

UKPHR E-PORTFOLIO USER GUIDE PRACTITIONERS



Uploading Commentaries & Supporting Evidence

Uploading your first commentary

To upload your first commentary:

1. Log in
2. Click on **'My Programme'** on the the menu on the left hand side
3. Click on the **'Public Health Practitioner Standards'** at the top of the page

You should now see the **'Course Folder'** page like below:

To upload your commentary click on the **'Evidence'** tab

Course Folder
UKPHR 2019

Started 0% Completed 2% Expected 0%

Assessors: UKPHR Assessor
Verifiers: UKPHR Verifier

Course Evidence Registration Contact

UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)

1

Standard	Status
1 - 1 Practising professionally, ethically and legally	STARTED
> 1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work. Total Docs: 0	Not Started
> 1.2 - 1.2 Use an ethical approach in your area of work, identifying ethical dilemmas or issues arising and how you address them. Total Docs: 0	Not Started

Click on **'Evidence Wizard'**

This will open a new window where you can upload your commentary.

Evidence Folder
UKPHR 2019 / Evidence Folder

Started 0% Completed 2% Expected 0%

Assessors: UKPHR Assessor
Verifiers: UKPHR Verifier

Course Evidence Registration Contact

Evidence Folder

Download Showcase Evidence Wizard Filter

TITLE	TYPE	UPLOADED
There are no Records to display.		

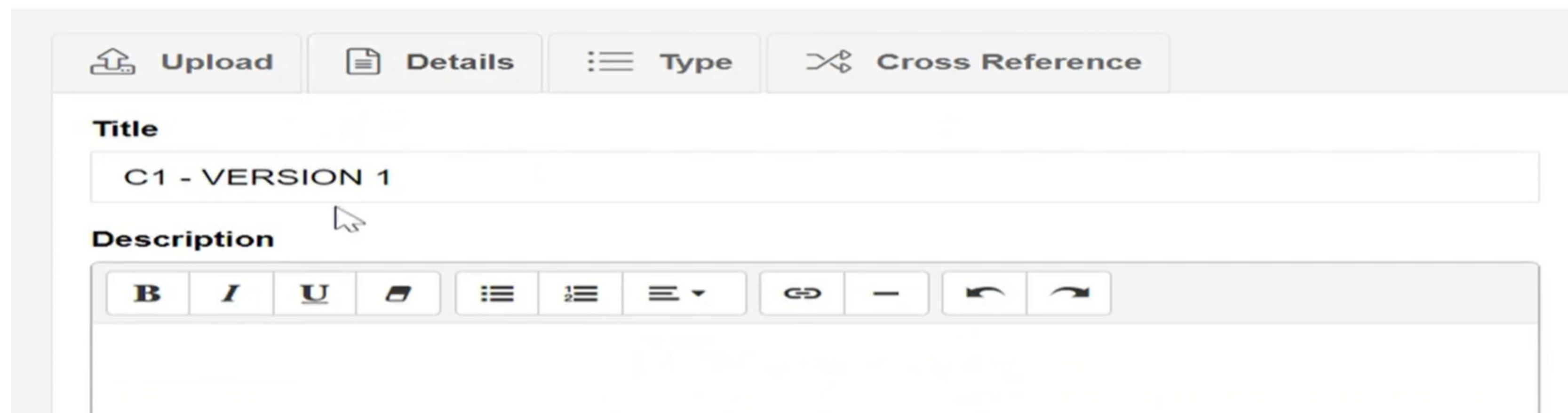
Evidence Wizard
Create Evidence

Upload Evidence
Upload an existing file from your computer or mobile device into the evidence folder. The wizard helps you add details and cross reference the item of evidence.

Create Evidence
Create a new item of evidence from scratch by entering text directly. This is really useful for creating evidence on-the-fly without having to upload a document or file.

Evidence Wizard

Create Evidence



The screenshot shows the 'Details' tab of the Evidence Wizard. At the top, there are four tabs: 'Upload', 'Details', 'Type', and 'Cross Reference'. The 'Details' tab is active. Below the tabs, there is a 'Title' field containing the text 'C1 - VERSION 1'. Below the title is a 'Description' field with a rich text editor toolbar containing buttons for bold (B), italic (I), underline (U), strikethrough, bulleted list, numbered list, link, and undo/redo.

1.

Browse your files and upload your commentary.

By clicking on the '**Details**' tab, you can see the document you have uploaded.

