Wessex
Public Health Practitioner Registration Support Scheme
E-Portfolio User Guide for Verifiers

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Wessex
Public Health Practitioner Registration Support Scheme
E-Portfolio User Guide for Verifiers

1. Logging in for the first time

Accompanying video can be found at:
https://www.youtube.com/watch?v=eNn5UjLtSrc&index=1&list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

**STEP 1** Type the following address into your website browser
and login using the username and password you have been given.
https://system.learningassistant.com/HEWESSEX/

**STEP 2** Accept the Terms & Conditions.

**STEP 3** Change your password to something secure and memorable.

Don’t worry, if you forget your password you can request a reminder from the login page.
2. Finding your practitioner

Accompanying video can be found at: https://youtu.be/eNn5ULtSsrc?list=PLi_5bNEZWv_G5EnTO4HlyoQ0V1UTQJSt

**STEP 1a** To locate the practitioner’s portfolio, click on the Practitioner Quicklist link in the top menu.

1b The allocated practitioners are listed alphabetically to make it easier to find them.

1c There is also a search filter available that can refine the list still further.

1d Once the applicant has been found, click on their name and their portfolio will open at their Course Folder.

Top tip! Any newly allocated practitioners will be highlighted with a red asterisk.

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Health Education Wessex

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**Course Folder**

Kent, Surrey and Sussex Health Practitioner Registration Support Scheme (Incomplete)

<table>
<thead>
<tr>
<th>Unit</th>
<th>Element</th>
<th>Status</th>
<th>Grade</th>
<th>Released</th>
<th>Excluded</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>01.1a</td>
<td>Verified</td>
<td>01/12/2015 Kent, Surrey and Sussex Verification Panel - Internal Verification</td>
<td>Refer Unit</td>
<td></td>
</tr>
</tbody>
</table>
3. Changing your password

Accompanying video can be found at: https://youtu.be/LFcGTrqJtcc?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQjSt

As well as being prompted to change your password when you first log in, you also have the ability to update it at any time whilst logged in to the portfolio system.

1a To change your password simply go to the e-portfolio homepage, and click the Profile tab.

1b From here, click the ‘Change Password’ link to open the change password tool.

1c Update the password by first entering the current password.

1d Followed by a new password.

1e Then, finally, confirming it.
4. Changing your profile picture

Accompanying video can be found at: https://youtu.be/LFcGTugJtc8?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

Learning Assistant also allows you to add a photograph of yourself to the e-portfolio to personalise your profile.

1a To change the profile picture simply go to the e-portfolio homepage, and click the Profile tab.

1b From here, click the ‘Upload image’ link to open the ‘Change Profile Picture’ tool.

1c To upload a photograph click the ‘Choose File’ button.

1d Select the photograph you wish to use from your PC.

1e Then click ‘Upload Profile Picture’.
Once the picture has been uploaded, a success message will appear.

And your profile picture will now be associated with your e-portfolio account.

Close the upload photo tool.

Your new profile picture will appear on your profile tab and on any messages sent via the message centre.
5. Downloading the assessment log

Accompanying video can be found at: https://youtu.be/-ci9eL8a3_U?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSSt

**STEP 1a** The link to download a practitioner’s assessment log is in the course folder of the practitioner whose assessment log is to be reviewed.

**1b** Use the ‘Practitioner Quicklist’ on the homepage to locate your practitioner.

**1c** Click on the practitioner to go to their Course Folder.

**1d** Click on the assessment log link situated in the top right menu panel.
**STEP 2a** Once the link is clicked, a pop-up window will appear, asking for permission to download the assessment log.

**STEP 2b** Select ‘yes’ to begin the download.

**STEP 2c** The assessment log will download to your computer as a PDF.

**STEP 2d** Close the pop-up.
6. Communicating with the assessor via the message centre

Accompanying video can be found at: https://youtu.be/f5CpS9Jma7I?list=PLi_5bNEZWv_G5EnTO4HelyoQQV1UTQJSSt

In the event that you want to discuss an aspect of a practitioner’s e-portfolio with an assessor, the Learning Assistant Message Centre allows you to ask questions, follow up on work done, and just about anything else!

**STEP 1** From the homepage click on ‘Messages’ in the yellow menu bar at the top of the screen, to see any messages in your ‘inbox’.

![Message Centre](image)

**Top tip!** The red notification tells you about any new messages that are in your inbox.

**STEP 2a** You will be able to see any unread messages, since these are highlighted in bold text.

![Unread Message](image)

**STEP 2b** To open a message click on the message you wish to read.
**STEP 3a** To reply to a message click on the reply button. A response can then be sent to the author.

![Message Centre](image1)

**STEP 3b** You can now write the message and select which assessor you want to send the message to from the list on the right hand side.

