

UKPHR E-PORTFOLIO USER GUIDE PRACTITIONERS



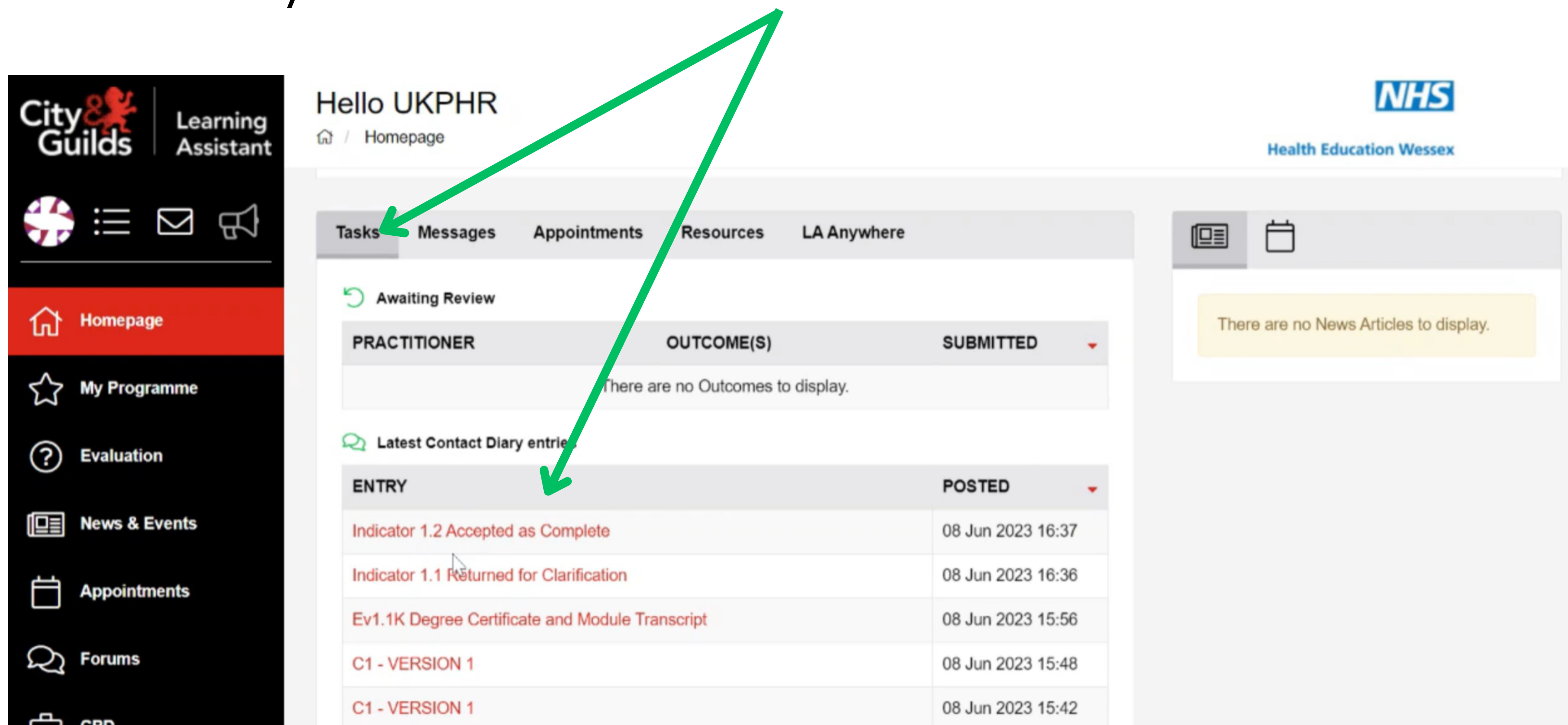
Addressing Clarifications & Resubmissions

Addressing Clarifications & Resubmissions

To address a clarification or resubmission:

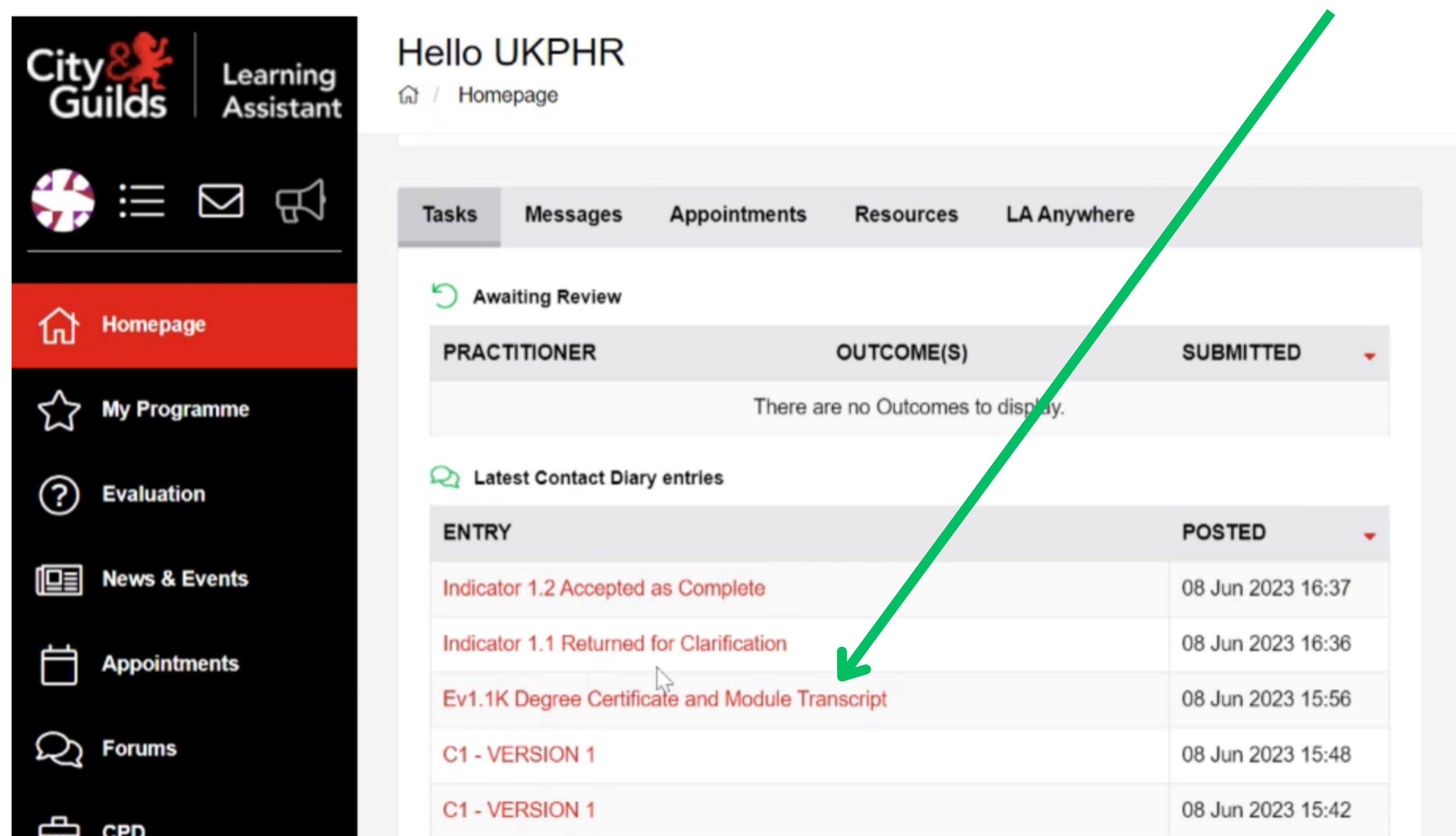
- Log in
- View your homepage

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.

