Applicant Guidance: **Full portfolio submission**

UKPHR Specialist Registration by Portfolio Assessment

July 2026 v1

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

Please read this section before you go any further!

Before you begin to collate your portfolio, make sure you:

1. Have **pre-application approval**
2. Understand the UKPHR **Know How and Show How competencies**
3. Have evidence of:
   - Work at **consultant level**
   - Your **personal role in the work presented as evidence**
   - **CPD and a current PDP**
4. Can submit within the **18-month deadline**
5. Have listened to the podcasts our Moderators have recorded. These are available on our website and our YouTube page: **https://tinyurl.com/yxdw6yzd**

Purpose of this guidance

This document supports applicants preparing a **full portfolio submission** for Specialist Registration.

It explains:

- What to include in your portfolio
- How to structure and present evidence
- What assessors need to make decisions
- Common mistakes and how to avoid them

Use this alongside:

- Know How competencies and guidance
- Show How competencies and guidance
- Portfolio templates (UKPHR website)
- Current FAQs and updates

Key principles for success

A strong portfolio is:

- **Clear** - easy to navigate and understand
- **Relevant** - directly aligned to competencies
- **Evidence-based** - supported by objective documentation
- **Personal** - clearly demonstrates *your role*
- **Concise** - focused, not overly detailed

Assessors are not judging your work - they are judging **how your work demonstrates the competency**.

Important rules (read carefully)

Further detail on each element is provided later in this guidance

- Do **not use AI** to write any part of your portfolio
- Submit within **18 months** of pre-application approval
- Maximum of **4 submission attempts**
- Poor navigation or missing evidence may result in an **unassessable or complete return portfolio**
- Fees apply to **each assessment**

What your portfolio must include – an overview

Core documents

- Completed application form
- Curriculum Vitae (CV)
- Current job description

Competency documentation

- Know How matrix
- Show How matrix
- Assessment proforma (Word format)
- Know How narratives + evidence
- Show How narratives + evidence

Supporting materials

- Reference
- Personal Development Plan (PDP) + CPD evidence
- Certified qualifications (if updated)
- Testimonials (only if necessary)

All evidence must:

- Be clearly labelled
- Be consistently numbered
- Be easy to cross-reference
- Use short filenames – e.g. KH1.A, SH3.B, Narrative 1, etc.

1. How to use this guidance

This document tells you:

- what UKPHR expects to see in a complete portfolio.
- how to structure your evidence.
- what types of evidence are acceptable.
- how to write narratives that are concise, relevant and well signposted.
- what common mistakes can lead to delay, clarification or return.

If in doubt, use the simplest approach that makes your evidence easy for assessors to understand.

Clear navigation, clear personal authorship, and clear mapping to the competency are more important than volume.

If you are unsure whether your evidence is sufficient, review the relevant competency guidance carefully and consider whether the assessor can clearly see:

- **what you know,**
- **what you did,**
- **what your role was,**
- **how your narrative and the evidence provided supports the competency being claimed.**

2. What’s in a portfolio?

Your portfolio must include both **postal and electronic submissions**:

Postal submission (4 copies, collated into folders)

- Know How narratives
- Show How narratives

Electronic submission (please use clear, short file naming (e.g. *KH1.3.a*))

- Application form
- Assessment proforma (Word format)
- CV and job description
- Matrices
- Know How and Show How narratives and all evidence
- Reference and PDP/CPD
- Supporting documents (if applicable) – e.g. copies of certificates, testimonials

All evidence must be clearly labelled, consistently numbered, and easy for assessors to match across the matrices, narratives, proforma and filenames

We’ve produced an applicant portfolio checklist which may help you when finalising your portfolio to submit.

Send postal items to:

UKPHR
Office 2.91 Spaces
The Lewis Building
35 Bull Street
Birmingham
B4 6EQ

Send electronic items by email to: register@ukphr.org
(Use file transfer services if needed – e.g. WeTransfer, Dropbox, Google Drive, etc).

Do not embed documents into documents submitted electronically, for ease of navigation for the assessors.

Submit within **18 months** of pre-application approval

Extensions to portfolio submission deadline

Extensions may be granted for extenuating circumstances, for example parental leave or unexpected increases in workload - please contact register@ukphr.org as soon as possible if you believe you may need an extension. The UKPHR Registrar has the discretion to authorise extensions up to six months each on two occasions and exceptionally.

If we have not received your portfolio within 18 months and you have not requested an extension, your application will be closed. If at a later stage you would like to reconsider this route, you must reapply for approval via the pre-application process.

Fees

- A **submission fee** is required before assessment
- Fees apply to:
  - Initial submission
  - Clarifications
  - Resubmissions
- There is no refund for:
  - Unassessable portfolios
  - Complete returns

You must pay the required initial portfolio submission fee when you submit your portfolio - it will not be assessed without this. Fees are on our website: https://ukphr.org/fees-and-charges/ and may change from time to time.

