

Guidance for applicants for UKPHR specialist registration by portfolio assessment

Portfolio submission

January 2024

Changes made:

- Included reference to UKPHR parental leave policy in section 22 (page 13)
- Added further information regarding fees if portfolio is returned as unassessable (section 6, page 4)
- Included information regarding extension to deadline when submitting portfolio (section 5, page 4)
- Edited table to list which items to send by post and electronically (section 4, page 3)
- Added reference to becoming a UKPHR Practitioner assessor or verifier to help see through the assessor lens (section 3, page 3)
- Amended section 10 – Testimonials, to clarify what a testimonial can cover (section 10, pages 5-6)
- Expanded the tips section (sections 16 and 17, pages 7-8)
- Redaction expanded in Confidentiality section (section 18, page 9)
- Why not share an example of a successful narrative (section 13, page 7)
- Only send in new information for clarifications / resubmissions (section 20, page 11)
- Clarified information on unassessable outcome (section 20, page 12)

**This document will be updated periodically, so
please check the UKPHR website to ensure you are using the
current version.**

This is a United Kingdom (UK) registration intended to accredit senior public health professionals working in the UK by retrospective portfolio assessment.

This guidance is intended to be used by individuals who have been granted approval to submit a portfolio for assessment to gain specialist registration via the pre-application process.

We strongly recommend that you work through each section of this document to help you compile an effective portfolio.

1. Background

Specialist registration with UK Public Health Register (UKPHR), General Medical Council (GMC) or General Dental Council (GDC) is an essential requirement for Consultant or Director of Public Health roles.

If you have a medical degree and are registered with the GMC, then you are advised to apply for public health specialist registration via [GMC's Certificate of Eligibility for Specialist Registration \(CESR\) route](#). However, you are not excluded from this route unless you have already failed the CESR route.

UKPHR's Specialist Registration by Portfolio Assessment was launched on 1 September 2018. This requires demonstration against UKPHR's Knowledge and Show How competencies. These are aligned with, and updated against, the 2022 Public Health Specialty Training Curriculum. This gives equivalence in knowledge and experience to the level attained at the end of the Faculty of Public Health Specialty Training Programme.

2. Applying for approval to begin the process of *Specialist Registration by Portfolio Assessment*

There are two stages to this retrospective portfolio assessment route:

1. The **pre-application process** which assesses whether you are working at the right level for this route
2. Submission of your portfolio for assessment if UKPHR is satisfied that you are working at the right level from your pre-application documents

Guidance and documents for the pre-application process can be downloaded from [UKPHR's website](#).

3. Compiling a portfolio for Specialist Registration by Portfolio Assessment

Before you start the portfolio, you **MUST** have received a formal letter from UKPHR giving approval from your preapplication to submit a full portfolio.

Please download the following documents from UKPHR's website and ensure you understand them.

- The most up-to date portfolio guidance for applicants i.e., this document, as this will be refined with experience.
- Specialist registration by portfolio assessment application form
- Structured reference form

- Specialist registration by portfolio assessment proforma
- Knowledge competencies and Show How competencies and guidance
- Portfolio matrix template
- Checklist for specialist registration by portfolio assessment applicants

You may wish to become an assessor for the UKPHR Practitioner registration route. This will help you become familiar with looking at portfolios through the eyes of an assessor.

4. What does a portfolio consist of?

We are currently accepting a hybrid of paper and electronic documents for your portfolio. Please refer to the table below for what we require and in what format:

By post (please send 4 copies of each item)	Electronically by file sharing, e.g., SharePoint/Dropbox/WeTransfer/Google drive
Knowledge narratives	Your completed and signed application form
Show How narratives	Specialist registration by portfolio assessment proforma with the evidence sections completed
	Know How and Show How matrices
	Your current Personal Development Plan and CPD achieved for at least the past year, as part of a formal scheme
	A current reference
	Knowledge evidence
	Show How evidence
	If changed since your pre-application: <ul style="list-style-type: none"> • Certified copies of qualifications and membership of professional bodies (these should be certified by your referee) • If applicable, a certified copy of marriage certificate / change of name deed if any documents are in a different name (these should be certified by your referee)

Please do not send any items on a memory stick/USB, please email them, see below.

