

Twelve Essentials for Practitioner Registration

- 1. Knowledge, understanding and application:** For every standard, knowledge, understanding and application must be demonstrated (p6).
- 2. Evidence of knowledge:** The level of knowledge required is broadly equivalent to first degree, but need not be acquired through formal study (p6).
- 3. Level of practice:** Evidence should demonstrate the practitioner works independently and makes judgements in a managed context (p5); their role must be clear. Evidence need not be complex and the practitioner need not lead service delivery.
- 4. Commentaries:** The commentary should make clear what and how evidence relates to each standard, describe the practitioner's own role, and demonstrate reflective practice (p7).
- 5. Three or more commentaries:** The completed portfolio must include at least 3 discrete pieces of work, each described by a commentary (p7).
- 6. Completion of assessment log:** List evidence, with titles and dates, in the assessment log column "applicant evidence" (p7); only evidence entered against standard on the log is assessed.
- 7. Currency of evidence:** At least half numerically of the items of evidence submitted should be from within 5 years of the date of application for registration to the UKPHR; the 50% rule (p8).
- 8. Amount/relevance of evidence:** The minimum amount of relevant evidence for each standard should be used (p7); signpost clearly.
- 9. Clarification:** The assessor believes the practitioner has or could provide evidence to meet the standard, but requires more detail e.g. course content or role of practitioner; use same work i.e. same commentary (p9).
- 10. Resubmission:** The assessor considers the evidence is inadequate to meet the standard and new evidence is required; use different work i.e. different commentary (p9).
- 11. Assessor comments:** The reasons for decisions must be clear (p12); avoid coaching, state the problem, not the solution.
- 12. Communication:** this should be via the assessment log (p8,12); a submission timeline should be agreed and delays notified by email or messaging on e-portfolio (p8,12).

The page numbers refer to the applicant section of the [UKPHR Guidance for Applicants, Assessors and Verifiers](#), which contains information on all aspects of the registration process. Further information is also available in the [Supporting Information](#) document.