**UKPHR Public Health Practitioner Registration Scheme**

**Assessor Application Pack**

**Role Description**

* To assess applications by practitioners, and make recommendations to the verification panel (via an online e-portfolio system);
* To provide formal feedback to applicants on their portfolio of evidence in a timely way as specified in the UKPHR guidance for practitioner registration;
* To participate in moderation and other quality assurance activities;
* To complete a minimum of one whole assessment per year;
* To attend quarterly assessor/verifier support groups organised by the Y&H.
* The UKPHR will provide assessor refresher training every 2 years.

**Responsibilities**

* Assessors and Verifiers are the custodians of the standards of practice for practitioners and their roles are of the upmost importance. The UKPHR provide training and moderation for these roles.

**Assessor Requirements**

* To be skilled in assessing evidence submitted to demonstrate competence – successful completion of training is mandatory (2 half day online workshop with a learning task between the sessions)
* To be thoroughly conversant with the public health standards
* To be able to maintain impartiality in the role whilst providing support to applicants
* To be willing and able to devote the necessary time and to give the role appropriate priority
* To be able to provide appropriate references
* To be able to provide evidence of current continuing professional development

**Eligibility Criteria**

* To have at least two years' experience at senior or advanced practitioner level or above in multi-disciplinary public health, or in a post of equivalent responsibility, and/or to be registered as a public health practitioner with the UKPHR and/or to be of good standing with another appropriate professional body and be able to provide relevant references;
* To be able to provide evidence of current continuing professional development;
* To be skilled in assessing evidence submitted to demonstrate knowledge, understanding and its application in practice, following successful completion of mandatory training by the UKPHR;
* To be conversant with the public health standards for practitioner registration;
* To be able to maintain impartiality in the assessor role whilst providing support to practitioner through concise assessment feedback;
* To be able to devote the necessary time and to give the role appropriate priority.

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| To apply for this role, please complete the attached form  and return electronically to: [PHPPYH@leeds.ac.uk](mailto:PHPPYH@leeds.ac.uk) |

**UKPHR Practitioner Registration Scheme Assessor**

Please read the UKPHR Framework and [Guidance for Applicants, Assessors and Verifiers](https://ukphr.org/wp-content/uploads/2020/01/Guidance-for-Practitioner-Registration-2nd-Ed.-Jan-2020.pdf) before submitting this form.

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| **Section 1 – Your Details** | | | |
| Your name: |  | | |
| Title (Dr, Mr, Mrs, Miss, Ms): |  | | |
| Job title: |  | | |
| Employing Organisation |  | | |
| Length of time in current role |  | | |
| Level of post [Skills for Health](http://www.skillsforhealth.org.uk/index.php?option=com_mtree&task=att_download&link_id=163&cf_id=24)  [Skills for Health Matrix](https://www.skillsforhealth.org.uk/wp-content/uploads/2020/11/Employability-skills-matrix.pdf#:~:text=The%20Employability%20Skills%20Matrix%20for%20Health%20aims%20to%20help%20staff,needed%20at%20each%20career%20level.) |  | | |
| Work address with postcode: |  | | |
| Tel. No. | Work: | | Mob: |
| Email address: |  | | |
| **Section 2 – Line Manager’s Details** | | | |
| Name: |  | | |
| Title (Dr, Mrs, Mr): |  | | |
| Job Title: |  | | |
| Employing organisation (if different from above): |  | | |
| Work address with postcode (if different from above): |  | | |
| Email address: |  | | |
| **Section 3** | | | |
| Please detail in no more than 200 words why you would like to be trained as a UKPHR Assessor. | | | |
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| **Section 4 – Declaration of commitment** | | | |
| **Prospective Assessor** | | **Line Manager** | |
| I have read the UKPHR Framework and Guidance for Applicants, Assessors and Verifiers.    I confirm that the information I have given is accurate and should I be accepted onto the scheme I agree to abide by its principles and to participate fully.  I understand that UKPHR is registered under the relevant data protection legislation and that all the information I have provided will be held by UKPHR in accordance with data protection law and UKPHR’s privacy statement.  I give permission for UKPHR to share my details between local schemes for the purpose of data collection exercises.  I commit to attending the UKPHR training.  I commit to providing positive support to all candidates who I may assess in due course.  I am able to attend Assessor Training on … **(applicant to complete).** | | I confirm that the organisation supports this expression of interest.  I confirm that the required time commitments for training and the assessment of one portfolio over 12-18 months will be fully supported and will become a part of the applicant’s appraisal process and continuing professional development within the workplace.  I understand that the applicant will be dedicating some of their own time to carry out the assessment of portfolios to support the professional registration of practitioners. Thus, making a highly valued contribution to the professional development of the PH workforce. | |
| **Applicant’s signature** (Please use electronic signatures if sending by email)**:** | | **Line manager’s signature** (Please use electronic signatures if sending by email)**:** | |
| **Date:** | | **Date:** | |

**Please send your completed application form to:** [**PHPPYH@leeds.ac.uk.**](mailto:PHPPYH@leeds.ac.uk.  )

For Programme Team:

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| Completed Form |  |  |
| Coordinators Approval |  |  |