

Login to Learning Assistant using your name and password.

When logging in for the first time you will use:

USER: firstname.secondname

PW: password

You will then go to a page that asks you to accept the terms and conditions and change your password.

HOME PAGE

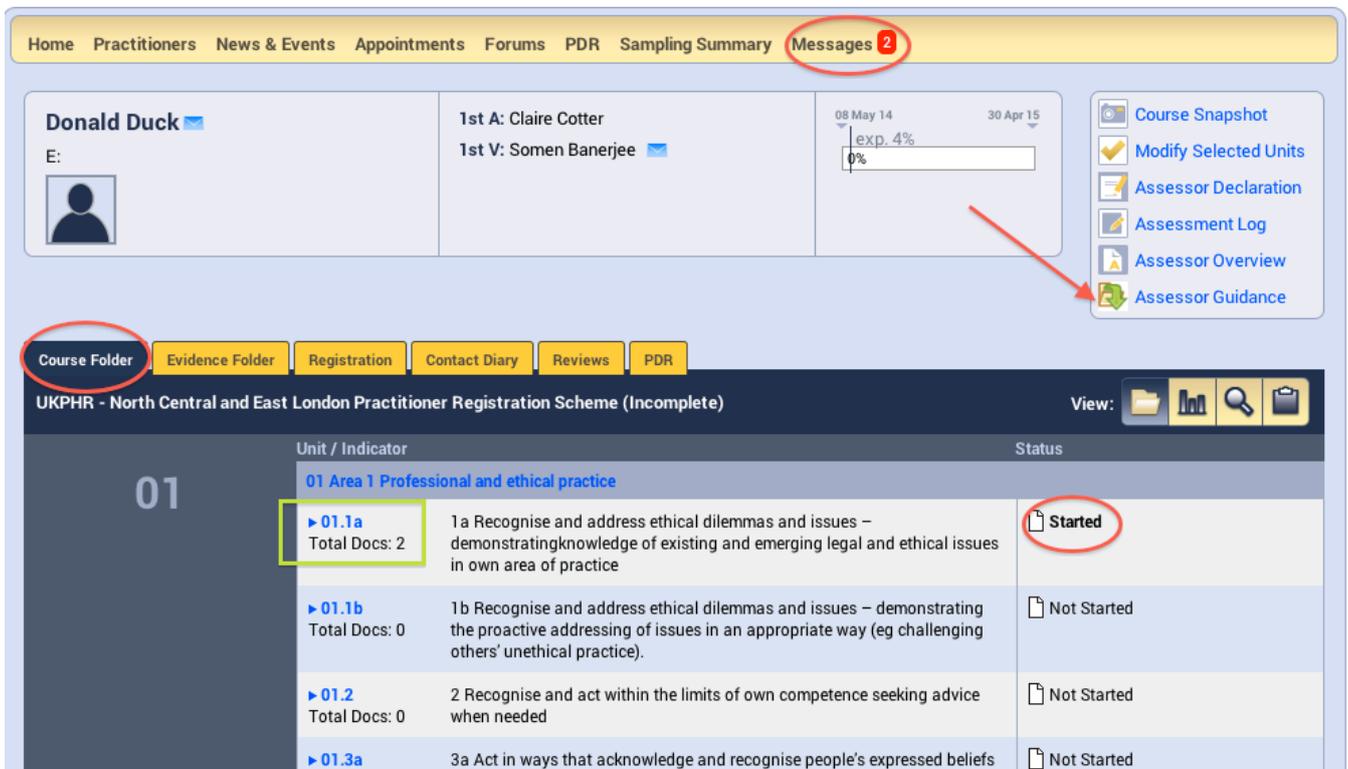
The screenshot displays the Learning Assistant Home Page. At the top left is the logo for 'NORTH CENTRAL AND EAST London PRS PUBLIC HEALTH PRACTITIONER REGISTRATION SCHEME'. The top navigation bar includes 'Home' (circled in red), 'Practitioners', 'News & Events', 'Appointments', 'Forums', 'PDR', 'Sampling Summary', and 'Messages 2'. In the top right corner, there is a 'Practitioner List' dropdown menu (circled in red) showing the user's name 'Claire Cotter' and a list of practitioners, with 'Duck, Donald' highlighted by a red arrow. The main content area features a welcome message: 'Hi Claire, Welcome to Learning Assistant. Welcome to the new e-portfolio assessment system run by Learning Assistant. This system dramatically reduces the paperwork involved in portfolio assessment, provides a way for practitioners and their assessors to contact each other, and acts as a central portal for key documents and files.' Below this is a notice: 'Notice: Learning Assistant Survey. Tell us what you think about Learning Assistant by taking part in our survey. Please click here to take part. The Learning Assistant Team'. A secondary navigation bar includes 'Assessor Tasks', 'Verifier Tasks', 'Profile' (circled in red), 'Resources', and 'Apps'. The 'Profile' section contains four options: 'Change Image' (Personalise your messages by uploading an image of yourself), 'Email Settings' (Change email address and manage message centre alerts), 'Change Password' (Edit your password to make it more secure or more memorable), and 'Evidence Wizard' (Manage your Evidence Wizard settings). The footer includes 'Terms & Conditions | Customer Support' and the 'City of Guilds LearningAssistant' logo.

