

# UKPHR E-PORTFOLIO USER GUIDE ASSESSORS

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## *Introduction to the e-portfolio*



# Logging on for the first time

You should receive a username and password and a link to the e-portfolio login page from your scheme coordinator.

By clicking on the link, you will be directed to this page:

Public-Health Practitioner  
Practice Credibility  
Skills Confidence Progression  
Value Development  
Competence Capability Quality  
Registration Assurance  
NHS

Health Education Wessex  
Health Education Wessex Learning Assistant Eportfolio

UKPHR.Assessor

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Login

[Reset Password](#) [Contact Administrator](#) [Customer Support](#)

Enter your **username** here

Enter your **password** here

Once you have logged on for the first time you will then be prompted to change your password and accept the terms and conditions of the e-portfolio.

## Homepage

City Guilds Learning Assistant

Hello UKPHR  
Homepage

NHS Health Education Wessex

Assessor Tasks Messages Appointments Resources LA Anywhere

Awaiting Evidence Review

PRACTITIONER	COURSE	AMOUNT
There are no Learners to display.		

Awaiting Review

PRACTITIONER	OUTCOME(S)	SUBMITTED
Practitioner, UKPHR	UKPHR 2019 5.3	18 Jul 2023 12:25
Practitioner, UKPHR	UKPHR 2019 5.1	18 Jul 2023 12:24
Practitioner, UKPHR	UKPHR 2019 5.2	18 Jul 2023 12:24

There are no News Articles to display.

You can view any tasks that you may have been set by your Practitioner, including standards that require assessment.

