

# UKPHR E-PORTFOLIO USER GUIDE VERIFIERS

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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:

Enter your **username** here

Enter your **password** here

Public-Health Practice  
Credibility  
Practitioner  
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

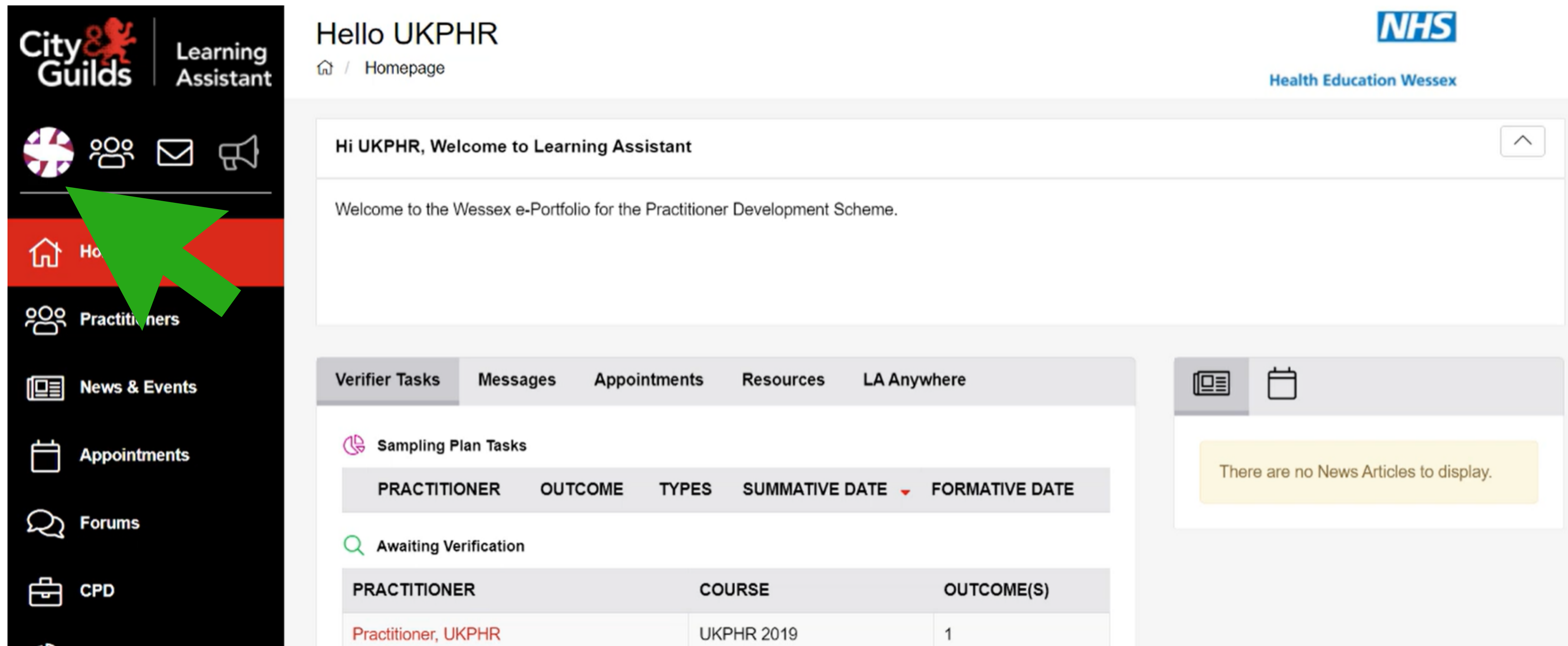
[Reset Password](#) [Contact Administrator](#) [Customer Support](#)

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.

# Turning on notifications

We recommend that you turn on notifications to be sent to your email address.