Payment can be made via one of the following methods:

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

3. What's required for your portfolio – in detail

Each component of the portfolio application is addressed below.

The application form

Please complete the portfolio application form in full with your most up to date information.

Your portfolio narratives and evidence

Please see the detailed information in the Know How and Show How competencies and guidance from page 12 onwards.

Navigation and the Matrix

All supporting evidence must be clearly and consistently referenced across both the assessment proforma and the narrative for each competency claim. Assessors must be able to easily locate and verify the evidence supporting your claims. Failure to do so may result in your portfolio outcome being unassessable. Assessors will not search for evidence.

You must complete matrices for both the Know How and Show How competencies, listing all relevant work experience and course-based evidence. These matrices are designed to help assessors navigate your portfolio efficiently. The matrices must be kept up to date, particularly when submitting clarifications or additional evidence. It is strongly recommended that you retain electronic copies of your matrices for your records.
The portfolio matrix template is available on our website.

Assessment proforma

The assessment proforma lists all Know How and Show How competencies and is used by assessors to record how you meet each requirement. You must list every piece of evidence submitted in your portfolio in the relevant field next to each competency.

Ensure the proforma is completed in full and that its format is not altered. A Microsoft Word version of the completed proforma must be submitted via email to UKPHR. Do not submit the document as a PDF, as the Word version is required for internal assessment recording purposes.

Within the 'Evidence' column, each piece of evidence must be clearly numbered against the relevant competency. This number must match exactly with filenames of the submitted evidence documents to enable clear navigation.

If you are asked to provide clarifications and/or resubmit evidence, you must update your evidence list using a different coloured font. This enables assessors to easily identify newly submitted or revised material.

You should retain an electronic copy of all updated documents for your own records. Ensure that all evidence files remain consistent with the narratives provided in your portfolio.

Continuing professional development and Personal Development Plan

- All UKPHR registrants must engage in CPD in accordance with the Faculty of Public Health's CPD policy.
- To demonstrate appropriate engagement, you must show active participation in formal CPD activities for at least one year prior to submitting your pre-application.
- Within your application form, you must provide a clear description of your current Continuing Professional Development (CPD) arrangements in Public Health. These activities must be up to date and demonstrably relevant to your professional practice.
- CPD activities must include reflective practice, demonstrating how learning has influenced your professional development.
- Your CPD must be linked to a Personal Development Plan (PDP), which should include detailed information on how you intend to achieve your development objectives. Your PDP must clearly relate to the required competencies and demonstrate how your planned development supports progression against them.
- 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.
- A management-focused PDP alone is not sufficient; your PDP must specifically address Public Health competencies.
- The Faculty of Public Health runs an official CPD scheme and provides a list of acceptable alternatives. For further details, visit: https://www.fph.org.uk/professional-development/cpd/exemption-from-cpd/ and scroll to the section titled 'Other CPD schemes accepted by the Faculty of Public Health'.

Reference

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

If you submit your portfolio more than 12 months after receiving UKPHR approval of your pre-application, you must submit an updated reference.

Your reference should give assessors confidence that you are working at the level of a newly qualified public health consultant.

The referee should:

- Use the UKPHR reference form
- Be a senior public health professional who is registered with UKPHR, GMC, GDC, or an equivalent international register

- Ideally be your line manager, most recent appraiser, or someone who has a direct reporting relationship with you.
- Have worked closely with you for at least one year.
- Be able to comment on your work directly and in detail.
- Be familiar with the SRbPA competencies and the expectations of the role.
- Be able to confirm any support you will receive while preparing your portfolio, such as mentoring or study leave.

The reference should confirm that you:

- Work at the level expected of a newly qualified public health consultant.
- Can demonstrate competence across the full breadth of public health practice.
- Maintain and develop your knowledge and skills through formal CPD.
- Use advanced public health skills at senior level in complex settings.
- Show sound judgment in applying your expertise across the required competencies.
- Have support from senior colleagues to continue to full portfolio submission within 18 months.

Your referee should also confirm that you have taken active steps to maintain and develop your skills over the past 5 years. This may mean that you must ask more than one referee to support your experience across the breadth of competencies. It is very useful to get references from any placements you have made e.g. Health intelligence or Health protection.

Make sure you and your referee have both read the employer FAQs and the guidance, before the reference is completed. This helps avoid missing information and makes the reference more useful to assessors.

Referees must base their views on **direct observation of your work for at least one year within the past three years**. If no referee can provide a full year's reference, submit an additional reference to cover the shortfall. All referees must meet UKPHR's specified criteria.

