

# UKPHR E-PORTFOLIO USER GUIDE ASSESSORS

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*Submitting the Portfolio for Verification*

# Submitting the Portfolio for Verification

Once you have assessed and accepted all standards for all three commentaries, the portfolio is ready to be submitted for verification.

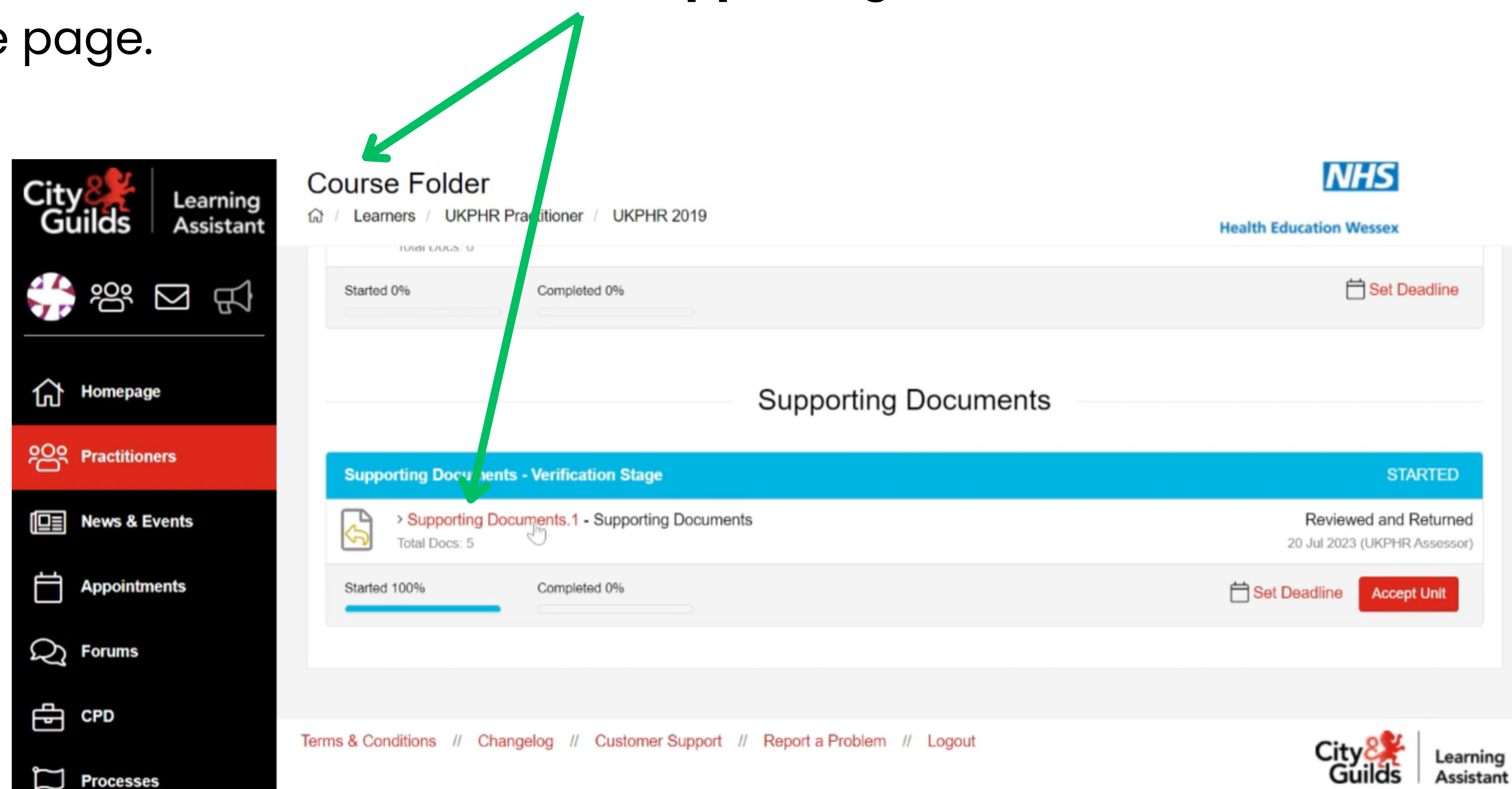
There are a number of tasks that need to be completed.