Please do not embed documents (e.g., emails, Word document, spreadsheets, presentations etc) into other documents. We have had problems accessing such documents which has delayed assessments. Also please do not PDF the Specialist registration by portfolio assessment proforma as this will be used by the assessors.

5. Submitting your portfolio

Please note that your portfolio **must be submitted within 18 months** of the date your pre-application was approved. This deadline is outlined in your approval letter. The Registrar may grant extensions to this deadline if you are on [parental leave](#) or can demonstrate [extenuating circumstances](#).

UKPHR's Registrar has the discretion to authorise extensions up to six months each on two occasions and exceptionally. If you need to request an extension, please let us know as soon as possible.

Should UKPHR not be in receipt of your portfolio within 18 months, and you have not requested an extension it will be determined that you no longer wish to submit a portfolio for assessment. If at a later stage you would like to reconsider this route, you must reapply for approval via the pre-application process.

Once you have compiled your portfolio, please send the documents we have requested by post to UKPHR, Suite 16a, McLaren Building, 46 Priory Queensway, Birmingham, B4 7LR.

Please email the documents you are sending electronically to register@ukphr.org. You may wish to use a file transfer service, such as We Transfer, Dropbox, Google Drive, etc.

It is advised that you inform UKPHR of the arrival of your portfolio by emailing us at register@ukphr.org.

You are strongly urged to use the full 18 months to produce your portfolio to ensure you have produced evidence of working at the right level across all the competencies. This is because you will only have two opportunities after the initial portfolio submission to correct any issues the assessors may have, and you will need to send any clarifications/resubmissions within 6 months of receiving feedback after each assessment.

6. Fees

Assessment of a portfolio also requires payment of a portfolio assessment fee. You can find out the portfolio assessment fee on our website here: <https://ukphr.org/fees-and-charges/>

Please note: from 1 July 2023 if your portfolio is returned as unassessable, you will receive a refund of your portfolio assessment fee minus an admin fee of £150.

When you send in your next portfolio, you will be expected to pay the full portfolio assessment fee again.

If your portfolio is returned as a complete return, no refund of your assessment fee will be made.

Payment can be made via the following methods and is required alongside the portfolio submission.

There are no fees relating to submitting clarifications or resubmissions. Once you are successfully registered, you will be required to make payment of registration fee, calculated pro-rata to bring you to the Register's common renewal date of 1st July for all specialists.

BACS:	Bank: CAF Bank Account name: Public Health Register Sort code 40-52-40 Account number 00036414
PayPal:	Using the account register@ukphr.org

7. Navigation for Evidence

You must complete the matrices for both the *Knowledge and Shows How* competencies, outlining the name of the work / course as evidence with a summary used to demonstrate each competency. This must be updated with each clarification or resubmission of evidence. We recommend you retain the electronic versions of your matrices. Please see examples on our website. The detailed list of each piece of evidence must be listed on your Portfolio Assessment proforma.

These are crucial for the assessor to be able to navigate easily within your portfolio. Poor navigation may mean your portfolio is returned as unassessable.

8. Assessment proforma

Please ensure you have completed this in full and do not amend the format of the proforma. A Microsoft Word version of your assessment proforma must be emailed to UKPHR, as it is used to record the assessment findings.

You must update the evidence column within the proforma upon requests for clarifications and/or resubmissions using a different coloured font (see section 9 below). Therefore, we recommend you retain an electronic copy for your reference.

9. Updating documents during further submissions

If you are required to submit clarifications or resubmissions, this will also require submitting an updated assessment proforma and matrices to aid clear signposting of additional or new evidence that has been submitted. So please retain electronic copies of these documents in addition to your assessment proforma.