If you are self-employed, you may need more than one referee to cover the full range of your experience. The referee should also confirm that you have taken active steps to maintain and develop your skills over the past 5 years.

Your referee should not be someone with whom you have a close personal relationship with, such as family and friends.

If a referee is unable to sign off a reference if they believe there is a professional or fitness to practice reason why you cannot be registered, then they must contact UKPHR as soon as possible. Further information can be found in UKPHR's Fitness to Practice guidance for employers: https://ukphr.org/ukphr-policies-and-procedures/

Certified copies of documents

We require you to submit copies of the following documents:

- Certified copies of your qualifications and any other relevant documents (such as professional body memberships, exam certificates, or name change documentation).
- A copy of your identification.

Your referee must **confirm within their reference that they have seen the original documents and that the copies you have provided are true and accurate copies** of those originals. Your referee provider does not need to individually sign each item.

4. Hints and tips

It's important to understand some of the trends we've identified since the inception of the SRbPA route. **Assessors are looking for the competency in your submission**, not just the story of the work.

Here's some **common reasons for reasons for clarifications and resubmissions:**

- Evidence does not address all parts of a competency
- Lack of clear objective evidence of your role e.g. minutes citing your name but no action, reports without your name as author
- Personal role is unclear in both narratives relating to competency and evidence
- Poor navigation or referencing
- Too much description, not enough competency focus
- Missing or weak reflection
- Outdated or non-current evidence
- Not using the narrative template

Here are some helpful **comments from previous applicants**:

- Read the guidance document carefully, then **read it again**.
- Think about how an assessor will read your narrative and **focus on how the work demonstrates the competency** rather than simply describing what you did.
- Clarify your understanding of the competencies before you start, for example by discussing them with a senior public health colleague familiar with the SRbPA competencies.
- If you're considering undertaking the DFPH exam for your Know How competencies, we'd strongly recommend speaking with individuals who have previously undertaken the exam to gain a clear understanding of the scale of the work involved and the expectations of the process.
- You may wish to consider how periods of significant personal or professional change could affect your capacity, and plan accordingly.
- Develop strong self-evaluation and reflective practice from the outset, as these are essential to the process.
- Become a registered practitioner with UKPHR; local practitioner schemes are well-supported and help familiarise practitioners with

interpreting competencies and compiling evidence to demonstrate that they are met.

- Consider becoming a local assessor for a UKPHR Practitioner Registration scheme, as this can help you understand how portfolios are approached by assessors.
- Ask someone who has registered as a specialist by the UKPHR portfolio route to review your application form, matrix, and portfolio summaries before submission, and to provide honest feedback on your drafts.
- Be open to constructive criticism, as feedback on your assessment can be challenging.
- If you draft your Know Hows first, revisit them after completing your Show Hows, as considering how knowledge is applied may change how you want to frame your evidence.
- Work through your evidence as you write your Show Hows rather than leaving it until the end. Keep it organised in an electronic folder as you go and establish an evidence navigation system early.
- Focus on the quality of evidence rather than the quantity and include only evidence that is genuinely relevant to the competencies you are claiming.
- If finding older evidence is challenging, consider moving forward with refresher training, top-up training, or self-directed learning, or other forms of professional developments. Any such activity should be realistic within the applicant’s personal circumstances, working patterns and available resource.
- Make sure you are comfortable with others reading and assessing your work, questioning your decisions, or revisiting material you have already covered.
- Write concisely and succinctly, as this is an important skill in a consultant role.
- Consider your own wellbeing throughout this process to prevent burn out, which is why a clearly thought-out PDP plan is important

To support environmental sustainability[1] and ease of assessment:

- Use a font size of 11 or 12 throughout your portfolio.
- Ensure screenshots/images are legible when zoomed in. Avoid unclear images.
- When submitting paper copies, print or photocopy on both sides.
- Minimise the use of plastic wallets or non-recyclable materials.
- Include an effective navigation and referencing system to allow assessors to locate evidence quickly. They will not search for evidence.

[1] We understand that paper copies are not ideal; as of spring 2026 we are working on the development of an e-portfolio which means this should no longer be required.