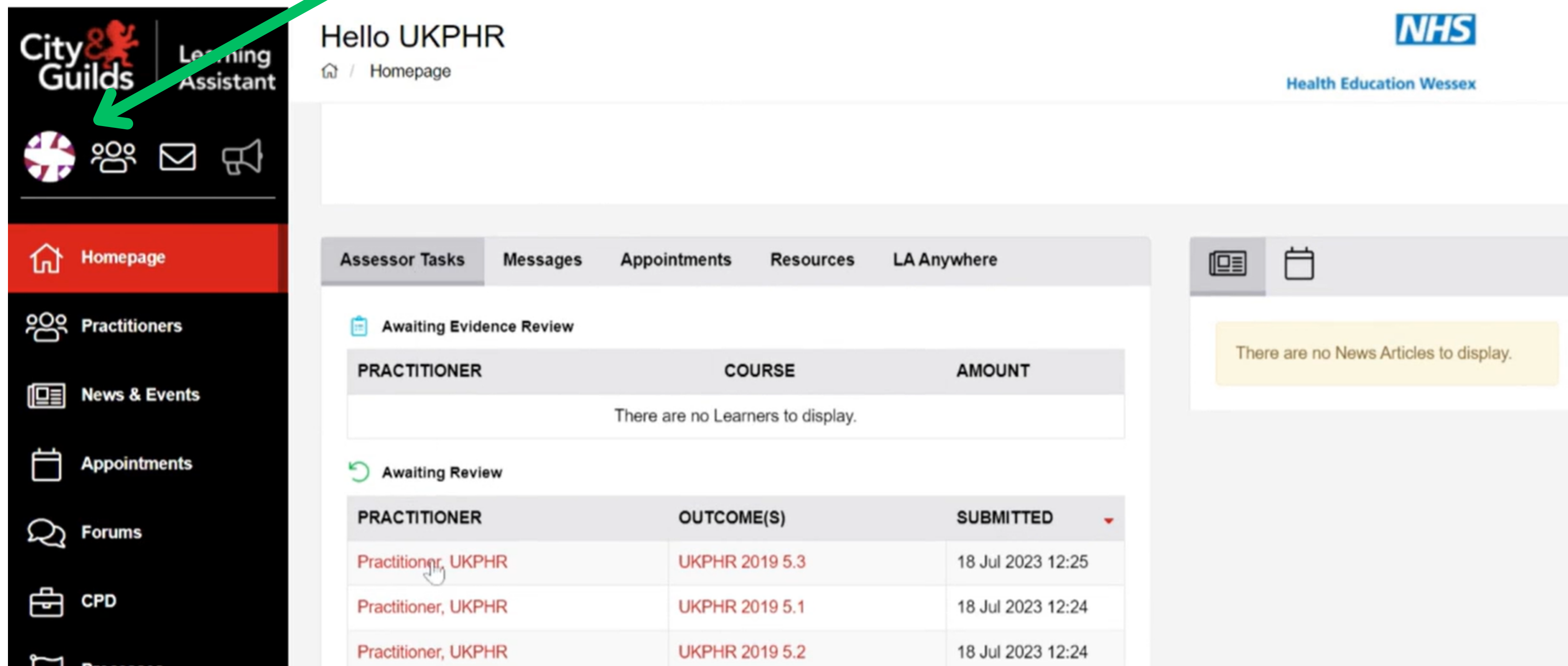


# Turning on notifications

We recommend that you turn on notifications to be sent to your email address when changes have been made by your Assessor.

1.

