

UKPHR E-PORTFOLIO USER GUIDE VERIFIERS



Verifying a Practitioners Portfolio

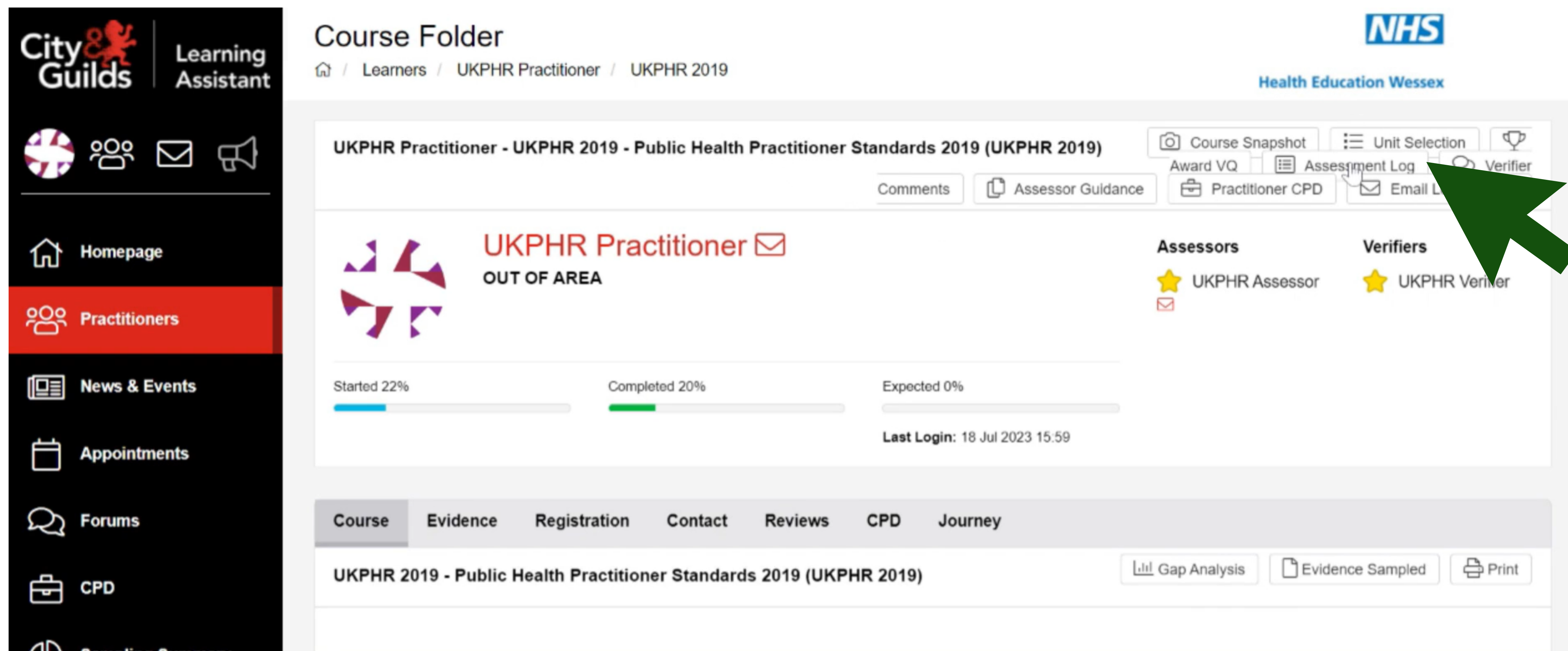
Verifying a practitioners portfolio

To undertake verification ensure you are:

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

1. Download the Assessment Log

Download the assessment log by clicking on '**assessment log**' in the top right hand corner.



The screenshot shows the 'Course Folder' page for a 'UKPHR Practitioner - UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)'. The page includes a sidebar with navigation options like 'Practitioners', 'News & Events', and 'Appointments'. The main content area displays the practitioner's name 'UKPHR Practitioner OUT OF AREA', progress bars for 'Started 22%', 'Completed 20%', and 'Expected 0%', and a 'Last Login' timestamp. A top navigation bar contains several buttons, with 'Assessment Log' highlighted by a green arrow. Other buttons include 'Course Snapshot', 'Unit Selection', 'Award VQ', 'Assessment Log', 'Practitioner CPD', 'Email L', 'Comments', and 'Assessor Guidance'. Below the main content, there are tabs for 'Course', 'Evidence', 'Registration', 'Contact', 'Reviews', 'CPD', and 'Journey', and a row of buttons for 'Gap Analysis', 'Evidence Sampled', and 'Print'.

