

UKPHR E-PORTFOLIO USER GUIDE ASSESSORS



Accepting a Standard

Accepting a standard

To accept a standard ensure have:

- Logged in
- Reviewed all pieces of evidence submitted by the practitioner for that standard

1.

Ensure you are on the **Outcome** page for the relevant standard you are assessing. Here we are assessing standard 2.1.

City Guilds Learning Assistant

Outcome

UKPHR Practitioner - UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)

UKPHR Practitioner OUT OF AREA

Started 22% Completed 17% Expected 0%

Last Login: 18 Jul 2023 15:59

Course Evidence Registration Contact Reviews CPD Journey

2.1 - 2.1 Identify data and information requirements to deliver the public health function demonstrating use of epidemiological terms and concepts.

2.

Select the appropriate assessment decision

City Guilds Learning Assistant

Outcome

Resources

RESOURCE	TYPE

Competence Claim

Print PDF Choose Evidence Evidence Wizard

Outcome Submitted & Awaiting Review

Actions: Accept Partially Accept Clarification Resubmission

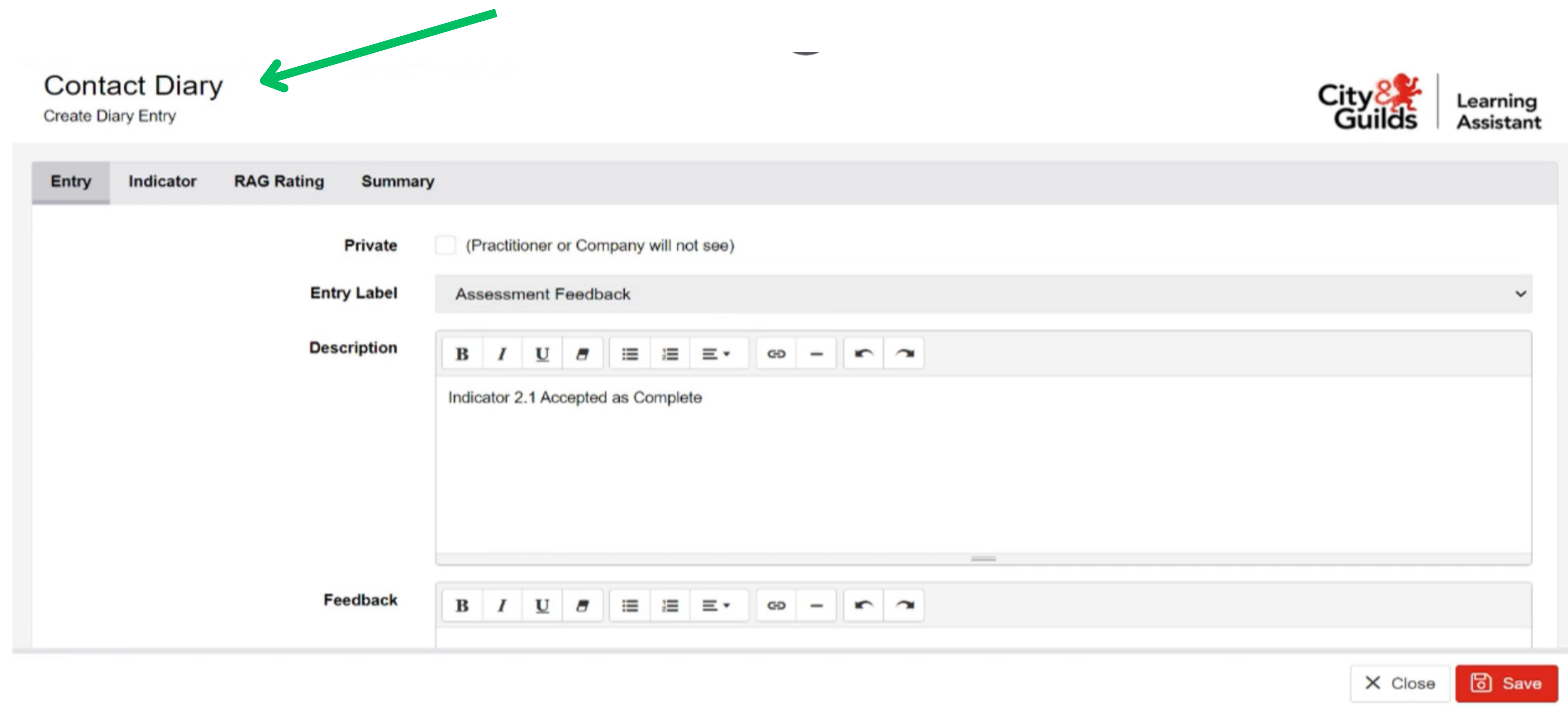
Evidence	Type(s)	IV	2.1
C1 - VERSION 1	C	<input type="checkbox"/>	✓
Ev1.1K Degree Certific...	K	<input type="checkbox"/>	✓
Ev1.4A HECA Progress R...	A	<input type="checkbox"/>	✓

Completed (Assessor Only)

3.