To ensure a clear audit trail we strongly advise that you update the proforma and matrices in different coloured font at each stage and leave previous text within the document. For example:

1. BLACK font for their initial portfolio submission.
2. BLUE font for any second submissions to UKPHR
3. RED font for any third and final submission to UKPHR

Please follow the guidance in section 4 re which documents need to be paper based and which should be electronic, noting the issues of embedding documents and use of PDF, as it will delay your assessment if we need to ask you to send all the embedded items to us.

10. Testimonials

Testimonials from a senior public health colleague may be used in support of specific work within the portfolio. You must use the testimonial structure as set out in Appendix 1 of this document and the Show How competencies guidance document.

Each testimonial should only cover one competency and must be clear in certifying the evidence.

Occasionally, a testimonial can be used as evidence or to validate other evidence where it is not otherwise documented. Testimonials must be from someone senior to you, specific to

the competency being claimed and verify your personal involvement in the work cited and competence as claimed. They should not be used for Know Hows. The exception to this is if you have completed an MPH, provide evidence of graduation, and cannot provide course content (after seeking it from the Further Education Institution (FEI)), then specific testimonials from course tutor/developers can be used in to enhance evidence, providing the testimonial is specific to the relevant parts of the competency. However, you should always attempt to submit the FEI module outlines in the first instance.

11. Reference

A reference from a senior public health professional must be provided. Please refer to the guidance for referees in the preapplication guidance on our website here:

<https://ukphr.org/5-specialist-registration-by-portfolio-assessment/>. Your referee must use the structured reference form prescribed by UKPHR for this purpose.

If you have submitted your portfolio within 12 months of receiving approval from UKPHR via the pre-application process, you can use the same reference submitted for this purpose. A new reference will not automatically be required if you change jobs between preapplication acceptance and portfolio submission in this 12-month period.

However, if you are submitting your portfolio more than 12 months after receiving your approval, please submit a new reference using the same template.

12. Certified copies of documents

Documents should be certified by your referee on your reference.

13. General issues in writing a portfolio

Reading this document carefully and following the guidance will enable the assessment to be efficient and accurate. Due attention to this guidance should lessen the risk of clarifications and make the process easier for both the assessors and for you.

Clear signposting and an easy-to-navigate portfolio are essential. This will not only prevent delays in assessment but also allow assessors to gain a clear understanding of how you demonstrate each competency. You must clearly show which **objective evidence** supports your statements and thus which competency. The assessment proforma is essential for navigation, as is citing objective evidence reference alongside the relevant text in the narrative. This precise signposting avoids the assessor having to look through a long list in the hope that one of the pieces of evidence might be relevant. An outcome of unassessable may ensue if the assessors are struggling to find relevant evidence, see paragraph 20.

You should ensure there is a full and clear explanation of how the learning / work described meets **all the elements of the competency**. The evidence provided to support the claim should be relevant to the competency, demonstrate your own learning / work and be easy for the assessor to navigate. Please see the knowledge and show how guidance for detailed advice about narratives and evidence. It is crucial to remember that the assessors are looking for **how you fulfil the competency**, not the story of the work.

Quality of evidence is preferred over quantity. All evidence must demonstrate your personal role. Pieces of work in which you have supervised others may be included as evidence but there must be a clear description of your role and responsibilities in this work and of the guidance given to those supervised, with supporting evidence. Try to only include evidence that is really relevant to what you are claiming.

**The assessor knows nothing about you and will be on your side initially.
Difficult navigation or unjustifiable claims are likely to make assessors become more hawkish.**

We are often asked for an example of a narrative but do not offer these. This is because styles of writing differ greatly; the context of the work may be difficult to understand given my experience; the work presented is not mine and so may be difficult for me to learn from. We have devised the template in the Appendix instead, with the help of aspiring applicants.

