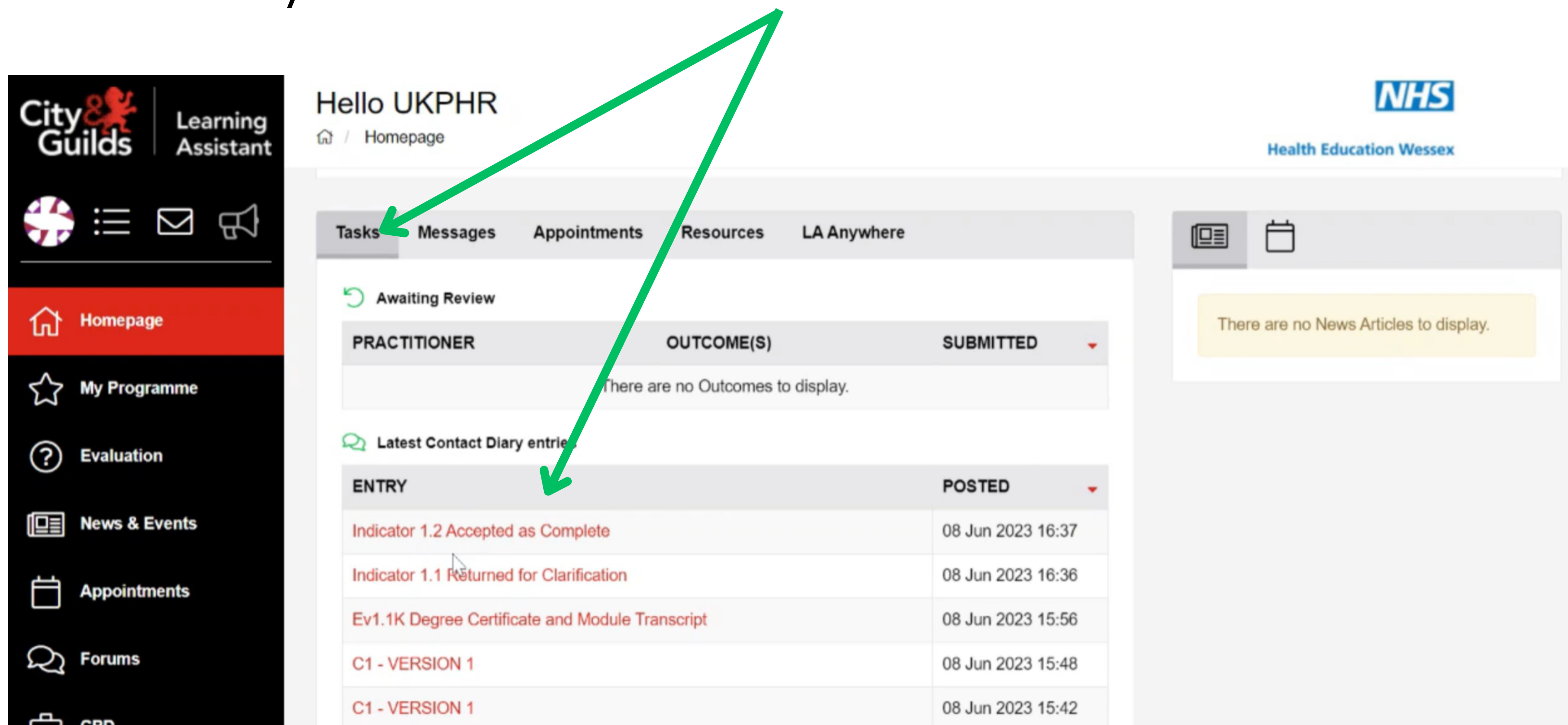# UKPHR E-PORTFOLIO USER GUIDE

PRACTITIONERS

Adressing Clarifications & Resubmissions

Adressing Clarifications & Resubmissions

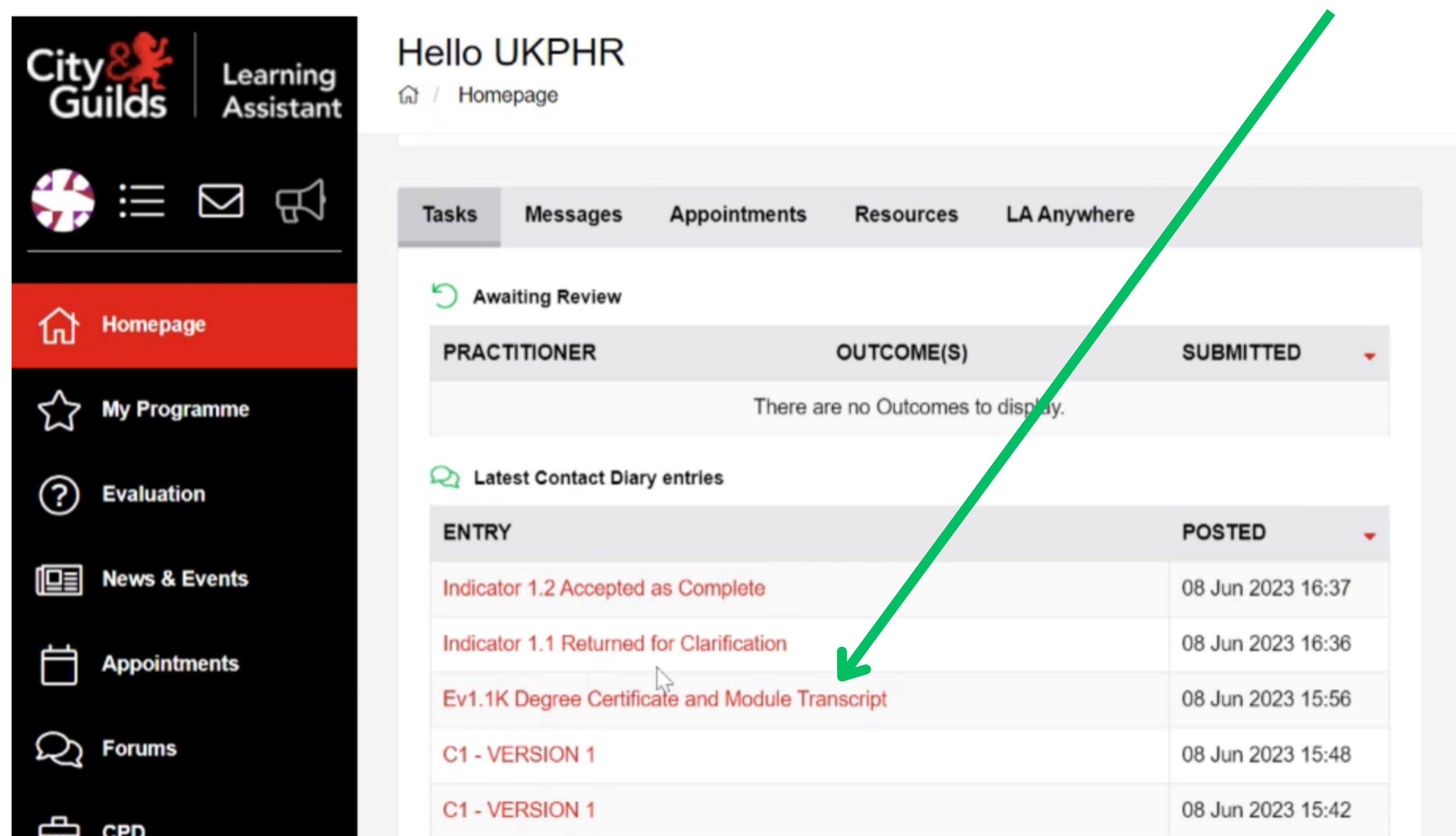To address a clarification or resubmission:
- Log in
- View your homepage

You can view your clarifications & resubmissions under the **'Task'** tab.

1.

To view feedback from your assessor regarding your clarification, click on the red notification. Here we will click on 'Indicator 1.1 Returned for Clarification'.

2.

The '**Contact Diary**' will open where you can view the feedback from your assessor regarding your clarification.

3.

To address your clarifications, click on '**My Programme**' followed by '**UKPHR – Public Health Standards**' to open up your '**Course Folder**'. Here you can view all of the standards that been returned for clarification.

Click on the standard that requires clarification to open it.

4. Uploading extra evidence

If addressing your clarification requires extra evidence - use the '**Evidence Wizard**' to upload new evidence and cross-reference it to the standard.

5. Using existing evidence

Find the piece of evidence you would like to use by clicking on the '**Evidence Folder**'.

Find the piece of evidence you want to use.

Click on the 3 dots on the right hand side and click on '**Edit**'

This will open the '**Evidence Wizard**' and you can cross-reference the evidence to the standard you are clarifying.

6. Additions or edits to your commentary

If addressing your clarification requires additions or edits to your commentary, you will need to create a new version.

You cannot remove your old version, however you can download and edit a copy. To do this, find your commentary in the '**Evidence Folder**'.

Click on the 3 dots and click '**Download**'.

When editing your commentary, use a different colour font to make it obvious where the changes have been made.

To upload your new commentary, use the '**Evidence Wizard**'. Name this new version '**Commentary 1 - Version 2**'. Cross-reference this new version to the standard you are clarifying.

7. Submitting your standards

When you have addressed all of your clarifications or resubmission, you are ready to submit the standards for assessment.

In the '**Course Folder**' click on the standards that you want to submit.

Click on '**Submit Your Competence Claim**'

The clarified standards have now been submitted for assessment.