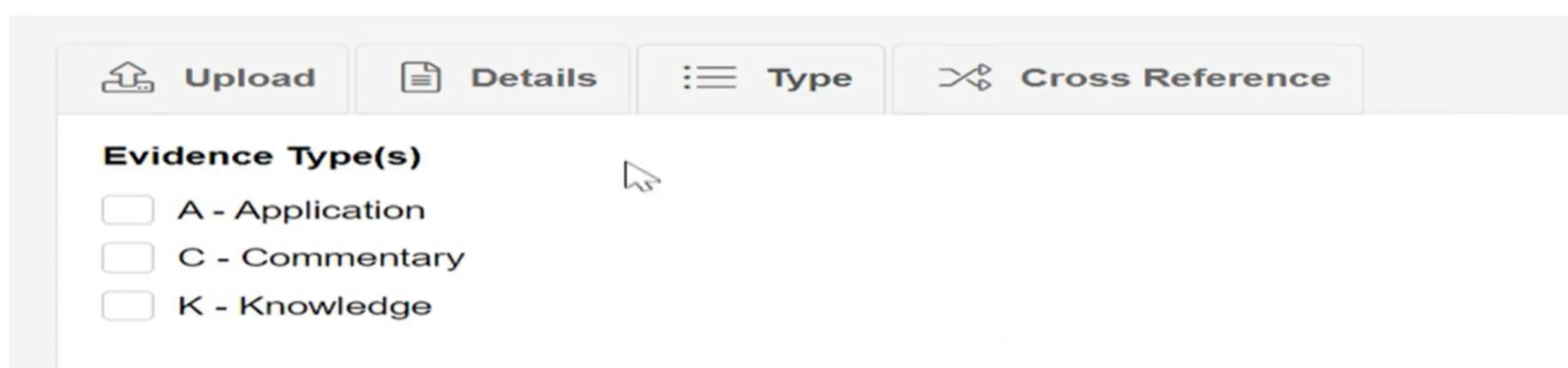
Here you can enter a description for the commentary.

2.

Click on the '**Type**' tab, and select which type of document you are uploading

Evidence Wizard

Create Evidence



The screenshot shows the 'Type' tab of the Evidence Wizard. The 'Type' tab is active. Below the tabs, there is a section titled 'Evidence Type(s)' with three radio button options: 'A - Application', 'C - Commentary', and 'K - Knowledge'. A mouse cursor is pointing at the 'C - Commentary' option.

Evidence Wizard

Create Evidence



The screenshot shows the 'Cross Reference' tab of the Evidence Wizard. Below the tabs, there is a section titled 'Select units for cross-referencing of evidence' with a 'Toggle All' checkbox. Below this are five rows of evidence units, each with a red number and a 'Started' or 'Not Started' button:

Unit ID	Unit Description	Status
1 1	Practising professionally, ethically and legally	Started
2 2	Using public health information to influence population health and well-being	Started
3 3	Assessing the evidence for public health interventions and services	Not Started
4 4	Protecting the public from health risks while addressing differences in risk exposure and outcomes	Not Started
5 5	Implementing public health policy and strategy	Started

3.

Click on the '**Cross Reference**' tab.

4.

Select all of the standards that you will be evidencing in this commentary.

Then click '**Save**'

