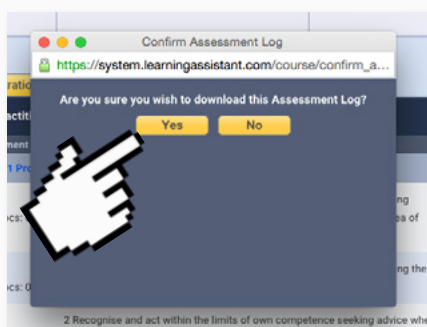
Click on **Assessment Log** in the top section.



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

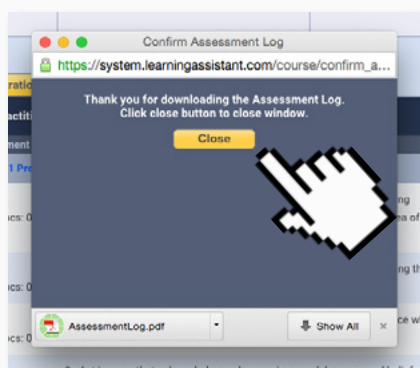
### Step 1c

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



### Step 1d

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



## 6. Navigating an e-portfolio

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

**1a** To locate the practitioner's portfolio, go to the **Quicksearch** functionality (under the Setting icon / click on Learners) and then click on the practitioner you wish to assess..


**Practitioner Quicksearch**

Learners |  Assess, Verify or WBR |  Assess |  Verify |  WBR

Select a Practitioner

Smith, Angela -- Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (UKPHR)

**Smythe, Angela -- Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme (UKPHR)**



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

**Course Folder**  
Learners / Angela Smythe / UKPHR

KSSPRS

Course Snapshot | Assessment Log

Leanne Ellis (Learning Assistant)

Angela Smythe (Practitioner)  
Kent County Council  
angela.smythe@kcc.gov.uk  
UKPHR - Kent, Surrey and Sussex Public Health Practitioner Registration Support Scheme

Assessors: Jane Smith  
Verifiers: Lewis Riggs

Started 56% | Completed 44% | Expected 100%

Official Start Date: 31 Jul 2015 | Anticipated End Date: 30 Apr 2016 | Last Login: 06 Mar 2018 12:32

Course | Evidence | Contact | Metrics

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

Course Folder | Gap Analysis | Evidence Sampled | Print

The Course Folder displays all 12 standards and their associated indicators.