This will open a pop-up tab. Click '**yes**' to download the assessment log.



The image shows a confirmation dialog box with a dark blue background. The text reads 'Are you sure you wish to download this Assessment Log?'. Below the text are two yellow buttons with black outlines: 'Yes' and 'No'. A white mouse cursor is positioned over the 'No' button.

Once the assessment log has been downloaded, you should perform an initial verification check. Verifiers undertaking an initial verification check should check that the assessment log has been fully completed by the applicant and the assessor.

This should include:

- Cited evidence of knowledge source and evidence of application.
- Clear assessment comments provided by the Assessor.
- Whether clarifications or resubmissions of evidence were required, for what reason, and when
- The date the standard was agreed as met is given.

2. Sampling the standards

Following the initial verification check of the assessment log, undertake a brief sampling of the evidence.

In the Practitioners **Course Folder** Page click on the relevant standard.

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 'Course Folder' and shows a breadcrumb trail: Home / Learners / UKPHR Practitioner / UKPHR 2019. The NHS logo and 'Health Education Wessex' are visible in the top right. The main content area displays a list of standards under the heading '1 - 1 Practising professionally, ethically and legally'. The standards are:

Standard	Status
> 1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work.	Reviewed and Accepted 18 Jul 2023 (UKPHR Assessor)
> 1.2 - 1.2 Use a systematic approach in your area of work, identifying ethical dilemmas or issues arising and how you address them.	Reviewed and Accepted 18 Jul 2023 (UKPHR Assessor)
> 1.3 - 1.3 Act in ways that promote equality and diversity.	Not Started
> 1.4 - 1.4 Act in ways that value people as individuals.	Not Started
> 1.5 - 1.5 Act in ways that recognise people's expressed beliefs and preferences.	Not Started
> 1.6 - 1.6 Act within the limits of your competence, seeking advice when needed.	Not Started

Click on the relevant pieces of evidence for that standard. The pieces of evidence will open and you are able to review them.

City & Guilds Learning Assistant

Outcome

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

Health Education Wessex

Evidence	Type(s)	IV	1.1
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)			

Save

Grading Checklists Recording Forms

GRADING CHECKLIST	CREATED	STATUS
No checklists to display		

If you are satisfied with the standard you have sampled then you will need to click 'Verify'.

City & Guilds Learning Assistant

Outcome

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

Health Education Wessex

< No Previous Outcomes Jump to Unit/Outcome 1.2 >

RESOURCE	TYPE
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Resources

Actions

Status: Element Reviewed and Accepted (18-07-23 UKPHR Assessor)

Actions:

Competence Claim

Evidence	Type(s)	IV	1.1
C1 - VERSION 1	C	<input type="checkbox"/>	✓

A new window will open where you can add your verification comment. Type your feedback in the comment box. Then click **Save** and **Close**.

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Contact Diary

Create Diary Entry

Feedback

Meeting / Appointment Date

Acknowledgements Require Assessor

FORM	STATUS	OPTIONS
There are currently no assigned forms.		

If you are not satisfied that the standard you have sampled has been assessed sufficiently then you will need to click **'Refer'**.

City Guilds Learning Assistant

Outcome

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

Health Education Wessex

Course Evidence Registration Contact Reviews CPD Journey

1.1 - 1.1 Comply with statutory legislation and practice requirements in your area of work.

< No Previous Outcomes Jump to Unit/Outcome 1.2 >

Resources

RESOURCE	TYPE
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Actions

Status: Element Reviewed and Accepted (18-07-23 UKPHR Assessor)

Actions:

Competence Claim

This will open up a new window where you can add your verification comment for referral and type your feedback in the comment box. Then click **Save** and **Close**.