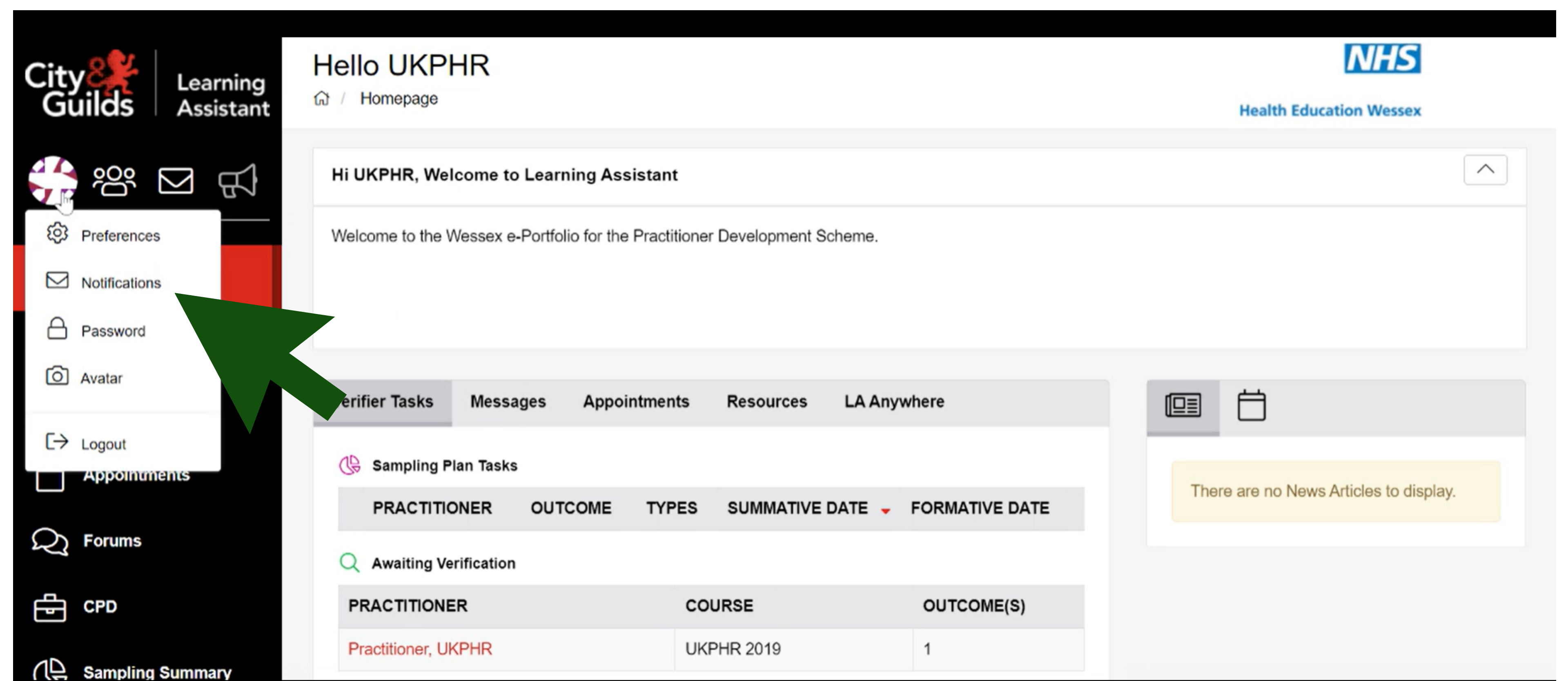
1.