![Compose Message](image2)

**STEP 3c** When you’re happy with the Message and any attachments click the send button.
**STEP 3d** There will be an on-screen notification to let you know if the message has been sent successfully.

**STEP 4a** To write a New Message select the new message tab.

**STEP 4b** Add a subject for the message and any attachments if necessary.
STEP 4c You can now write the message and select which assessor you want to send the message to from the list on the right hand side.

![Message Centre screenshot]

**STEP 4d** When you’re happy with the message and any attachments click the Send button.

**STEP 4e** There will be an on-screen notification to let you know if the message has been sent successfully.

![Message Centre screenshot]

**STEP 5a** You can sign up for email alerts to be notified when you receive a reply or any other message from an assessor. First go to the homepage and click on the Profile tab.
**STEP 5b** From here select the Email Settings.

**STEP 5c** You can now update your email address and choose how often you wish to receive alerts by clicking on Message Digest.

**Top tip!** We recommend that you choose to receive daily notifications.

**STEP 5d** Click on Save Changes to complete the process.
7. Checking the course folder & application for verification form

Accompanying video can be found at: https://youtu.be/164p2UltraXo?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

The first task for the verifier is a quick visual check that all indicators have been completed in the practitioner’s Course Folder.

**STEP 1a** Using the steps shown here navigate to the folder of the practitioner whose indicators you wish to check

![Image of course folder]

**STEP 1b** Check that all indicators read “Reviewed and Accepted”.

⚠️ If any of the Indicators are not marked “Reviewed and Accepted” the verification process should stop immediately.

When this happens you should contact the assessor directly via the message centre using the steps shown here, as well as alert the scheme co-ordinator.

If, however, all indicators read “Reviewed & Accepted” then the next step is to check that the application for verification form has been completed in full.
**STEP 2a** Scroll down the Course Folder until you see the Forms 1 link.

**STEP 2b** Click on the link and go to the Application forms indicator page.

**STEP 2c** Click on the Application form you wish to look at.

**STEP 2d** Once the form has downloaded you can open it on your PC.
If the application form has been completed you can verify the indicator and leave a comment.

2e Click on the Verify button.

2f This will open a pop-up where you can leave any messages with regards to the verification. For example, “Completed in full.”

2g Click Create to complete the process.
**STEP 3a** If it’s not completed fully (e.g., it’s missing a signature) you will need to refer it back to the assessor.

3b To do this click on the Refer button.

3c This will open a pop-up where you can leave any messages with regards to why you are referring it back.

3d Click Create once you are happy with your feedback.

3e Click Close to complete the process.
8. Verifying supporting documents

Accompanying video can be found at: https://youtu.be/tt_CTuRCHiw?list=PLi_5bNEZWv_G5EnT04HelYoQOV1UTQJSt

**STEP 1a** Once you are satisfied that a practitioner’s Course Folder is complete...  

![Image of supporting documents]

**STEP 1b** ... and that the Application for Verification is complete and has been verified...

![Image of application form]

**STEP 2a** ...the next step is to make sure that all supporting documents are present, dated and completed in full. Click on ‘other’ to view these documents in the practitioner’s Course Folder.

![Image of supporting documents]
The supporting documents must include the following:

- A completed verification application form
- A current CV
- A current job description
- Certified copies of original certificates
- A testimonial
- And a reference

**STEP 3a** If everything is OK click on the Verify button.

**STEP 3b** Complete the pop-up form to confirm your decision.
**STEP 3c** If you are not satisfied with the documents click ‘Refer’...

**STEP 3d** ...and give your reasons to the assessor for this in the pop-up that appears.
9. Sampling evidence

Accompanying video can be found at: https://youtu.be/aHvBnYWhmF0?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJS

The verifier should download the assessment log as per these steps here. They may also print the document out to make notes.

**STEP 1a** Once the assessment log has been downloaded, you should perform an initial verification check. The initial check is usually performed by first reading the assessor overview...

**STEP 1b** ... and then scanning each indicator and noting anything of particular interest that the verifier may wish to sample further.
The purpose of the initial check is to confirm that for each indicator:

- Evidence is cited.

<table>
<thead>
<tr>
<th>Practitioner standards</th>
<th>Applicant evidence</th>
<th>Assessment outcome</th>
<th>Assessor’s comments</th>
<th>Verified check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 4 Professional and ethical practice</td>
<td>Commentary!ProfessionalEthicalPractice</td>
<td>Evidence!ProfessionalEthicalPractice</td>
<td>Date: Nov 23, 2015 3:30 PM</td>
<td>Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)</td>
</tr>
<tr>
<td>1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice</td>
<td>Reviewed and Accepted</td>
<td>Althea Riggs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way</td>
<td>Date: Nov 30, 2015 1:43 PM</td>
<td>Verified (01/12/15 Kent, Surrey and Sussex Verification Panel)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Method of assessment is clear (for example, an observation or written evidence).