5. Know How and Show How competencies

Know How (Knowledge)	Show How (Application)
Demonstrates: • What you know • How you acquired and maintained that knowledge Evidence may include: • Qualifications • Course materials • Knowledge summaries • DPFH examination pass **Know How currency requirements** **Not taken / passed the DFPH exam:** Evidence of your exam pass must be dated within the past 10 years prior to the date of portfolio submission. Competencies containing the word “current” need evidence learning of the current situation (KH6.f, KH6.h, KH7.c, KH7.e, KH7.f). **If DFPH exam has been passed:** If applicants have passed the DFPH exam 5 -10 years prior to the date of their portfolio submission, they are exempt from most Know How competencies except for those containing the word ‘current’ (KH6.f, KH6.h, KH7.c, KH7.e, KH7.f), where they must demonstrate up to date knowledge of the current situation. If applicants have passed the DFPH exam less than 5 years from the date of their portfolio submission, they are exempt from providing additional evidence for all Know How competencies	Demonstrates: • What you did • Your role • Your impact Evidence may include: • Reports • Presentations • Meeting minutes • Project documentation **Show how currency requirements:** At least **50% of Show How evidence must be from the last 5 years**

Know How and Show How competencies are divided into a number of Key Areas, each of which include distinct competencies. These competencies are mapped to the [Faculty of Public Health Specialty Training Curriculum (2022).]

You do not need to use the same examples as in your pre-application. If you decide to use different examples, remember to make sure your portfolio matrix accurately reflects this.

6. Know How competencies

What assessors are looking for

Assessors will ask:

"Does this applicant have sufficient, up-to-date knowledge in this area, and could they apply it with minimal support?"
Assessors are looking for the competency, so please ensure it is clear.

Your evidence should demonstrate:
- Depth of understanding (typically at **Master's level**)
- Coverage of **all elements of the competency**
- Evidence of **ongoing learning and development**

What counts as evidence

You must show **how you gained your knowledge**, using:
- Formal qualifications (e.g. degrees, modules)
- Course attendance **including dates, detailed content and organisation logo (this includes online learning).**
- CPD activities
- Structured self-directed learning
- On-the-job learning explaining what the learning was, how it was acquired and your understanding of the competency from that learning.

Certificates alone are not sufficient - you must include:
- Course content (e.g. syllabus, learning outcomes) that match all elements of the competency
- Dates
- Course slides / handouts – please make it clear which slide(s) / pages contain the relevant evidence.
- Evidence linking learning to the competency

Currency of knowledge
- Evidence must be from the **last 10 years**
- Competencies including the word **"current"** require **up-to-date knowledge**
- Older learning must be supported by evidence of **recent updates**

If referencing learning from experience gained in a junior role, applicants must ensure that the evidence provided clearly demonstrates practice at the level expected of a newly qualified consultant.

Exceptionally, emails can be used where original certificates / course content is no longer available. These must have sufficient content to certify your claim.
UKPHR does not accredit or endorse any courses for completion of the SRbPA competencies. Applicants are advised to review course content carefully to ensure it aligns with the relevant SRbPA competencies and evidence requirements before undertaking any training.

The Faculty of Public Health Diplomate exam (DFPH)

Please make sure you provide evidence that you have taken and passed the Diplomate Examination by including your results letter from the Faculty of Public Health. This should also be confirmed by your referee on the reference form.

If you are planning to take the DFPH exam, we strongly advise you to do so prior to submitting your pre-application, as passing the exam on the first attempt cannot be assumed.

Where the DFPH exam is used as evidence for competencies, you must have passed all elements of the exam. A partial pass will not be accepted as evidence for any competency.

Knowledge summaries (when needed)

If your evidence does not fully cover a competency, include a **Knowledge Summary for the part of the competency you cannot evidence**.

This should explain:
- What you understand about the competency
- How you learned it

Strong summaries include:
- Critical thinking
- Links between different elements of the competency
- Reflection on relevance and limitations

Assessors will be looking for evidence covering all elements of a competency. For example, KH1.D has three separate components all of which need to be covered in your submission:
- Techniques and methods for the analysis of health data, including appropriate statistical analysis, trend analysis and modelling, the principles of surveillance and qualitative analysis
- The methodology and uses of small area statistics
- Strengths and weaknesses of different analytical techniques to describe and analyse health needs and health inequalities in different populations

Often an element is missed, which will result in a clarification.

General tips on writing your Know Hows

Do:

- Write a knowledge summary for any gaps if course modules or other evidence do not reflect / support the wording of a competency.
- Clearly link evidence to specific elements
- Signpost exactly where evidence can be found
- Keep explanations **focused and concise**
- Update knowledge older than 10 years with more recent learning and beware of the word current
- Think about how you can demonstrate that the knowledge attained is 'master's level'. If it isn't, think about whether the course/CPD is really necessary to demonstrate competency
- Demonstrate your acquired knowledge. You need to show that you've gained knowledge here, not how you apply the knowledge (which is covered in the Show Hows)
- Provide attendance certificates for courses attended
- If citing a document, show where the relevant text for a competency is within it and note on the assessment proforma and narrative. Assessors are not expected to search for evidence.