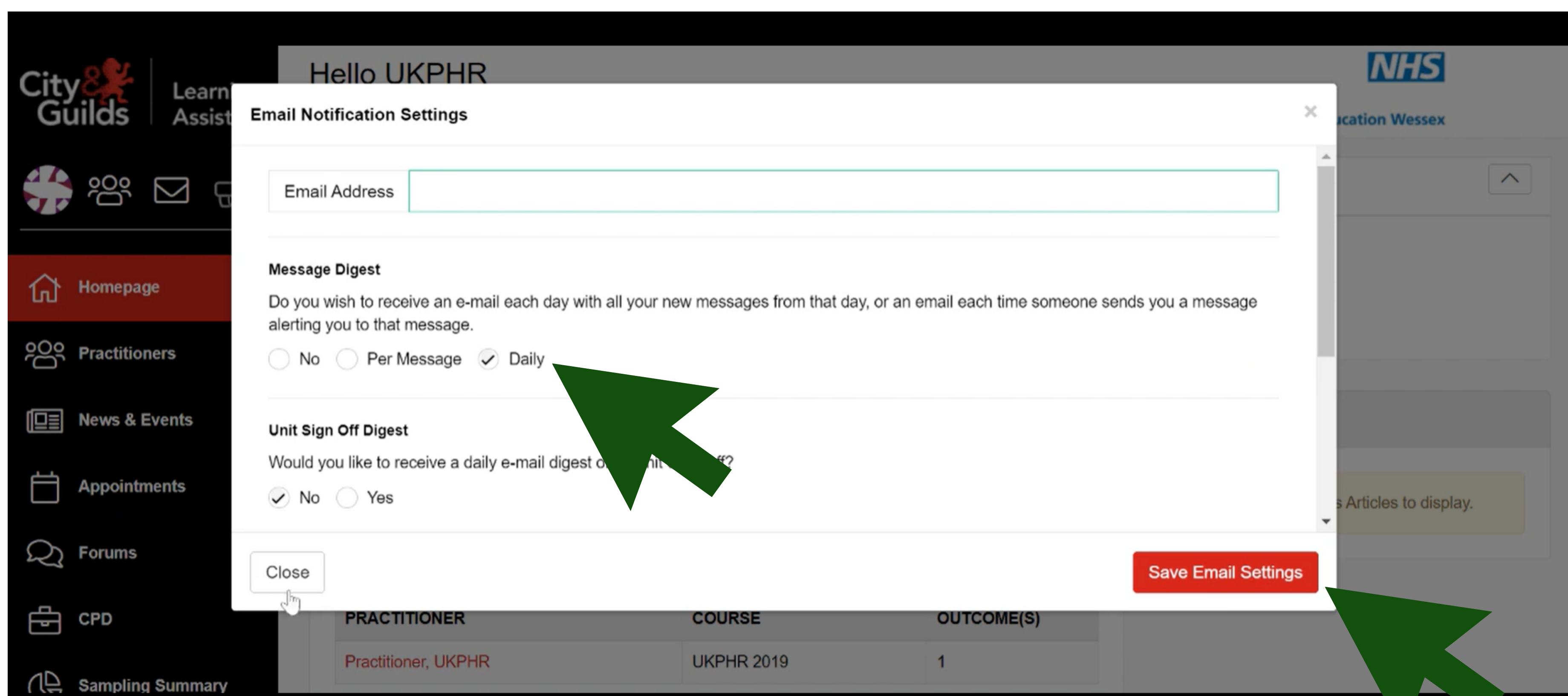
Click on your avatar in the left hand corner.

2.

Click on 'Notifications'



3.



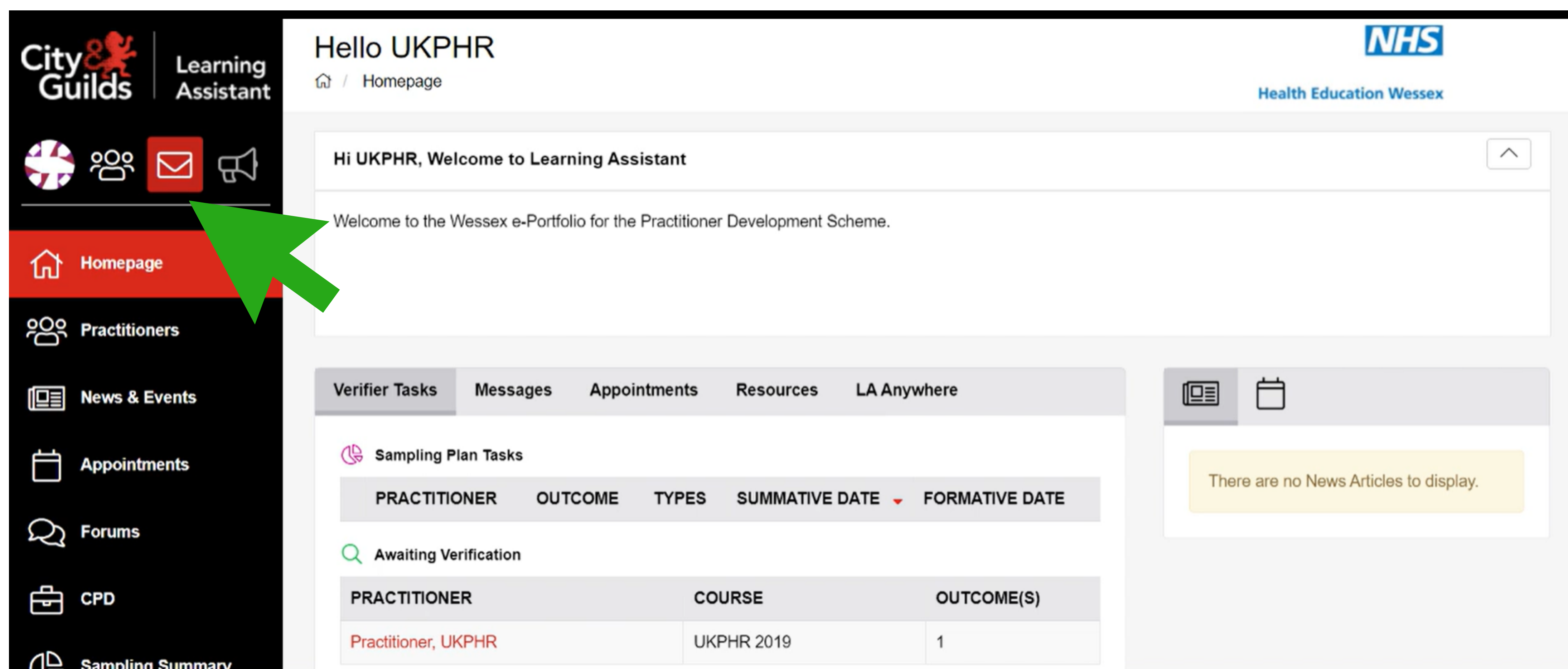
Select your preferences for 'Message Digest'