A pop-up window will open called the '**Contact Diary**'.

This is where the assessment decisions are recorded on the e-portfolio. Your comments will be automatically added to the 'Assessment Log'.

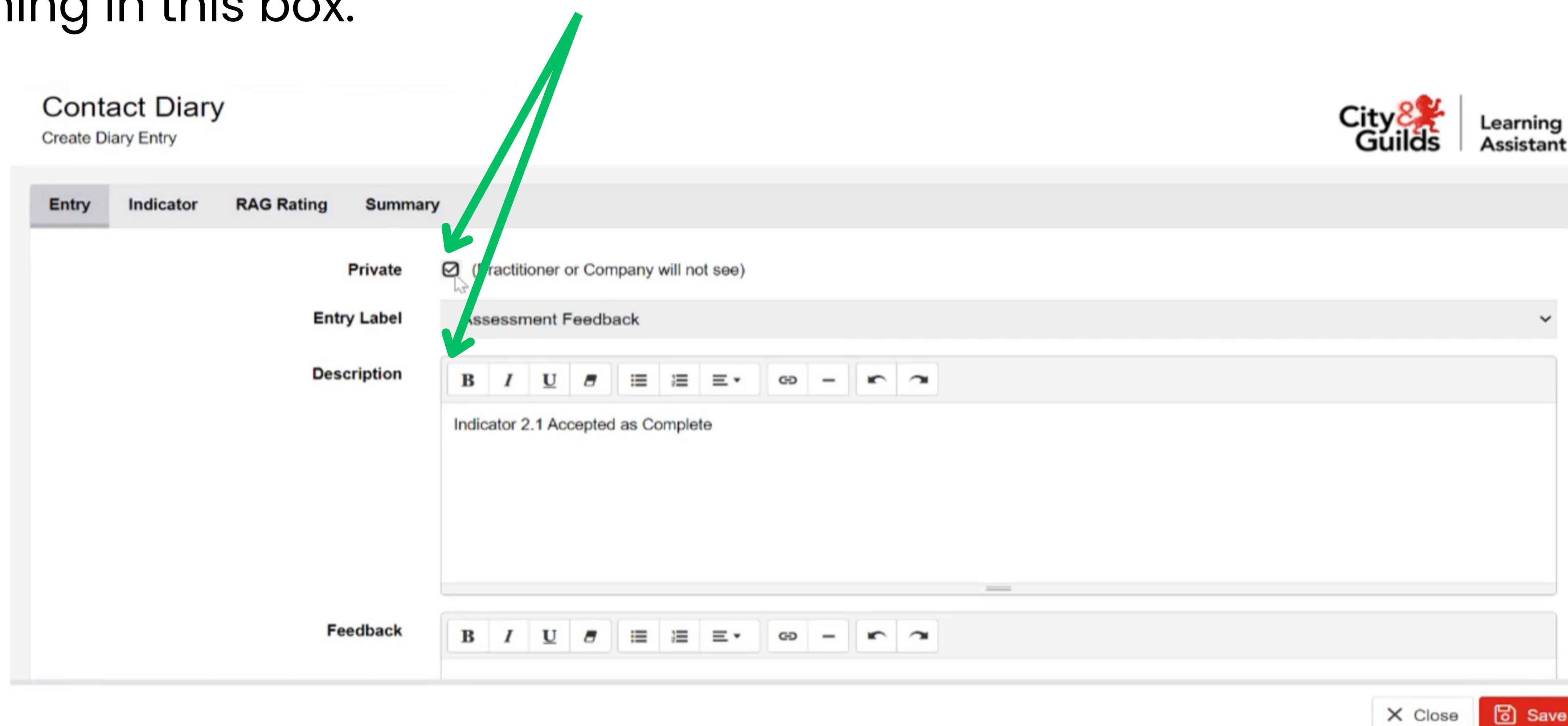


The screenshot shows the 'Contact Diary' form with the title 'Contact Diary' and subtitle 'Create Diary Entry'. A green arrow points to the title. The form includes a 'Private' checkbox (unchecked), an 'Entry Label' dropdown menu set to 'Assessment Feedback', a 'Description' text area containing 'Indicator 2.1 Accepted as Complete', and a 'Feedback' text area. The form is titled 'City & Guilds Learning Assistant' in the top right corner. At the bottom right, there are 'Close' and 'Save' buttons.

4.

Click the '**Private**' check box so that your Practitioner cannot see the assessment decision straight away.

The description box is automatically filled so there is no need to action anything in this box.