Do not:

- Simply list courses without explaining learning
- State you are "familiar with" a topic
- Rely on attendance certificates alone
- Submit general reading without explanation
- Use Practitioner level courses as evidence – they are not at the right level.
- Send articles, websites, names of textbooks etc. that you contributed to that you think might cover the competency. Original material must have additional text about your learning and understanding relevant to the competency. Think *"how do these address this competency?"*
- Use Practitioner level courses as evidence – they are not at the right level.
- Cite attendance at the FPH Diplomate revision course as evidence.
- Rely on the word "current" without proof. If knowledge is described as current, evidence must show how it has been maintained.

When clarifications for Know How competencies are required, it is normally due to a lack of information re course content or attendance certificate, insufficient detail or little assurance of learning being achieved,

7. The Show How competencies

What assessors are looking for

Assessors will ask:

"Has this applicant demonstrated the ability to apply their knowledge in real-world public health practice at the level of a newly qualified consultant?".

Your evidence must clearly show:

- What you did
- Your level of responsibility
- Your decision-making
- The impact of your work

Core approach: narratives

Show How competencies are demonstrated through **narratives** supported by evidence. Use the Narrative template on our website.

Each narrative must explain:

- The work you were involved in
- Your role in that work
- How it demonstrates specific competencies

One narrative may cover multiple competencies but there should be clear sections that are focussed on each competency. Up to four is recommended. Each competency should be claimed once, if possible.

Each narrative should contain:

1. Competencies addressed
List the competencies clearly at the start.
2. Context
Briefly describe:

- Purpose of the work (Why)
- Setting and timing (Where/When)

3. Your role
Clearly explain:

- Your responsibilities that are at the level of a newly qualified consultant
- Your specific contribution

4. Approach and methods (How)
Explain:

- What you did
- Why you chose that approach
- Any relevant theory or evidence base

5. Outcomes and impact (What happened)
Describe:

- Results of the work
- Influence on policy, practice, or outcomes

6. How does this relate to the competency or element thereof?

- How does your role and your actions demonstrate the competency?
- The supporting evidence to confirm what you did

7. Reflection

Explain:

- What you learned
- What you would do differently
- How this developed your practice

8. Evidence

List all supporting evidence:

- Clearly labelled
- Dated
- Cross-referenced between the proforma and narrative
- Check: does this support what you did and relate to the competency?

Clear and concise writing helps assessors understand your evidence quickly and accurately. Avoid unnecessary detail, repetition, or lengthy descriptions. Focus on presenting the essential information that demonstrates how you meet the competency. Each statement should be purposeful, relevant, and directly linked to the evidence provided. Writing succinctly shows good judgement and is a hallmark of good practice. It helps ensure your portfolio is coherent and easy to follow.

Reflection

Reflection is an essential component of your portfolio. Reflection demonstrates **professional judgement and learning**.

A useful structure for writing your reflections:

- **What happened?**
- **Why does it matter?**
- **What did you learn?**
- **What will you do differently?**

Strong reflection often includes:

- Challenges or limitations
- Critical evaluation
- Insight into future improvement

More information on reflection can be found in GMC guidance "The reflective practitioner" https://www.gmc uk.org/education/standards-guidance-and-curricula/guidance/reflective-practice/the reflective-practitioner---guidance-for-doctors-and-medical-students

For further detailed understanding of reflection please go to: Faculty of Public Health: CPD Policy: https://www.fph.org.uk/professional-development/cpd/reflective-notes/

Evidence

Focus on:

- **Clarity over volume**
- **Evidence over description**
- **Your individual role**

If in doubt, ask yourself:

"Can the assessor clearly see what I did, how I did it, and how this meets the competency?"

All evidence must demonstrate your personal role, but there may be parts of some pieces of work where you have supervised others. In this case 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 that fulfils the competency adequately.

Navigation is key; make this as easy as possible for the assessor. Highlight relevant points in your evidence to help the assessor find the specific piece of information which supports your claim, e.g., a decision noted in a set of minutes or the relevant text in a report. It is more important to cite clear evidence that supports your claims rather than provide a lot of evidence that does not support your role clearly.

Types of acceptable evidence (this list is not exhaustive)

- Reports for publication/to Boards or similar audiences (with clear authorship and signposting)
- Chapters of larger publications, sections of longer reports, and other similar collaborative writing (with clarity in relation to your input)
- Presentations you compiled and delivered
- Project documents (e.g. proposals, applications, PIDs), with your name clearly shown
- Meeting minutes showing your contribution – not just your attendance or an agenda
- Emails demonstrating decision-making that includes you
- Commissioned work, e.g. an authored project, specification document or proposal, showing your role within it.
- Testimonials (only when necessary) – see below

Evidence must always demonstrate **your personal role**

Testimonials

- Testimonials must be provided by an individual who was **senior to you at the time of the work** and must be specific to the competency being claimed.
- Each testimonial must clearly verify your **personal involvement** in the work cited and confirm your **competence** in relation to that specific competency.
- A testimonial should cover **one competency only** and must be completed using the official **UKPHR Testimonial template**.
- Testimonials should preferably be completed by a **Public Health Specialist**. If this is not possible, they may be completed by a **senior-led colleague** who:
    - Is able to appropriately interpret the relevant competency
    - Was senior to you at the time
    - Has responsibility for managing or leading Public Health programmes

Testimonials should only be used where no other suitable evidence is available and must be used **sparingly**.