City & Guilds Learning Assistant

Contact Diary

UKPHR 2019 / Contact Diary

Health Education Wessex

Displaying 1 to 25 of 26 Diary Entries

| UKPHR Assessor (Primary Assessor) | Outcome(s) | Description | Feedback | Info |
|-----------------------------------|------------|--|---|---------------------|
| 08 Jun 2023 16:37 | 1.2 | Indicator 1.2 Accepted as Complete | Clearly written understanding, knowledge and application in your commentary. | Assessment Feedback |
| 08 Jun 2023 16:36 | 1.1 | Indicator 1.1 Returned for Clarification | You have demonstrated understanding for this standard. In your commentary you have reflected on your understanding of the use of epidemiological terms and concepts from aster classes you attended and how you applied this to your public health practice. However the master class you refer to as knowledge source... | Assessment Feedback |

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.

City & Guilds Learning Assistant

Course Folder

UKPHR 2019

Health Education Wessex

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: 3 | Reviewed and Returned 08 Jun 2023 (UKPHR Assessor) Deadline: 29 Jun 2023 |
| > 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: 3 | Reviewed and Accepted 08 Jun 2023 (UKPHR Assessor) |
| > 1.3 - 1.3 Act in ways that promote equality and diversity. Total Docs: 0 | Not Started |
| > 1.4 - 1.4 Act in ways that value people as individuals. Total Docs: 0 | Not Started |
| > 1.5 - 1.5 Act in ways that recognise people's expressed beliefs and preferences. Total Docs: 0 | Not Started |

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.

The screenshot shows the 'Outcome' page for UKPHR 2019. The page includes a sidebar with navigation options like 'Homepage', 'My Programme', 'Evaluation', 'News & Events', 'Appointments', 'Forums', and 'CPD'. The main content area displays a 'Competence Claim' for standard 1.1. A table lists evidence items:

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

Below the table, there is a 'Completed (Assessor Only)' status. In the 'Competence Claim' header, there are two buttons: 'Choose Evidence' and 'Evidence Wizard'. A green arrow points from the text above to the 'Evidence Wizard' button.

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.

The screenshot shows the 'Evidence Folder' page for UKPHR 2019. The page includes a sidebar with navigation options. The main content area displays progress bars for 'Started 20%', 'Completed 2%', and 'Expected 0%'. Below the progress bars, there are tabs for 'Course', 'Evidence', 'Registration', and 'Contact'. The 'Evidence Folder' tab is active, showing a list of evidence items. The first item is highlighted:

| TITLE | TYPE | UPLOADED |
|---|------|---|
| Ev1.10K Housing Health and Safety Rating System Used in: 1.1 | K | 12 Jun 2023 11:47 UKPHR Practitioner |

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

The screenshot shows the 'Evidence Folder' interface. On the left is a navigation sidebar with 'City Guilds Learning Assistant' and various menu items. The main area displays a table of evidence items. A green arrow points to the three-dot menu icon for the second item, 'Ev1.7A Private Sector Housing Grants and Assistance'. The dropdown menu is open, showing options: Download, Include Evidence in Showcase, Request Evidence Review, and Edit.

| TITLE | TYPE | UPLOADED |
|---|------|---|
| Ev1.10K Housing Health and Safety Rating System Used in: 1.1 | K | 12 Jun 2023 11:47 UKPHR Practitioner |
| Ev1.7A Private Sector Housing Grants and Assistance Used in: 1.2, 1.7, 5.1, 5.2, 5.3 | A | 08 Jun 2023 16:04 UKPHR Practitioner |
| Ev1.4A HECA Progress Report 2013-15 Used in: 1.1, 2.1 | A | 08 Jun 2023 16:03 UKPHR Practitioner |
| Ev1.2K CPD Certificate Used in: 2.1, 5.1 | K | 08 Jun 2023 16:02 UKPHR Practitioner |
| Ev1.1K Degree Certificate and Module Transcript Used in: 1.1, 1.2, 1.7, 2.1, 5.1, 5.2, 5.3 | K | 08 Jun 2023 15:59 UKPHR Practitioner |
| C1 - VERSION 1 Used in: 1.1, 1.2, 1.7, 2.1, 5.1, 5.2, 5.3 | C | 08 Jun 2023 15:52 UKPHR Practitioner |