Evidence Wizard

Create Evidence

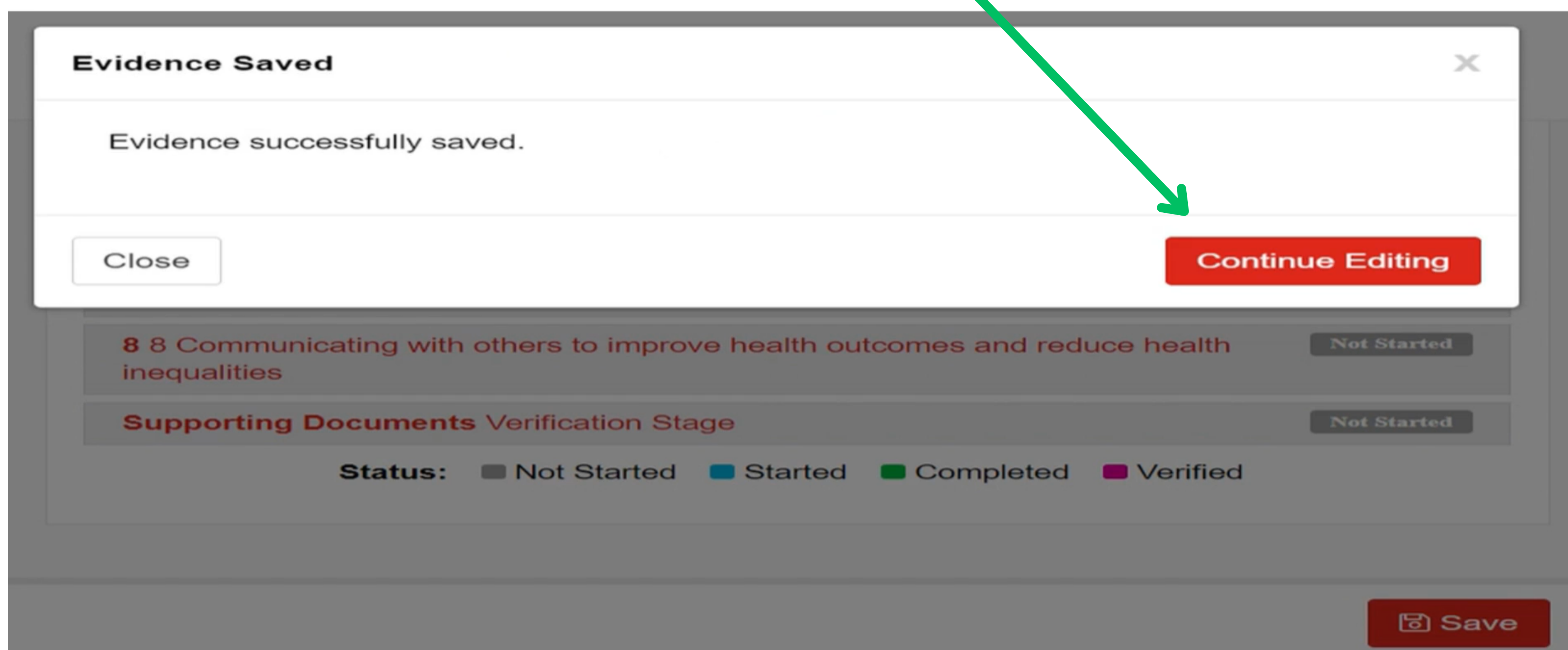


The screenshot shows the 'Cross Reference' tab of the Evidence Wizard. Below the tabs, there is a section titled 'Select units for cross-referencing of evidence' with a 'Toggle All' checkbox. Below this are five rows of evidence units, each with a red number and a 'Started' or 'Not Started' button. The first unit, '1 1 Practising professionally, ethically and legally', is expanded to show a sub-section '1.1' with a 'SELECT ALL' checkbox and a red circle containing the number '0'. The '1.1' checkbox is checked. Below the expanded unit are four more rows of evidence units:

Unit ID	Unit Description	Status
1 1	Practising professionally, ethically and legally	Started
1.1	1.1 Comply with statutory legislation and practice requirements in your area of work.	0
1.2	1.2 Use an ethical approach in your area of work, identifying ethical dilemmas or issues arising and how you address them.	
1.3	1.3 Act in ways that promote equality and diversity.	
1.4	1.4 Act in ways that value people as individuals.	