**Course Folder**  
Learners / Angela Smythe / UKPHR

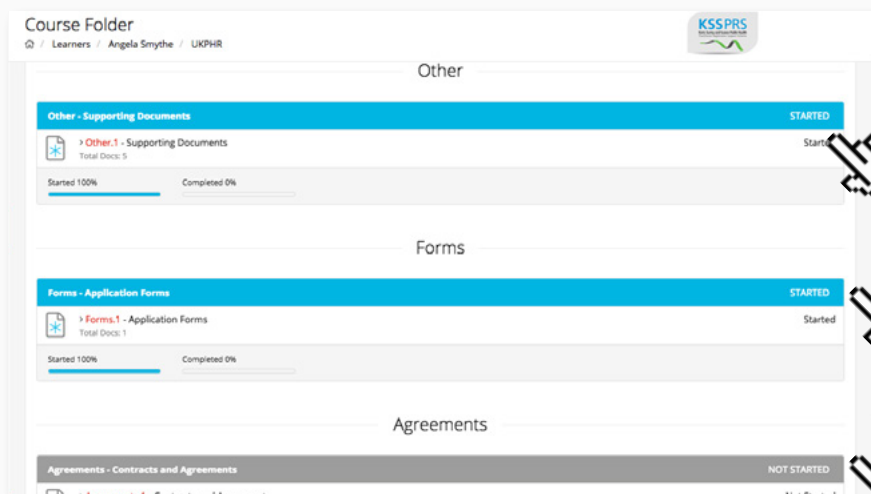
KSSPRS

02 - Area 2 Technical competencies in public health practice **STARTED**


> 02.5a - 5a Promote the value of health and wellbeing and the reduction of health inequalities – demonstrating how individual and population health and wellbeing differ and the possible tensions between promoting the health and wellbeing of individuals and the health and wellbeing of groups	Started
Total Docs: 1	
> 02.5b - 5b Promote the value of health and wellbeing reduction of health inequalities– demonstrating knowledge of the determinants of health their effect on populations, communities, groups individuals	Not Started
Total Docs: 0	
> 02.5c - 5c Promote the value of health and wellbeing and the reduction of health inequalities - demonstrating knowledge of the main terms and concepts used in promoting health and wellbeing	Not Started
Total Docs: 0	
> 02.5d - 5d Promote the value of health and wellbeing and the reduction of health inequalities – demonstrating knowledge of the nature of health inequalities and how they might be monitored	Not Started
Total Docs: 0	
> 02.5e - 5e Promote the value of health and wellbeing and the reduction of health inequalities – demonstrating awareness of how culture and experience may impact on perceptions and expectations of health and wellbeing.	Not Started
Total Docs: 0	
> 02.6a - 6a Obtain, verify, analyse and interpret data and/or information to improve the health and wellbeing outcomes of a population community group – demonstrating knowledge of the importance of accurate and reliable data information and the anomalies that might occur	Not Started
Total Docs: 0	
> 02.6b - 6b Obtain, verify, analyse and interpret data and/or information to improve the health and wellbeing outcomes of a population community group – demonstrating knowledge of the main terms and concepts used in epidemiology and the routinely used methods for analysing quantitative and qualitative data	Not Started
Total Docs: 0	

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.