In the interest of **environmental sustainability** please note:

1. Readability: Use a font size no larger than 12 and no less than 11 in your writing. Giving a clear layout of the narratives e.g., use of paragraphs and appropriate headings are all helpful for the assessor.
2. Photocopy/print on both sides when paper copies are required.
3. Minimise the use of plastic wallets.
4. Do not duplicate evidence, but use an effective navigation reference system.

Finally, if sending all documents in as paper versions, often the ring binders are full, this means by the time the assessors receive them, the rings themselves have been bent out of shape hence using the ring binders becomes very difficult. Please do not fill these to the maximum to help minimise the rings deforming.

Sending evidence in electronically is preferable for the above reasons.

14. The Knowledge competencies

Please refer to the Knowledge competencies document available on our website: <https://ukphr.org/5-specialist-registration-by-portfolio-assessment/>

15. The Show How competencies

Please refer to the Show how competencies document available on our website: <https://ukphr.org/5-specialist-registration-by-portfolio-assessment/>

A suggested narrative template is provided to help you present your evidence for Show How competencies. Please see Appendix 2.

16. The most common issues assessors have with portfolios are:

- Each element of the competency is not addressed.
- Lack of clear objective evidence of your role, e.g., minutes citing your name but no action / role, agendas of meetings but no minutes, reports without your name as the author.
- Telling the story of the work with little reference to the competency being claimed. The assessors are looking for the competency, not the story of the work. So put on the glasses of the assessor.

- Telling the story of the work but not your role in it.
- Poor navigation between the competency and its evidence. Assessors will struggle to understand where and how your evidence fits the competency. Your portfolio may be returned as unassessable if this is the case. Using a clear referencing system and page markers for your evidence is highly recommended
- Currency of some of the learning and work. For example, understanding the arrangements for health protection prior to 2013 is insufficient given the major reorganisation in England, so this would apply to both Knowledge and Show How competencies if you are based in England. Beware several competencies have the word **current** within, so this means the current situation.
- Poor or missing reflections. Assessors want to see what you have learnt from the work, what you would do differently, and you have identified any further development where appropriate needs. A good reflection is helpful to the assessors. See section 5 in the Show How competency document for further guidance on reflection writing.
- Not using the narrative template, see Appendix.

The applicant not writing their portfolio bearing in mind the 'lens' of the assessor who will be looking at it. You can also listen to the moderator podcasts on our website. To help with this, you may wish to consider becoming a UKPHR assessor or (if you have been approved to send in a SRbPA portfolio) verifier for Practitioner registration. You can find more information about this here: <https://ukphr.org/wp-content/uploads/2022/10/Assessors-Verifiers-recruitment-Oct-2022-.pdf>

REMEMBER: HOW WILL THE ASSESSOR RELATE WHAT I HAVE WRITTEN TO THE COMPETENCY I AM CLAIMING?

UKPHR's Show How and Knowledge guidance documents also have lots of crucial tips.

The most common issue is applicants not reading, understanding, and applying the guidance in this document and the Show How and Knowledge guidance.

17. Comments from applicants include:

- Clarify understanding of competencies e.g., with a Public Health trainer before starting.
- Complete the matrix of learning and experience vs the competencies. Check you really can demonstrate all the competencies before completing the preapplication or have a clear plan to fulfil the gaps that is feasible in the time frames.
- Spend less time chasing past evidence if difficult and instead move forward to do refresher course/ top up training/ private study.
- Avoid doing portfolio in a period of great change.

- Get help in writing from someone who has been through a portfolio registration process and ask for honest feedback on your drafts.
- Self-evaluation and good self-reflection are an essential part of the process. Suggestions are in the Show How guidance.

“If you don’t feel comfortable doing this or other people reading your work, being questioned about why you did something or reliving old ground we strongly recommend that you do not embark on this process”

- Avoid spending time putting together all of your know how’s at the beginning.

“Tempting to do the easy bit – by the time you have written all your show how’s you will be much more informed and confident about putting this together. I spent a lot of time at the beginning putting all my know how evidence together and then had to come back to it again”

- Find your evidence as you write your Show How’s.