Enter your email address at the top and select your preferences. Any new notifications will now be emailed to you.

# Viewing & sending messages

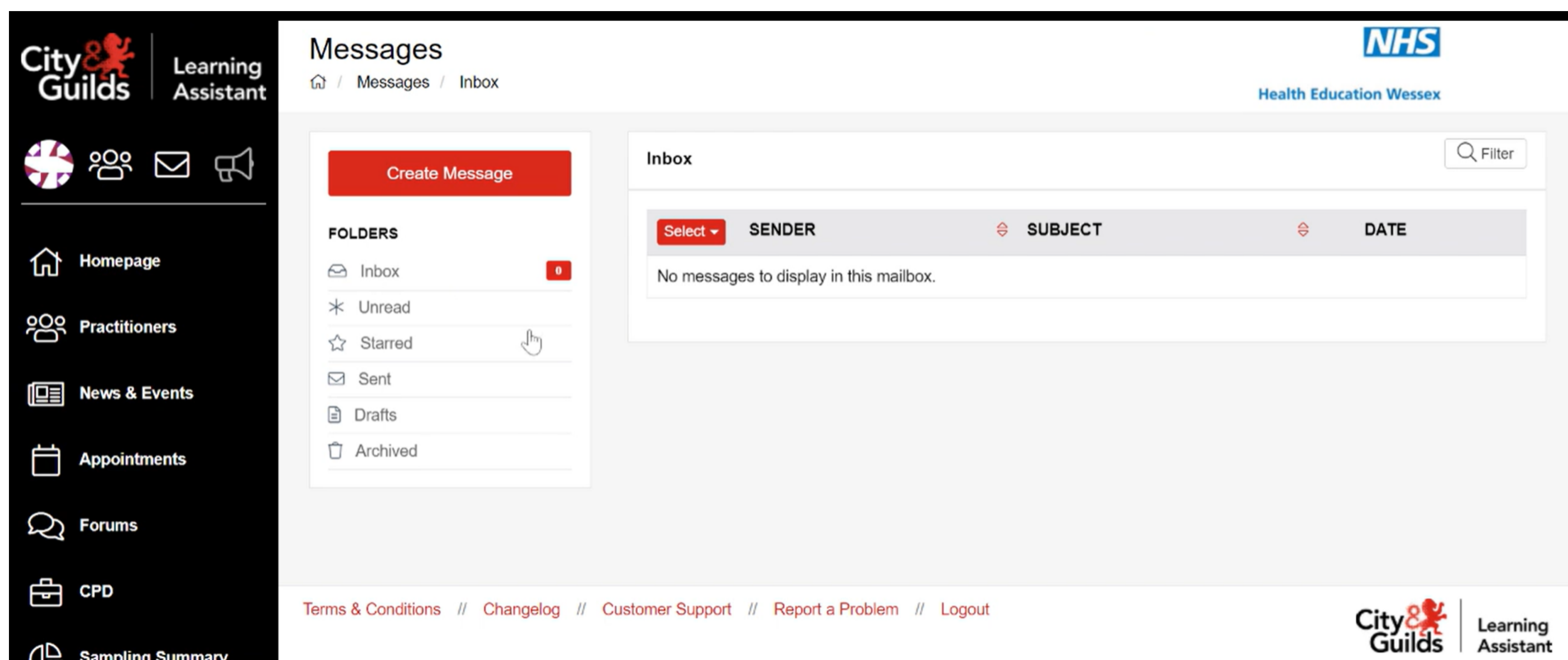
Any new notifications that come in will then be emailed to you. They can also be viewed in your messages inbox.

