

# UKPHR E-PORTFOLIO USER GUIDE PRACTITIONERS

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*Submitting your Portfolio for Verification*

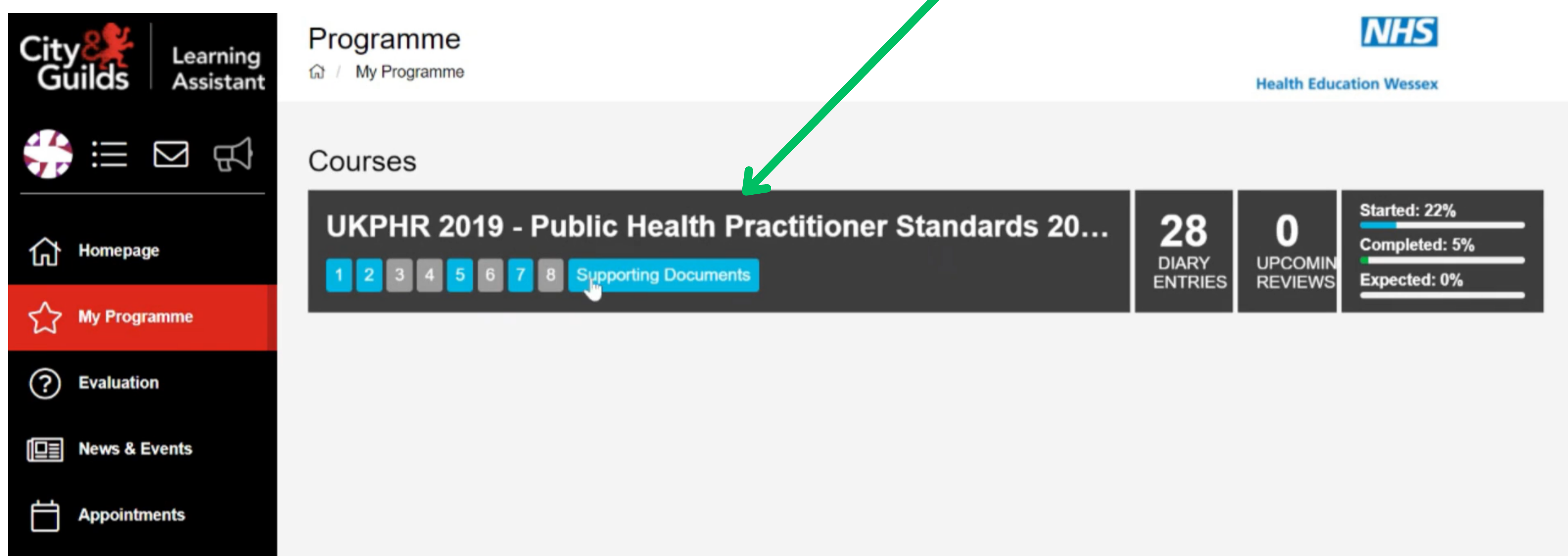
# Submitting your Portfolio for Verification

Once all three commentaries have been assessed and all standards have been accepted, your portfolio is ready for verification.