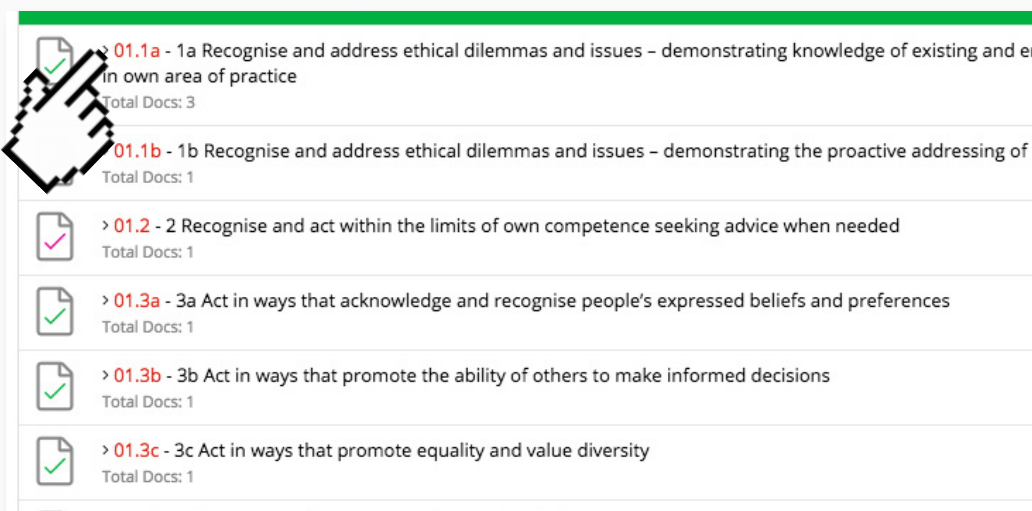
 **Supporting Documents**

 **Application Forms**

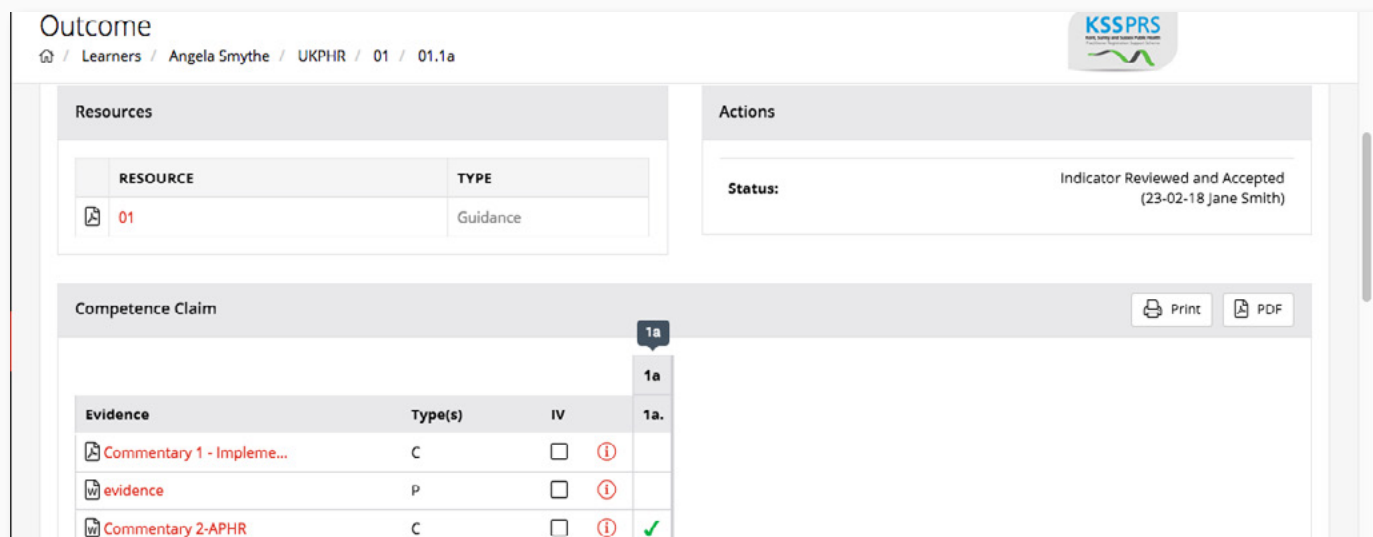
 **Contracts**

**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.

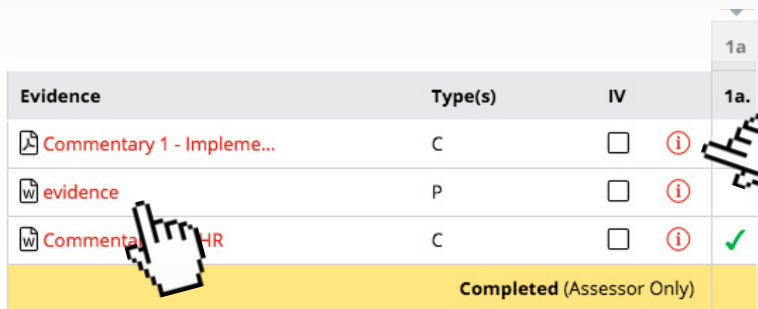


The indicator page will open, containing the work uploaded by the practitioner to date.





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:

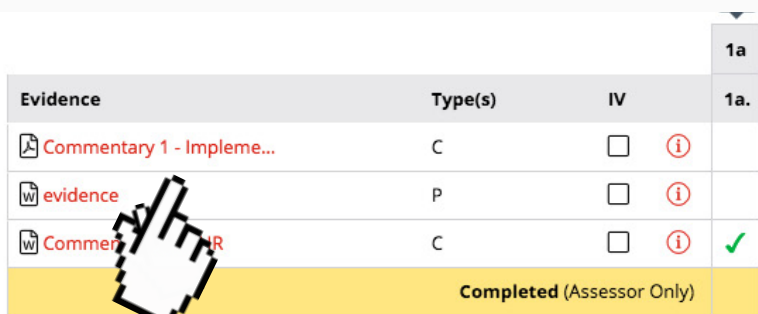


Evidence	Type(s)	IV	1a.
Commentary 1 - Impleme...	C	<input type="checkbox"/>	
evidence	P	<input type="checkbox"/>	
Commentary 1 - HR	C	<input type="checkbox"/>	
Completed (Assessor Only)			

