Verification is a key part of the quality management process. It is a process of independent scrutiny, with the purpose of providing confirmation that the assessment process has resulted in a portfolio of evidence that meets the standards.

Verification is not however, a re-assessment of the portfolio of evidence. Verifiers do not need to look at all the evidence provided. They should focus on ensuring that the process of assessment has been carried out correctly by examining the assessment log. The assessment log should be filled in correctly by both the Practitioner and the Assessor, allowing the Verifier to make a judgment on the assessment process.

The verification process will require Verifiers to:

- Check that the assessment log has been fully completed by the Practitioner and Assessor. This includes the ‘Applicant Evidence’ column; ‘Assessment Outcome’ column and ‘Assessor’s Comments’ column for each standard and sub standard.

- The Verifier will need to check that for each standard and sub-standard:
  - The Practitioner has cited the evidence being claimed.
  - The Assessor has made it clear why clarifications or resubmissions were required.
  - The Assessor has made it clear as to why they have accepted the evidence.
  - The Assessor has clearly dated and initialled each of the standards and sub standards.

- Once the Verifier is satisfied that the assessment log has been completed fully, then they will need to undertake a brief sampling of a few pieces of evidence (Do not undertake a second assessment).

- In undertaking the sampling of a few pieces of evidence the Verifier should focus on:
  - Standards and sub-standards where clarification and resubmissions were sought.
  - Where evidence is based on Observation (standard 11).

- The Verifier will need to date and initial/sign-off each of the standards and sub-standards on the assessment log in the ‘Verifier Check’ column.

- Once the Verifier is satisfied with the assessment log and the evidence sampling, they will need to complete the ‘Verifier comments on portfolio’ section at the front of the assessment log and date and sign.

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* To be read in conjunction with:
  - UKPHR Public health Practitioners Assessment and Registration Framework and Guidance for Applicants, Assessors & Verifiers
  - UKPHR Public Health Practitioners Assessment and Registration Supporting Information
  - UKPHR 12 Essential of Practitioner Registration
Questions for Verifiers to ask themselves during the portfolio verification process:

• Is the assessment log fully completed for each standard and sub-standard?
• Have you signed/initialled and dated each standard and sub-standard in the Verifier Check column?
• Does the portfolio appear to be the applicant’s own work?
• Does the evidence you have sampled appear to be sufficient?
• Have any observations (standard 11) been carried out? Are you satisfied with the evidence on the proformas?
• Which pieces of evidence have you dipped into?
• Are you satisfied that the practitioner is working at a minimum of level 5 in public health?
• Are you satisfied that a minimum of 50% of the Practitioner’s work is from the last three years?
• Are you satisfied that a minimum of 3 standards from Technical Area 2 (Standards 5-8) have been demonstrated across two or more commentaries?
<table>
<thead>
<tr>
<th>Quick Checklist</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment log fully completed by Practitioner &amp; Assessor.</td>
<td></td>
</tr>
<tr>
<td>All standards and sub-standards have been accepted by Assessor on assessment log.</td>
<td></td>
</tr>
<tr>
<td>Verifier Check column completed for each standard and sub-standard.</td>
<td></td>
</tr>
<tr>
<td>Evidence sampled and indicated on the Verifier Comments section.</td>
<td></td>
</tr>
<tr>
<td>Minimum of 50% of evidence from last three years.</td>
<td></td>
</tr>
<tr>
<td>Minimum of 3 standards from Standards 5-8 demonstrated across two or more commentaries.</td>
<td></td>
</tr>
<tr>
<td>Verifier Comments section fully completed; signed; and dated.</td>
<td></td>
</tr>
</tbody>
</table>