**UKPHR Y&H Scheme Application Form**

Applications open: 2nd December 2024 – 28th February 2025

**To submit your application, please email** **PHPPYH@leeds.ac.uk** **attaching all the following four documents:**

1. Your completed ‘Yorkshire & Humber Scheme Application Form – 2025-26 (This must be signed by you and your line manager)
2. Your completed ‘UKPHR Baseline Self-assessment Form – 2025-26
3. Your Job Description
4. Your CV

**Before applying:**

* Complete the online learning to familiarise yourself with practitioner registration:[UKPHR Introductory day for practitioner registration](https://ukphr.org/introductory-day-for-practitioner-registration/) (opens webpage)
* Read the[UKPHR Supporting Information](https://ukphr.org/wp-content/uploads/2024/04/UKPHR-Practitioner-Registration-Supporting-Information-March-24.pdf) (opens PDF)
* Read the [Guidance For Applicants Assessors & Verifiers](https://ukphr.org/wp-content/uploads/2024/04/UKPHR-Practitioner-Guidance-for-Applicants-Assessors-Verifiers-March-24.pdf) (opens PDF)
* Please note: When applying for the portfolio route the Programme Team/representatives from NHSE will check eligibility to be offered a place.

**Adjustments:**

If you require any reasonable adjustments to support you to attend an on-line interview or complete your portfolio please contact us at PHPPYH@leeds.ac.uk. Any details you provide regarding this will not be considered when determining if you are offered a place on the scheme.

**Section 1 – Your details**

|  |  |
| --- | --- |
| Name: |  |
| Title (Dr, Mrs, Ms, Miss, Mr): |  |
| Tel. No.  |  |
| Email address: |  |
| Home address:  |  |

**Section 2a – Employment details**

|  |  |
| --- | --- |
| Employing organisation: |  |
| Job Title: |  |
| Level of post ([Skills for Health](https://www.skillsforhealth.org.uk/wp-content/uploads/2020/11/Employability-skills-matrix.pdf)) **minimum of Level 5, 6 or maximum 7)**: |  |
| Length of time in current position (If less than two years please tell us about your previous role in Public Health – minimum requirement of 2yrs within a Public Health role): |  |
| Work email address:  |  |
| Work address:  |  |
| Alternative email address: |  |

**Section 2b – Employer’s details**

|  |  |
| --- | --- |
| Line Manager’s name: |  |
| Title (Dr, Mrs, Ms, Miss, Mr): |  |
| Job Title: |  |
| Email address:  |  |
| Tel. No.: |  |

**Section 3**

Please tell us, in no more than 200 words, why you are applying to undertake the Scheme for portfolio assessment and attain UKPHR public health practitioner registration and tell us briefly about your range of relevant experience.

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**Section 4**

Using the baseline self-assessment form, please summarise below any gaps you have identified and your suggested plan to address them*.* If you are unsure how to fill a gap, please note this.

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| --- | --- | --- |
| Standard number reference that you have identified a gap in knowledge and/or application e.g. 1.1 | Proposed activity to address gap (i.e. training, planned work, etc.) | Target completion date |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 5: For completion by Line Manager**

Please provide here your written statement (not more than 200 words, detailing why you feel the applicant is **suitable and ready** to undertake the Scheme. By completing the statement, you fully support the applicant’s participation in the Yorkshire and the Humber UKPHR Public Health Practitioner Registration Scheme (should they be accepted).

Applicants are encouraged to include participation in the Scheme in their Personal Development Plan and appraisal.

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| Written statement of support. Please acknowledge the competence gaps identified and provide any additional and relevant information *(maximum of 200 words)*: |
|  |

**Section 6**

Please provide details of your line manager or another colleague who will be willing to provide you with Mentor Support during your involvement in the Practitioner Scheme. They should have some knowledge or experience of portfolio-writing for the Scheme.

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| --- |
|  I **have/do not** have a mentor (delete accordingly)  |
|

|  |  |
| --- | --- |
| Mentor’s name (Please print): |  |
| Title (Dr, Mrs, Ms, Miss, Mr): |  |
| Job Title: |  |
| Email address:  |  |
| Tel. No.: |  |