“As painful as it is, DO NOT try to find it at the end. Put it in an electronic folder as you go along, including working out your reference number. You won’t want to re-read it again and try to think about what evidence you were referring to”

- Get someone to proofread everything.

18. Confidentiality

If assessors witness a breach of confidentiality in your portfolio, you will be required to redact the material constituting the breach. The breach of confidentiality will also result in an automatic requirement of a resubmission of KH8.f - even if the assessors had already accepted your KH8.f evidence.

Work details of colleagues need not be redacted but all personal details must be redacted, as well as any details of members of the public, names of care homes and names of staff with whom the applicant has had conflict

19. Continuing Professional Development

In signing your application, you are agreeing to abide by UKPHR’s Code of Conduct, which includes CPD standards. You are also declaring that you are aware of the CPD requirements for continued registration, you agree to undertake learning appropriate to your practice at specialist level and you will maintain a CPD log with suitable evidence, including reflective comment.

You are also declaring that you are aware that you must produce evidence of compliance with CPD requirements in support of your 5-yearly revalidation, if and when requested by UKPHR for auditing purposes.

It is recommended that you refer to UKPHR’s Code of Conduct and the revalidation policy and guidance for specialists on [UKPHR’s website](#).

Assessors will be looking for evidence of CPD and reflective practice in several ways:

- On your application form you must describe your current CPD arrangements in Public Health. The CPD activities should be up-to date and linked to a personal development plan which must include professional development.
- You must be a member of a formal CPD programme relevant to Public Health. To reassure assessors of your learning, it is advisable to show membership for at least one year prior to preapplication.
- Information in your CV should reflect your CPD of recent learning activities relevant to your professional development at Public Health specialist practice level.
- There should be sufficient evidence throughout the portfolio with CPD and reflective activity included in the evidence summaries and development summaries to fulfil SH 9c.

Your PDP must relate to the PH competencies, so a management PDP is insufficient unless it also covers the range of specialist Public Health competencies.

20. What is the process for assessment?

We are greatly assisted by a group of senior public health professionals who voluntarily provide our assessment capacity.

There are a limited number of assessors and in the past, there have been considerable delays in getting the portfolios assessed. This was usually due to a high number of portfolios being received and several portfolios being poorly assembled either in navigation or content. A portfolio can take between 15 and 35 hours to assess.

Each portfolio is assigned to 2 assessors, having been checked for completeness by the UKPHR office. If there are any queries, the office will contact you before confirming receipt of your portfolio. Please note that any queries that are outstanding, e.g., missing matrices, CV, etc, must be received within your 18-month deadline to constitute a complete portfolio submission.

The aim is to have assigned the portfolio within 6 months of receipt of portfolio, but this can be longer if demand is great given the finite number of assessors and their availability.

Once the assessors receive the portfolio, they will aim to return their joint assessment to UKPHR within 8 weeks.

Assessors' recommendations are discussed at monthly Registration Panel meetings, in the presence of a UKPHR Moderator who is responsible for Quality Assurance. These meetings are chaired by one of our Registration Panel Chairs and are attended by other specialist portfolio assessors.

Recommendations made by the Registration Panel (RP) go to our Registration Approvals Committee (RAC) for ratification. The RAC is chaired by UKPHR's Registrar.