Commentary document

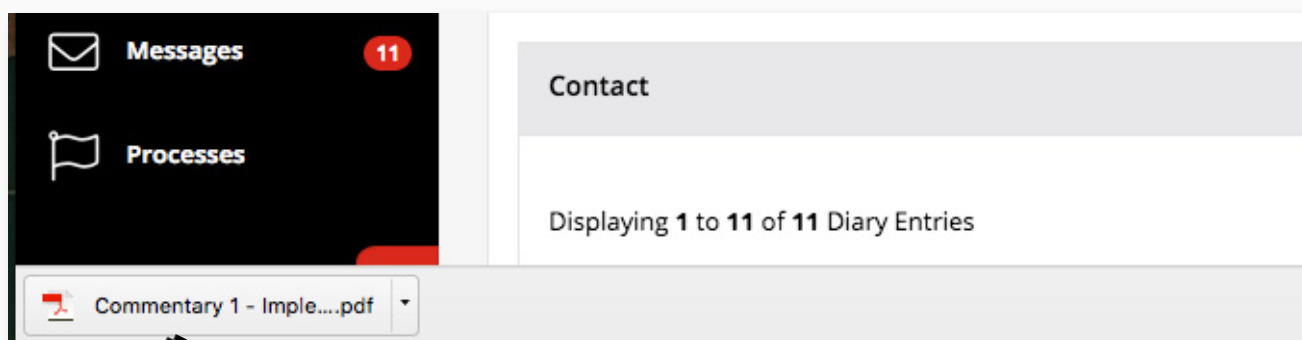
Evidence document

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



Evidence	Type(s)	IV	1a.
Commentary 1 - Impleme...	C	<input type="checkbox"/>	
evidence	P	<input type="checkbox"/>	
Commentary 1 - HR	C	<input type="checkbox"/>	
Completed (Assessor Only)			

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



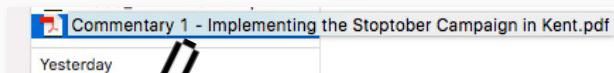
Messages 11

Processes

Contact

Displaying 1 to 11 of 11 Diary Entries

Commentary 1 - Imple...pdf



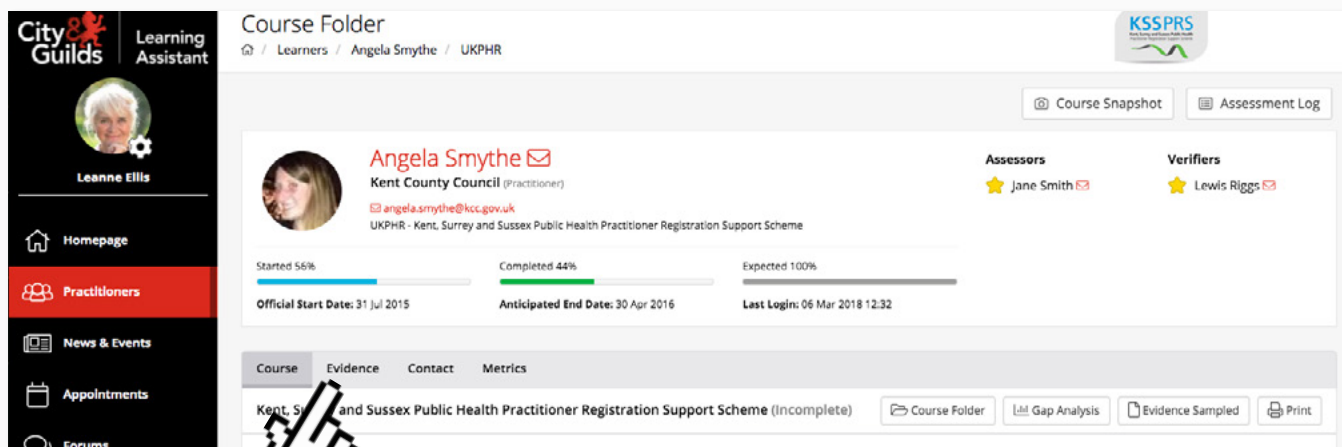
Commentary 1 - Implementing the Stoptober Campaign in Kent.pdf