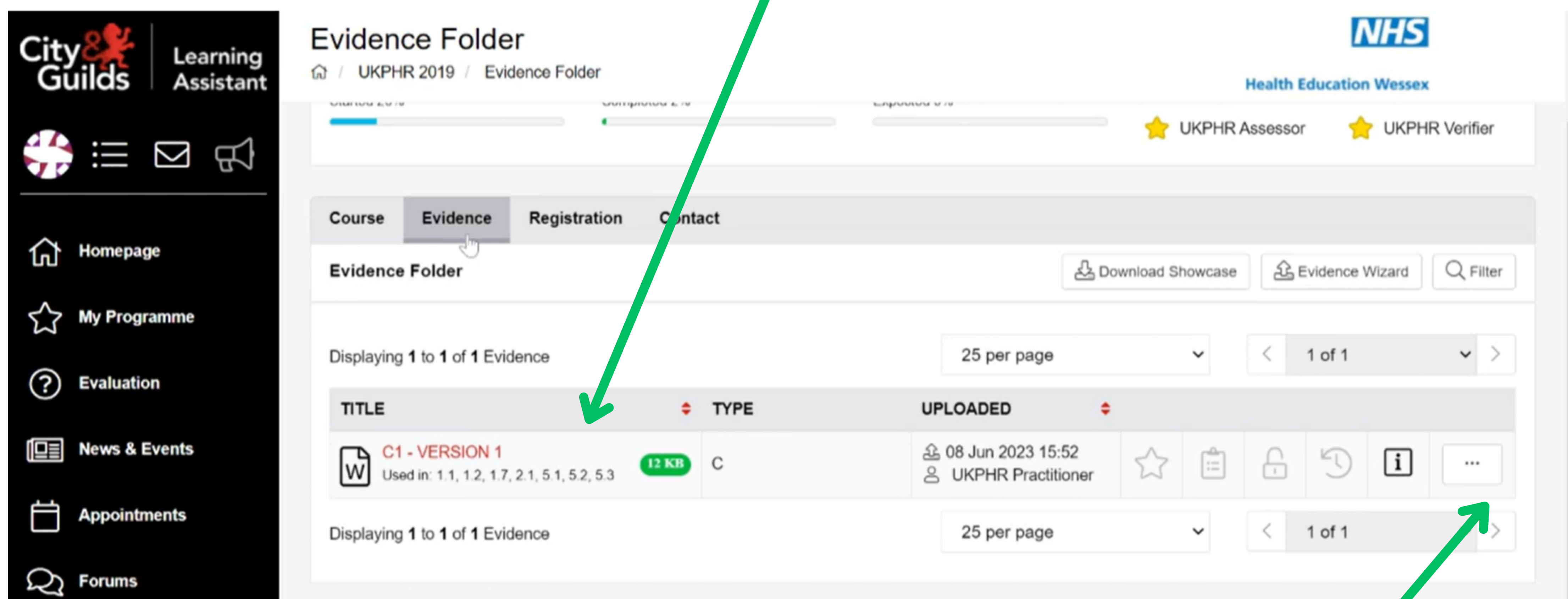
Save

If you need to edit the selected standards evidenced in your commentary, click on '**Continue Editing**'



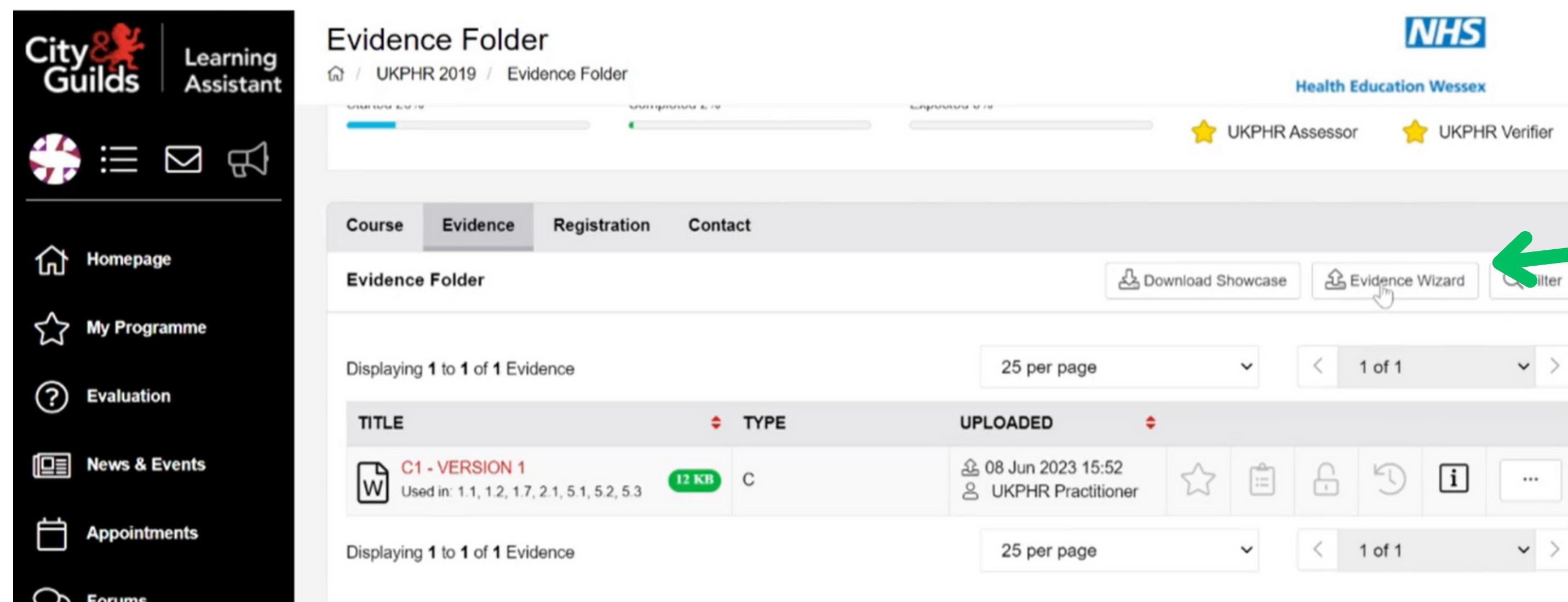
Click '**Close**' and the '**Evidence Folder**' will open.