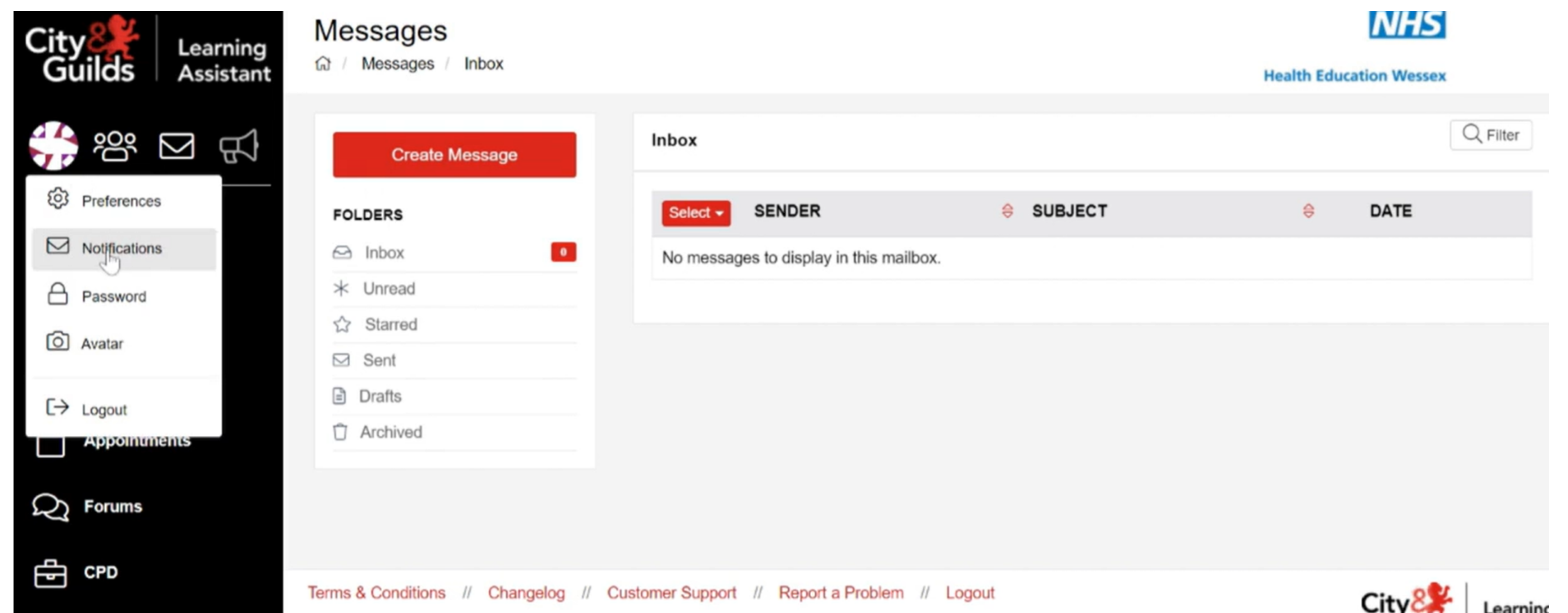
Your avatar



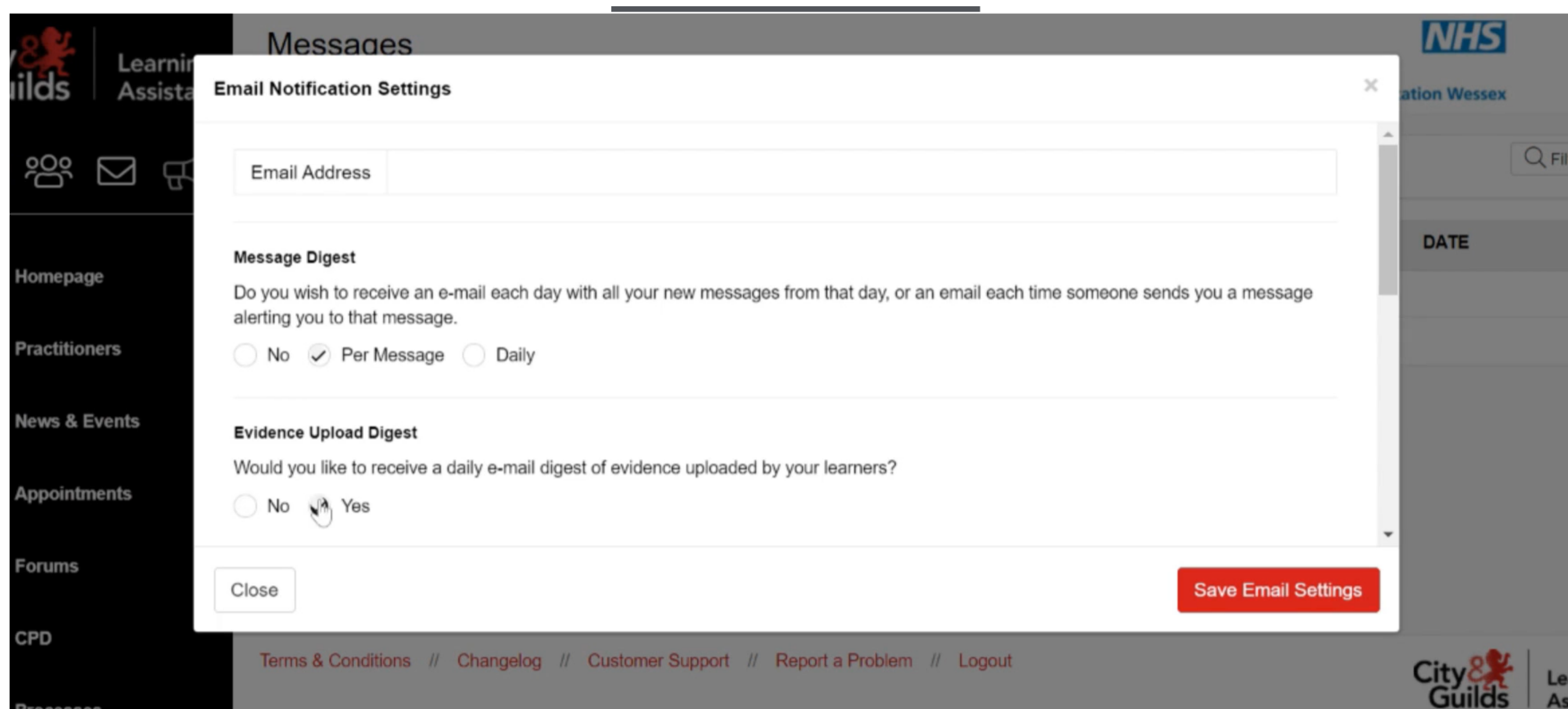
Click on your avatar in the left hand corner.

2.

Click on notifications.



3.