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

The screenshot shows the 'Evidence Wizard' interface. The 'Cross Reference' tab is selected. The main area is titled 'Select units for cross-referencing of evidence' and features a 'Toggle All' checkbox. Below are five units with their status:

| 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 |
| 6 | 6 Collaborating across organisations and boundaries to deliver the public | Not Started |

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**'.

The screenshot shows the 'Evidence Folder' interface. On the left is a navigation menu for 'City Guilds Learning Assistant' with options: Homepage, My Programme, Evaluation, News & Events, and Appointments. The main area displays a table of evidence items:

| Title | Type | Uploaded | Actions |
|---|------|--|--|
| Rating System | K | Used in: 1.1 | UKPHR Practitioner |
| Ev1.7A Private Sector Housing Grants and Assistance | A | Used in: 1.1, 1.2, 1.7, 5.1, 5.2, 5.3 | 08 Jun 2023 16:04 * 12 Jun 2023 11:50 UKPHR Practitioner |
| Ev1.4A HECA Progress Report 2013-15 | A | Used in: 1.1, 2.1 | 08 Jun 2023 16:03 UKPHR Practitioner |
| Ev1.2K CPD Certificate | K | Used in: 2.1, 5.1 | 08 Jun 2023 16:02 UKPHR Practitioner |
| Ev1.1K Degree Certificate and Module Transcript | K | Used in: 1.1, 1.2, 1.7, 2.1, 5.1, 5.2, 5.3 | 08 Jun 2023 15:59 UKPHR Practitioner |
| C1 - VERSION 1 | C | Used in: 1.1, 1.2, 1.7, 2.1, 5.1, 5.2, 5.3 | 08 Jun 2023 15:52 UKPHR Practitioner |

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.

The left screenshot shows the 'Evidence Folder' interface with the 'Evidence Wizard' button highlighted in the top right corner. The right screenshot shows the 'Evidence Wizard' form with the following details:

Title: C1 - VERSION2

Description: Version 2 of commentray 1 |

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.

The screenshot shows the 'Course Folder' interface for 'UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)'. The left sidebar contains navigation options: Homepage, My Programme, Evaluation, News & Events, Appointments, and Forums. The main content area lists standards with their status:

| Standard | Status |
|--|--|
| 1 - 1 Practise professionally, ethically and legally | STARTED |
| > 1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work. (Total Docs: 6) | Reviewed and Returned 08 Jun 2023 (UKPHR Assessor) Deadline: 29 Jun 2023 |
| > 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: 3) | Reviewed and Accepted 08 Jun 2023 (UKPHR Assessor) |
| > 1.3 - 1.3 Act in ways that promote equality and diversity. | Not Started |

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

The screenshot shows the 'Outcome' page for 'UKPHR 2019 / 1 / 1.1'. The left sidebar is the same as in the previous screenshot. The main content area is divided into 'Resources' and 'Actions' sections. The 'Actions' section shows the following details:

| Field | Value |
|-----------|--|
| Status: | Requires Clarification (08-06-23 UKPHR Assessor) |
| Deadline: | 29 Jun 23 at 12:00AM |
| Actions: | <input checked="" type="checkbox"/> Submit Your Competence Claim |

Below the 'Actions' section, there is a 'Competence Claim' section with buttons for 'Choose Evidence' and 'Evidence Wizard'.

The clarified standards have now been submitted for assessment.