## 1. Assessing the Supporting Documents

There are a set of **Supporting Documents** that will need to be signed off. This section must contain the following documents:

- A current CV
- Current JD
- Copies of original certificates
- A Testimonial
- A Reference

In the Practitioner's portfolio on the **Course Folder** page, scroll down to the bottom of the standards to find the **Supporting Documents**. Click on the folder to open the page.



The screenshot displays the City & Guilds Learning Assistant interface. On the left is a dark sidebar with navigation icons and labels: City & Guilds Learning Assistant, Home, Practitioners (highlighted), News & Events, Appointments, Forums, CPD, and Processes. The main content area is titled 'Course Folder' and shows a breadcrumb path: Home / Learners / UKPHR Practitioner / UKPHR 2019. The NHS Health Education Wessex logo is in the top right. The interface shows progress bars for 'Started 0%' and 'Completed 0%' with a 'Set Deadline' button. Below this is a section titled 'Supporting Documents'. A blue bar indicates 'Supporting Documents - Verification Stage' is 'STARTED'. A folder icon and text show '> Supporting Documents.1 - Supporting Documents' with 'Total Docs: 5'. To the right, it says 'Reviewed and Returned 20 Jul 2023 (UKPHR Assessor)'. At the bottom of this section, there is a 'Started 100%' progress bar, a 'Completed 0%' progress bar, a 'Set Deadline' button, and a red 'Accept Unit' button. The footer contains links for Terms & Conditions, Changelog, Customer Support, Report a Problem, and Logout, along with the City & Guilds Learning Assistant logo.

Scroll down the page to find the list of the Supporting Documents the Practitioner must upload.

Click on the documents to open and review them.

The screenshot shows the City Guilds Learning Assistant interface. On the left is a navigation menu with options: Homepage, Practitioners (highlighted), News & Events, Appointments, and Forums. The main content area is titled 'Outcome' and shows a breadcrumb trail: Home / Learners / UKPHR Practitioner / UKPHR 2019 / Supporting Documents / Supporting Documents.1. Below this is a 'Competence Claim' section with buttons for Print, PDF, Choose Evidence, and Evidence Wizard. A table titled 'Supporting Documents' is displayed with the following data:

Evidence	Type(s)	IV	i	ii	iii	iv	v
Certified copy of BSc ...		<input type="checkbox"/>			✓		
Job Description		<input type="checkbox"/>		✓			
UKPHR Reference - COMP...		<input type="checkbox"/>					✓
UKPHR Testimonial - CO...		<input type="checkbox"/>				✓	
CV		<input type="checkbox"/>		✓			

A green arrow points from the text above to the 'Certified copy of BSc ...' document in the table.

Once reviewed, follow the normal procedure to either **Accept**, seek **Clarification** or seek **Re-submission**.

The screenshot shows the City Guilds Learning Assistant interface. On the left is a navigation menu with options: Homepage, Practitioners (highlighted), News & Events, Appointments, Forums, and CPD. The main content area is titled 'Outcome' and shows a breadcrumb trail: Home / Learners / UKPHR Practitioner / UKPHR 2019 / Supporting Documents / Supporting Documents.1. Below this is a 'Resources' section with a table:

RESOURCE	TYPE

Below the Resources section is an 'Actions' panel with the following information:

- Status: Requires Clarification (20-07-23 UKPHR Assessor)
- Deadline:
- Actions:  Submit on behalf of the learner,  Accept,  Partially Accept

Below the Actions panel is a 'Competence Claim' section with buttons for Print, PDF, Choose Evidence, and Evidence Wizard. A table titled 'Supporting Documents' is displayed with the following data:

Evidence	Type(s)	IV	i	ii	iii	iv	v
Certified copy of BSc ...		<input type="checkbox"/>			✓		

By clicking on the appropriate assessment decision, the **Contact Diary** will open.

The **Description** box will be automatically completed. Add any comments to the **Feedback** box.

Press **Save** and then **Close**.

The screenshot shows the 'Contact Diary' form with the following fields and actions:

- Private:** (Practitioner or Company will not see)
- Entry Label:** Assessment Feedback
- Description:** Indicator Supporting Documents.1 Accepted as Complete
- Feedback:** (Empty text area)
- Actions:** Close, Save

Green arrows point from the text above to the 'Entry Label', 'Description', 'Feedback', and 'Save' buttons.

