NHS
Health Education England

Public Health Practitioner Registration Support Scheme

E-Portfolio User Guide for Assessors

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Public Health Practitioner Registration Support Scheme

E-Portfolio User Guide for Assessors

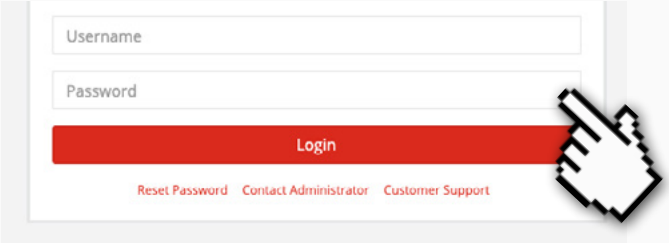
1. Logging in

You will have received an email from “Learning Assistant”, the name of the City and Guilds system we use. This emai has the login details you should use when you first login.

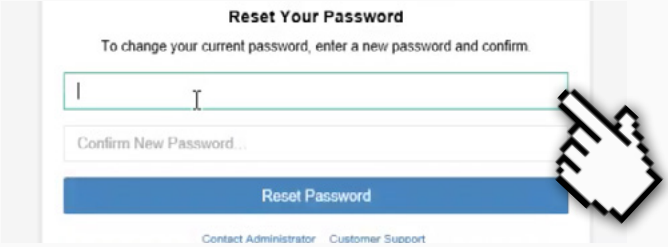
STEP 1 Click the link in the email to set your password

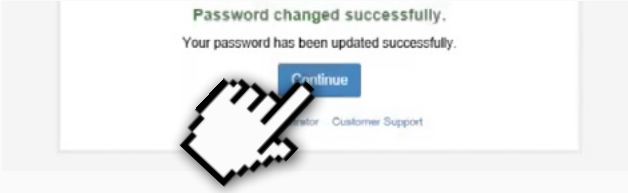
STEP 2 Login using the username and password you have been given.

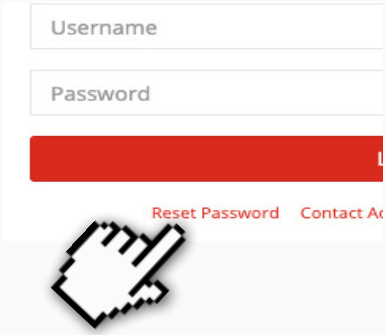
> ⓘ
> If you have not received the email, check your junk mail before contacting the Scheme Coordinator.



STEP 3 You’ll be prompted to reset your password to something secure and memorable. Please note the password is case sensitive.

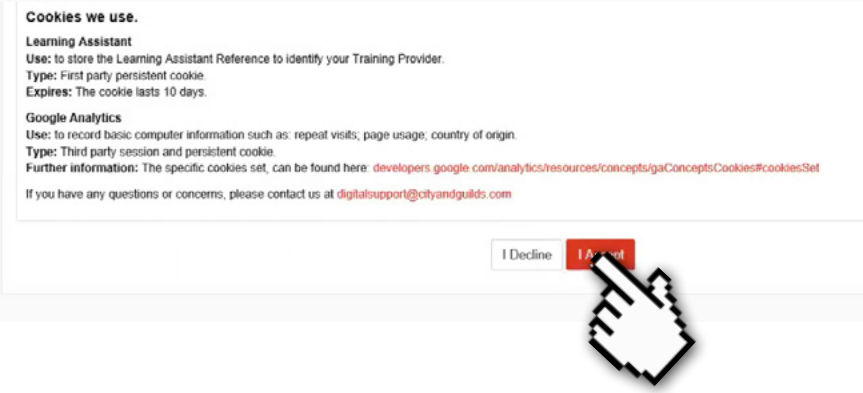




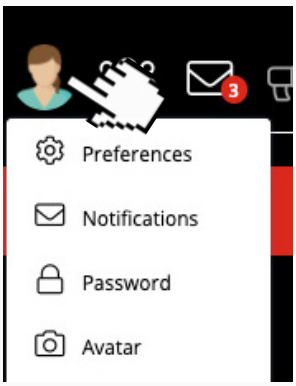


> ⓘ
> Use this link to help you if you have forgotten your password.

STEP 4 As this will be the first time you have logged in you will be asked to accept the Terms & Conditions