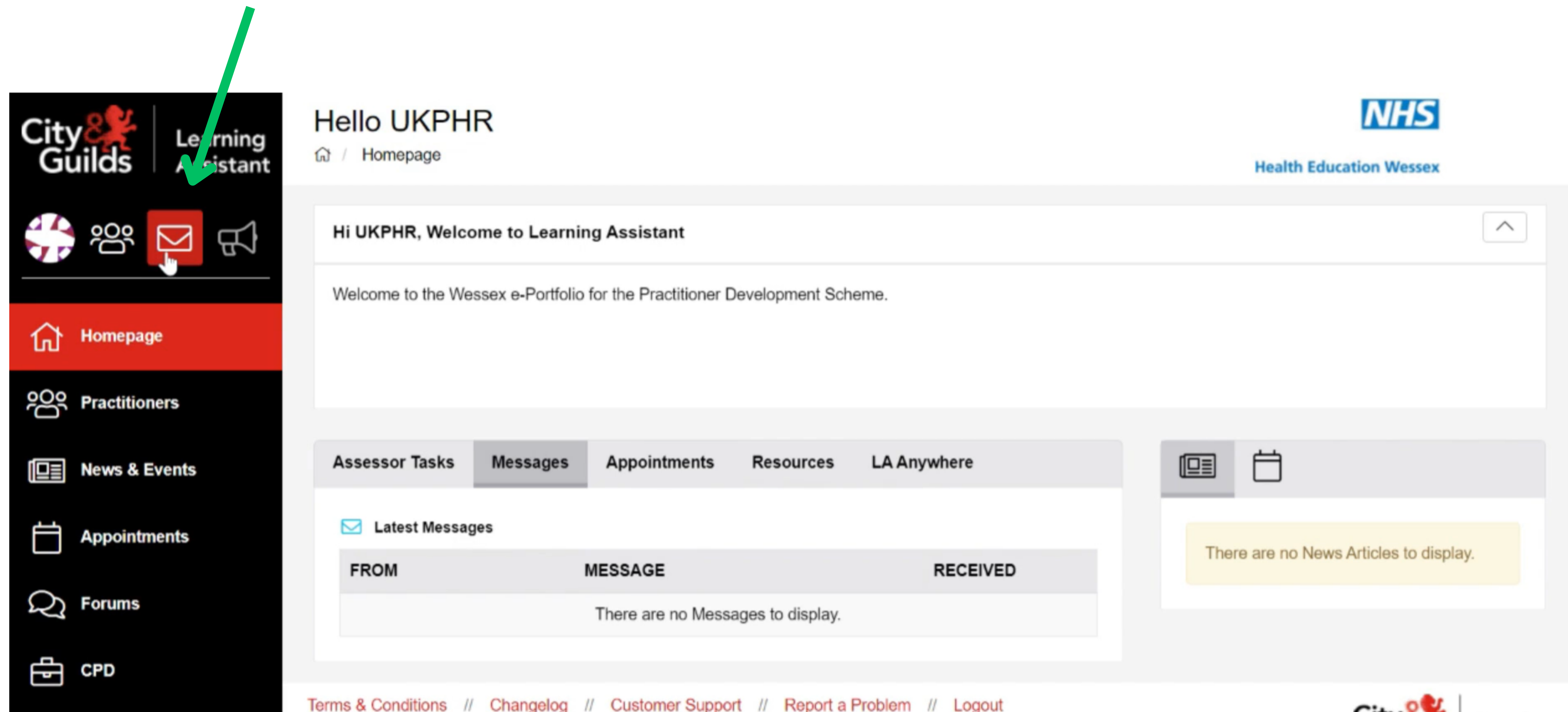
Enter your email address at the top and select your preferences.

Any new notifications will now be emailed to you.