You will be re-directed back to the **Supporting Documents Outcome** page. The status will now read: Element Reviewed and Accepted.

The screenshot shows the 'Supporting Documents Outcome' page with the following details:

- Page Header:** City & Guilds Learning Assistant, NHS Health Education Wessex
- Breadcrumbs:** Home / Learners / UKPHR Practitioner / UKPHR 2019 / Supporting Documents / Supporting Documents.1
- Navigation:** < No Previous Outcomes, Jump to Unit/Outcome, No Further Outcomes >
- Resources Table:**

RESOURCE	TYPE

- Actions:** Element Reviewed and Accepted (20-07-23 UKPHR Assessor), Clarification, Resubmission
- Competence Claim:** Print, PDF
- Supporting Documents Table:**

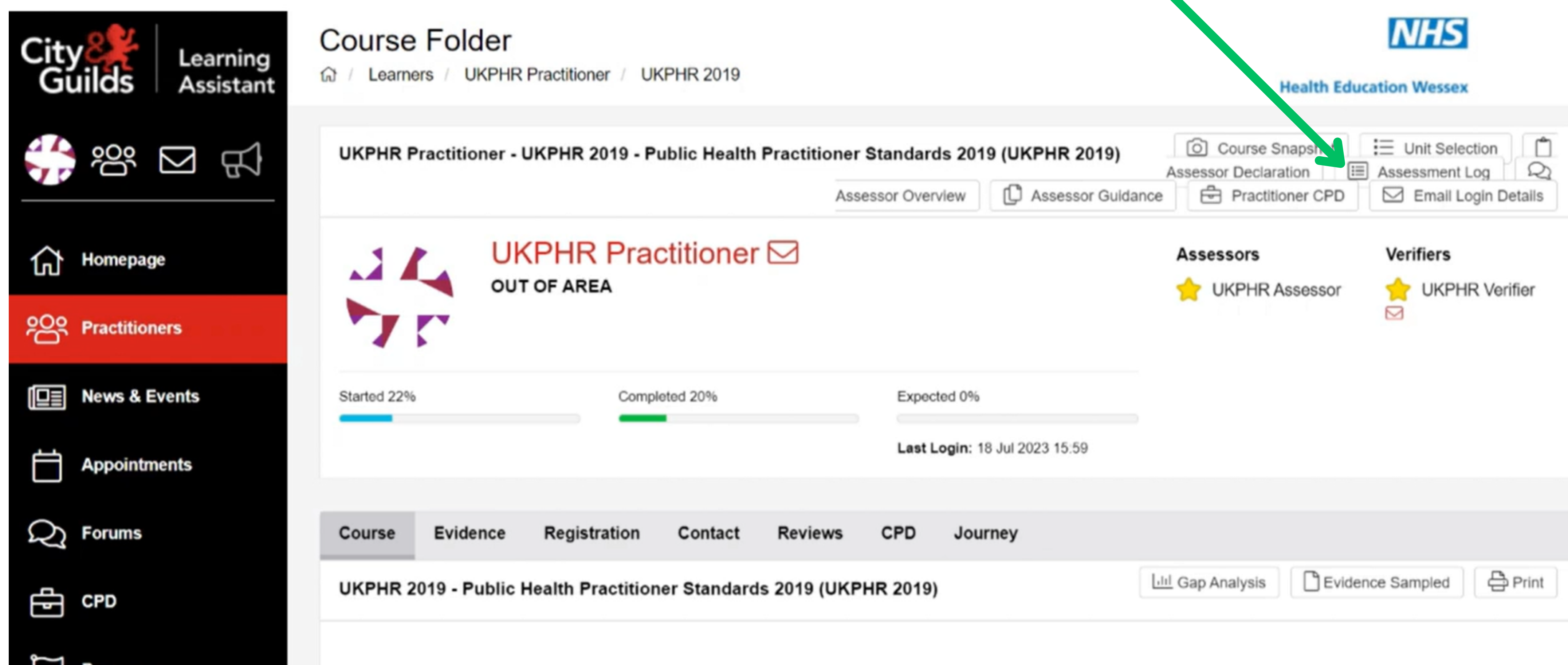
Evidence	Type(s)	IV	i	ii	iii	iv	v
Certified copy of BSc ...		<input type="checkbox"/>			✓		

A green arrow points from the text above to the 'Status' field in the 'Actions' section.