The screenshot shows the 'Contact Diary' form with the title 'Contact Diary' and subtitle 'Create Diary Entry'. A green arrow points to the 'Private' checkbox, which is now checked. The 'Entry Label' dropdown menu is set to 'Assessment Feedback', and the 'Description' text area contains 'Indicator 2.1 Accepted as Complete'. The form is titled 'City & Guilds Learning Assistant' in the top right corner. At the bottom right, there are 'Close' and 'Save' buttons.

5.

In the '**Feedback**' box, add your comment. You are talking to the verifier when accepting a standard, giving them the rational for your decision.

Once your comments are complete click the **Save** and then **Close** button.

Contact Diary
Create Diary Entry

City & Guilds Learning Assistant

Indicator 2.1 Accepted as Complete

Feedback

The Practitioner has demonstrated their knowledge of this standard by providing evidence of the masterclass they attended and have reflected in their commentary of their understand of the knowledge gained and how they applied this to their practice. They have provided evidence of the minutes of the meeting they attended to demonstrate application.

Meeting / Appointment Date

X Close Save

6.

You will be re-directed back to **Outcome** page. Here you will now see the element status matches the assessment decision you have chosen.

City & Guilds Learning Assistant

Outcome

Home / Learners / UKPHR Practitioner / UKPHR 2019 / 2 / 2.1

Resources

RESOURCE	TYPE
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Actions

Status: Element Reviewed and Accepted (20-07-23 UKPHR Assessor)

Actions: Clarification Resubmission

Competence Claim

Evidence	Type(s)	IV	2.1
C1 - VERSION 1	C	<input type="checkbox"/>	✓
Ev1.1K Degree Certific...	K	<input type="checkbox"/>	✓
Ev1.4A HECA Progress R...	A	<input type="checkbox"/>	✓

Completed (Assessor Only)

Making your assessment decision visible to the practitioner

The primary use of the **Private** box in the **Contract Diary** is to hide assessment feedback until you're ready to present it to the practitioner.

Once you have assessed everything that has been submitted by the practitioner for the specific commentary (1, 2 or 3) you will need to go into each standard and un-tick the **Private** box.

1.

Ensure you are in the practitioners portfolio course folder.

Scroll down to the standards that you have assessed for that commentary, and select a standard.

The screenshot shows the City & Guilds Learning Assistant interface. On the left is a dark sidebar with navigation icons and text: 'City & Guilds Learning Assistant', 'Homepage', 'Practitioners' (highlighted in red), 'News & Events', 'Appointments', 'Forums', and 'CPD'. The main content area is titled 'Course Folder' and includes the NHS logo and 'Health Education Wessex'. Below this is a navigation bar with tabs: 'Course', 'Evidence', 'Registration', 'Contact', 'Reviews', 'CPD', and 'Journey'. The current view is for 'UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)'. A table lists standards under the heading '1.1 Practising professionally, ethically and legally' (marked 'STARTED').

Standard	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.

Scroll down until you reach the '**Contact**' section on the page.

Click on the '**Edit**' icon.

The screenshot shows the 'City & Guilds Learning Assistant' interface. On the left is a navigation menu with options like 'Homepage', 'Practitioners', 'News & Events', 'Appointments', 'Forums', 'CPD', and 'Processes'. The main content area is titled 'Outcome' and includes a breadcrumb trail: 'Home / Learners / UKPHR Practitioner / UKPHR 2019 / 1 / 1.1'. Below this are sections for 'Grading Checklists' and 'Recording Forms'. The 'Contact' section is active, displaying a list of diary entries. The first entry is from 'UKPHR Assessor (Primary Assessor)' on '18 Jul 2023 15:29' with the outcome '1.1'. The entry details include a description 'Indicator 1.1 Accepted as Complete', feedback text, and an 'Info' section with 'Assessment Feedback' and 'Private' options. A green arrow points from the 'Edit' icon in the top right of the contact entry to the 'Edit' icon in the top right of the page.

2.

The '**Contact Diary**' will open.

Un-tick the '**Private**' box, click **Save** and then **Close**.

The screenshot shows the 'Contact Diary' update form. The title is 'Contact Diary' with the subtitle 'Update Diary Entry'. The form has a header with 'Entry', 'Indicator', 'RAG Rating', and 'Summary'. The 'Private' checkbox is checked, with a note '(Practitioner or Company will not see)'. The 'Entry Label' is set to 'Assessment Feedback'. The 'Description' field contains the text 'Indicator 1.1 Accepted as Complete'. The 'Feedback' field contains the text 'The Practitioner has demonstrated their knowledge of this standard by providing evidence of the masterclass they attended and have reflected in their'. At the bottom, there are 'Copy', 'Close', and 'Save' buttons. A green arrow points to the 'Private' checkbox.