## 1. Uploading Supporting Documents

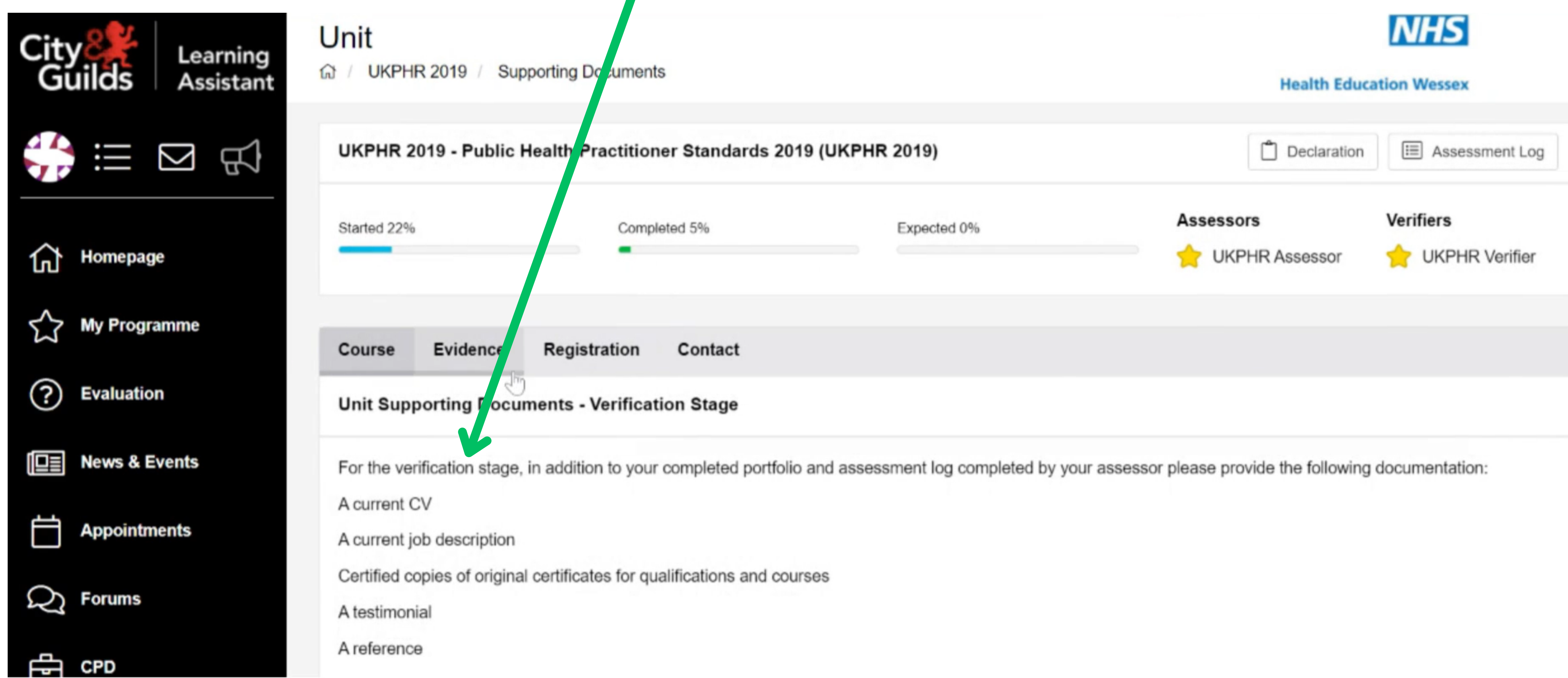
You must ensure all documents required for your application have been uploaded into the 'Supporting Documents' folder.

Click on **'My Programme'** and then on **'Supporting Documents'**.



The screenshot shows the City & Guilds Learning Assistant interface. On the left is a navigation menu with options: Homepage, My Programme (highlighted in red), Evaluation, News & Events, and Appointments. The main content area is titled 'Programme' and 'My Programme'. Below this, there's a 'Courses' section. A course titled 'UKPHR 2019 - Public Health Practitioner Standards 20...' is displayed. It has 28 DIARY ENTRIES and 0 UPCOMING REVIEWS. Progress bars show 'Started: 22%', 'Completed: 5%', and 'Expected: 0%'. A tab labeled 'Supporting Documents' is highlighted in blue and selected, indicated by a green arrow pointing to it.

Here it states what documents need to be uploaded.



The screenshot shows the 'Unit Supporting Documents - Verification Stage' page. The breadcrumb trail is 'UKPHR 2019 / Supporting Documents'. The page title is 'UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)'. There are buttons for 'Declaration' and 'Assessment Log'. Progress bars show 'Started 22%', 'Completed 5%', and 'Expected 0%'. Below this, there are sections for 'Assessors' (UKPHR Assessor) and 'Verifiers' (UKPHR Verifier). A navigation bar has tabs for 'Course', 'Evidence', 'Registration', and 'Contact'. The 'Evidence' tab is selected, and a green arrow points to the 'Unit Supporting Documents - Verification Stage' section. The text below lists the required documentation for the verification stage:

- A current CV
- A current job description
- Certified copies of original certificates for qualifications and courses
- A testimonial
- A reference

To upload these documents, click on the '**Evidence**' tab.

Use the '**Evidence Wizard**' to upload the supporting document.

The screenshot shows the City Guilds Learning Assistant interface. On the left is a navigation menu with options like Homepage, My Programme, Evaluation, News & Events, Appointments, Forums, and CPD. The main content area is titled 'Evidence Folder' and shows progress bars for 'Started 22%', 'Completed 5%', and 'Expected 0%'. It lists 'Assessors' (UKPHR Assessor) and 'Verifiers' (UKPHR Verifier). Below this are tabs for 'Course', 'Evidence', 'Registration', and 'Contact'. The 'Evidence' tab is active, showing a table of evidence items. A green arrow points from the 'Evidence Wizard' button to the 'Evidence' tab.

TITLE	TYPE	UPLOADED	
UKPHR Reference - COMPLETED Used in: Supporting Documents 1	12 KB	12 Jun 2023 12:01 UKPHR Practitioner	
CV	12 KB	12 Jun 2023 12:00	

Once you have uploaded the supporting document, click on '**Cross-Reference**', you can then select which supporting document the document corresponds too at the bottom of the cross-reference page.