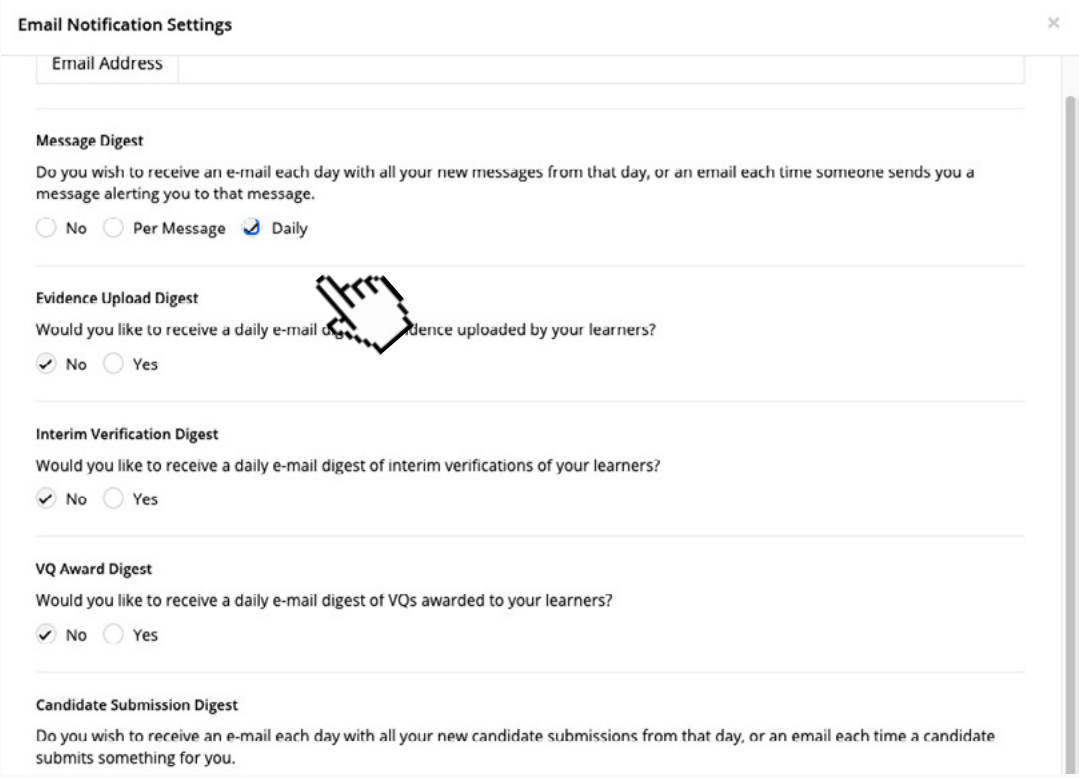


2. Setting up notifications, changing password and editing your profile



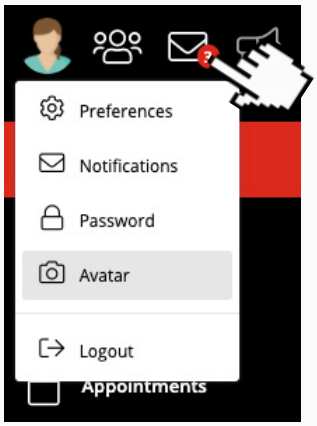
When you click on the Avatar a dropdown menu appears that will allow you to configure your account.

STEP 1 From the menu click on **Notifications** to choose how often you'd like to receive an email with notifications for **Messages** and for **Candidate Submit Digest** (you'll notice there are other 'digests' in the list - as these are not required they can be left).

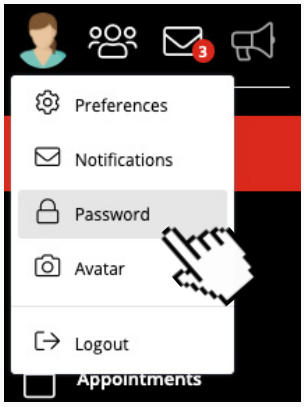


ⓘ We recommend that you choose to receive daily notifications.

Please note that if 'No' is selected this will result in no alerts being delivered to your email address.

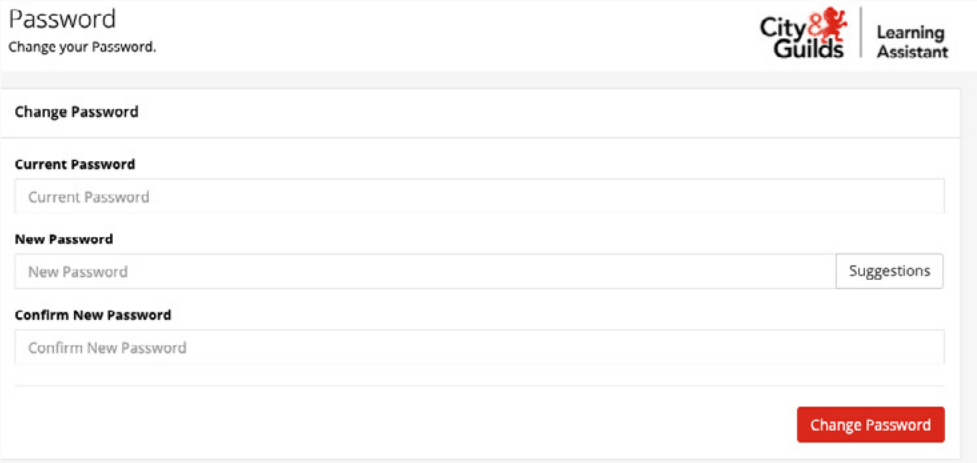


Any new notifications that come in will be emailed to you. Click on the email icon to the right of your Avatar to open them.

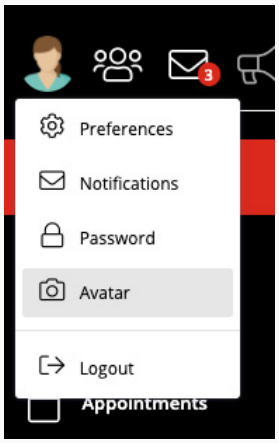


STEP 2 Change your password by tapping on your Avatar and selecting **Password** from the panel.

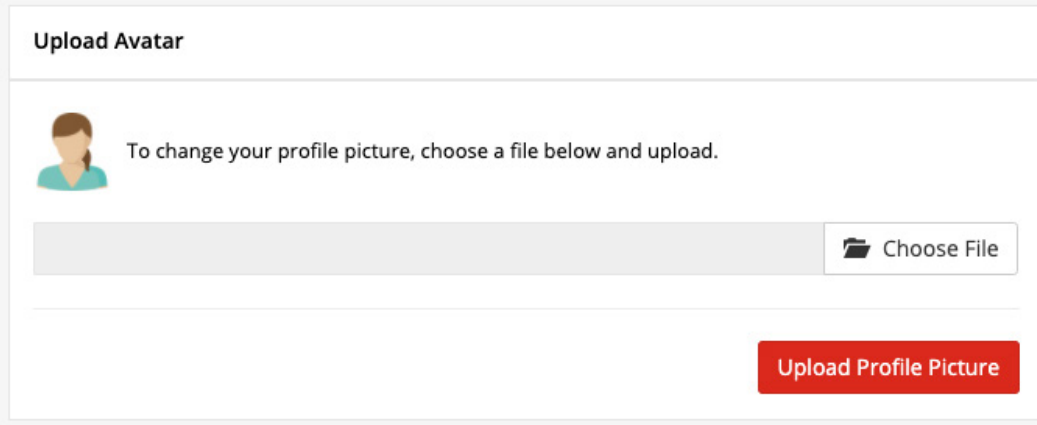
Follow the instructions in the pop-up to create a new password.



STEP 3 Change your avatar by tapping **Avatar** from the dropdown menu.



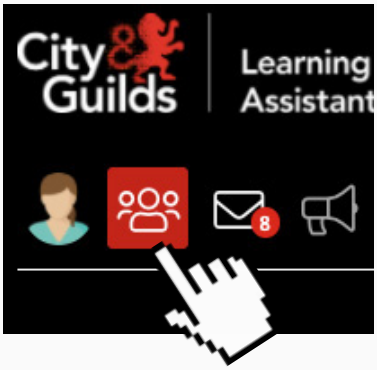
Follow the instructions in the pop-up to upload a new image. Be sure to click **Upload Profile Picture** before closing the pop-up.

