# Appendix B: Submission Template

All candidates must use this Submission Template to submit their work. Completed assessments should be submitted to [educ@fph.org.uk](mailto:educ@fph.org.uk)

**Please read the following carefully guidance before submitting:**

* Candidates should refer to assessment guidance on pages 9 - 11, the candidate checklist on pages 15-16 and Appendix A for further information about the requirement for each standard.
* All supporting evidence should be added to this submission template, and this should be converted into **one** PDF document prior to submission. **Evidence submitted in other formats OR as multiple documents will not be accepted.**
* Guidance on how to convert your documents to PDF can be found here: [https://support.office.com/en-us/article/Save-or-convert-to-PDF-D85416C5-7D77-4FD6-A216-6F4BF7C7C110 .](https://support.office.com/en-us/article/Save-or-convert-to-PDF-D85416C5-7D77-4FD6-A216-6F4BF7C7C110)
* Allow 400-600 words for each standard, plus up to 200 additional words for the reflective overview. The maximum wordcount for the whole submission is 2600 words (excluding supporting evidence). **Submissions that exceed this word count will not be accepted.**
* **Please ensure that all personally identifiable information has been redacted from your submission.**

**UKPHR Standards referred to in this assignment:**

List the 4 UKPHR standards which this submission will address. These must be ones which you learned about in one of the workshops attended.

You are required to:

* Identify the source of your knowledge i.e. which workshop.
* Reflect on the knowledge gained and explain your underpinning knowledge referring to relevant models and theory.
* Demonstrate how you have applied underpinning knowledge and understanding, using an example from your work.
* Provide supporting evidence that corroborates the application of knowledge and understanding in practice. This evidence must situate you in it. i.e. have your name on or have something that verifies your involvement. If a piece of evidence is longer than 1 page, signpost the relevant page numbers. Use the minimum amount of evidence to satisfy the requirements. 1-3 pieces per standard.

**Evidence formatting**

Number and title your evidence items in the following format: Ev.1 document name e.g. Ev. 1 Testimonial from line manager, Ev. 2. Evaluation Report.

**Assessment Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Candidate** |  | **Date of 1st Submission** |  |
| **Date of 2nd Submission** |  | **Date of Final Submission** |  |

**If you are resubmitting your assessment with additional content, please ensure that this is highlighted in**

**your reflection so that the assessor can easily see the amendments.**

Once you have completed your Assessment Template, please convert this into a PDF and return to: [educ@fph.org.uk](mailto:educ@fph.org.uk)

**1st Standard (Insert Standard addressed e.g. 3.1)**

Write your submission here (400-600 words max):

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**List of Evidence:**

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**2nd Standard (Insert Standard addressed e.g. 3.1)**

Write your submission here (400-600 words max):

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**List of Evidence:**

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**3rd Standard (Insert Standard addressed e.g. 3.1)**

Write your submission here (400-600 words max):

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**List of Evidence:**

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**4th Standard (Insert Standard addressed e.g. 3.1)**

Write your submission here (400-600 words max):

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**List of Evidence:**

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**Reflective overview of how you will use this learning in your future practice**

(200 words max):

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