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1. Logging in For The first time

**STEP 1** Type the address for your local site into your website browser and login using the username and password you have been given. If you are unsure of the link you require please contact your scheme coordinator.

https://system.learningassistant.com/yourlocal site

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

**STEP 3** Change your password to something secure and memorable. Please note the password is case sensitive.

Top tip! Save the web address to your favourites to make it easy to find.

Top tip! Use this link to help you if you have forgotten your password.
**STEP 4** Homepage

Once logged in you will see this homepage.
2. Setting up notifications and editing your profile

STEP 1a Sign up for notifications by tapping on the **settings icon** and selecting **Notifications** from the panel.

1b From the pop-up you can enter your email address and select how often you’d like to receive notifications for **Messages** as shown here...

![Message Notification Settings]

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

1c... and for **Contact Diary** entries (assessment feedback) as shown here.

![Contact Diary Notification Settings]

Please note that if ‘No’ is selected this will result in no alerts being delivered to your email address.

STEP 2a Upload your picture by tapping on the **settings icon** and selecting **Avatar** from the panel.

2b Follow the instructions in the pop-up to upload a new image. Be sure to click **Upload Profile Picture** before closing the pop-up.
**STEP 3a** Change your password by tapping on the **settings icon** and selecting **Password** from the panel.

3b Follow the instructions in the pop-up to create a new password.

3c Finally tap on **Change Password** to end the process. An automated email will then be sent to you confirming the changes.
3. Uploading commentaries

**STEP 1** Open the evidence folder by clicking on **Evidence Folder** in the left hand menu.

**STEP 2** Click the Open Evidence Wizard button.

**STEP 3** To add a Commentary, Evidence or Supporting documents click **Upload Evidence**.
STEP 4a From the Evidence Wizard click on the **Browse Files** button and locate the file you wish to use.

STEP 4b Once you have found the file you wish to upload click the **Open button**.

STEP 4c Followed by the **Save button**.

STEP 5a Complete the rest of the information for the file using the tabs provided in the Evidence Wizard.

STEP 5b Under ‘Type’ find the correct type of evidence from the list - to keep things simple, we recommend you select Commentary if you are uploading a commentary and N/A for anything else.

STEP 5c Under ‘Details’ you can change the Title and give it a description.

**Top tip!** Remember to label your commentary and evidence appropriately.
**STEP 6** Under ‘Cross Reference’ select the correct Standard(s) and Indicator(s) from the dropdowns that will open-up once you click on a specific area.

**STEP 7** Once you’re happy with your selection be sure to click the **Save button**.
**STEP 9** To see the commentary and evidence that has been cross-referenced against the various indicators go to the Course Folder and click on the indicator that the evidence relates to.

**STEP 10** To upload the evidence that supports a commentary, simply follow the same steps as above but do remember to appropriately index the evidence file, for example: “Ev 1.1 MSc Course Transcript (2009)”.

**STEP 11** To see the commentary and evidence which has just been uploaded go to the Course Folder and click on the indicator the evidence relates to.
Here you will see the commentary and evidence which has been uploaded and cross-referenced against the indicator.

### Resources

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Guidance</td>
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### Actions

Status: Indicator

### Competence Claim

<table>
<thead>
<tr>
<th>Evidence</th>
<th>Type(s)</th>
<th>IV</th>
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<tbody>
<tr>
<td>Commentary 1 - Implementing the Stoptober Campaign in Kent</td>
<td>C</td>
<td>☐</td>
</tr>
<tr>
<td>Evidence</td>
<td>Commentary 1 - Implementing the Stoptober Campaign in Kent</td>
<td></td>
</tr>
<tr>
<td>Commentary 2 - APHR</td>
<td>C</td>
<td>☐</td>
</tr>
</tbody>
</table>

Completed (Assessor Only)
4. Editing or removing commentaries or evidence prior to submission

**STEP 1a** To edit the evidence title or description of a commentary or piece of evidence go to the evidence folder and click on the **edit icon**.

1b Click on the **Details** tab in the Evidence Wizard...

...and make the necessary changes to either the title or description.

1c Click **Save** once you are happy with your amendments.

1d Then click on **Close** to complete the process.

You will then see your updated commentary or evidence in the evidence folder.
**STEP 2a** To edit the evidence type of a commentary or piece of evidence go to the evidence folder and click on the *edit icon*.

**2b** Click on the *Type* tab in the Evidence Wizard and make the changes you require.

**2c** Click *Save* once you are happy with your amendments.

**2d** Then click on *Close Window* to complete the process.

You will then see your updated commentary or evidence in the evidence folder.
Editing the commentary or evidence file.

**Please note:** You cannot edit the commentary and evidence files within Learning Assistant. You will need to edit them on a PC and re-load the file onto the e-Portfolio once it has been amended.

**STEP 3a** Download the file to your PC and edit in a programme like Microsoft word.

3b Once you’ve made all the changes you can upload it to Learning Assistant in the **usual way** using the Evidence Wizard.
Removing a piece of evidence or a commentary from the course folder.