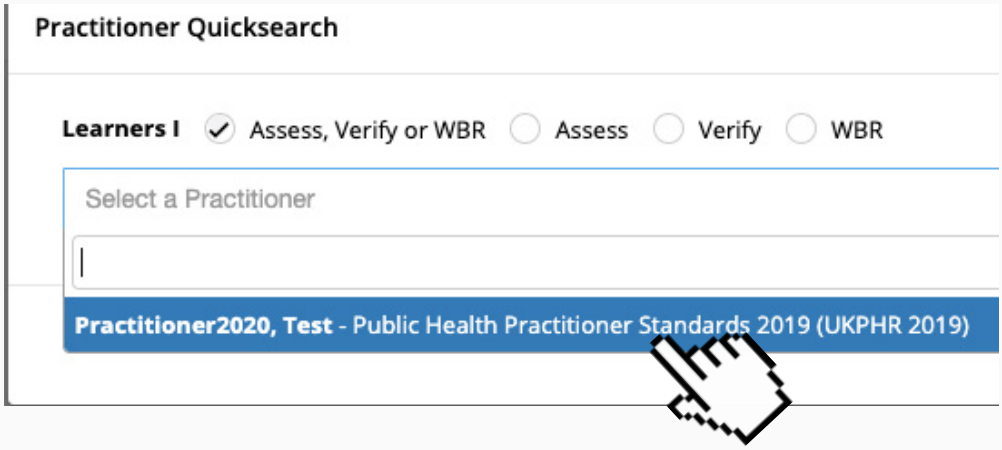


3. Finding and navigating your Practitioner's portfolio

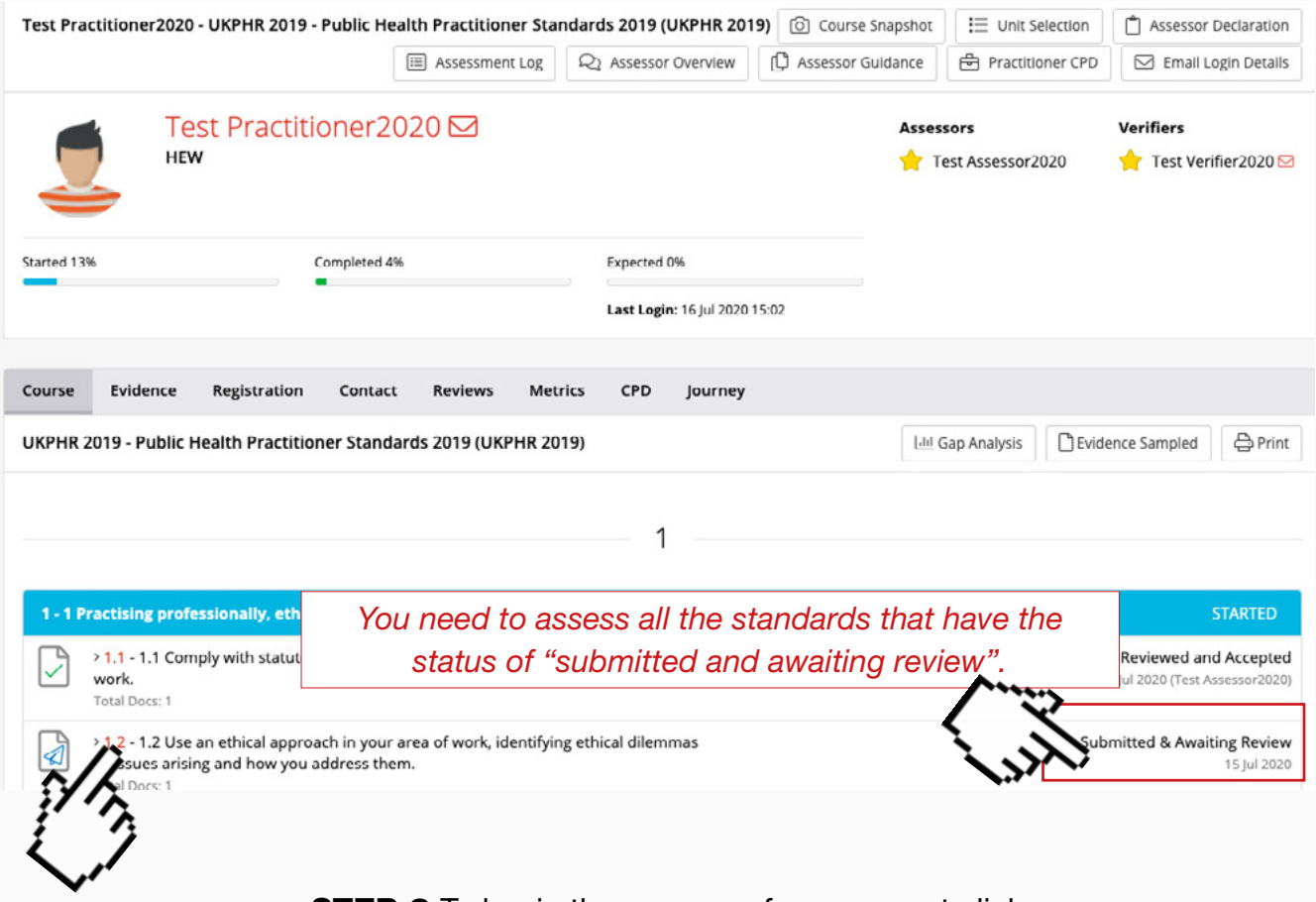
In the e-portfolio, each Practitioner has a Course Folder which displays all 34 standards and their associated standards. Additional sections are also listed in the Course Folder for: Supporting Documents (for example, a CV and Job Description); as well as the required Application Forms.

STEP 1 To locate the practitioner's portfolio, go to the **Quicksearch** functionality. To open the Quicksearch click on the Practitioner icon and then click on the practitioner you wish to assess..