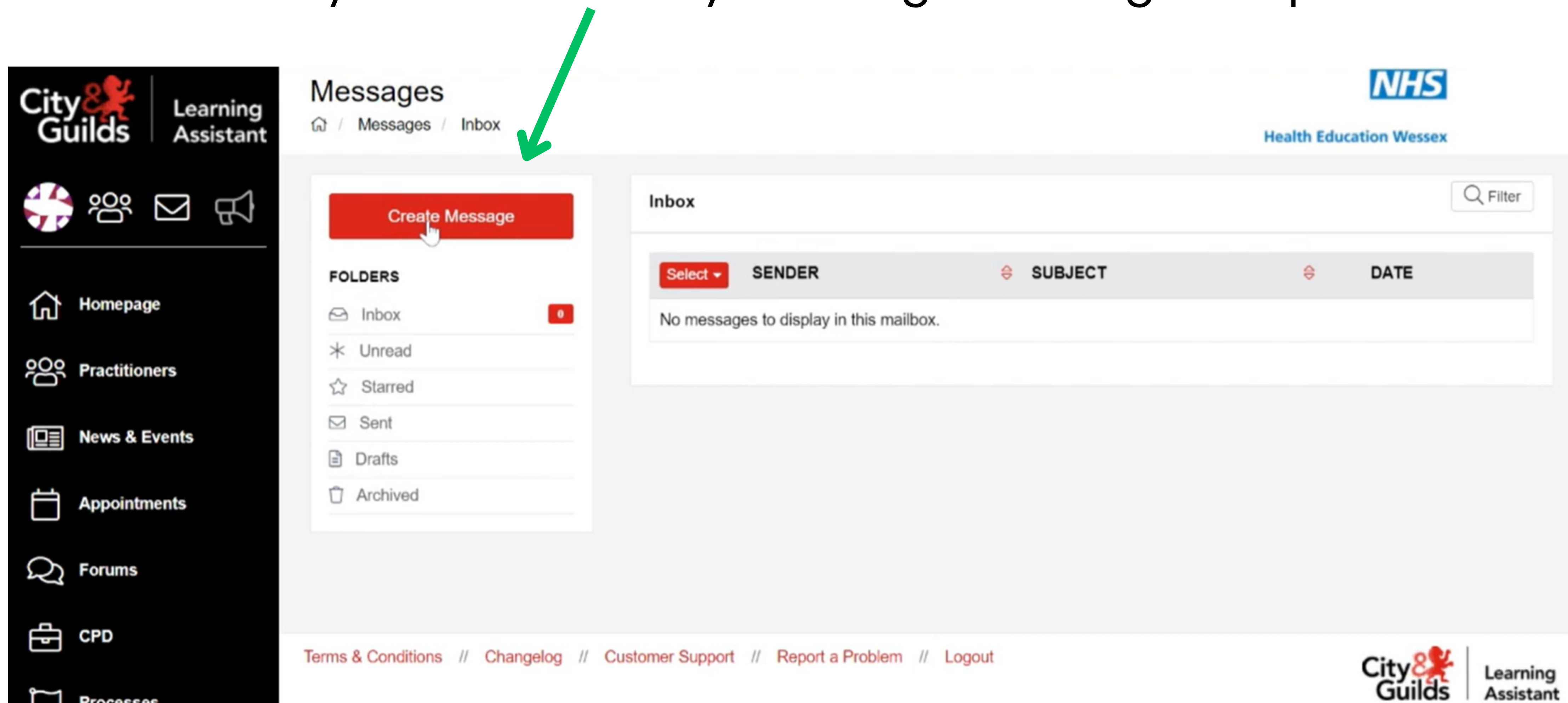
# Viewing & sending messages

You can view and send messages to your Practitioner by clicking on the email icon in the left hand corner.



The screenshot shows the Learning Assistant homepage. On the left, a dark sidebar contains the City Guilds Learning Assistant logo and several icons: a red cross, a group of people, an envelope (highlighted with a green arrow), and a speaker. Below the icons are menu items: Homepage, Practitioners, News & Events, Appointments, Forums, and CPD. The main content area has a header with 'Hello UKPHR' and 'Homepage'. Below this is a navigation bar with 'Assessor Tasks', 'Messages', 'Appointments', 'Resources', and 'LA Anywhere'. The 'Messages' section is active, showing a table with columns 'FROM', 'MESSAGE', and 'RECEIVED'. A message is not displayed, with the text 'There are no Messages to display.' A yellow box on the right says 'There are no News Articles to display.'

You can then create and send any messages to your Practitioner. This is where you'll receive any messages through the portfolio.