**STEP 4a** In the course folder click on the red indicator number to access the indicator screen.

4b From the indicator page click **Choose Evidence** link to bring up the pop up containing the list of evidence or commentaries.

4c Remove the commentary from the indicator as shown here in the pop-up.

It will not be removed from the Evidence folder but be marked as ‘not in use’ for audit purposes.
5. Submitting indicators for assessment

Once the commentary and associated evidence has been uploaded to all the relevant indicators, the indicators are ready for submission for assessment.

**STEP 1a** To do this, go to the Course Folder.

1b Click on the red indicator number to access the indicator screen.

**STEP 2** Click the **Submit Your Competence Claim** button.

**STEP 3** Click on **OK** from the pop-up to confirm you wish to submit the competence claim.

Top tip! Once files are submitted to the assessor they are locked and cannot be edited.
If you’re claiming an indicator across two or more commentaries you must make it clear to your assessor at the beginning. Upload the commentaries and evidence as usual but **DO NOT** click submit in the indicators concerned until all commentaries and the evidence concerned have been uploaded.

**STEP 4** The same steps can be followed when uploading and submitting supporting documents and application forms.
6. Communicating with your Assessor

**STEP 1a** To read new messages from your assessor click on **Messages** tab in the left hand menu.

**1b** Select the message you’d like to read from those shown in your inbox by clicking on it.

**STEP 2** Once opened you can choose to respond to the author of a message by clicking on **reply**.
**STEP 3a** To write a new message click on **Create Message**.

**3b** Choose who is to receive the message.

**3c** Add the required subject, body and any attachments to your message.

**3d** And click on **Send**.

**STEP 4** Sign up for message alerts by following the same steps as on Page 4 [here](#).
7. Using the Learning Assistant Forums

**STEP 1a** Access the Learning Assistant Forum by clicking on **Forums** in the left hand menu.

**1b** You can see all the available Forums and by clicking on one you will see all the topics, or threads related to it.

**1c** By clicking on any of the topics you can see the relevant posts.

**STEP 2a** Click on the **Reply** icon to respond to a post.
2b Once clicked you will see this form. In here you can write your response...

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**Top tip!**
By keeping all your communication within the e-portfolio it helps you to stay organised and acts as an excellent record of events.

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2c ...then click on **Submit** to send your reply.

**STEP 3a** To write a new topic navigate back to the topics page and click on **Create Thread**

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3c You can then add a Subject and message as required.

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**Top tip!**
We recommend checking the forums regularly to keep up-to-date with all the latest topics.
8. Addressing Clarifications

Requests for Clarification appear in either your Contact Diary, Course Folder or Assessment Log.

**STEP 1a** Address a clarification by opening the Evidence Wizard from the evidence folder.

**1b** Upload the supplementary or new evidence by clicking on **Upload a File** in the Evidence Wizard and cross referencing it as usual. (Follow **these steps** on Page 8 if you’re not sure how to cross-reference evidence).
Address a clarification by expanding on the existing commentary.

Please note: You cannot edit a commentary within Learning Assistant. You will need to edit it on a PC and re-load the file onto the e-Portfolio once it has been amended.

**STEP 2a** Download the file to your PC and edit in a programme like Microsoft word.

2b Once you’ve made all the changes you can upload it to Learning Assistant in the usual way using the Evidence Wizard.

2c Make sure you re-name the new commentary to make it obvious that it is a revised version. Cross-reference the file as usual following these steps on Page 8.
STEP 3a From the course folder navigate to the **indicator needing clarification** by clicking on the red indicator number and click the **Choose Evidence** link to bring up the pop up containing the list of evidence.

3b Remove the commentary from the indicator requiring clarification as shown here in the pop-up.

3c But keep it in the Evidence folder for audit purposes (it will be marked as ‘not in use’).

Once you’re happy that the clarification has been sufficiently addressed via amending commentary and / or uploading new or supplementary evidence submit for assessment.

STEP 4a Click on the **Submit your competence** claim link...

4b Then click on **OK** to confirm
9. Addressing Resubmissions

Requests for Resubmission appear in either your Contact Diary, Course Folder or Assessment Log.

STEP 1a Remove the existing commentary and evidence from the indicator by clicking on Choose Evidence link.

1b Then select the commentary you want to remove from the pop-up as shown here.

IMPORTANT Make sure you DON’T delete the previous commentary from the portfolio.
**STEP 2** Upload the new Commentary.

Upload the new Commentary

And cross-reference it to the indicator it in the usual way [shown here](#).

**STEP 3** Once the work is completed submit the indicator for assessment by clicking on the **Submit Your Competence Claim** link.
10. Addressing Partial Acceptances

Requests for Partial Acceptances appear in either your Contact Diary, Course Folder or Assessment Log.

**STEP 1** Upload the new commentary and evidence to the evidence folder. Using [these steps here](##) upload the new commentary:

And cross-reference it to the indicator it in the usual way [shown here](##).