To view these, click on the message icon on the top left hand corner.



The screenshot shows the Learning Assistant interface. On the left is a dark sidebar with the City Guilds logo and 'Learning Assistant' text. Below this are icons for a profile, a message (highlighted with a green arrow), and a notification bell. The main content area is titled 'Hello UKPHR' and 'Homepage'. It contains a welcome message: 'Hi UKPHR, Welcome to Learning Assistant' and 'Welcome to the Wessex e-Portfolio for the Practitioner Development Scheme.' Below this are tabs for 'Verifier Tasks', 'Messages', 'Appointments', 'Resources', and 'LA Anywhere'. The 'Messages' tab is active, showing a table with columns 'PRACTITIONER', 'OUTCOME', 'TYPES', 'SUMMATIVE DATE', and 'FORMATIVE DATE'. A table entry shows 'Practitioner, UKPHR' with 'UKPHR 2019' and '1' outcomes. A yellow box on the right says 'There are no News Articles to display.'

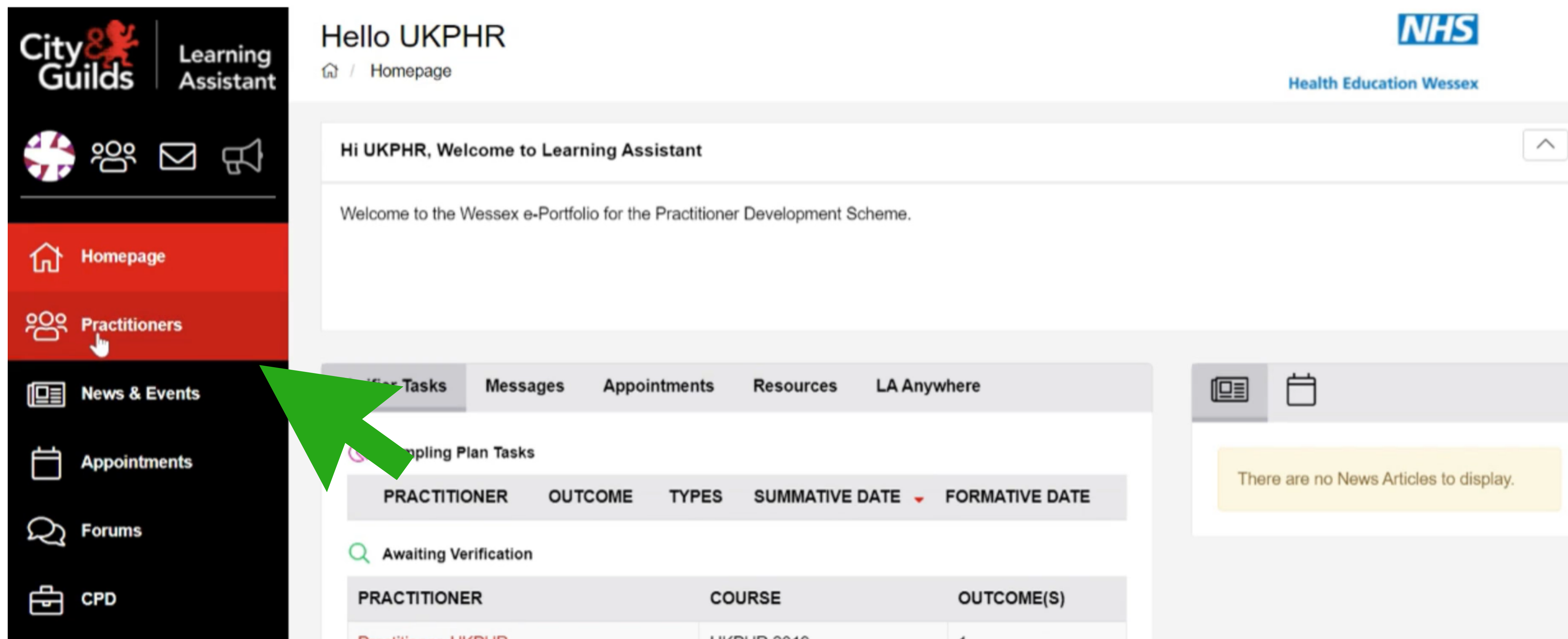
You'll be able to view any messages or send any messages to the assessor.