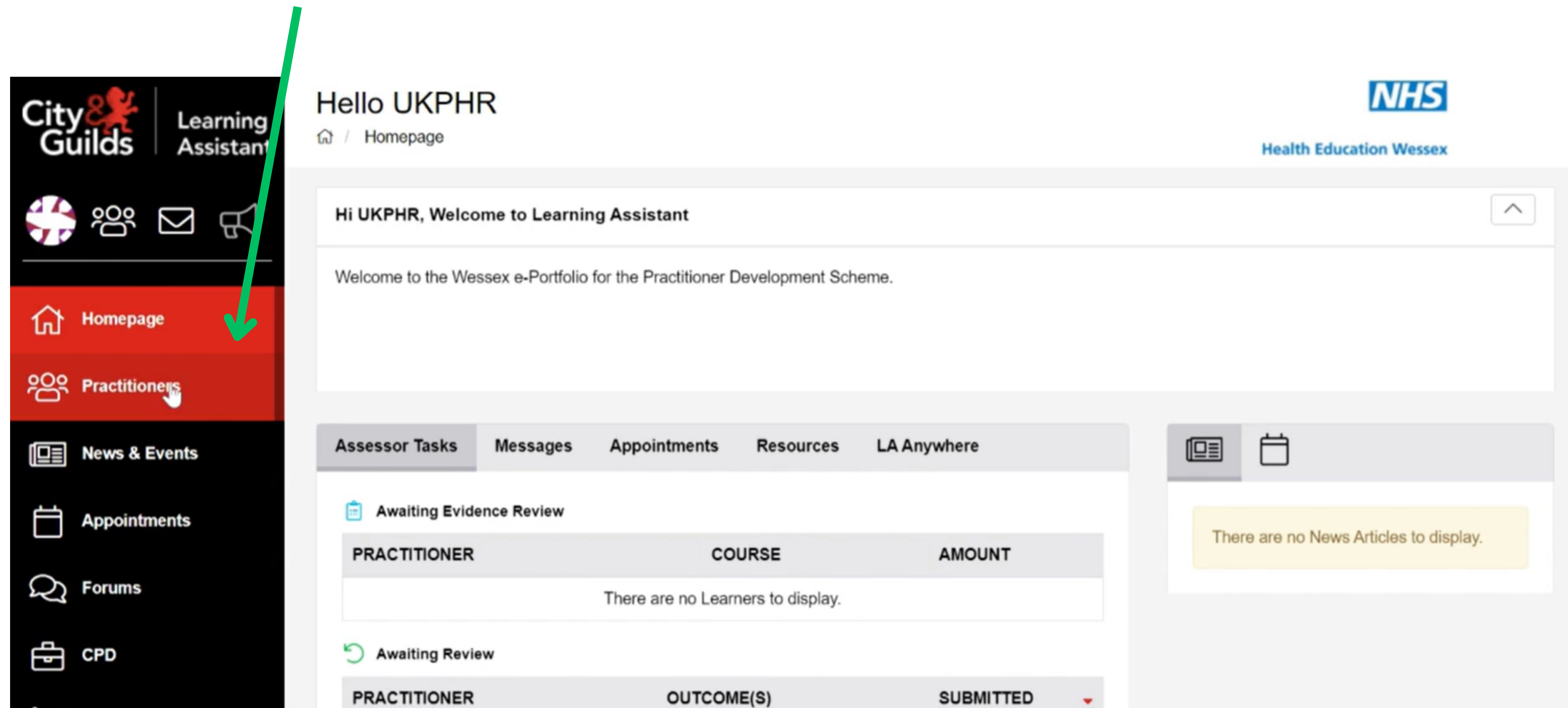


The screenshot shows the Learning Assistant Messages page. The sidebar is the same as in the previous screenshot, but the 'Messages' icon is highlighted with a green arrow. The main content area has a header with 'Messages' and 'Messages / Inbox'. Below this is a navigation bar with 'Assessor Tasks', 'Messages', 'Appointments', 'Resources', and 'LA Anywhere'. The 'Messages' section is active, showing a table with columns 'SELECT', 'SENDER', 'SUBJECT', and 'DATE'. A message is not displayed, with the text 'No messages to display in this mailbox.' A red button labeled 'Create Message' is visible in the top left of the main content area.