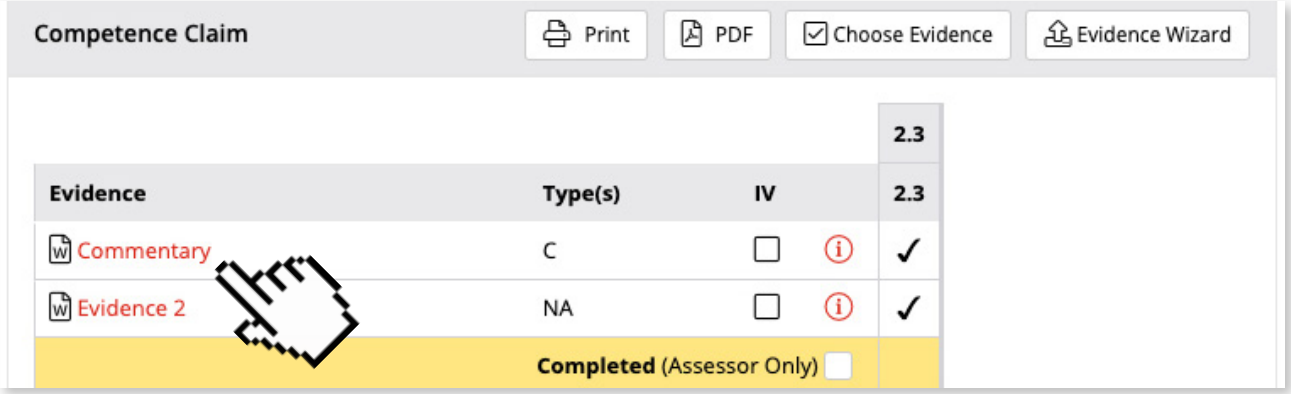
The practitioner's e-portfolio will open at the Course Folder page.



STEP 2 To begin the process of assessment click on the relevant standard from the Course Folder.

You will then see a page containing the work uploaded by the practitioner.

For every standard submitted for assessment there's usually a minimum of three documents: Commentary; Evidence of knowledge; Evidence of application



STEP 3 To open either the commentary or the evidence, click on the file name and the file will downloaded to your PC.

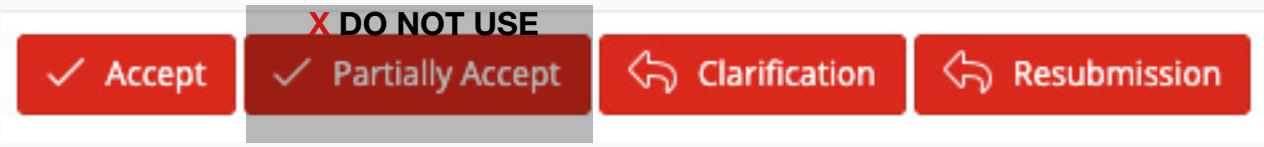
ⓘ

All original evidence files are protected. This allows any changing or editing to take place safe in the knowledge that originals will remain unchanged.

4. Making an assessment decision

Once the Commentaries and Evidence have been reviewed, you can make an Assessment Decision based upon whether the work uploaded adequately meets the indicator being claimed. **To make an assessment decision on Clarifications and Resubmissions follow the same steps as outlined in this section.**

For each individual standard there are three assessment decisions you can select from
Do NOT use Partially Accept for any assessment decision

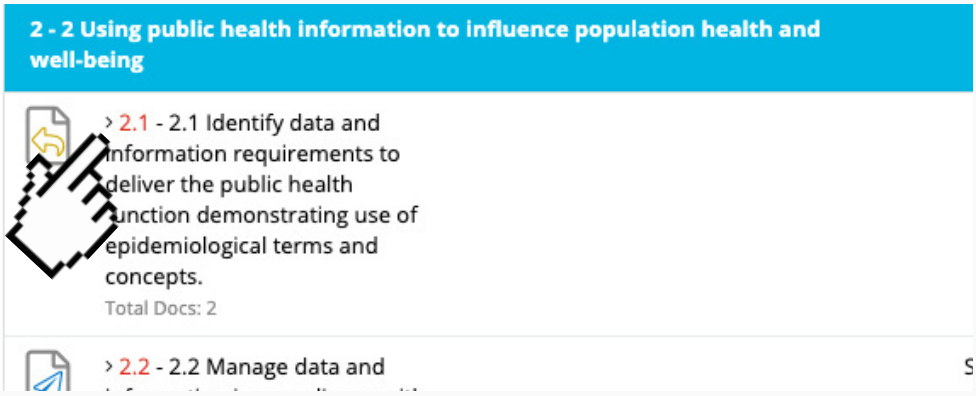


Accept
Assessor considers that the evidence presented demonstrates competence against a standard in terms of knowledge, understanding and application in practice.

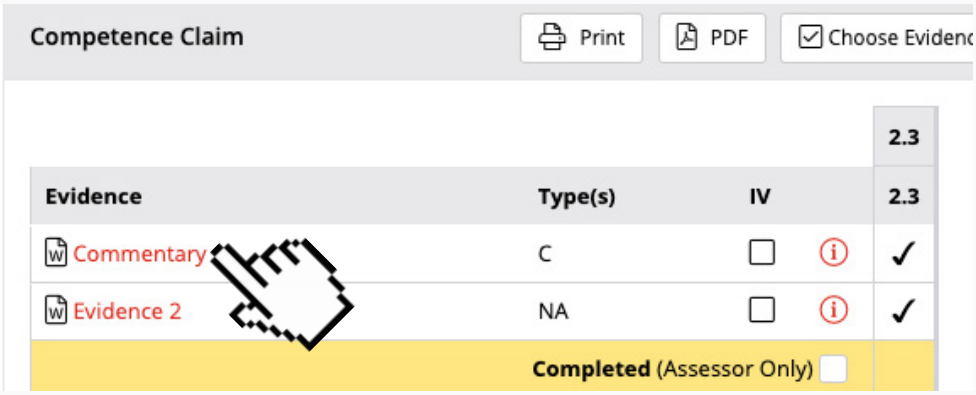
Clarification:
Assessor believes the practitioner has or could provide evidence to meet the standard, but requires more detai**l.**

Resubmission
Assessor believes the evidence is inadequate to meet the standard and new evidence derived from a different piece of work is required. The reason for resubmission should be explained clearly.

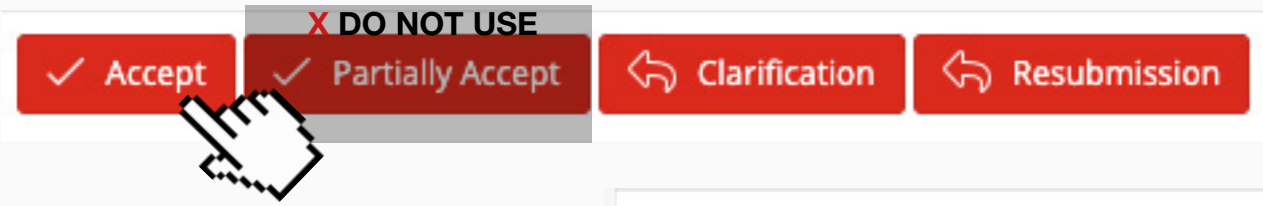
STEP 1 Select the standard you wish to assess from the Practitioner's Course Folder.