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**Section 7 - Declaration**

|  |  |
| --- | --- |
| **Applicant (*check box to confirm*)** | **Line Manager (*check box to confirm*)** |
| * I have read the UKPHR [Guidance for Applicants, Assessors and Verifiers](https://ukphr.org/wp-content/uploads/2024/04/UKPHR-Practitioner-Guidance-for-Applicants-Assessors-Verifiers-March-24.pdf) [ ]
* I have completed, and attached, a baseline self-assessment against all of the practitioner standards [(2nd edition, 2018)](https://ukphr.org/wp-content/uploads/2019/07/UKPHR-Practitioner-Standards-2018-2nd-Ed.pdf) [ ]
* 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 commit to attending all portfolio skills workshops and practitioner forum meetings organised by my local scheme (see Appendix 1). [ ]
* I give permission for UKPHR & Scheme facilitators and assessors to communicate with me regarding my portfolio progress. [ ]
* 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 understand that if I do not complete the registration process or withdraw from the Yorkshire and the Humber scheme that this must be done with my employer and Line Manager’s written support, as my sponsor. [ ]
* I give permission for my contact details to be added to the mailing list. [ ]
* I have read the [Privacy Notice](https://www.yhphnetwork.co.uk/links-and-resources/priority-programmes/career-and-workforce-development/public-health-practitioner-workforce-development-programme/public-health-practitioner-programme-yorkshire-and-humber-privacy-policy/) [ ]
 | * I confirm that the organisation fully supports this application and will ensure they will be afforded the required time to attend the relevant sessions of the Scheme, minimum of 8 days protected learning time to ensure maximum participation in the Scheme (see Appendix 1). [ ]
* I confirm that work towards completing the portfolio; becoming registered; and subsequent requirements for CPD by UKPHR will become a part of this applicant’s appraisal process and continuing professional development within the workplace. [ ]
* I understand that if the applicant does not complete or withdraws from the scheme without letting the local scheme coordinator know then we may be liable to cover the full cost of the course. [ ]
* I give permission for UKPHR & Scheme facilitators to communicate with me regarding the applicants’ portfolio progress. [ ]
* I give permission for the Public Health Practitioner Workforce Development Programme – UKPHR Y&H scheme to contact me regarding supporting Yorkshire and the Humber the scheme. [ ]
* I give permission for my contact details to be added to the mailing list. [ ]
* I have read the [Privacy Notice](https://www.yhphnetwork.co.uk/links-and-resources/priority-programmes/career-and-workforce-development/public-health-practitioner-workforce-development-programme/public-health-practitioner-programme-yorkshire-and-humber-privacy-policy/) [ ]
 |
| **Applicants signature:** | **Line Manager’s signature:** |
| **Date:** | **Date:**  |

Please use electronic signatures if sending by email.

**Appendix 1**

**Timetable – Cohort 7 – Commencing May 2025**

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| --- | --- |
| **Date**  | **Activity**  |
| Wed 2nd December 2024, 9:30-12:30   | **UKPHR Y&H, Practitioner Registration Portfolio Route - Information session** |
| Wed 2nd December 2024 – Fri 28rd February 2025 | Applications Open – Cohort 7  |
| March 2025  | Shortlisting and informal interviews  |
| Thurs 10th April 2025   | Places confirmed on UKPHR Y&H Scheme |
| Thurs 8th May 2025, 09:30 – 15:00  | **Portfolio Skills Workshop 1 – Induction & Commentary Writing – In-person**Alix Sheppard  |
| Wed 4th June 2025, 10:30-12:30  | **Portfolio Skills Workshop 2 – Reflective Practice**Dr Susy Stirling & Saima Nazir Desforges |
| Thurs 17th July 2025, 09:30 – 13:30  | **Portfolio Skills Workshop 3 – In-person**Alix Sheppard  |
| Thurs 28th August 2025, 09:00-10:30  | **Practitioner Forum meeting 1** |
| Tues 21st October 2025, 09.00- 10.30  | **Practitioner Forum meeting 2**  |
| Wed 3rd December 2025, 09.00 - 10.30  | **Practitioner Forum meeting 3**  |
| Tues 17th December 2025, by 12 noon  | *Commentary 1 submission*  |
| Tues 10th February 2026, 09.00-10.30  | ***Practitioner Forum meeting 4***  |
| Wed 11th March 2026, 09.00-10.30  | **Practitioner Forum meeting 5**  |
| Fri 26th March 2026, by 12:00 noon  | *Commentary 2 submission*  |
| Wed 19th May 2026, 09.00- 10.30  | **Final Practitioner Forum meeting 6**  |
| Fri 26th June 2026, by 12:00 noon  | *Commentary 3 submission*  |
| Fri 2nd October 2026 | **Portfolio complete**  |

You are required to attend all sessions highlighted in **blue**. In addition, practitioners can choose from a range of Continual Professional Development/Faculty of Public Health (FPH), Masterclass sessions. All FPH sessions are mapped to the UKPHR standards. Further details regarding these sessions and how to book a place can be found on our website: [Core PH Workforce Development Training - Programme and Registration Details](https://www.yhphnetwork.co.uk/links-and-resources/priority-programmes/career-and-workforce-development/public-health-practitioner-workforce-development-programme/core-ph-workforce-development-training-programme-and-registration-details/)

**Application Submission**

Please send the completed and signed application form and baseline self-assessment form by **Friday 28th February 2025** to PHPPYH@leeds.ac.uk.

**Terms and Conditions**

Applicants accepted onto the UKPHR Public Health Practitioner Registration Scheme must agree to abide by its principles and participate fully in its support programme. Should an applicant accepted onto the Programme fail to comply without formal notification of exceptional circumstances they will not be guaranteed further support in the future.