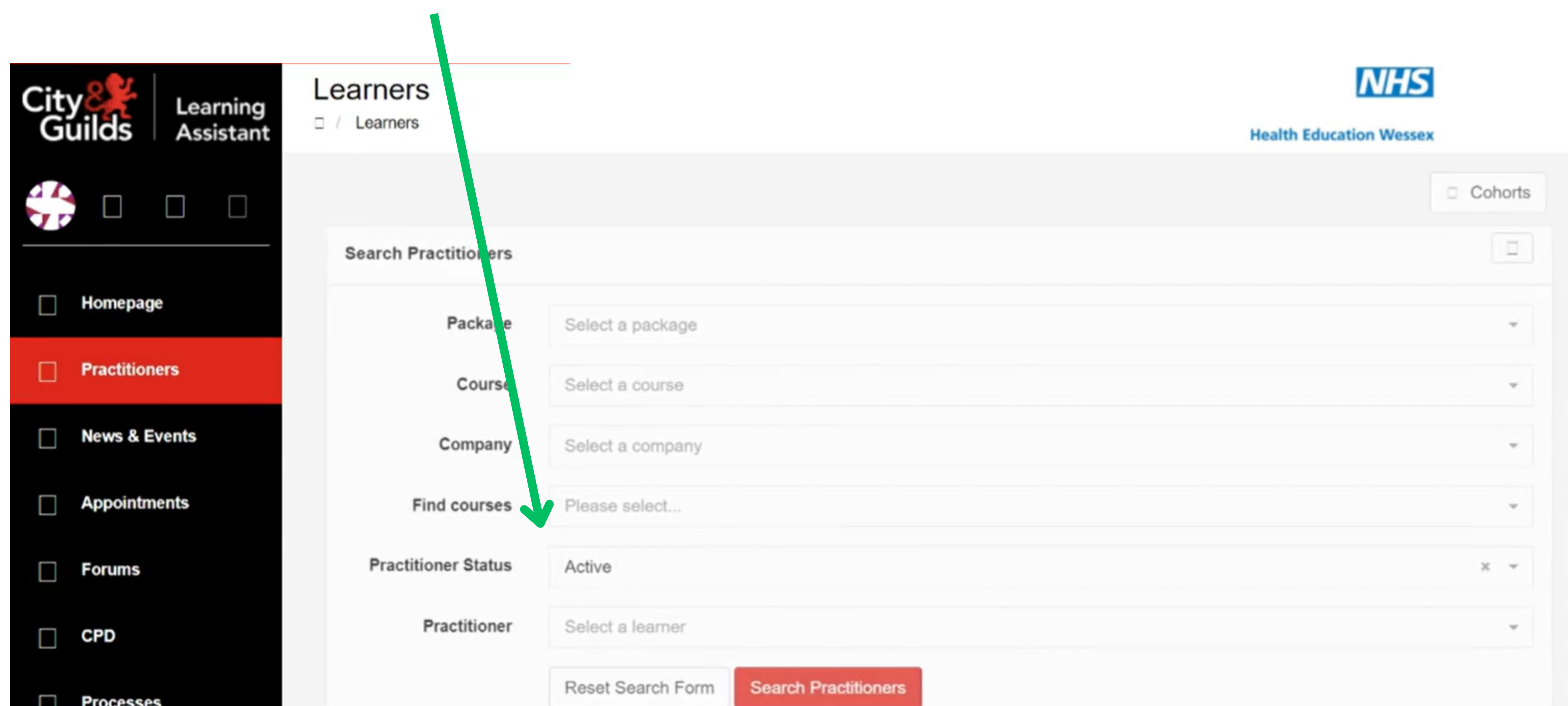
# Finding & navigating your practitioners portfolio

1. To open your practitioner's portfolio, on the left-hand panel, select "**Practitioners**".



The screenshot shows the UKPHR Learning Assistant interface. On the left, a dark sidebar contains a navigation menu with icons and labels: Home, Practitioners (highlighted in red), News & Events, Appointments, Forums, and CPD. The main content area displays a welcome message: "Hi UKPHR, Welcome to Learning Assistant" and "Welcome to the Wessex e-Portfolio for the Practitioner Development Scheme." Below this, there are tabs for "Assessor Tasks", "Messages", "Appointments", "Resources", and "LA Anywhere". Under "Assessor Tasks", there are sections for "Awaiting Evidence Review" and "Awaiting Review", each with a table. The "Awaiting Evidence Review" table has columns for PRACTITIONER, COURSE, and AMOUNT, and contains the message "There are no Learners to display." The "Awaiting Review" table has columns for PRACTITIONER, OUTCOME(S), and SUBMITTED. On the right side, there is a "News & Events" section with a message: "There are no News Articles to display." The NHS logo and "Health Education Wessex" are visible in the top right corner.