You will be able to see the evidence you have uploaded and the standards that are evidenced in your commentary.



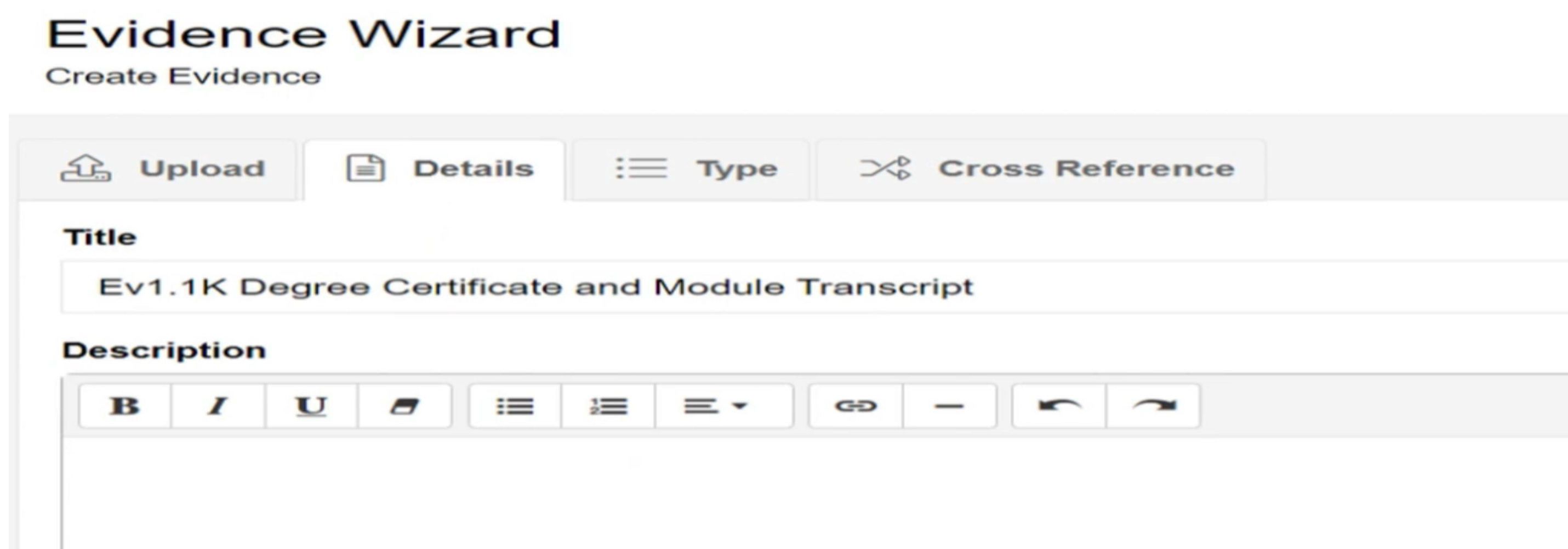
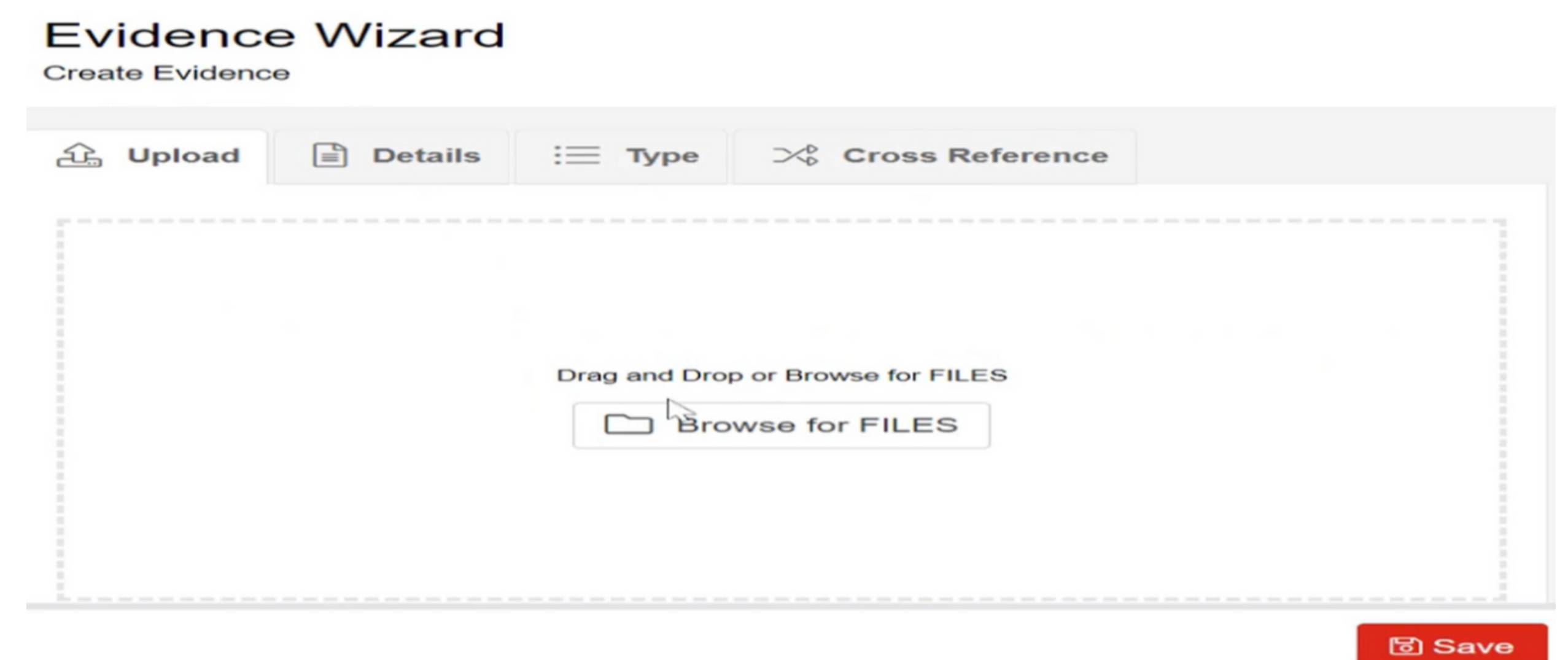
To add or remove any standards from this commentary, click on these 3 dots.