Exception:

- Testimonials should not usually be used to demonstrate Know How evidence, however an exception may apply if you have completed a **Masters of Public Health (MPH)** and can provide proof of graduation but are unable to obtain detailed course content.
- In such cases, testimonials from **course tutors or programme developers** may be used to support your evidence.
- These testimonials must be **clearly mapped to the relevant parts of the competency** and provide sufficient detail to demonstrate coverage.

You should always attempt to obtain **official course module outlines** from the Higher Education Institution in the first instance before relying on testimonials.

General tips on writing your Show Hows

Evidence quality over quantity

- Fewer, stronger pieces of evidence are better than many weak ones

Do:

- Focus on **your role**, not just the project
- Link actions clearly to competencies
- Provide specific, objective evidence
- Use consistent referencing across all documents
- Highlight the **exact sections** relevant to the competency and cite pages in proforma / narrative
- Be concise and structured
- If using Show How evidence for Know How competencies, clearly signpost this in both areas so assessors can track the connection
- A spell check throughout
- Ensure any testimonials are completed fully and signed by the appropriate colleague

Do not:

- Describe work without explaining your contribution
- Assume assessors will infer your role
- Rely solely on final reports
- Use agendas instead of minutes
- Overload narratives with unnecessary detail
- Write testimonials on behalf of the person responsible for it
- Use ‘we’ in any evidence; if you use the word ‘we’, how will the assessor know what you did?

Key requirements

- At least **50% of Show How evidence must be from the last 5 years**
- Your work must demonstrate practice at **consultant level**
- Evidence must be **clearly signposted and verifiable**

Final advice on Show Hows
When writing your Show How narratives, ask:

"Can the assessor clearly see what I did, how I did it, and why it demonstrates this competency?"
If the answer is not immediately clear, revise for clarity and specificity.

8. Additional information to note when collating your portfolio

Currency requirements and parental leave

If you have taken parental leave during the time leading up to a successful preapplication submission, the 10-year currency rule still applies when you submit your portfolio.

If you take parental leave after your pre-application has been approved, or during your portfolio assessment, you may request a pause for currency requirements during this time. You can read more about this in our parental leave policy.

Confidentiality

Applicants are expected to ensure all portfolio content does not breach patient or colleague confidentiality.
If assessors identify any breach of confidentiality within the portfolio, you must remove or redact the material in question. Note that such a breach will automatically require resubmission of KH8.f, regardless of whether it has previously been accepted. Depending on the breach, you may be required to resubmit the entire competency or a part thereof – this will be decided by the assessors in conjunction with the Registration Panel.

Colleagues' work-related information does not require redaction unless it includes material of a sensitive or confidential nature (for example, appraisal documentation). All personal details must be redacted without exception, as must any information that identifies members of the public, the names of staff with whom the applicant has experienced conflict, and the names of care homes.

Use of Artificial Intelligence (AI)

You should not use Artificial Intelligence (AI) to write any part of your portfolio, including forms and portfolio narratives. However, when AI has been used to deliver public health activity, you should cite and appropriately acknowledge use of AI, including why you used it, what you learned from this experience and any advantages and disadvantages you have found when using AI. AI tools to check spelling and grammar are acceptable. However presenting work created by AI without suitable acknowledgement is considered plagiarism.

9. What happens after you submit your portfolio

UKPHR office staff will check we've received everything required along with payment. Any missing elements must be received within your 18-month deadline.
Once we have confirmed we have received your full portfolio, we'll let you know and will contact our team of volunteer assessors.

We aim to assign your portfolio for assessment within 3 months but sometimes this is not possible. When we confirm receipt of your portfolio, we will confirm the timescales.

We will let you know when your portfolio has been assigned for assessment, along with the expected turnaround times. Note that a portfolio can take between 15 and 35 hours to assess.
Your portfolio will be assigned to two assessors, who will evaluate your evidence against the competencies. Each assessor completes an individual assessment and then they agree a joint recommendation.

Assessors are all senior public health professionals who volunteer their time to us.

To help ensure fairness and avoid any potential bias in the assessment process, assessor names will not be shared with applicants at the point when portfolios are allocated. Assessor names will only be shared with applicants once the assessment is complete and preparation is underway for feedback.