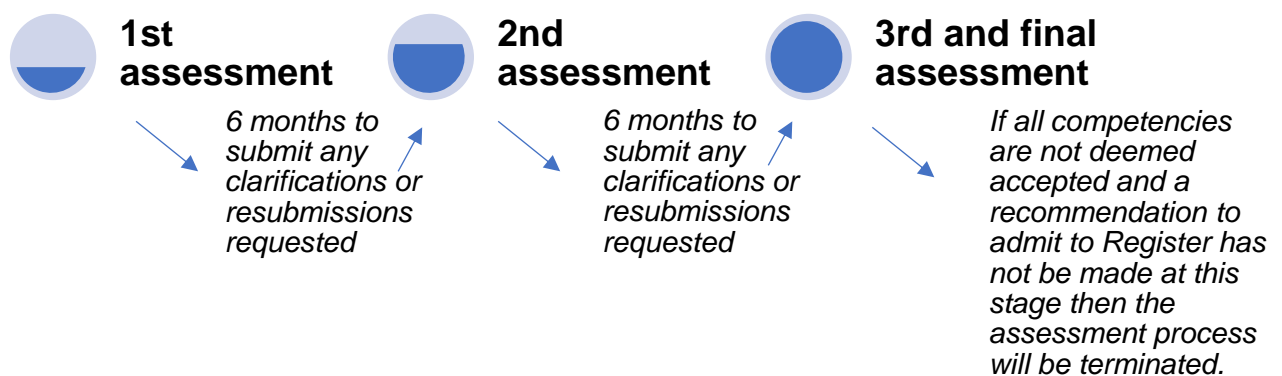
It is very rare for applicants to achieve registration following initial assessment. In most cases, you should expect to receive notification that the Registration Panel, on the assessors' advice, requires you to provide some clarifications and/or resubmissions.

For reasons of fairness, we send all outcome notifications by email to applicants on the Monday (or Tuesday, if the Monday is a bank holiday) after the Registration Approvals Committee meeting, whether the outcome is admission to the Register, clarifications and/or resubmissions are required, or if there are other outcomes to communicate. The outcome of any assessments cannot be released any earlier.

In the event of clarifications or resubmissions being required, a feedback meeting via Microsoft Teams with your assessors will be offered. When we send your assessment outcome letter via email, we will ask you to let us know your availability for this call within 30 days of your letter, along with questions you'd like the assessors to answer. Your feedback meeting may be with both assessors, one acting as lead and the other acting as observer and note taker to help the conversation proceed smoothly. UKPHR will record your feedback meeting (unless you instruct us otherwise) and the assessors will use this recording to write their notes, which will be shared with you following the feedback meeting. The feedback meeting must be scheduled within 30 days of the date of your outcome letter. When you have your feedback meeting with your assessors, you are welcome to ask a colleague/mentor to join you. The deadline for your clarifications and resubmissions will be 6 months from the date of your feedback meeting. If you do not take up the offer for a feedback meeting or it is not scheduled on time, the 6-month time window will apply from the date of the outcome letter. You are strongly advised to take up the offer of the feedback meeting.

It is important to note that the maximum number of assessments per portfolio is three.

The diagram below shows the assessment process for a portfolio submission if it is deemed assessable:



Assessment outcomes can vary from:

- All claims have been achieved and you are **registered**.
- **Clarifications** are required. These will be listed in your outcome letter, and you will be offered a feedback meeting with your assessors to discuss these in further details. You then have **6 months** from the feedback meeting date to submit your clarifications. A clarification requires further explanation or additional evidence from work already submitted against that competence. Normally only one clarification is allowed. Exceptionally, a second clarification may be requested where there are minor changes to be made to the portfolio. Additional work can be used, and you must submit an updated matrix and assessment proforma. If clarifications are requested from you but you feel it will be difficult to provide the right type of evidence required, then you may opt to resubmit i.e., provide a completely new piece of work as evidence. When you send your clarifications, please only send new information. We do not require the original narrative, only the additional information.
- **Resubmissions** are required. This requires a *completely new piece of work* as evidence, although some original evidence may still be used to contribute if supporting the competency. These will be listed in your outcome letter, and you will be offered a feedback meeting with your assessors to discuss these in further details. You then have **6 months** from the feedback meeting date to submit your resubmissions. An updated matrix and assessment proforma must be submitted with your resubmissions. Two

resubmissions are allowed per competency. When you send your resubmissions, please only send new information. We do not require the original narrative, only the additional information.