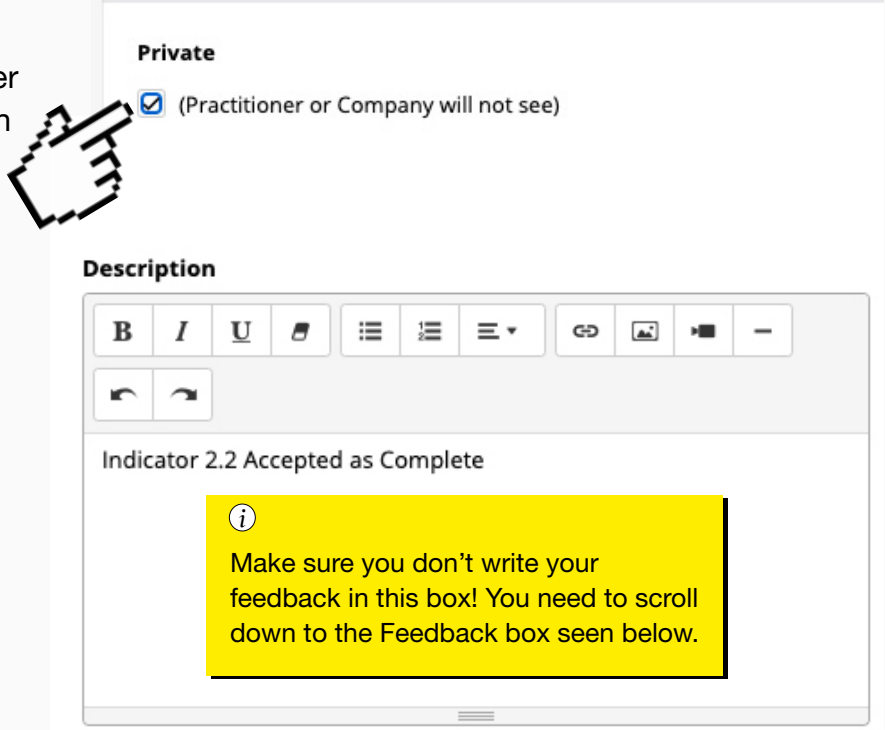
STEP 2 Click on and download the evidence you wish to review from this standard.



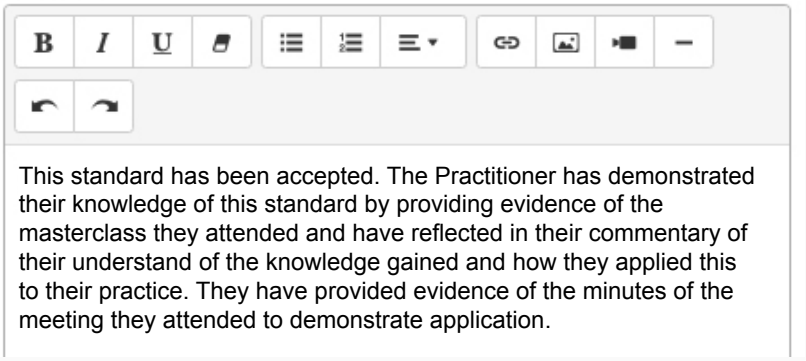
STEP 3 Select the assessment decision you have decided to give the standard and click the relevant button. Once clicked this will open the Contact Diary (the Contact Diary is where the assessment decisions are recorded on the e-portfolio) window to allow you to explain your decision.



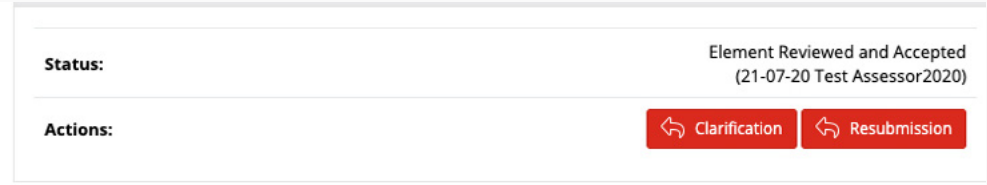
STEP 4 First, you should click the **Private Box** so that your Practitioner cannot see the assessment decision straight away.

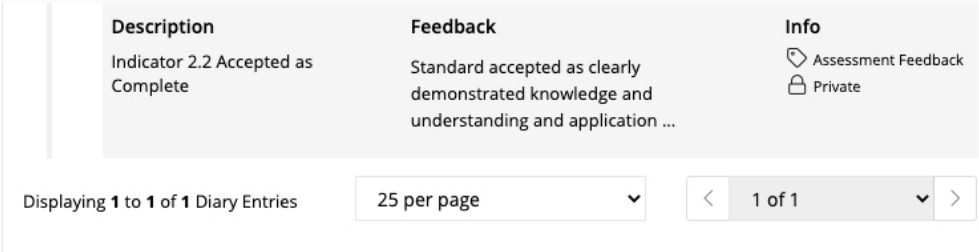


STEP 5 Scroll down to the **Feedback Box**, you must provide the reasons for your assessment decision. Once your comments are complete click the **Save** button.



You will now see the element status matches the assessment decision you have chosen.





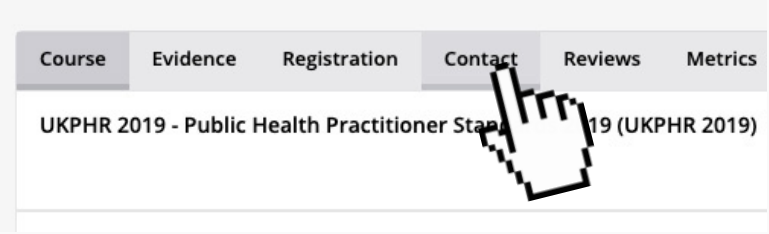
5. Publishing your feedback

The primary use of the privacy box is to hide assessment feedback until you're ready to present it to the practitioner. Once you have assessed everything that has been submitted by the practitioner for the specific commentary you will need to go into each standard and un-tick the Private box.