Your assessors will aim to return their joint assessment to UKPHR within 12 weeks, but this could take longer, UKPHR will update you if the timescale is extended.

When we receive your assessment back from your assessors, we will email to let you know which Registration Panel and subsequent RAC this will be presented/ratified at.

The assessor's joint assessment and recommendation is discussed at UKPHR's monthly Registration Panel (RP), and their decision is ratified by UKPHR's Registration Approvals Committee (RAC).

We aim to notify you of your outcome within 1 week of the Registration Approvals Committee. If you would like us to delay sharing the outcome by a short period of time, for example - for personal reasons, please contact us to discuss this.

Please note that the decision of the Registration Panel is final.

10. Assessment outcomes

Your assessment will have one of the following outcomes (please see below for further details on each outcome):

Outcome	Meaning	Next step
Pass	All competencies met	Registration
Clarification	Minor gaps	Submit within 6 months of feedback meeting or 6 months from outcome letter date if no meeting takes place
Resubmission	New evidence required	Submit within 6 months of feedback meeting or 6 months from outcome letter date if no meeting takes place
Unassessable	Cannot assess	Major revision required – resubmit within 18 months
Complete return	Below required level	Restart process with pre-application after waiting 18 months
Moderation	QA check has been requested[2]	The Moderator will assess your portfolio and present their findings to a future RP.

Clarifications and resubmissions

Clarifications
A clarification requires further explanation or additional evidence from work already submitted against that competence. Normally only one chance at 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 an updated matrix and assessment proforma must be provided. You can opt to resubmit i.e., provide a completely new piece of work as evidence.

Resubmissions
A resubmission requires a completely new piece of work as evidence, although some original evidence may still be used to contribute if supporting the competency.

Unassessable
A portfolio is considered unassessable when assessors cannot reasonably judge whether you meet the Know How and Show How competences. Common features of an unassessable portfolio include:

- Missing or limited evidence for competencies, assessors cannot see how you meet the required competence.

[2] A moderation is not unusual. It may happen for a variety of reasons i.e. assessors do not agree, the evidence is difficult to interpret, or a random spot check may be undertaken.

- Narrative and evidence are poorly linked or signposted, making it hard to find evidence or understand how it relates to each competency.
- Insufficient detail in the narrative about your role in the work or evidence to support those claims in the narrative (for example, describing what happened but not your role, decisions, or impact).
- Your role in the work is unclear, or it is not evident that you were working at the correct level.
- Describing knowledge or application in the narrative but not providing objective corroborating evidence (e.g., documents, products of work).
- Serious issues such as breaches of confidentiality, which means the material cannot be used in its current form.

When these issues arise, your portfolio may be judged unassessable, and you will be asked to undertake substantial revision within 18 months before another assessment can proceed. You will also be required to pay another portfolio assessment fee.

Complete return
If your portfolio is a complete return, it means that it does not demonstrate competence in professional Public Health practice at the required level. A pre-application provides only a high-level indication of whether your experience appears to align with the expected level for SRbPA, while a full portfolio assessment involves a much deeper review of your evidence. If assessors determine that your work does not consistently demonstrate practice at the required specialist level at the right depth and breadth across all competencies, moderators will review the relevant aspects of the portfolio to ensure the assessment outcome is fair and consistent with UKPHR standards. If your portfolio is assessed and moderated, then designated to be a complete return, you will need to start the process again from the beginning with a pre-application, after a waiting period of 18 months after the letter from the date of your outcome letter.

Moderation
A moderation is part of UKPHR's standard quality assurance process. Moderation is not unusual, and may be requested if:

- Assessors disagree on whether competencies are met
- A random spot check/quality assurance check occurs
- There are any other questions raised by the assessors that means the assessment is not straightforward.

If a moderation takes place, you will be notified after the RAC. The moderation will occur and the outcome will be presented to the next possible RP. Moderation will delay a final decision on the application.

Four attempts at submission

You have four attempts at submission. If you are not successful at the fourth attempt you must start the process again from the beginning with a pre-application, after a waiting period of 6 months after the letter from the date of your outcome letter.

It is very unusual for a portfolio to succeed after a first assessment - most require resubmissions and/or clarifications.

We recognise that the portfolio process is lengthy and complex for all involved, and that most applicants will need to make further submissions before achieving registration.

Deadlines and extensions

If you think you may miss a deadline due to exceptional circumstances, you can apply for an extension - please contact register@ukphr.org. The UKPHR Registrar has the discretion to authorise extensions up to six months each on two occasions and exceptionally.

Feedback meetings

If your portfolio requires clarifications/resubmissions, is unassessable or a complete return, you'll be offered a feedback meeting with your assessors, via Microsoft Teams. You'll be asked to let us know your availability for this meeting and will be invited to send in questions ahead of the meeting. It is very helpful for both you and your assessors if you invite a colleague/your mentor/line manager to the meeting.