Uploading Evidence



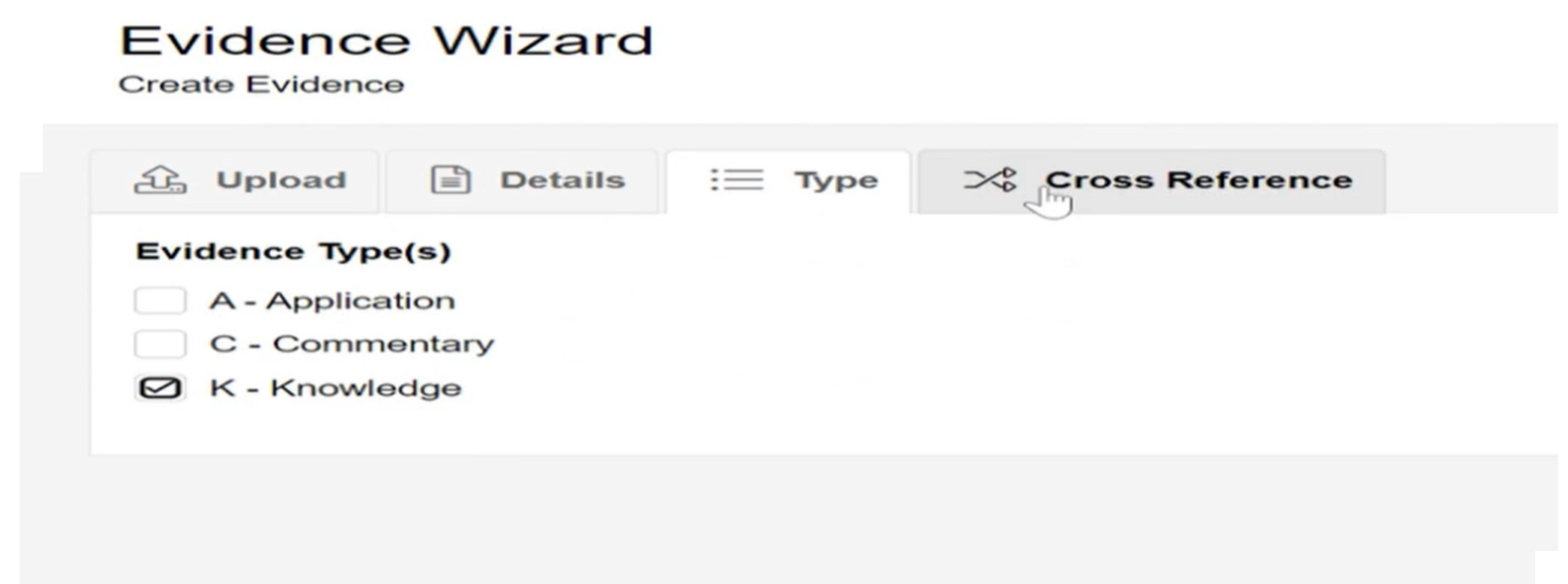
1. Click on '**Evidence Wizard**'