Contact Diary

Create Diary Entry

City Guilds Learning Assistant

Indicator 1.1 Referred

Feedback

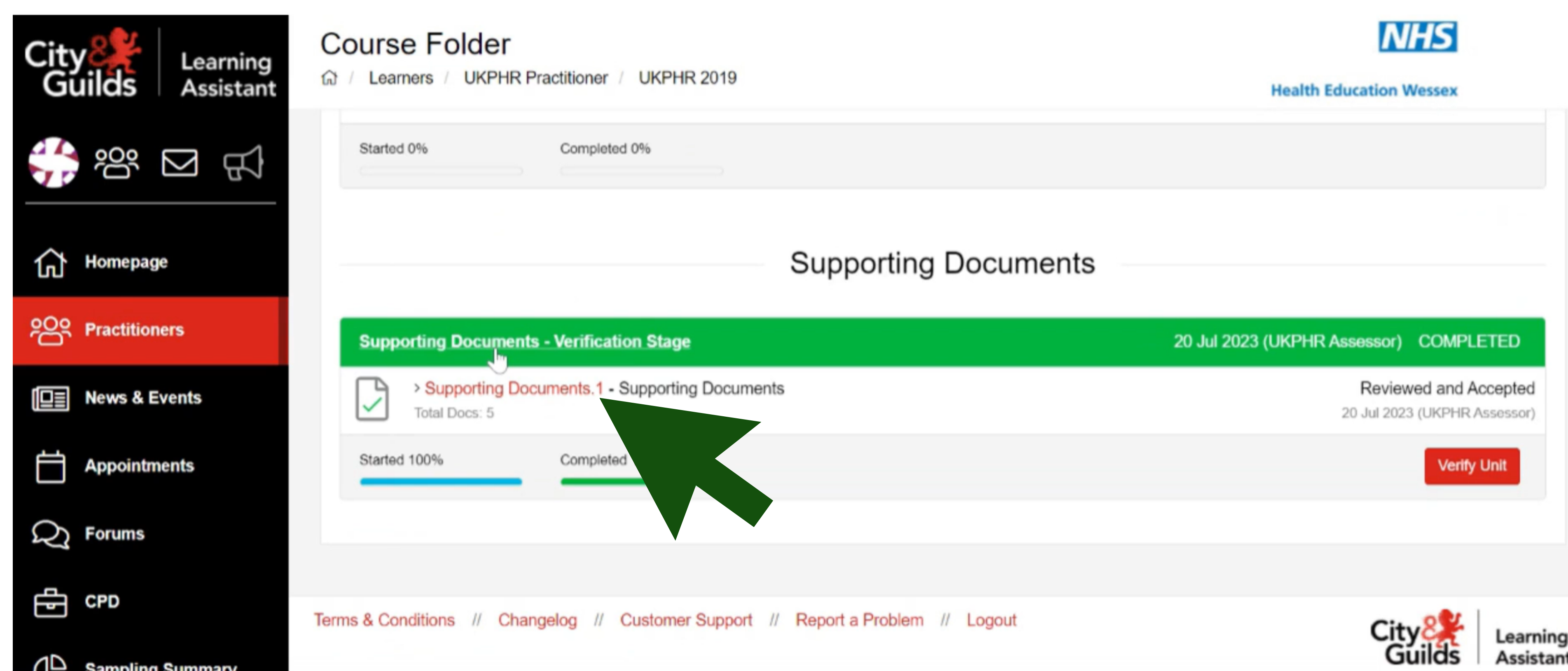
Meeting / Appointment Date

3. Checking the Supporting Documents

You will also need to check the Supporting Documents which include:

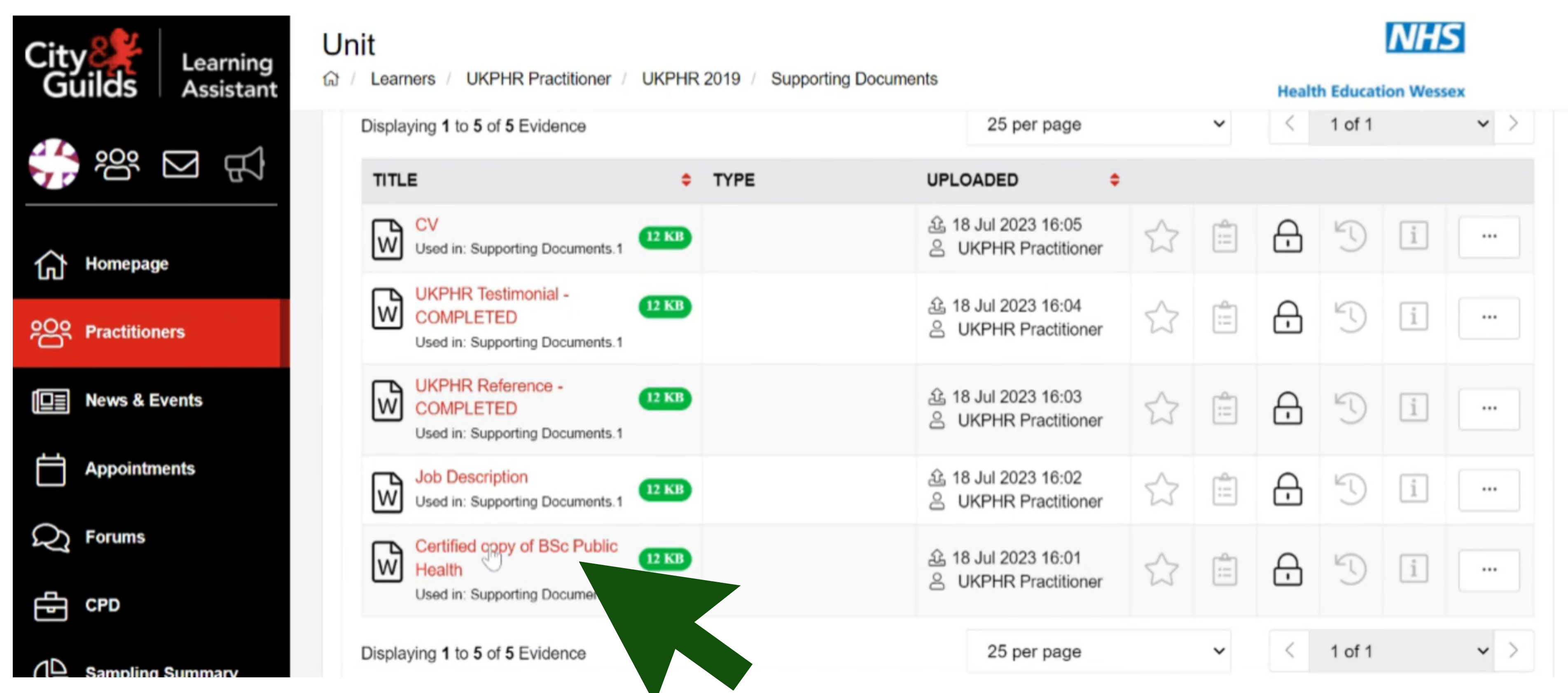
- Current CV
- Current Job Description
- Certified copies of original certificates
- A Testimonial
- A Reference

To check these, ensure you are in the Practitioners **Course Folder** page. Scroll down to the bottom of the standards. Click on **Supporting Documents** to open the folder.



The screenshot shows the 'Course Folder' page for 'UKPHR Practitioner / UKPHR 2019'. The 'Supporting Documents' folder is highlighted in green, indicating it is the current selection. A green arrow points to the folder name. The folder status is 'Completed' with a progress bar at 100%. A 'Verify Unit' button is visible in the bottom right corner of the folder view.

Click on each of the documents to open and review them.