The meeting is not an opportunity to contest or appeal the decision but is intended to assist you in understanding the assessment outcomes and areas for improvement.

The feedback meeting with your assessors will provide clarification on the issues identified in your assessment but will not offer guidance on how to address them, so remember this when considering the questions you may like to ask at your feedback meeting. The meeting may be attended by both assessors, with one acting as lead and the other as observer to support the discussion and take notes. Occasionally, a moderator may also be present.

A member of UKPHR staff will open the meeting. Following the feedback meeting, your assessors will write up their notes, which UKPHR will then send to you.

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

Sending your clarifications and / or resubmissions

The **deadline for clarifications and resubmissions will be 6 months from the date of your feedback meeting**. If the offer for a feedback meeting is not taken up or it is not scheduled on time, the 6-month time window will apply from the date of the outcome letter.

If you are required to submit clarifications or resubmissions, you must submit an updated assessment proforma and matrices to aid clear signposting of additional or new evidence. 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 the text you'd previously included within the document. For example:

- BLACK font for the initial portfolio submission.
- BLUE font for the second submissions

- GREEN font for the third submissions
- RED font for the fourth and final submission to UKPHR

Please follow the same guidance regarding the format and posting/emailing materials as you did for your first submission.

Once we receive your clarifications and resubmissions, we will aim to forward them to your assessors as soon as possible.

Assessors will aim to complete their review within 12 weeks. There may be a short delay due to annual leave, or other personal circumstances. We will aim to keep you updated at every stage.

If your clarifications or resubmissions are not received within the allotted time, they cannot be accepted, whether or not an extension has been granted. The RAC will decide whether any additional time is allowed. The Committee may decide not to grant additional time, in which case your assessment will end.

Withdrawal of your portfolio
You may withdraw your portfolio at any time after submitting it for assessment. If you do decide to withdraw, no refund will be issued if the assessment has started. If the assessment has not started when you notify us of withdrawal, we can refund your portfolio fee minus a £100 administration fee.

If you decide to resubmit your portfolio after withdrawing it, you can only resubmit up to the portfolio deadline date listed on your preapplication approval letter. If you want to resubmit after this date, you must make a new pre-application first.
If you decide not to proceed further with your portfolio at any point, please notify us via email so that we can notify your assessors and stop your assessment.

The Appeal process
UKPHR's appeals process is published on the UKPHR's website. Appeals can only be made on process issues; they cannot be used to question a decision.
An appeal must be submitted in writing by the applicant to the Registrar and must be received within 20 working days of the date of the decision appealed against.

Quality Assurance
A team of moderators help ensure that assessment standards and processes are

- Appropriate
- Consistent
- Fair
- Objective
- Robust
- Valid
- In line with UKPHR policy

Moderators also assist with the **interpretation of competencies** and provide **support** for assessors. Moderators cannot overturn assessors' decisions, only the Registration Panel can do so. However, Moderators' views are considered by the Panel.

The Registration Panel provides additional quality assurance. It is chaired by experienced assessors and meets every month to consider each application and its outcome, providing supportive but rigorous challenge through peer review by other assessors in attendance and a moderator. The decisions of the Panel are ratified by the Registration Approvals Committee, chaired by the UKPHR Registrar.

At the end of the assessment process
At the end of the assessment process, UKPHR will confidentially destroy any printed hard copy materials submitted as part of the assessment process. If you wish to have your printed materials returned, you must make an explicit request at the time of submission.

Final checklist

Before submitting, confirm:

- All evidence is clearly labelled and referenced
- Narratives are complete and concise
- Your personal role is clearly demonstrated
- Files are consistently named
- Confidential information is removed
- Matrices and proforma are fully updated

Annex 1 – amendments made to this document

Updates made May 2026

- Added further detail around experience gained in junior roles (page 13)
- Clarification provided on partial pass of DFPH exam (page 14).
- UKPHR do not accredit or endorse courses for completion of SRbPA competencies (page 14).
- Added detail to bring attention to writing succinctly (page 17)
- Included guidance around use of AI (page 21).
- Updated amount of time an applicant needs to wait if their portfolio is a complete return before starting again with a pre-application (page 23).
- Detailed explanation of what unassessable means (page 23).
- More detail included on complete return portfolios (page 23).
- Added clarification on the purpose of the feedback meeting (page 24)
- Explained that hard copies of items will be confidentially destroyed unless applicant specifically requests them back (page 26)

Updates made June 2026:

- Included information on what a referee should do if they are completing a reference and are aware of FtP/disciplinary issues (page 9).
- Slight formatting updates made.

Updates made July 2026:

- Updated information regarding feedback meetings (page 24).