2. A new window will open, where you can upload a piece of evidence.



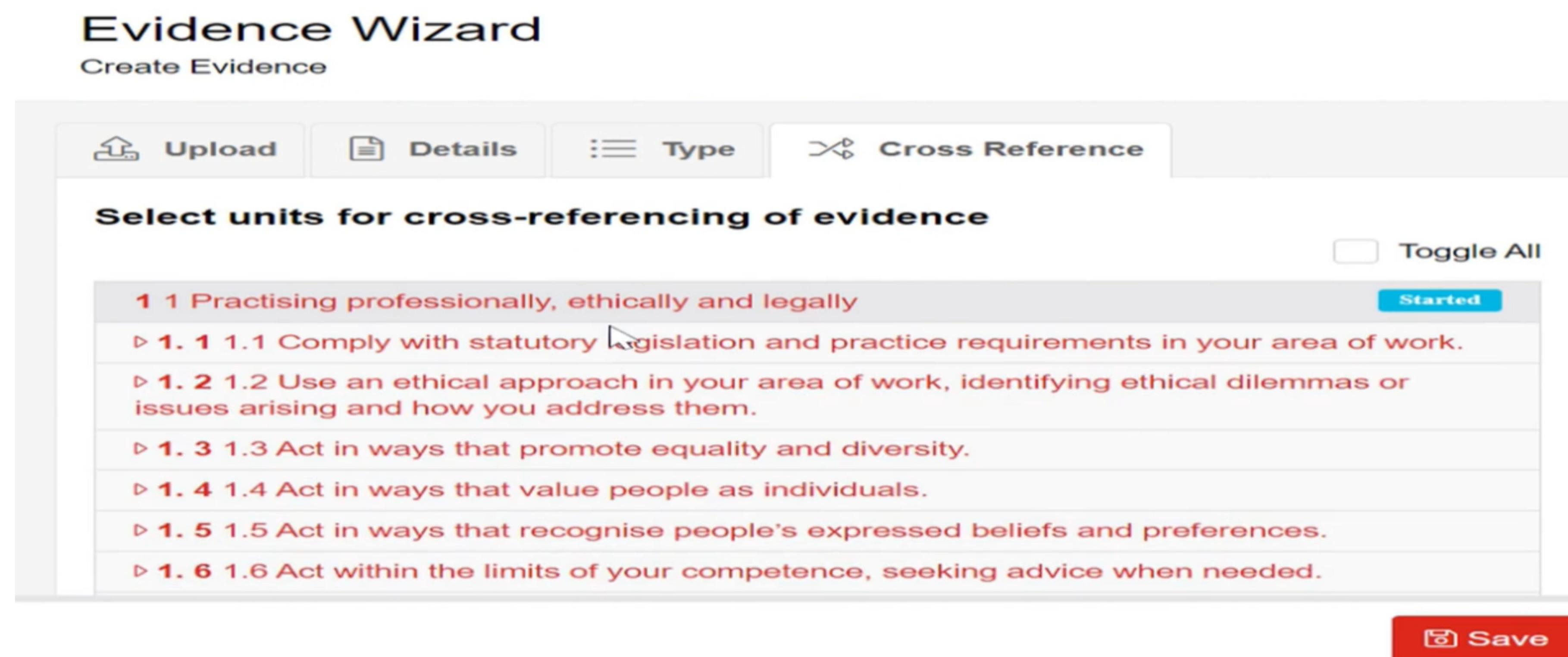
3. Click on '**Details**', check you have correctly named and described the evidence.

