

# UKPHR E-PORTFOLIO USER GUIDE ASSESSORS

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## *Requesting a Clarification*



# Requesting a Clarification

To make an assessment decision ensure you are:

- Logged in
- On the Practitioner's portfolio Course Folder page

## 1.

Scroll down to find the relevant standard that you are reviewing that has the status '**Submitted & Awaiting Review**' and click on the standard to open it.

Course Folder

Home / Learners / UKPHR Practitioner / UKPHR 2019

Health Education Wessex

5 - 5 Implementing public health policy and strategy STARTED

> 5.1 - 5.1 Support the implementation of policies or strategies to improve health and wellbeing and reduce health inequalities. Total Docs: 3	Submitted & Awaiting Review 18 Jul 2023
> 5.2 - 5.2 Demonstrate how your work is influenced by an understanding of the impact of the wider determinants of health. Total Docs: 3	Submitted & Awaiting Review 18 Jul 2023
> 5.3 - 5.3 Critically reflect on and make suggestions for how public health policies or strategies could be improved. Total Docs: 3	Submitted & Awaiting Review 18 Jul 2023

Started 100% Completed 0%

Set Deadline Accept Unit

## 2.

Ensure you have read through and reviewed all pieces of evidence submitted by the Practitioner for the standard.

Select the appropriate assessment decision.

Outcome

Home / Learners / UKPHR Practitioner / UKPHR 2019 / 5 / 5.1

Health Education Wessex

Actions:  Accept  Partially Accept  Clarification  Resubmission

Print PDF Choose Evidence Evidence Wizard

Evidence	Type(s)	IV	5.1
C1 - VERSION 1	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ev1.1K Degree Certific...	K	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ev1.4A HECA Progress R...	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Completed (Assessor Only)

Save



### 3.

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

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

The '**Description**' box is automatically completed so there is nothing to action in this box.

The screenshot shows the 'Contact Diary' form with the following elements:

- Header: 'Contact Diary' and 'Create Diary Entry'.
- City & Guilds Learning Assistant logo.
- Navigation tabs: 'Entry', 'Indicator', 'RAG Rating', 'Summary'.
- 'Private' checkbox:  (Practitioner or Company will not see).
- 'Entry Label': 'Assessment Feedback' (dropdown menu).
- 'Description' field: Contains the text 'Indicator 5.1 Returned for Clarification'.
- 'Feedback' field: Empty.
- Buttons: 'Close' and 'Save'.

Two green arrows point from the text above to the 'Private' checkbox and the 'Description' field.

### 4.

In the '**Feedback**' box, add your comment.

Here you are talking to the practitioner, telling them which aspect of the standard requires more information - K, U or Ap, and which aspects you are accepting.

The screenshot shows the 'Contact Diary' form with the following elements:

- Header: 'Contact Diary' and 'Create Diary Entry'.
- City & Guilds Learning Assistant logo.
- 'Description' field: Contains the text 'Indicator 5.1 Returned for Clarification'.
- 'Feedback' field: Contains the text 'Und and App accepted through the partnership working document (Ev 1.1A) and narrative however Kn needs clarification as certificate provided does not link to this standard'.
- 'Meeting / Appointment Date' field: Empty.
- Buttons: 'Close' and 'Save'.

A green arrow points from the text above to the 'Feedback' field.

# 5.

Once your comments are complete click the **Save** and then **Close** button. You will then be re-directed back to the **Outcome** page for that standard.

You will now see the element status matches the assessment decision you have chosen.

The screenshot displays the 'City & Guilds Learning Assistant' interface. On the left is a navigation menu with options: Homepage, Practitioners (highlighted), News & Events, Appointments, Forums, CPD, and Processes. The main content area is titled 'Outcome' and shows a breadcrumb trail: 'Learners / UKPHR Practitioner / UKPHR 2019 / 5 / 5.1'. The 'Status' is 'Requires Clarification (20-07-23 UKPHR Assessor)'. Below the status are fields for 'Deadline' and 'Actions', including 'Submit on behalf of the learner', 'Accept', and 'Partially Accept'. A green arrow points from the text above to the 'Requires Clarification' status. At the bottom, there are buttons for 'Print', 'PDF', 'Choose Evidence', and 'Evidence Wizard', and a '5.1' indicator.



# 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.

Course Folder

City & Guilds Learning Assistant

NHS Health Education Wessex

Course Evidence Registration Contact Reviews CPD Journey

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

Gap Analysis Evidence Sampled Print

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 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 shows a 'Grading Checklists' section with a table that is currently empty. Below this is the 'Contact' section, which displays a list of diary entries. The first entry is for 'UKPHR Assessor (Primary Assessor)' on '18 Jul 2023 15:29'. 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' section to the 'Edit' icon in the top right of the 'UKPHR Assessor' entry.

2.

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

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

The screenshot shows the 'Contact Diary' form for updating a diary entry. The form has a header 'Contact Diary' and 'Update Diary Entry'. It features a table with columns for 'Entry', 'Indicator', 'RAG Rating', and 'Summary'. Below the table, there are several fields: 'Private' (with a checked checkbox and the text '(Practitioner or Company will not see)'), 'Entry Label' (set to 'Assessment Feedback'), 'Description' (with a rich text editor containing 'Indicator 1.1 Accepted as Complete'), and 'Feedback' (with a rich text editor containing '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.

Ensure you repeat steps 1 & 2 for all standards you have assessed for that specific commentray. The Practitioner will now be notified of the outcome of assessment for all of the standards assessed.