**STEP 2** DO NOT remove the existing commentary and evidence from the indicator since they have been partially accepted.
Once the new commentary and associated evidence have been uploaded, submit the indicator for assessment.

**STEP 3a** Click on the **Submit Your Competence Claim** link to submit your work for assessment.

3b Then click on **OK** to confirm your decision.
11. Self-electing a resubmission

If you have already been awarded a Clarification but feel you have better evidence in a piece of work or Commentary you can request a re-submission.

**STEP 1a** Contact your assessor via the Message Centre and request the particular indicator as a re-submission.

**STEP 1b** Once your assessor has amended the decision and awarded a re-submission you can [follow the steps for a re-submission](#).
**12. Completing Practitioner Overview**

It is highly recommended that you complete the front of the assessment log titled ‘summary of portfolio by the applicant’ that features in the Assessment Log.

**Top tip!**
It’s a good idea to list your main pieces of work in order to assist the Assessor and Verifier as they work through your e-portfolio.

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**STEP 1** To add a Practitioner Overview, go to the Course Folder and click the Practitioner Overview link at the top of the page to open a new window.
**STEP 2** Fill in the box labelled “Summary of portfolio by applicant”. Leave the Applicant and Signature Boxes empty. They are not needed.

Top tip! It is recommended that you complete this box by listing your commentaries.

**STEP 3** Once the entry is complete, click the ‘submit the form’ button and once the entry has saved, close the window.

The text added here will appear on the front page of the The Public Health Practitioner Assessment Log.

You can complete the overview section as you work through your portfolio or at the end, before verification. You can also edit the Summary of Portfolio as required by clicking on the same link, updating the text and pressing submit again.
NOTE: Before you start the application process to submit to the verification panel, ensure you have all the correct documents required for your application:

- Verification application form
- Testimonial
- Reference
- Current CV
- Current Job Description
- Certified copies of any certificates.

**STEP 1a** For guidance on this process scroll to the bottom section of the Course Folder page and click on Other.

**STEP 1b** This will then take you to the ‘Element Info’ page from where you can download the Guidance for References & Testimonials document.
STEP 2 Upload and cross reference the reference and testimonial.
Use the Evidence Wizard to upload your reference and testimonial to the e-Portfolio as shown in these steps.

Choose the file you wish to upload...

...and cross-reference it under the ‘Other’ section.

Finally tell the system what the document type is that you are uploading.
14. Applying for Verification/Uploading a CV and Job Description

As part of the application for assessment your CV and job description may already have been submitted. If these have not changed then nothing more needs to be done. However if your role has changed or you need to update your CV then you will need to replace the originals with the latest versions.

**STEP 1** From the course folder page click on **Other in the Supporting Documents** section.

In this section you will see the CV and or job descriptions that have been submitted.

**STEP 2a** If required you can remove the original CV and Job Description by clicking on **Choose Evidence** which will open a new pop-up...

2b...and from here you simply deselect the old versions.
**STEP 3a** Replace a CV and job description in supporting documents with the newer versions by uploading them using the Evidence Wizard.

3b Ensure you name new documents in such as way as to make it clear they are updated versions.

3c Click NA for their type and tick the appropriate box under the Cross-Reference tab.

**STEP 4a** Remove the original CV and job description by clicking on Choose Evidence which will open a new pop-up...

4b and from here you simply deselect the old versions.
Uploading Certified copies of Certificates

Only the people listed here can certify copies of certificates.

### Assessor
### Line manager
### Referee
### Person writing testimonial

The easiest way to do this is to list all of the certificates and their evidence numbers in a Word document and ask the person to sign a declaration at the bottom confirming they have seen the originals.

**STEP 3a** Once signed the document is uploaded to the system as usual and cross-referenced into Supporting Documents.

**STEP 3b** Submit the Supporting Documents

Once you are ready you need to submit the Supporting Documents to your Assessor for final checking. Click on the **Submit Your Competence Claim** link in the course folder and click **OK** in the pop-up box that appears.

**DOWNLOADING APPLICATION FORM**

**STEP 4** You can download the Application for Verification from your Course Folder. You can then open the form in Microsoft Word or similar.
STEP 6 Upload and cross-reference the Application Form
Follow the usual steps for uploading evidence to the folder. Make sure you cross-reference this to the Application Forms section.

STEP 7 Submit the Application Form
Once you are ready you must submit the Application Form to your Assessor for final checking. Click on the Submit Your Competence Claim link in the course folder and click OK in the pop-up box that appears.

STEP 5a Complete all the sections apart from the Assessor one. When you have filled out the form email it off to your assessor who will then complete this section.

5b They will then complete their part of the form and send it back to you for submission to the system.
**15. Downloading the Assessment Log**

**STEP 1** Download the Assessment Log (the log is automatically populated via the e-portfolio)

Go to the Course folder and click on **Assessment Log** on the right hand side at the top.

Click on **YES** to confirm your decision.

**Top tip!**
You can download the Assessment Log at anytime.

The Log will then be downloaded to your PC as a PDF.