Then click '**Save**'.

The screenshot shows the 'Evidence Wizard' 'Supporting Documents Verification Stage'. It displays a list of supporting documents with checkboxes and counts. A green arrow points to the 'Supporting Documents' section.

SUPPORTING DOCUMENTS	SELECT ALL
<input type="checkbox"/> i Curriculum Vitae	1
<input type="checkbox"/> ii Current Job Description	1
<input type="checkbox"/> iii Certified copies of certificates	1
<input type="checkbox"/> iv Testimonial	0
<input type="checkbox"/> v Reference	1

**Save**

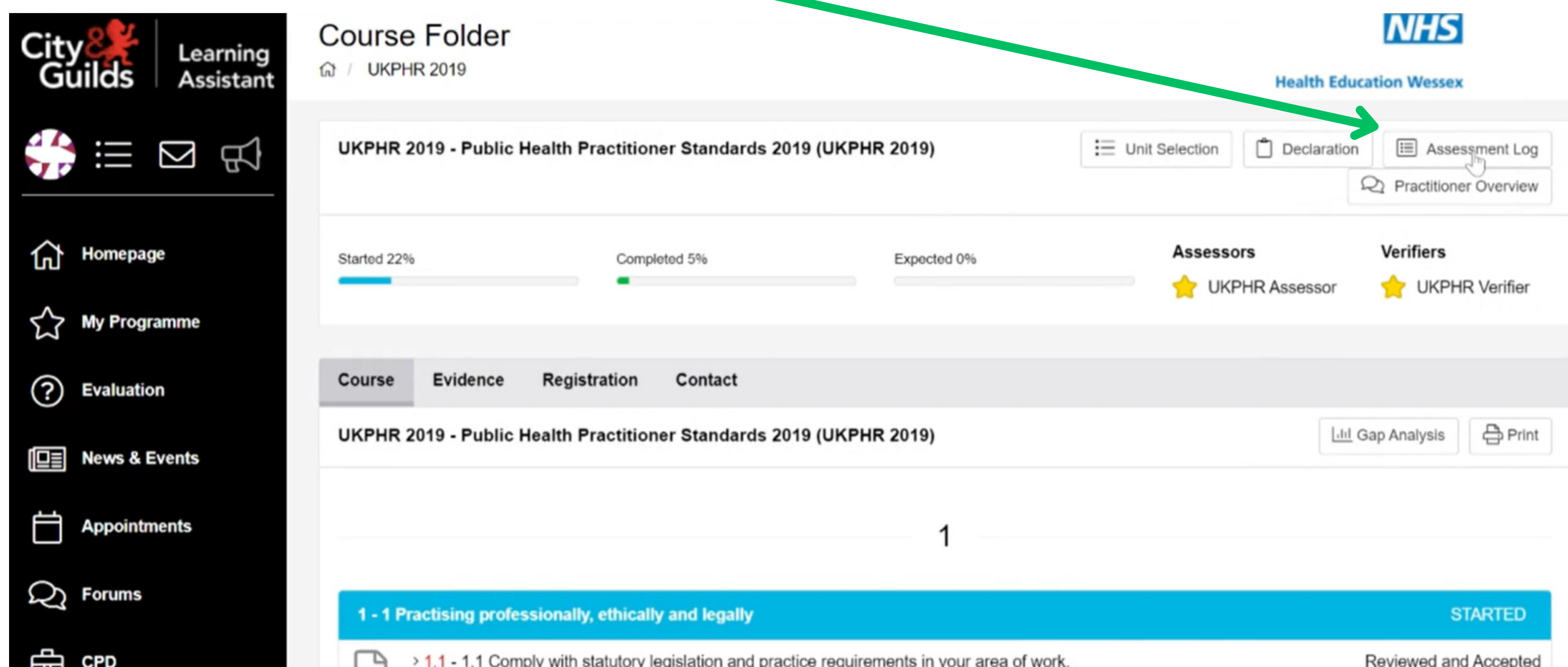
Repeat these steps for all of the supporting documents.

## 2. Downloading your Assessment Log

You need to download your Assessment Log before submitting your portfolio for verification.

Click on **'My Programme'**. Click on **'UKPHR – Public Health Standards'**.

Click on **'Assessment Log'** in the top right hand corner.