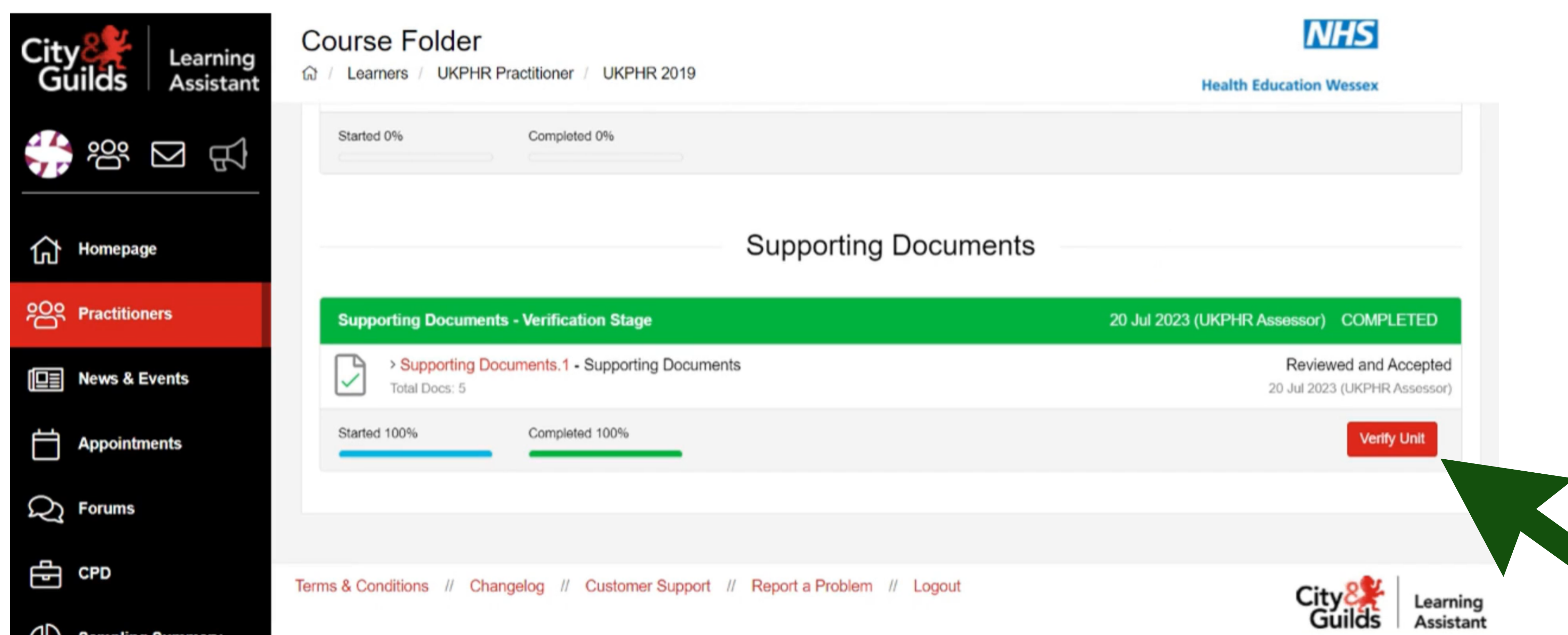
The screenshot shows the 'Unit' page for 'UKPHR Practitioner / UKPHR 2019 / Supporting Documents'. A table lists five documents, each with a '12 KB' size and a '18 Jul 2023' upload date. A green arrow points to the 'Certified copy of BSc Public Health' document.

TITLE	TYPE	UPLOADED
CV Used in: Supporting Documents.1	12 KB	18 Jul 2023 16:05 UKPHR Practitioner
UKPHR Testimonial - COMPLETED Used in: Supporting Documents.1	12 KB	18 Jul 2023 16:04 UKPHR Practitioner
UKPHR Reference - COMPLETED Used in: Supporting Documents.1	12 KB	18 Jul 2023 16:03 UKPHR Practitioner
Job Description Used in: Supporting Documents.1	12 KB	18 Jul 2023 16:02 UKPHR Practitioner
Certified copy of BSc Public Health Used in: Supporting Documents.1	12 KB	18 Jul 2023 16:01 UKPHR Practitioner

4. Verifying Each Unit

Once you have completed your initial verifier check and sampling you will need to verify each unit by clicking on **'Verify Unit'**.

You need to do this for each unit you have verified.



The screenshot displays the City & Guilds Learning Assistant interface. On the left is a dark sidebar with navigation options: Home, Practitioners (highlighted in red), News & Events, Appointments, Forums, CPD, and Sampling Summary. The main content area is titled 'Course Folder' and shows a breadcrumb trail: Home / Learners / UKPHR Practitioner / UKPHR 2019. The NHS logo and 'Health Education Wessex' are visible in the top right. A progress bar at the top indicates 'Started 0%' and 'Completed 0%'. Below this is a section for 'Supporting Documents'. A green bar highlights 'Supporting Documents - Verification Stage' with a date of '20 Jul 2023 (UKPHR Assessor)' and a status of 'COMPLETED'. Underneath, a document entry is shown: '> Supporting Documents.1 - Supporting Documents' with a status of 'Reviewed and Accepted' and a date of '20 Jul 2023 (UKPHR Assessor)'. A progress bar below this entry shows 'Started 100%' and 'Completed 100%'. A red 'Verify Unit' button is located at the bottom right of this entry, with a green arrow pointing to it. The footer contains links for Terms & Conditions, Changelog, Customer Support, Report a Problem, and Logout, along with the City & Guilds Learning Assistant logo.