There are 2 ways that this can be done and which one you use will depend on your preference

Option 1. Change Privacy via the Contact Diary

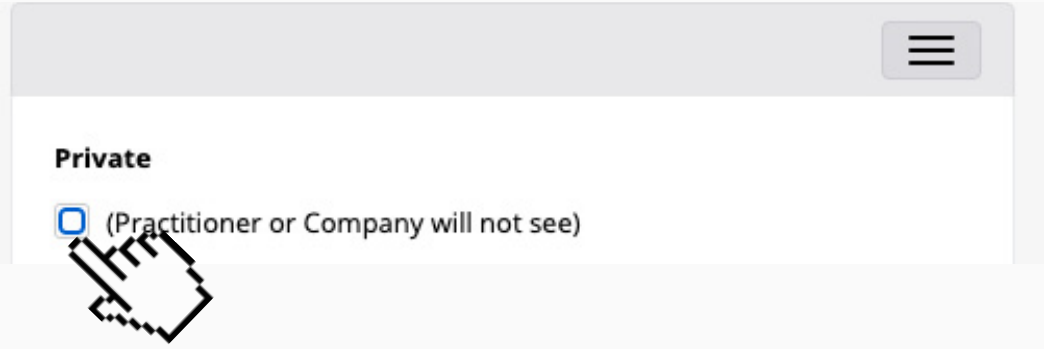
STEP 1 Go to the Contact Diary by clicking on the tab in the Course folder



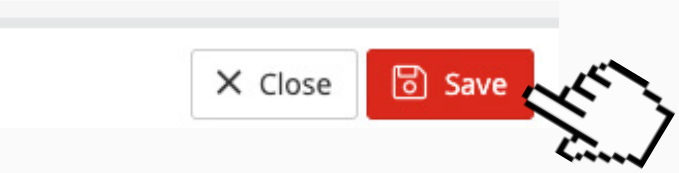
STEP 2 Locate all the standards that have been assessed and marked as private.

STEP 3 For each one of these you will need to click on Edit to change the privacy.

STEP 4 This will open the Contact Diary in a new window where you can un-tick the Private box.



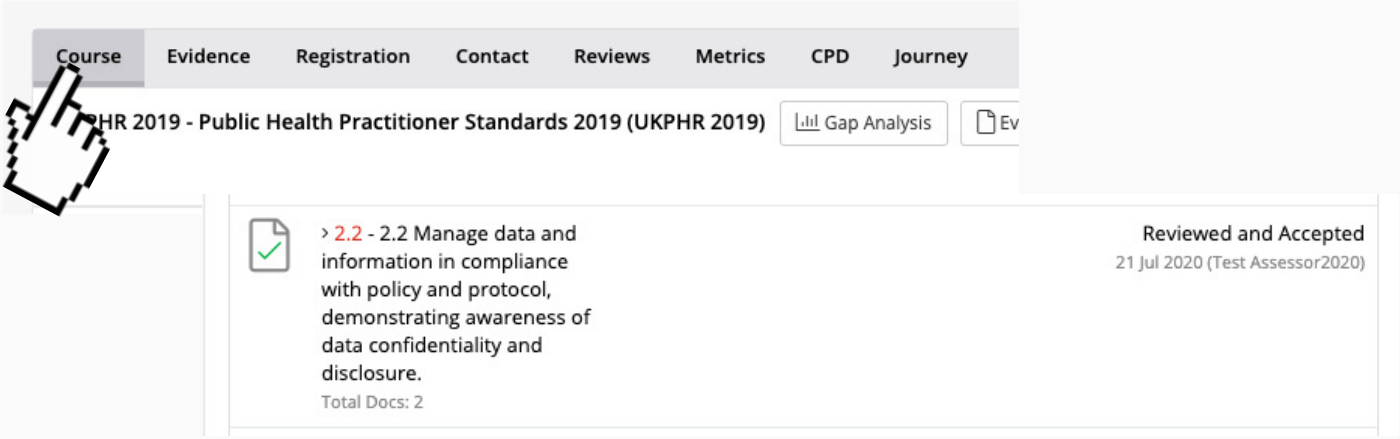
STEP 5 Click on Save to complete the process.



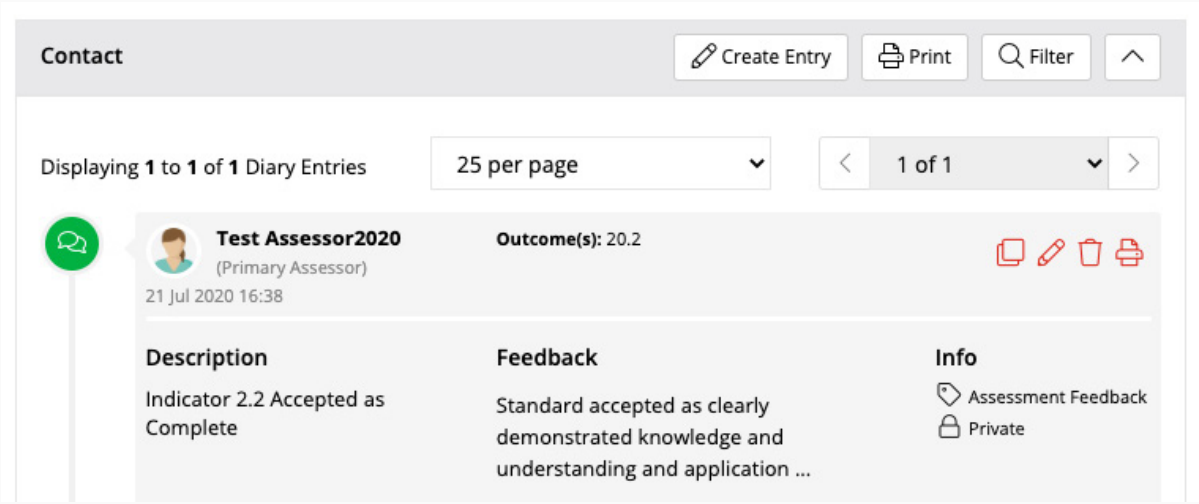
Repeat this for each standard you have assessed.

Option 2. Change Privacy via the Course Folder

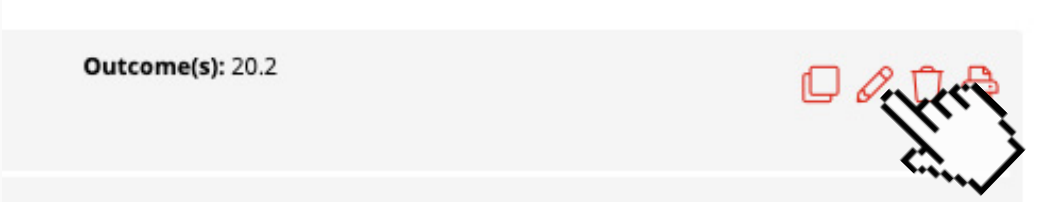
STEP 1 Go to the Course Folder and locate the standards that have been assessed.