Yesterday

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

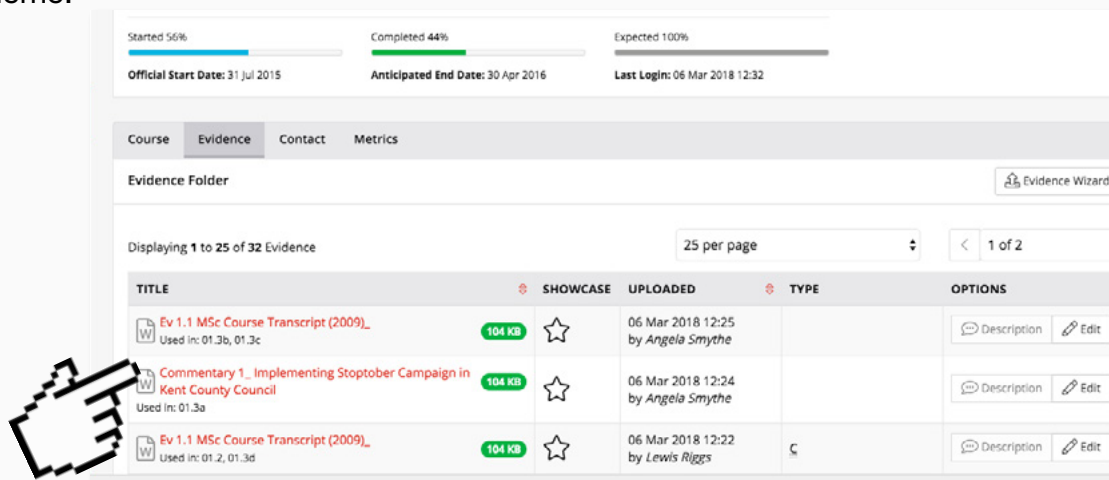
The practitioner's evidence and commentaries are *also* located in the Evidence Folder. If you're simply searching for all the commentaries this is best done from the Evidence Folder.

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

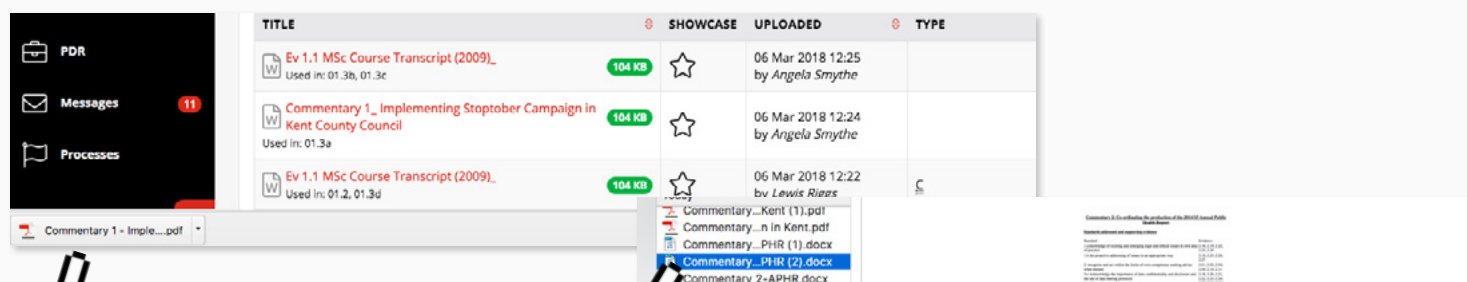


The Evidence Folder contains the commentaries, evidence, supporting documents and other application forms that are required by the practitioner to complete the Public Health Practitioner Registration Support Scheme.