The Home Page gives you options to alter your profile (see above) and along the same menu set email settings – this includes how often you receive messages from Learning Assistant regarding activity.

Under the tab 'Resources' will be a list of key documents related to the programme that you can open for reference.

If you click on Practitioner List in the top right hand corner your practitioners will come up. If you click on their name – see arrow above – this will take you to their course folder.

PRACTITIONERS COURSE FOLDER



Home Practitioners News & Events Appointments Forums PDR Sampling Summary **Messages 2**

Donald Duck 
E: 

1st A: Claire Cotter
1st V: Somen Banerjee 

08 May 14 30 Apr 15
exp. 4%
0%

[Course Snapshot](#)
[Modify Selected Units](#)
[Assessor Declaration](#)
[Assessment Log](#)
[Assessor Overview](#)
[Assessor Guidance](#)

Course Folder Evidence Folder Registration Contact Diary Reviews PDR

UKPHR - North Central and East London Practitioner Registration Scheme (Incomplete) View:    

Unit / Indicator	Status
01 01 Area 1 Professional and ethical practice	
▶ 01.1a Total Docs: 2 1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice	 Started
▶ 01.1b Total Docs: 0 1b Recognise and address ethical dilemmas and issues – demonstrating the proactive addressing of issues in an appropriate way (eg challenging others' unethical practice).	 Not Started
▶ 01.2 Total Docs: 0 2 Recognise and act within the limits of own competence seeking advice when needed	 Not Started
▶ 01.3a 3a Act in ways that acknowledge and recognise people's expressed beliefs	 Not Started

From the course folder page you can access '[Assessor Guidance](#)' which will also show relevant documents for reference.

The Messages tab at the top will take you to your 'in-box' – ie: **Messages** to and from your practitioner.

Where the practitioner has uploaded and cross-referenced evidence for any of the standards and indicators this will be shown in the right hand column as '**Started**'. You will not be able to assess the portfolio until these entries say '**Submitted and Awaiting Review**'. This is activated once the practitioner has submitted their competency claim.

To go into the individual indicator click on the indicator itself [01.1a](#) to see the evidence and commentary, and to make your assessment decision.

All of the standards and indicators are shown on this page if you scroll down, AREAS 1 – 4, as well as storage for Supporting Documents (eg: CV, JD), Application Forms (eg: Application for an Assessor form submitted by the practitioner), and Agreements and Contracts (not in use currently).

If you look at the Application for an Assessor form – the practitioner should have provided their submission schedule for all of their commentaries – though timings may subsequently change.