STEP 2 Click into each one and scroll down until you can see the Contact Diary entry where your assessor comments are.

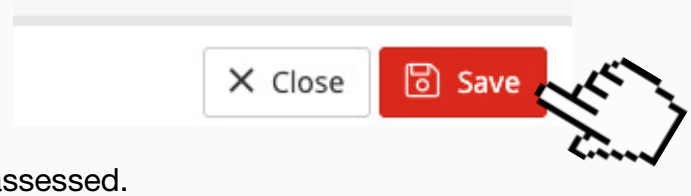


STEP 3 Click on Edit to change the privacy.



STEP 4 This will open the Contact Diary where you can un-tick the Private box.

STEP 5 Click on Save to complete the process.



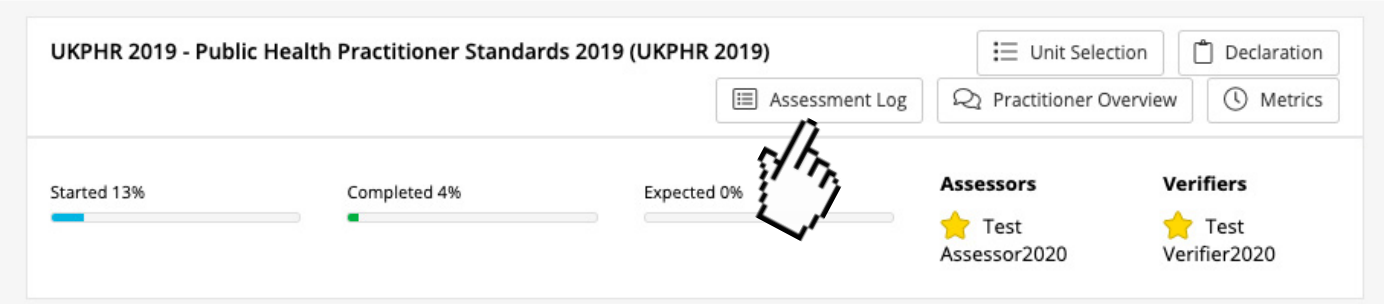
Repeat this for each standard you have assessed.

6. Assessing Clarifications and Resubmissions

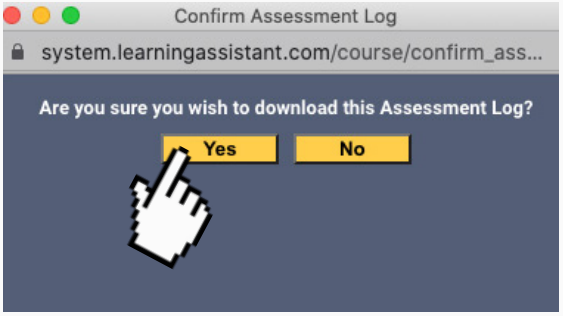
To assess a clarification or resubmission that your practitioner has addressed you will need to follow the steps in **Section 4** and **Section 5**.

7. Downloading the Assessment Log

STEP 1 Download the Assessment Log (the log is automatically populated via the e-portfolio)
Go to the Course folder and click on **Assessment Log**

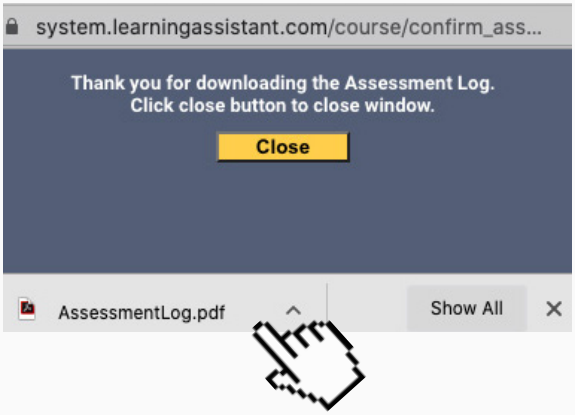


Click on **YES** to confirm your decision.



ⓘ
You can download the Assessment Log at anytime.

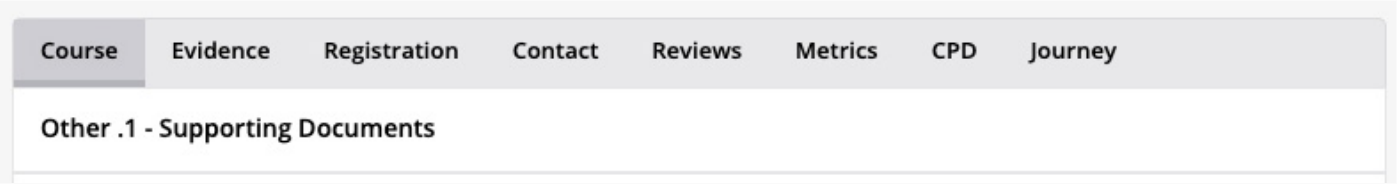
The Log will then be downloaded to your PC as a PDF.



8. Final steps

Assessing supporting information

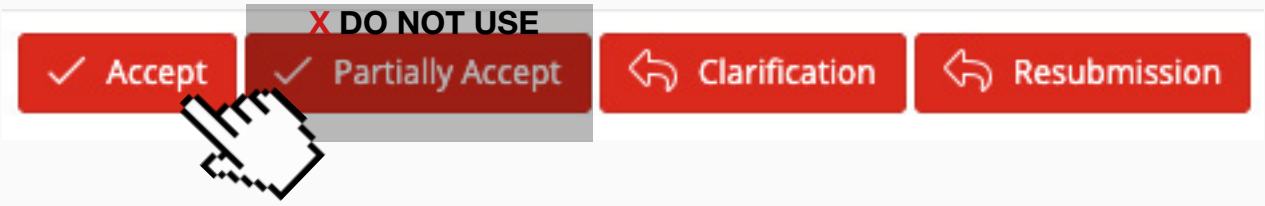
Once the portfolio is ready for verification there are a set of Supporting Documents that will need to be signed off. This section must contatin the following documents:



- A completed application form
- A current CV
- Their current job description
- Copies of original certificates certified as genuine by a senior colleague.
- A Testimonial
- A Reference

STEP 1 To sign off the supporting documents, follow the normal procedure choosing from the Accept; Clarification or Resubmission as

shown on **page 8** of this guide.