4. Click on '**Type**', check the corresponding type of evidence.



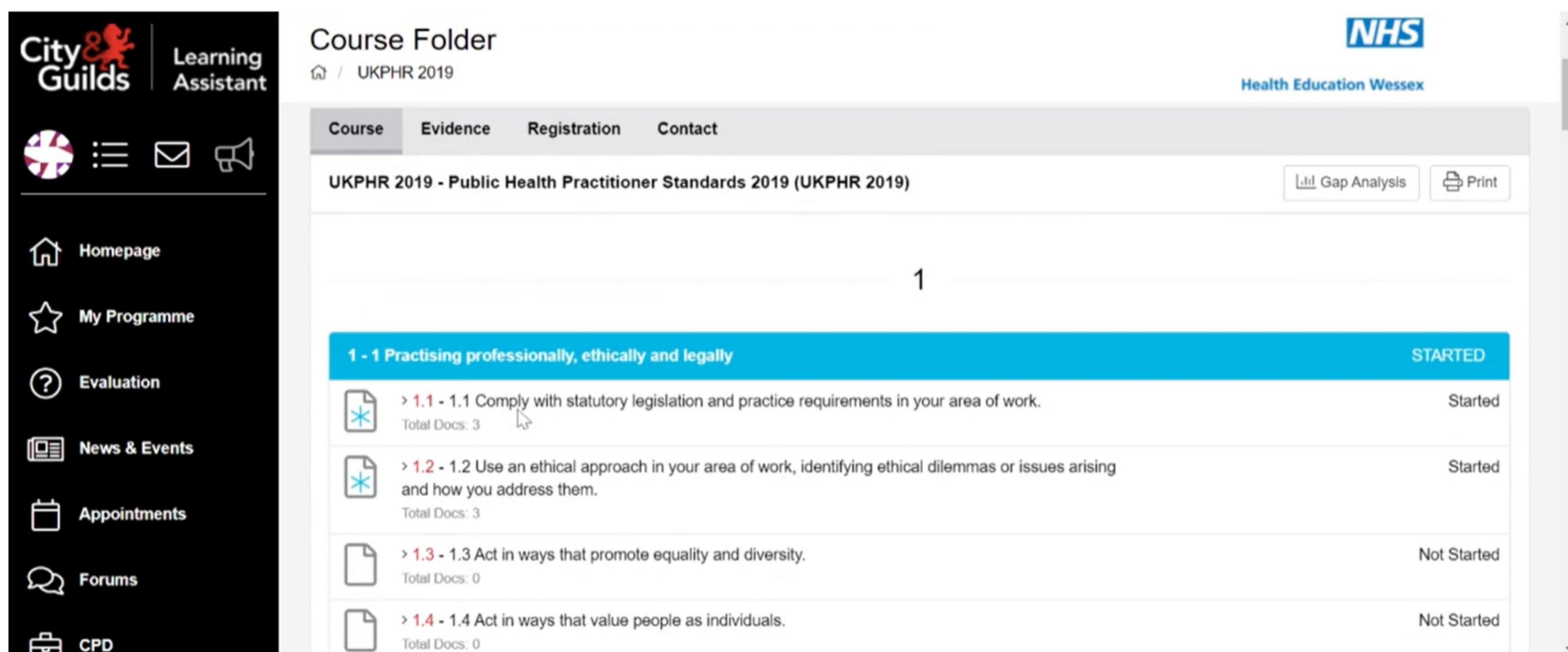
5.

Click on '**Cross Reference**', check the corresponding standards you are using this piece of evidence for.



Continue steps 1 – 5 until you have finished uploading all pieces of evidence that correspond to your commentary.

You can view your progress against the different standards by clicking on the '**Course**' tab.



Submitting a Commentary

Once you have finished uploading all of your supporting evidence for your first commentary, you are ready to submit it for assessment.

Course Folder
UKPHR 2019

UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)

Standard	Status
1 - 1 Practising professionally, ethically and legally	Started
> 1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work.	Started
> 1.2 - 1.2 Use an ethical approach in your area of work, identifying ethical dilemmas or issues arising and how you address them.	Started
> 1.3 - 1.3 Act in ways that promote equality and diversity.	Not Started
> 1.4 - 1.4 Act in ways that value people as individuals.	Not Started

1. In the '**Course**' tab, select the standard you are going to submit.

2.

You can view the 3 pieces of evidence submitted for standard 1.1.

Select '**Submit your competence claim**'.

Outcome
UKPHR 2019 / 1 / 1.1

Status: Outcome Started

Deadline:

Actions: Submit Your Competence Claim

Competence Claim Choose Evidence Evidence Wizard

Evidence	Type(s)	IV	1.1
C1 - VERSION 1	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ev1.1K Degree Certific...	K	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ev1.4A HECA Progress R...	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Completed (Assessor Only)

Outcome
UKPHR 2019 / 1 / 1.1

Status: Outcome Submitted & Awaiting Review

Competence Claim Choose Evidence Evidence Wizard

Evidence	Type(s)	IV	1.1
C1 - VERSION 1	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ev1.1K Degree Certific...	K	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ev1.4A HECA Progress R...	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Completed (Assessor Only)

3.

The status of that standard will then change to '**Outcome Submitted & Awaiting Review**'.

Repeat steps 1 - 3 to submit all standards for review. Once completed, message your Assessor to let them know you have submitted your first commentary.