## 2. Downloading the Assessment Log

To download the Practitioner's Assessment Log, ensure you are in the Practitioner's e-portfolio **Course Folder**.

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



The screenshot shows the 'Course Folder' page for 'UKPHR Practitioner - UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)'. The interface includes a left-hand navigation menu with options like 'Homepage', 'Practitioners', 'News & Events', 'Appointments', 'Forums', and 'CPD'. The main content area displays the practitioner's name 'UKPHR Practitioner' with a status 'OUT OF AREA', progress bars for 'Started 22%', 'Completed 20%', and 'Expected 0%', and a 'Last Login' timestamp of '18 Jul 2023 15:59'. At the top right, there is a navigation bar with buttons for 'Course Snapshot', 'Assessor Declaration', 'Assessment Log', 'Unit Selection', 'Practitioner CPD', and 'Email Login Details'. A green arrow points to the 'Assessment Log' button.

A pop up will open, click on **Yes** to confirm you want to download the Assessment Log.

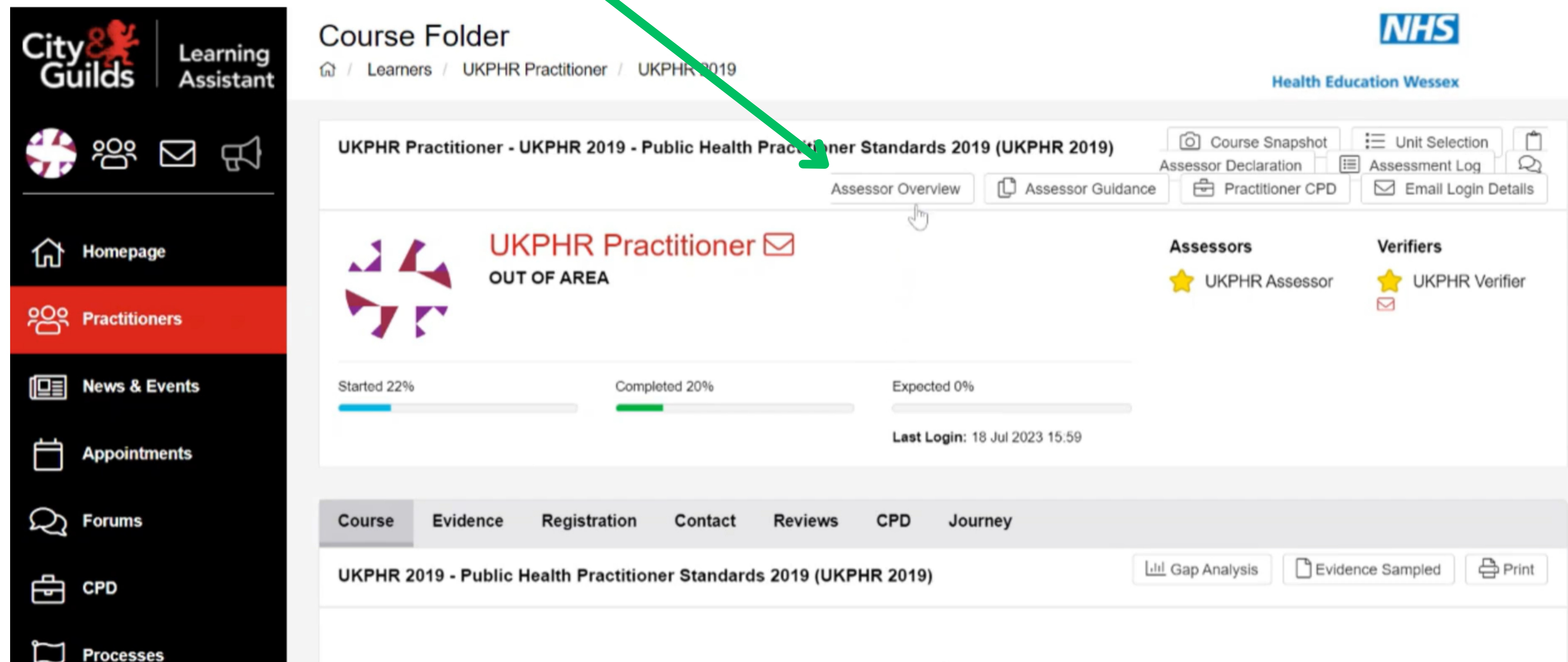


The pop-up dialog box has a dark blue background and white text. The main question is 'Are you sure you wish to download this Assessment Log?'. Below the question are two yellow buttons with black text: 'Yes' and 'No'. A white mouse cursor is pointing at the 'No' button.