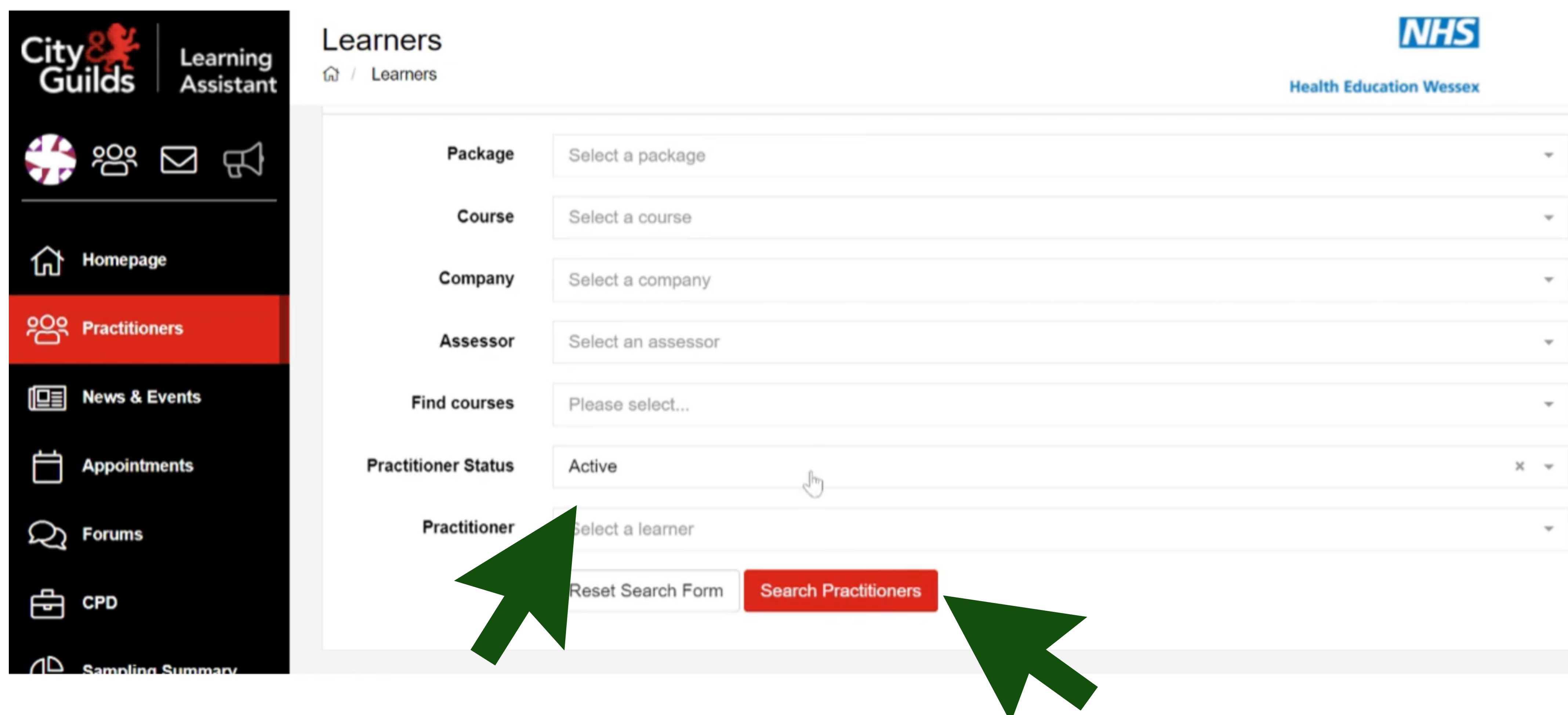
The screenshot shows the 'Messages' page in the Learning Assistant. The sidebar on the left is the same as in the previous screenshot, but the message icon is now selected. The main content area is titled 'Messages' and 'Inbox'. It features a red 'Create Message' button and a 'FOLDERS' list with 'Inbox' (6 messages), 'Unread', 'Starred', 'Sent', 'Drafts', and 'Archived'. The 'Inbox' section has a search filter and a table with columns 'Select', 'SENDER', 'SUBJECT', and 'DATE'. Below the table, it says 'No messages to display in this mailbox.' At the bottom, there are links for 'Terms & Conditions', 'Changelog', 'Customer Support', 'Report a Problem', and 'Logout'. The City Guilds Learning Assistant logo is in the bottom right corner.