- The Registration Panel recommends **moderation** of the entire portfolio or for select competencies, after which a report with the moderator's recommendations is considered at a subsequent Registration Panel. If a Moderation is requested, we will write to you after the Registration Approvals Committee to let you know.
- The portfolio is deemed **unassessable**. This happens if the Panel feel that you are working at the right level, but your portfolio cannot be assessed in its current form. This is usually due to poor navigation or narrative. This involves a moderator reviewing the entire portfolio. Your next portfolio should be resubmitted within 18 months of receiving the outcome letter from UKPHR and does not require a second preapplication.

It is important to note that the **maximum number of portfolio submissions is three**.

Please note: from 1 July 2023 if your portfolio is returned as unassessable, you will receive a refund of your portfolio assessment fee minus an admin fee of £150.

When you send in your next portfolio, you will be expected to pay the full portfolio assessment fee again.

- The portfolio is deemed a **complete return**. This happens when the Panel feel that you are not working at the right level. This means that you do not demonstrate competence in professional Public Health practice at the required level and may suggest a risk to public protection. This involves a moderator reviewing the entire portfolio. This should be very rare due to the pre-application process. If a portfolio is deemed a complete return, you will need to start the process again from the **beginning with a pre-application**. You can **re-apply 6 months after** the letter from UKPHR citing this outcome. If your portfolio is returned as a complete return, no refund of your assessment fee will be made.

If **unsuccessful** you can reapply i.e., start the process again. Please note:

- To reapply means a further preapplication, which must be 6 months after the UKPHR letter citing the portfolio as unsuccessful
- The maximum number of preapplications is three

21. Communication with your assessors

The feedback meeting with your assessors will brief you on what the issues are but not how to solve them. The meeting may be with both assessors, one acting as lead and the other acting as observer to help the conversation proceed smoothly. Occasionally a moderator may join the meeting.

You should not correspond with your assessors beyond your feedback discussion. For example, you should not send your assessors any draft clarifications or resubmissions for their views before formal submission to UKPHR.

22. What happens if I cannot or do not submit my clarifications and/or resubmissions in time?

If you are on [parental leave](#) or have [extenuating circumstances](#) which prevent you from submitting your clarifications or resubmissions on time, then you must apply to seek an extension from UKPHR's Registrar. The Registrar has the discretion to authorise extensions up to six months each on two occasions and exceptionally.

If you do not submit your clarifications or resubmissions within the allotted time and you do not request an extension, you are technically out of time. The Registration Approvals Committee, chaired by the Registrar will ultimately decide whether you are provided additional time. The Committee may decide not to provide additional time and your assessment will stop.

If you decide not to proceed further with submitting clarifications and/or resubmissions, please notify us via email so that we can notify your assessors and stop your assessment.

23. What is the Appeals process?

UKPHR's appeals process can only be on process of application and assessment, not on the content of the assessment nor for an "unassessable" outcome. The full details are on [UKPHR's website](#).

An appeal must be submitted in writing by you to the Registrar and must be received within 20 working days of the date of the decision appealed against.

24. Updates on assessment

Once UKPHR are reassured that all documents are in order via their initial office checks, you will receive written confirmation that UKPHR are in receipt of your portfolio.

Periodically, UKPHR will email you with updates on where your portfolio is in the queue to be assigned to two assessors. You are welcome to contact UKPHR at any time to request this update.

We appreciate that current or prospective employers may request an update on your application during any point of your assessment. UKPHR are only able to provide an update on a portfolio to the applicant themselves. UKPHR are willing to issue letters of current status as evidence to demonstrate to employers how far along the process applicants are. Applicants must request this in writing at register@ukphr.org and a letter will be issued to the applicant for their use.