## 2. Complete the Assessor Overview

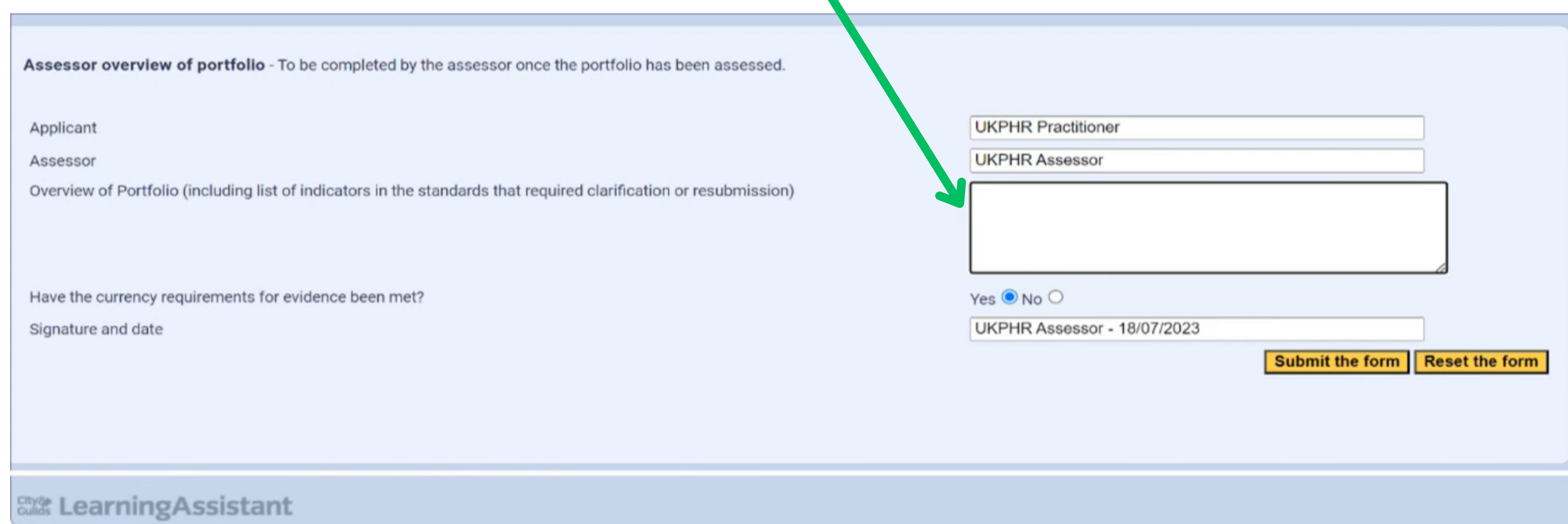
To complete the Assessor Overview, ensure you are in the Practitioner's e-portfolio **Course Folder**.

Click on **Assessor Overview** 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, Practitioners, News & Events, Appointments, Forums, CPD, and Processes. The main content area is titled 'Course Folder' and shows the course 'UKPHR Practitioner - UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)'. A green arrow points to the 'Assessor Overview' button in the top right corner of the course folder. Other buttons include 'Assessor Guidance', 'Practitioner CPD', 'Email Login Details', 'Course Snapshot', 'Unit Selection', 'Assessor Declaration', and 'Assessment Log'. Below the course title, there is a status 'OUT OF AREA' and progress bars for 'Started 22%', 'Completed 20%', and 'Expected 0%'. The 'Last Login' is '18 Jul 2023 15:59'. At the bottom, there are tabs for 'Course', 'Evidence', 'Registration', 'Contact', 'Reviews', 'CPD', and 'Journey'. A 'Gap Analysis' button is also visible.