The screenshot shows the City & Guilds Learning Assistant interface. On the left is a navigation menu with options like Homepage, My Programme, Evaluation, News & Events, Appointments, Forums, and CPD. The main content area is titled 'Course Folder' and 'UKPHR 2019'. It displays progress bars for 'Started 22%', 'Completed 5%', and 'Expected 0%'. There are sections for 'Assessors' (UKPHR Assessor) and 'Verifiers' (UKPHR Verifier). A navigation bar includes 'Course', 'Evidence', 'Registration', and 'Contact'. Below this, the course title 'UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)' is shown with 'Gap Analysis' and 'Print' buttons. A table lists units, with the first unit '1 - 1 Practising professionally, ethically and legally' marked as 'STARTED'. A green arrow points from the text above to the 'Assessment Log' button in the top right corner of the course folder area.

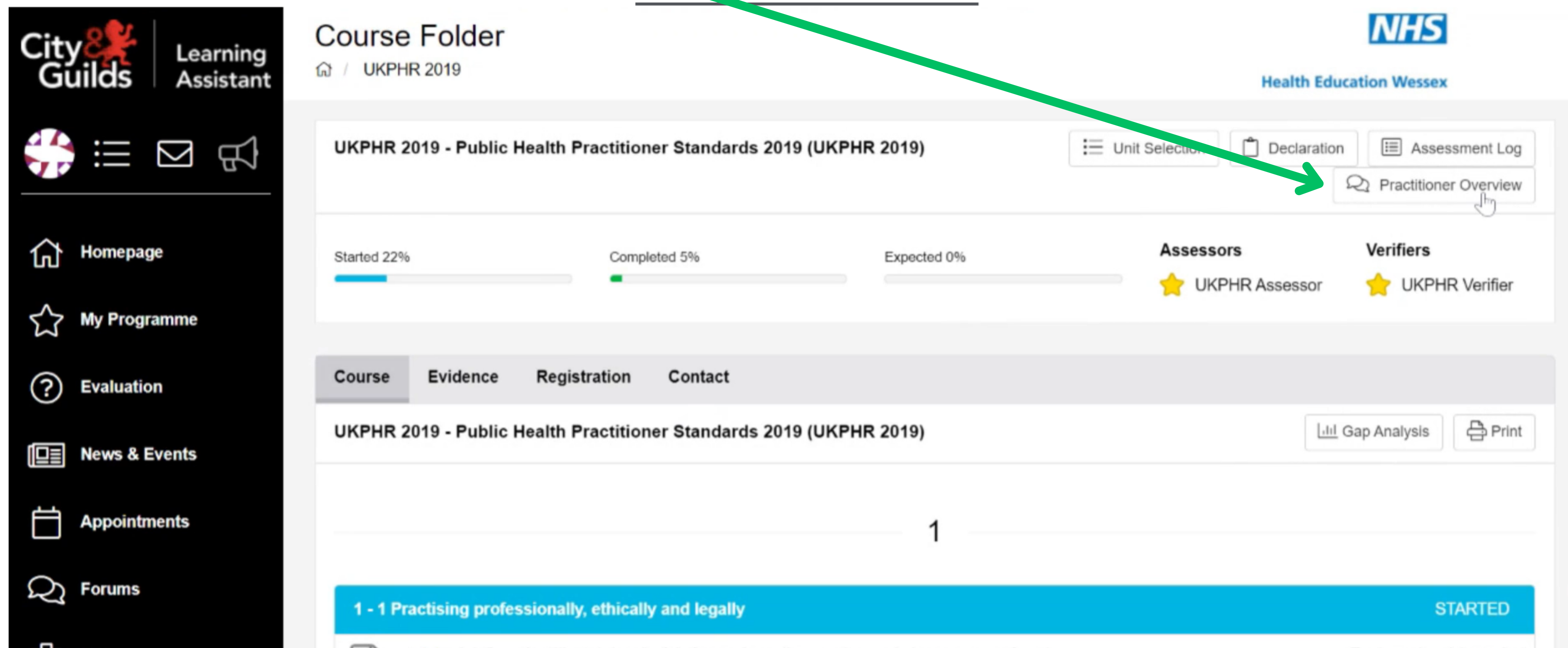
Select **'Yes'**.



### 3. Submitting your Portfolio

Click on 'My Programme'. Click on 'UKPHR – Public Health Standards'.

Click on 'Practitioner Overview' in the top right hand corner.



Complete the form by:

- Entering your name
- Listing the titles of your commentaries in the 'Summary of Portfolio by Applicant' box
- Sign & date

A screenshot of a form titled 'Practitioner comments on portfolio - To be completed by the practitioner once the portfolio has been completed.' The form has three main sections: 'Applicant' with a text input field, 'Summary of portfolio by applicant' with a large text area, and 'Signature and date' with a text input field. At the bottom right, there are two buttons: 'Submit the form' and 'Reset the form'. The City Guilds Learning Assistant logo is visible at the bottom left.

Your Portfolio has now been submitted for verification.