<table>
<thead>
<tr>
<th>Area 3 Application of technical competencies to public health work</th>
<th>Indicator</th>
<th>Supporting Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>3a Act in ways that acknowledge and recognise people’s expressed beliefs and preferences</td>
<td>CHE Assessment 1 - E1-12 - Private and Confidential Supporting Evidence</td>
<td>Date: Dec 07, 2015 2:17 PM</td>
</tr>
</tbody>
</table>

- Whether clarifications or resubmissions of evidence were required, for what reason, and when.

<table>
<thead>
<tr>
<th>Area 4 Underpinning skills and knowledge</th>
<th>Indicator</th>
<th>Supporting Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>10a Support the implementation of policies and strategies to improve health and wellbeing outcomes – demonstrating a knowledge of the main public health policies and strategies relevant to own area of work and the organisations that are responsible for them</td>
<td>CHE Assessment 1 - E1-13 - Private and Confidential Supporting Evidence</td>
<td>Date: Nov 30, 2015 1:43 PM</td>
</tr>
</tbody>
</table>

- Whether partial acceptances have been used, for what reason, and when.

- The date the indicator was met.
Once the initial verifier check has been carried out, you will sample the indicators.

**STEP 2a** Firstly check what clarifications, resubmissions or partial acceptances have been cited in the assessor overview.

**STEP 2b** If an observation has been carried out, these are also recommended to be sampled.

Remember: Verification is not a reassessment of the portfolio of evidence. You do not need to look at all the evidence provided. You should instead focus on ensuring that the process of assessment has been carried out correctly by examining the assessment log.

**STEP 3a** The recommended way of sampling evidence in the e-portfolio is to navigate to the practitioner’s Course Folder using the Practitioner Quicklist as shown here.
**STEP 3b** Once in their Course Folder click on the relevant indicator.

**STEP 3c** From here you can view the evidence that has been submitted by clicking on the relevant file.
10. Making a verification decision

Accompanying video can be found at: https://youtu.be/eXAv1eI3mjU?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJS

Once you have sampled evidence from a particular indicator you have the option of verifying or referring the decision.

**STEP 1a** Navigate to the practitioner’s Course Folder as shown here, then from the Course Folder click on the indicator that has been ‘dipped into’.

**STEP 1b** Scroll up to the action panel and if you’re satisfied with the application click the ‘Verify’ button.

**STEP 1c** Add any comments into the action box.

Please Note: you are required to add a comment.
**STEP 1d** If you have any questions or require further information, then click the ‘Refer’ button.

**STEP 1e** Provide details in the actions box as to why you have referred the application.

**STEP 2** Return to the Course Folder and repeat this process for each indicator dipped into.
If you are happy with all the indicators sampled in the core area and do not need to dip into any further indicators then you can verify that core area.

**STEP 3a** From the Course Folder page click on the Verify Unit link.

3b Fill out the detail in the actions box to explain why you are happy to verify the unit.

3c Click create once you are happy with your Comments.

3d Click Close to complete the process.

3e You should repeat this for each core area.
11. Verifier’s comments form

Accompanying video can be found at:
https://youtu.be/47v238jlG5o?list=PLi_5bNEZWv_G5EnTO4HelyoQOV1UTQJSt

Before completing the verifier’s comments form you need to make sure all of the following questions can be answered:

- Is the assessment log fully completed for each indicator of every standard?
- Have you ticked and dated the verifier check column?
- Does the portfolio appear to be the applicant’s own work?
- Does clarification and resubmission evidence appear to be sufficient?
- Have any observations been carried out?
- Are you satisfied with the evidence summarised on the proforma provided by the UKPHR for this purpose?
- Which pieces of evidence have you dipped into?

**STEP 1a** Once you are happy that all the above questions have been answered click on the ‘Verifier Comments’ link in the practitioner’s portfolio. These steps here will show you how to get to their portfolio.

Once clicked a pop-up window containing questions will appear and you will need to answer each fully.
**STEP 2a** Ensure that you add your name and answer the questions in full:

The answers to these questions are added to the practitioner’s e-portfolio Assessment Log.

**STEP 2b** If necessary you can return to these comments and amend as necessary...

**STEP 2c** ... remembering to save any changes to the document.
2d Once all questions have been completed you can submit the form.

2e Finally log-out of the e-portfolio.

2f All that remains to do is to inform the Scheme Co-ordinator and ensure that the e-portfolio is sent to the Verification Panel for their recommendation.