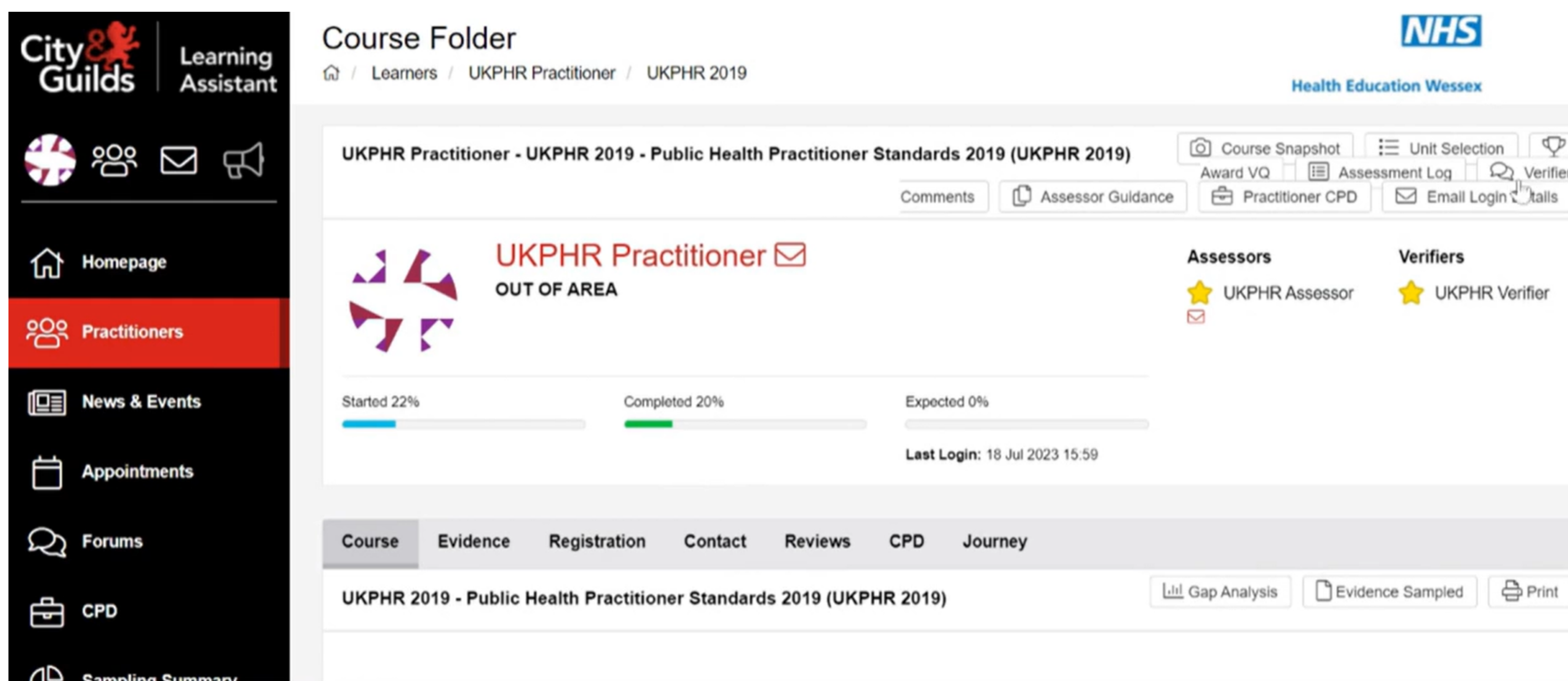
If you have referred a standard then do not click 'Verify Unit' until your referral has been addressed.

5. Completing the Verifier Overview

Once the verification has been completed you will need to complete the Verifier Overview section

Ensure you are in the Practitioners Course Folder page.