Home **Practitioners** News & Events Appointments Forums PDR Sampling Summary Messages **2**

Donald Duck

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Course Snapshot

Modify Selected Units

Assessor Declaration

Assessment Log

Assessor Overview

Assessor Guidance

Course Folder **Evidence Folder** Registration Contact Diary Reviews Course Metrics PDR

01 .1a - 1a Recognise and address ethical dilemmas and issues – demonstrating knowledge of existing and emerging legal and ethical issues in own area of practice

Assignment Details

Overview:
Area 1: Professional and ethical practice

01

Submit on behalf of the learner

Status: Indicator Started

Deadline: No deadline set. - [Set Deadline](#)

Actions:

Accept Partially Accept

Clarification Resubmission

Competence Claim
 Print (HTML) Print (PDF) Choose Evidence Evidence Wizard

Document Title	Evidence Type	IV	1a
Ev2.14 West Kent Breastfeeding leaflet (2012)	NA	N	
COMMENTARY ONE	NA	N	

Completed (Assessor Only) Save Changes

Related Contact Diary entries for this Element
 Print Contact Diary Create Entry

When you have clicked onto an individual indicator box – you will be taken to this window. Evidence for the competence is listed – and should include the commentary. Practitioners have been asked to title their documents with the evidence number and date of the evidence – as shown in the rectangles above.

Create Diary Entry

Entry **Indicator** Summary

Create Diary Entry

Private? Practitioner or Company will not see)

Entry Label Assessment Feedback

Description

Indicator 01.1a Accepted as Complete

Actions

Evidence of knowledge of ethical and legal issues relating to the candidates area of work demonstrated by the certificate of training in Ev2.13. Understanding sufficiently demonstrated in the commentary and Ev2.14 demonstrated the application to practice through the

Next Practitioner Meeting Date? 22 / 5 / 2014

Related Document

Title	Upload Date	Options
Once this Contact Diary Entry has been created, you will be able to add documents here.		
<input type="checkbox"/> Require Practitioner Acknowledgement?		

Print (HTML) Print (PDF) Choose Evidence Evidence Wizard

Document Title	Evidence Type	IV	1a
Ev2.14 West Kent Breastfeeding leaflet (2012)	NA	N	1a.
COMMENTARY ONE	NA	N	1a.

Completed (Assessor Only)

Choose Evidence >> Save Changes

Related Contact Diary entries for this Element

Print Contact Diary Create Entry

Once you've clicked on your assessment decision you will be taken to the box above.

If you click on the box 'Private?' (circled above) this will make sure that the Practitioner will not see any of your assessment decisions until you want them to. It is recommended that you keep this private until you have assessed the whole commentary. **For the first commentary that you assess will also need to notify the scheme coordinator when you have completed assessment, so that the moderator can check the process BEFORE the practitioner is notified of the outcomes.** Once cleared by the moderator, you will then go into each indicator and un-tick this box for each indicator for the practitioner to be able to see the assessment outcomes.

In the ACTIONS box you will need to explain why the practitioner has or hasn't adequately demonstrated knowledge, understanding and application against this indicator, and whether further information is required for either K, U and/or A. Whatever is written into this box will appear in the contact diary for the practitioner and yourself – and will ultimately be your assessors entry on the Assessment Log (which can be downloaded from the blue menu – top right side of screen).

The screenshot shows the 'Contact Diary' tab with the following table of entries:

Private	Date	Posted By	Description	Action	Indicator	Next Meeting	ACK	Options
Yes	May 22, 2014 2:26 PM	Claire Cotter Primary Assessor	Assessment Feedback Indicator 01.1a Accepted as Complete	This indicator has been successfully demonstrated - Ev2.13 provides a certificate of attendance to training on ethics and legal issues in PH, and the understanding from this has been demonstrated in the commentary. The application of this knowledge is shown in Ev2.14 by.....	01.1a			
No	May 16, 2014 11:45 AM	Donald Duck Practitioner	Candidate Declaration Practitioner Declaration Signed	The information given within this form is complete and accurate and I understand that the information I have provided within this form and within				

After you have submitted your assessment against the indicator, this will be shown in the contact diary. The practitioner will be able to see this eventually (once you have turned off the 'Private' button).

The text entered by you, as the assessor, will then be on the Assessment Log.

Each entry will be dated and timed so the process will be transparent to all. The Verifiers will have a 'READ ONLY' access to all assessments and all portfolios that they are asked to verify.

The Moderator will be able to 'READ ONLY' any portfolio or assessment they feel is necessary to adequately audit the whole system.