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UKPHR Route to practitioner registration: Level 6 Public Health Apprenticeship

PART 1 - APPRENTICESHIP		
The apprenticeship is the Level 6 (integrated degree) approved by the Institute for Apprenticeships & Technical Education		
The EPA Plan is the End Point Assessment Plan applicable to the apprenticeship .		
Step	Activity	Evidence
Achieve BSc	Achieve relevant BSc degree The apprenticeship standard requires achievement of 330 credits of the integrated BSc (Hons) degree in BSc (Hons) Public Health, or BSc (Hons) Public Health and Health Promotion, or BSc (Hons) Health and Wellbeing	<i>University's pass certificate</i>
Employer to confirm workplace learning satisfactorily completed	Apprenticeship standards for workplace learning The apprentice can pass through the gateway to the End Point Assessment (EPA) when the employer and the provider have provided to the EPA Organisation a signed statement that the apprentice meets the gateway requirement and is ready to take the EPA	<i>Employer's signed confirmation</i>
Deliver apprentice's portfolio to End Point Assessment Organiser	Apprentice is required to deliver a portfolio of evidence to the apprenticeship designated assessor prior to starting the End Point Assessment Apprentices must complete and submit a portfolio of evidence to the EPAO at Gateway The portfolio must contain the work-based evidence and reflect the aspects of public health practice and the apprentice's contribution to that activity specified in the EPA Plan The EPA Plan sets out the time for delivery of the portfolio to the assessor The assessor refers to the portfolio in order to set the subject for the Assessment Method 1: Presentation of Practice with Question and Answer Session The assessment methods can be delivered in any order Apprentices who fail one or more assessment method will be offered the opportunity to take a re-sit or a re-take A re-sit does not require further learning, whereas a re-take does An apprentice who fails an assessment method, and therefore the EPA in the first instance, will only be required to re-sit or re-take those assessment methods that they failed.	<i>No need for the apprentice's portfolio to be produced to UKPHR. The End Point Assessor will set the apprentice a subject for the presentation and Q&A session which will be drawn from the apprentice's portfolio.</i>

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Pass the presentation and Q&A session	Assessment Method 1: the assessor must pass or fail the apprentice After Assessment Method 1: Presentation of Practice with Question and Answer Session, the assessor must issue the apprentice with a pass or fail notice	<i>A pass notice from the assessor</i>
Pass the five set tests	Assessment Method 2: The assessor must pass or fail the apprentice for all five scenario-based situational judgement tests The apprentice is required to present at 5 scenario-based situational judgment tests (30-minute presentations) which will be assessed, pass or fail, by the assessor.	<i>Five pass notices (or notice of five passes) from the assessor</i>

PART 2 – UKPHR APPLICATION FOR REGISTRATION		
Step	Activity	Evidence
Application for registration	Application to UKPHR for registration This will be an online application. Requirement will include: <ul style="list-style-type: none"> ▪ Applicant’s application is made within 6 months of the issue date of the ESFA apprenticeship certificate ▪ applicant’s personal details, current employment and current contact details ▪ statements to show apprenticeship has been successfully completed ▪ a reference [in line with UKPHR requirements] ▪ answers to the standard annual fitness to practise questions ▪ payment of UKPHR’s currently prescribed registration fees 	<i>Degree certificate from the University (this may not state “apprenticeship” as it will state the BSc obtained as part of the apprenticeship.)</i> <i>Certificate from the Education & Skills Funding Agency (ESFA) showing completion of apprenticeship and assessment</i> <i>Evidence of residence and right to work in UK.</i>
UKPHR will check the application	Checks to be carried out by UKPHR <ul style="list-style-type: none"> ▪ Application received within 6 months of the date on the ESFA apprenticeship certificate ▪ Personal details and current contact details completed ▪ Evidence uploaded to show apprenticeship completed ▪ Reference uploaded is from a permissible category of referee ▪ Answers to annual fitness to practise questions are in order ▪ Registration fee has been received by UKPHR 	<i>Online application will be processed, and checks carried out confirmed by member of staff</i>

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Application will be listed for next meeting of Registration Approvals Committee (RAC)	Registration Approvals Committee meeting <ul style="list-style-type: none"> • UKPHR will enter the application on the agenda for the meeting • UKPHR will write summary of application for RAC • RAC will decide whether to admit the applicant onto the register 	<i>RAC agenda. Notes to RAC. Application available to be accessed electronically.</i>
Post-RAC	Processing the decision made by the Registration Approvals Committee <ul style="list-style-type: none"> ▪ Applicants admitted to the register will be sent certificate of registration, letter and welcome pack ▪ New registrant's name added to the public register ▪ Applicants whose applications are deferred or refused by RAC will receive a decision letter. 	
Incomplete applications	If applicant has not completed all registration requirements <ul style="list-style-type: none"> ▪ During online application stage, the module must be fully completed before sending application to UKPHR ▪ If office checks on the application identify faults, UKPHR will email the applicant to identify what is incomplete and what must be done to remedy it ▪ If RAC identifies any faults, a decision letter will be sent to the applicant setting out what faults were found and how they must be remedied, and give reasons for any refusal 	
Correspondence and notices	Sending messages to applicants during the application process <ul style="list-style-type: none"> ▪ The online application module will require the applicant to state preferred and secondary means of communication ▪ UKPHR will create a record of the applicant's preferred and secondary means of contact ▪ Where a letter is required by UKPHR's procedure, it will be sent to the applicant's preferred means of contact, then their secondary contact, and then to their last known address. 	