Appendix 1

Testimonial to support portfolio assessment for UKPHR's *Specialist Registration*

Section 1 – Applicant details

Title:	
Forename(s):	
Surname:	

Section 2 – Details and credentials of person providing testimonial

Title:	
Forename(s):	
Surname:	

Professional registration and number:	
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Your current position and place of work:	
Your position and place of work when working with applicant relevant to information covered in this testimonial:	
Relationship to the applicant when working with them:	

Section 3 – Details of competency

Competency:	<i>[Specific competency and description]</i>
Submission:	<i>[Title of Narrative in which competency is being claimed]</i>
Summary:	<i>[Short summary of work done by applicant, with the dates when work was undertaken]</i>
Key Skills:	<i>[Details of the skills and competencies demonstrated by the applicant in relation to this competency] Word limit – 300</i>
Evidence:	<i>[Confirmation that evidence listed in the Narrative has been cited and is the work of the applicant]</i>
Signature:	<i>[Confirmation that information provided in this testimonial is true and current]</i>
Date:	

Appendix 2

UKPHR Specialist Registration by Portfolio Assessment - Narrative Template

Note: This template is provided to help applicants present their evidence for Show How competencies. It is offered as guidance only and ***should be used alongside the “Guidance for Applicants for UKPHR Specialist Registration by Portfolio Assessment” SHOW HOW competencies.***

Title of Piece of work:

Competencies claimed	
Example: SH4 A	Lead or play a key role in a multi-agency group managing complex areas of work that influence the public’s health
SH4 D	Demonstrate effective team working in a variety of settings, balance the needs of the individual, the team and the task
Etc	Add more columns as required

Overview of the project / work
<p>This should set the context for the work (Why, Where, When)</p> <p>Include:</p> <p>Your role and responsibilities, at the right level of seniority</p> <p>Organisational context and rationale</p> <p>Aims and objectives</p> <p>Timescale of project/work</p> <p>Methodology/ approach</p>

Narrative section <i>Read Show How Guidance Section 2 “An applicant’s evidence”</i>
<p>In this section you can use headings or specific sections to focus your narrative on each competency you are claiming. This is the most important part as the assessors will be looking here for how your work relates clearly to the competencies you are claiming and the supportive evidence for this.</p> <p>It is important to focus on describing how you demonstrated the competency, not just the story of the project and what you did. It is useful to explain why you chose the methodology or approach you used. (How?) It must be possible to see evidence that you did the work you are claiming: either by: citation as author; clear citation of your role; or by testimonial (What?).</p> <p>When presenting documents such as reports or minutes of meetings. Please highlight specific</p>

areas of text to help the assessor find the part that relates to your claim. **See *SHOW How guidance section 3 “Use of evidence to support your competency claims”***.

Layout of your narrative:

To help the assessor find the supporting evidence for each specific competency claim, you must align the piece/s of evidence alongside the relevant section of the narrative text. The suggested options for how you can do this are set out below, noting the adjacent columns. Using a clear referencing system for signposting the assessor to your evidence is essential.

Example 1:

Show-How SH1.C	Evidence
Description of how you demonstrated the competency	SH EV 1.1
Description	SHEV1.2
etc	SHEV1.3

Example 2:

Narrative	Competency	Evidence
Description of how you demonstrated the competency, setting out the information alongside the relevant item of evidence in the second column Descriptive text (using paragraphs and headings as appropriate)	Show How 1.C	SH EV 1.1 SH EV1.8
Descriptive text (using paragraphs and headings as appropriate)	Show How 4.B	SH EV 1.2
Etc		

Key outcomes / results

Key results and outcomes of the work, which should include major outputs such as: change in policy, change in practice, change in health outcomes (What happened?) Note this may be part of the claimed competency.

Reflection See SH guidance, section 5

List of evidence *This should match the evidence used in the narrative section and your matrix*

No	Description of piece of evidence	Competency	Date (highlight in green evidence that fulfils 5-year currency requirement)
examples			
EvSH 1.1	HNA Report.	SH1.C	June 2019
EV SH 1.2K	Email with collaborative partner.	SH4.B	January 2014
EVSH 1.3K	Testimonial	SH4.D	January 2018

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Remember the currency rule for evidence: At least 50% of all the evidence in your portfolio must be within 5 years of the date of your first portfolio submission.

Page numbering of the document is essential.

Acknowledgement

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