A pop up will open. You must complete the **Overview of Portfolio** box.

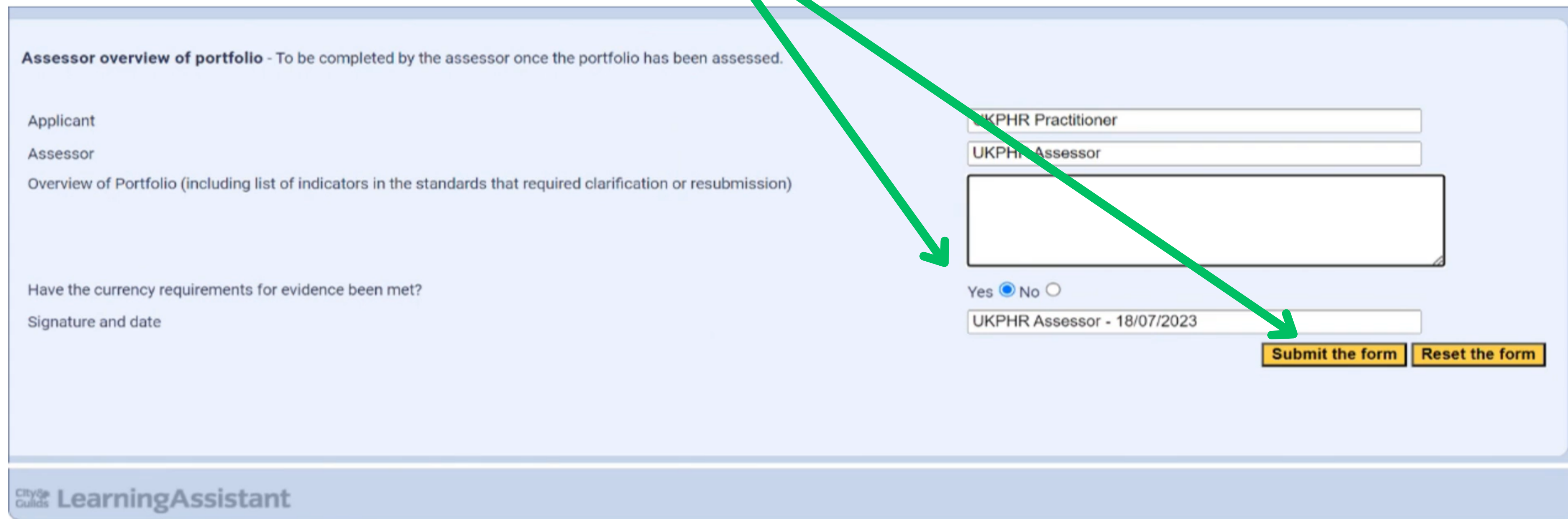


The screenshot shows a form titled 'Assessor overview of portfolio - To be completed by the assessor once the portfolio has been assessed.' The form has several sections: 'Applicant' (UKPHR Practitioner), 'Assessor' (UKPHR Assessor), and 'Overview of Portfolio (including list of indicators in the standards that required clarification or resubmission)'. There is a large empty text box for the overview. Below this, there is a question 'Have the currency requirements for evidence been met?' with radio buttons for 'Yes' (selected) and 'No'. The 'Signature and date' field contains 'UKPHR Assessor - 18/07/2023'. At the bottom right, there are two buttons: 'Submit the form' and 'Reset the form'. The City & Guilds LearningAssistant logo is at the bottom left.

The assessor overview is for the whole portfolio, mainly for the verifier and verification panel. It should indicate the overall organisation of the portfolio; the level of work; currency of work; the number of pieces of work; and a list of the clarifications and resubmissions that were requested.

Confirm whether the **Currency Requirements** have been met.

Complete the **signature** and **date** section and click on **Submit**.



**Assessor overview of portfolio** - To be completed by the assessor once the portfolio has been assessed.

Applicant  
Assessor  
Overview of Portfolio (including list of indicators in the standards that required clarification or resubmission)

Have the currency requirements for evidence been met?  
Signature and date

UKPHR Practitioner  
UKPHR Assessor

Yes  No

UKPHR Assessor - 18/07/2023

**Submit the form** **Reset the form**

City & Guilds LearningAssistant