2. Check that "**Active**" is selected and click "**Search Practitioners**".



The screenshot shows the "Learners" page in the UKPHR Learning Assistant. The left sidebar is the same as in the previous screenshot, but the "Practitioners" menu item is now highlighted in red. The main content area is titled "Learners" and contains a "Search Practitioners" form. The form has several dropdown menus: "Package" (Select a package), "Course" (Select a course), "Company" (Select a company), "Find courses" (Please select...), "Practitioner Status" (Active), and "Practitioner" (Select a learner). At the bottom of the form, there are two buttons: "Reset Search Form" and "Search Practitioners". A green arrow points from the "Practitioner Status" dropdown to the "Search Practitioners" button. The NHS logo and "Health Education Wessex" are visible in the top right corner.



3. Your practitioner will be listed below, click on their name to open the portfolio.

The screenshot shows the 'Practitioners' page in the City & Guilds Learning Assistant system. The page header includes the City & Guilds logo and 'Learning Assistant' text. The main content area displays a list of practitioners for the course 'UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)'. A green arrow points to the name 'Practitioner, UKPHR' in the list. The page also shows a sidebar with navigation options like 'Homepage', 'Practitioners', 'News & Events', 'Appointments', 'Forums', 'CPD', and 'Processes'. The top right corner features the NHS logo and 'Health Education Wessex' text.

4. The practitioner's e-portfolio will open at the **Course Folder** page.

The screenshot shows the 'Course Folder' page in the City & Guilds Learning Assistant system. The page header includes the City & Guilds logo and 'Learning Assistant' text. The main content area displays the e-portfolio for 'UKPHR Practitioner' (OUT OF AREA). The page shows progress bars for 'Started 22%', 'Completed 17%', and 'Expected 0%'. The 'Last Login' is '18 Jul 2023 15:59'. The page also shows a sidebar with navigation options like 'Homepage', 'Practitioners', 'News & Events', 'Appointments', 'Forums', 'CPD', and 'Processes'. The top right corner features the NHS logo and 'Health Education Wessex' text.



5. By scrolling down you will now see all the standards listed, with the status of each shown on the right-hand side.

The screenshot shows the 'Course Folder' page for 'UKPHR Practitioner / UKPHR 2019'. The left sidebar contains navigation options: City Guilds Learning Assistant, Home, Practitioners (highlighted), News & Events, Appointments, Forums, CPD, and Processes. The main content area displays a list of standards under the heading '1 - 1 Practising professionally, ethically and legally'. A green arrow points to the 'STARTED' status of the first standard.

Standard ID	Description	Status
> 1.1 - 1.1	Comply with statutory legislation and practice requirements in your area of work. Total Docs: 3	Reviewed and Accepted 18 Jul 2023 (UKPHR Assessor)
> 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 18 Jul 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

6. You need to assess all the standards that have the status of “**submitted and awaiting review**”.

The screenshot shows the 'Course Folder' page for 'UKPHR Practitioner / UKPHR 2019'. The left sidebar is the same as in the previous screenshot. The main content area displays a list of standards under the heading '2 - 2 Using public health information to influence population health and well-being'. A green arrow points to the 'Submitted & Awaiting Review' status of the first standard. At the top of the main content area, there are progress bars for 'Started 37%' and 'Completed 25%', and a 'Set Deadline' checkbox.

Standard ID	Description	Status
> 2.1 - 2.1	Identify data and information requirements to deliver the public health function demonstrating use of epidemiological terms and concepts. Total Docs: 3	Submitted & Awaiting Review 18 Jul 2023
> 2.2 - 2.2	Manage data and information in compliance with policy and protocol, demonstrating awareness of data confidentiality and disclosure. Total Docs: 0	Not Started
> 2.3 - 2.3	Obtain, verify and organise data and information, showing awareness of potential data anomalies. Total Docs: 0	Not Started
> 2.4 - 2.4	Demonstrate how health inequalities are identified and	Not Started