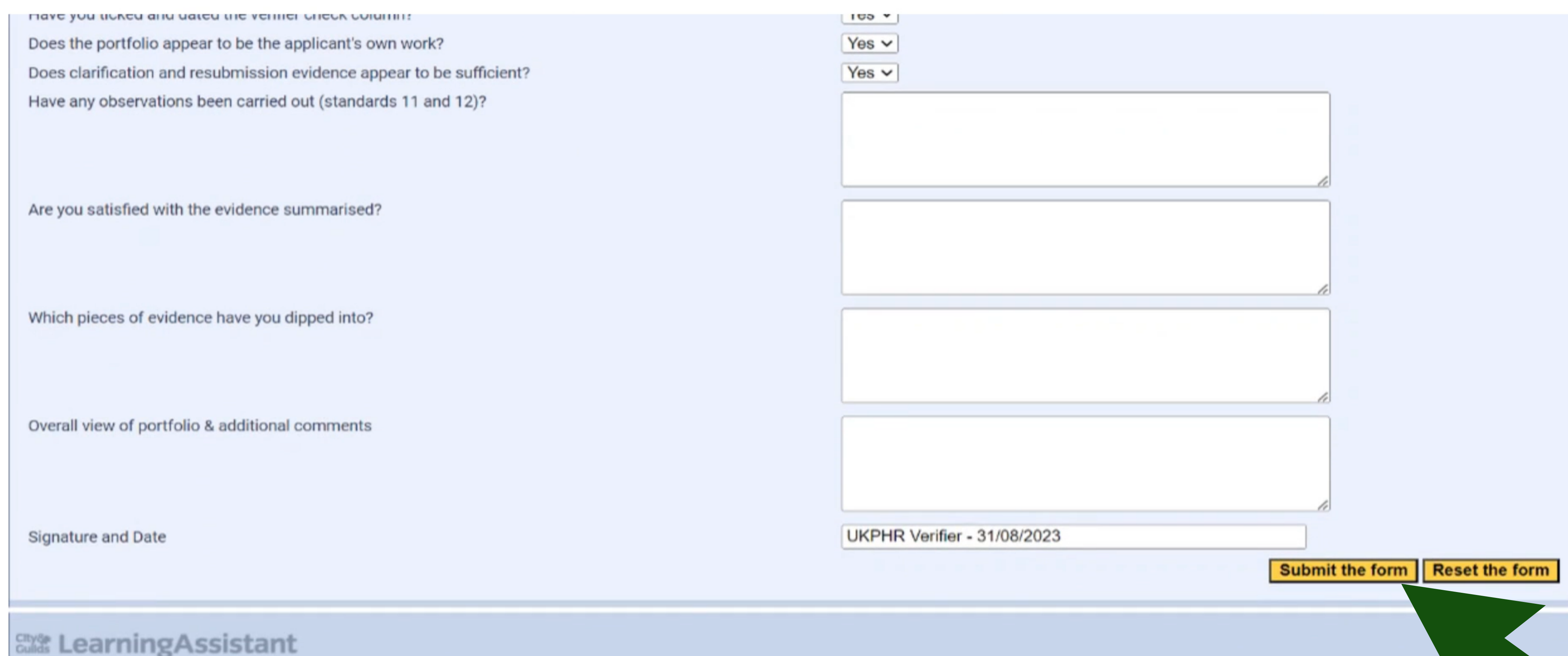
Click on '**Verifier Comments**' at the top right hand corner of the page.



The screenshot displays the 'Course Folder' page for 'UKPHR Practitioner - UKPHR 2019 - Public Health Practitioner Standards 2019 (UKPHR 2019)'. The page includes a sidebar with navigation options like 'Homepage', 'Practitioners', 'News & Events', 'Appointments', 'Forums', and 'CPD'. The main content area shows course progress (Started 22%, Completed 20%, Expected 0%) and a list of 'Assessors' and 'Verifiers'. A green arrow points to the 'Verifier Comments' link in the top right corner of the page.

A pop-up window will open. Here you can add in any of your verifier comments into the appropriate boxes.

Once you have completed the comments, click on '**Submit the form**'.



The screenshot shows the 'Verifier Comments' form. It includes the following questions and input fields:

- Have you checked and dated the verifier check column? (Yes/No dropdown)
- Does the portfolio appear to be the applicant's own work? (Yes/No dropdown)
- Does clarification and resubmission evidence appear to be sufficient? (Yes/No dropdown)
- Have any observations been carried out (standards 11 and 12)? (Text input field)
- Are you satisfied with the evidence summarised? (Text input field)
- Which pieces of evidence have you dipped into? (Text input field)
- Overall view of portfolio & additional comments (Text input field)
- Signature and Date (Text input field with 'UKPHR Verifier - 31/08/2023' entered)

At the bottom right, there are two buttons: 'Submit the form' and 'Reset the form'. A green arrow points to the 'Submit the form' button.

Once this is complete the practitioner portfolio is ready to be submitted to the verification panel.

For any standards referred, these will usually be discussed at the Verification Panel where a decision will be made on the next steps.

Once the action required has taken place, you will need to follow these steps again to complete verification of the referred standards.