Uploading your first commentary

To upload your first commentary:
1. Log in
2. Click on 'My Programme' on 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

Click on 'Evidence Wizard'

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

3. Click on the 'Cross Reference' tab.

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

Then click '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.

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'.

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.