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



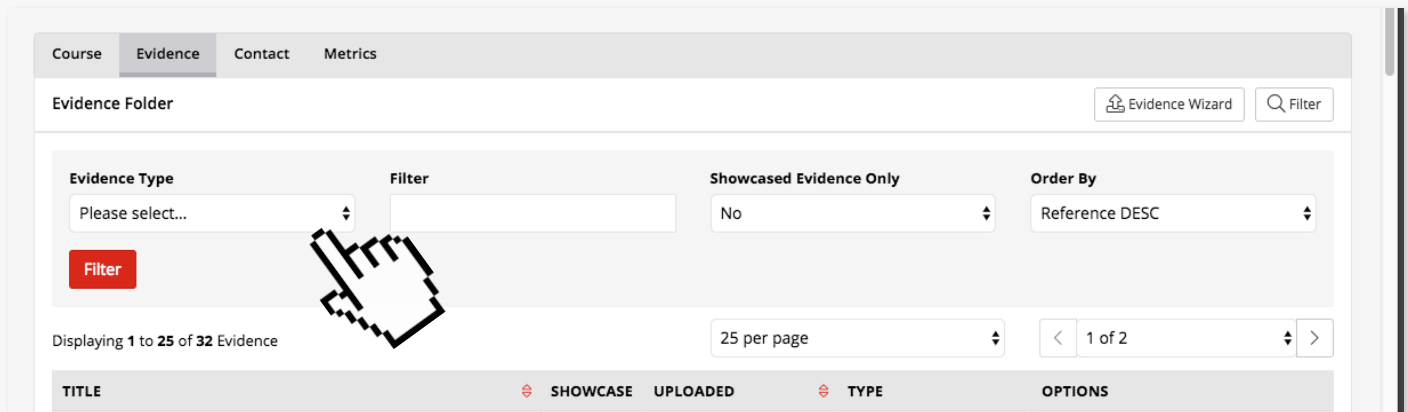
**STEP 3c** This will download the document to your PC...



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

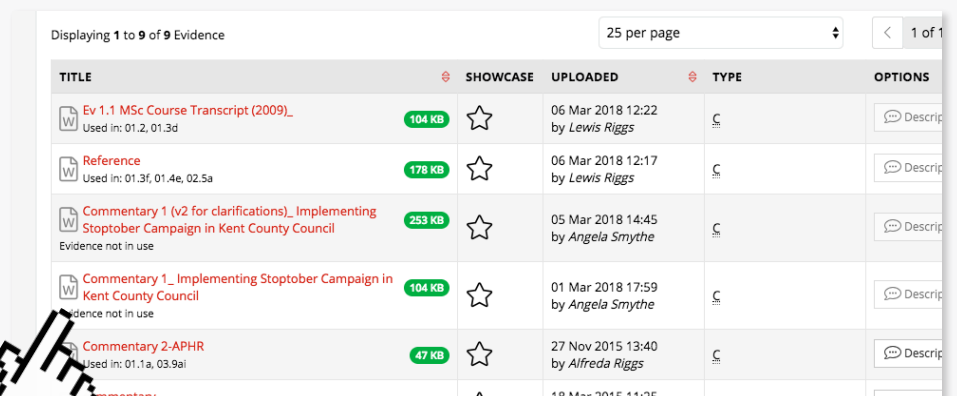
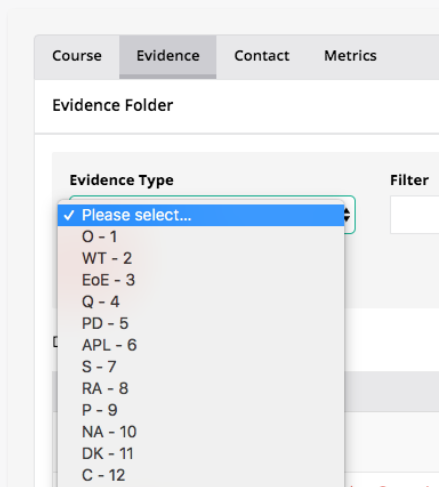
The Evidence Folder contains a filter that allows you to display documents of a specific type.

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



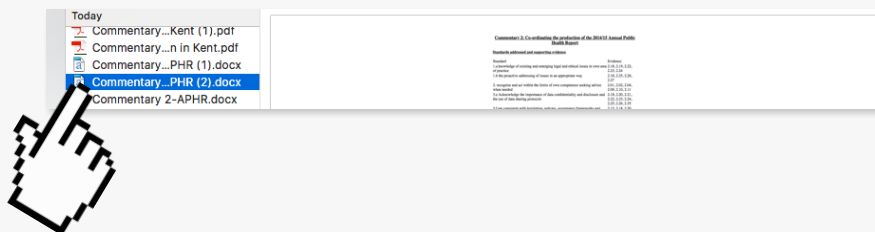
**STEP 4b** Select the type of document you wish to filter (for example commentaries).

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