Assessing application forms

Practitioners will submit completed **Application for Verification Form** and the **Application to UKPHR for Registration Form** that will need to be signed off.

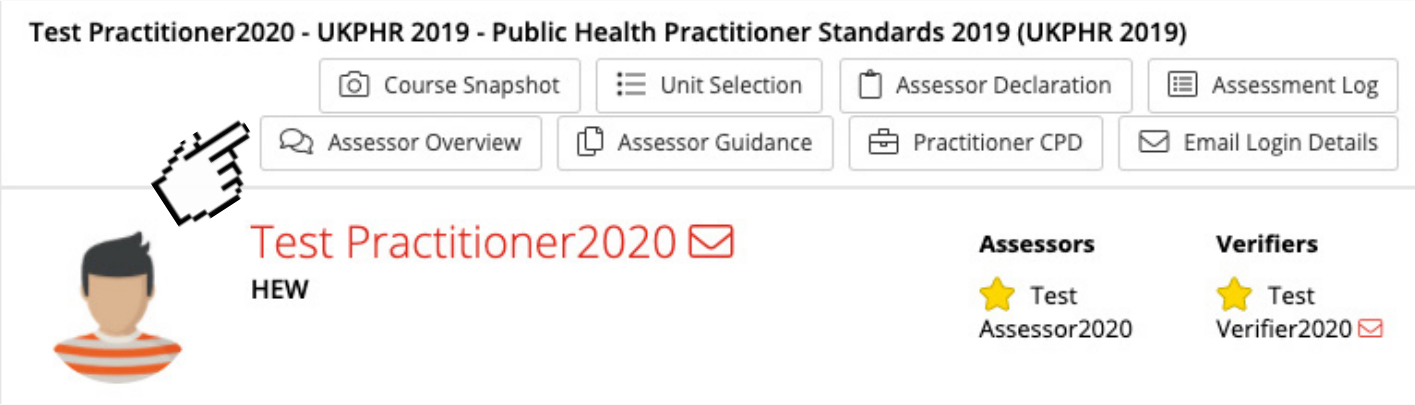
STEP 2 To sign off the application forms, follow the normal procedure choosing the

Accept, Clarification, or Resubmission as shown on **page 7** of **this** guide.

Completing the assessor overview

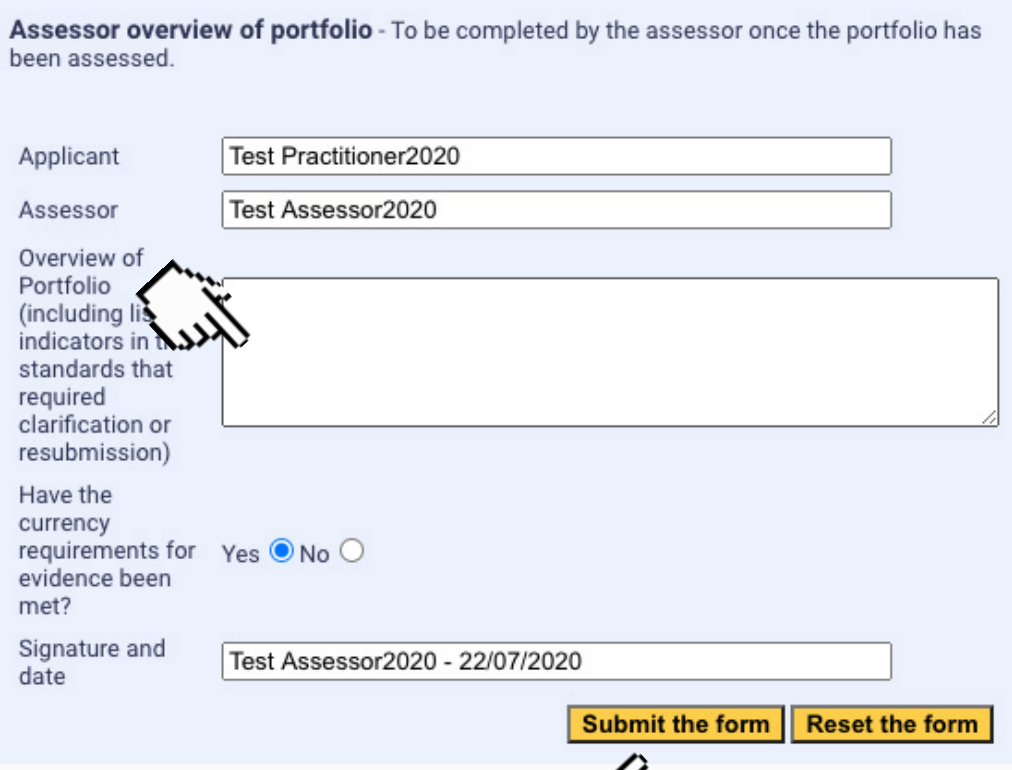
Once the portfolio is ready for Verification, you will need to complete the Assessor Overview.

STEP 3 Click on the **Assessor Overview** link in the practitioner's course folder.



STEP 3 A pop up box will appear and you will need to fill out the **Overview of Portfolio** box. This should be a short paragraph providing a summary of the assessment. You should list all the standards that required clarification or resubmission.

STEP 4 Confirm whether or not the Currency Requirements have been met.



STEP 5 Complete the signature and date section and once you are happy click on Submit.

ⓘ
The assessor overview is for the whole portfolio, mainly for the verifier and verification panel. The assessor overview comment should indicate the overall organisation of the portfolio; the level of work; currency of work; the number of pieces of work; and a list of the clarifications and resubmissions that were requested.

8. e-Portfolio URLs for local Schemes

Scheme	URL
South West	https://system.learningassistant.com/SWPHPRS/
Thames Valley	https://system.learningassistant.com/HETV/
Wessex	https://system.learningassistant.com/HEWESSEX/
Kent Surrey and Sussex (KSS)	https://system.learningassistant.com/NHSKM/
London	https://system.learningassistant.com/NHSKM/
West Midlands	https://system.learningassistant.com/HEEWM/
East Midlands	https://system.learningassistant.com/PHEEM/
East of England	https://system.learningassistant.com/UKPHR/
Yorkshire and Humber	https://system.learningassistant.com/UKPHRYH/
North West	https://system.learningassistant.com/NWPH/
North East	https://system.learningassistant.com/PHENE/