# Navigating the Practitioners e-portfolio

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



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



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

The screenshot shows the 'Learners' page in the City & Guilds Learning Assistant. The page title is 'Learners' and the breadcrumb is 'Learners'. The NHS logo and 'Health Education Wessex' are in the top right. A status legend indicates: Not Started (grey), Started (blue), Completed (green), Verified (pink), Referred (orange). The page displays 'Displaying 1 to 1 of 1 Results' and '25 per page'. The main content is a table with columns: PRACTITIONER / COURSE, UNITS, RAG, and PROGRESS. The table contains one entry for 'Practitioner, UKPHR' with 'OUT OF AREA' status and a 'Test' button. A green arrow points to the practitioner's name. Below the table is another 'Displaying 1 to 1 of 1 Results' and '25 per page' indicator. The footer includes 'Terms & Conditions // Changelog // Customer Support // Report a Problem // Logout' and the City & Guilds Learning Assistant logo.

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. The page title is 'Course Folder' and the breadcrumb is 'Learners / UKPHR 2019'. The NHS logo and 'Health Education Wessex' are in the top right. The main content is for 'UKPHR Practitioner - UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)'. It features a 'Course Snapshot' section with 'Award VQ', 'Assessment Log', and 'Verifier' options. Below this is a 'UKPHR Practitioner' profile with 'OUT OF AREA' status, an email icon, and 'Assessors' (UKPHR Assessor) and 'Verifiers' (UKPHR Verifier). Progress bars show 'Started 22%', 'Completed 20%', and 'Expected 0%'. The 'Last Login' is '18 Jul 2023 15:59'. A navigation bar includes 'Course', 'Evidence', 'Registration', 'Contact', 'Reviews', 'CPD', and 'Journey'. The footer includes 'UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)' and buttons for 'Gap Analysis', 'Evidence Sampled', and 'Print'.

5. By scrolling down you will now see all the standards listed, you can click on each standard to open it up and review the evidence submitted.

Course Folder

Home / Learners / UKPHR Practitioner / UKPHR 2019

1

1 - 1 Practising professionally, ethically and legally		STARTED
	> 1.1 - 1.1 Comply with statutory legislation and practice requirements Total Docs: 1	Reviewed and Accepted 18 Jul 2023 (UKPHR Assessor)
	> 1.2 - 1.2 Adopt a professional 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. The work submitted by the practitioner can be viewed here. By clicking on each piece of evidence you can view the work.

Outcome

Home / Learners / UKPHR Practitioner / UKPHR 2019 / 1 / 1.1

Competence Claim

Evidence	Type(s)	IV	1.1
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

Grading Checklists | Recording Forms

GRADING CHECKLIST | CREATED | STATUS

No checklists to display.

For every standard submitted for assessment there's usually a minimum of three documents: Commentary; Evidence of knowledge; Evidence of application. All original evidence files are protected. This allows any changing or editing to take place safe in the knowledge that originals will remain unchanged.