



**FACULTY OF  
PUBLIC HEALTH**

Protecting and improving the health of the public  
through the organised efforts of our members

# **TRAINING E-PORTFOLIO REGISTRAR GUIDANCE MANUAL**

Last Updated May 2022

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## 1. Background

The Faculty of Public Health (FPH) electronic portfolio (e-Portfolio) system provides Specialty Registrars with a central platform for the management of information and documentation on progression of learning against the public health specialty training curriculum during their time in training. The e-Portfolio allows trainees to relate documentation and evidence to the curriculum and incorporates the ability to record various sign offs against the competencies in the [Public Health training curriculum](#)

The information within the e-Portfolio is the responsibility of the Registrar to maintain and keep up to date.

### Accessing the ePortfolio

Once the enrolment process is completed, including all fees paid, the Education & Training team will email the Registrars login details so that they may begin to use the system. To login to the ePortfolio please visit: <https://eportfolio.fph.org.uk/>

### ePortfolio demonstration

The following links will take you to video demonstrations of how the ePortfolio works and steps needed to upload evidence, submit Activities and how Learning Outcomes are signed off.

[https://www.youtube.com/watch?v=A\\_9iYcOwWt8](https://www.youtube.com/watch?v=A_9iYcOwWt8) <https://vimeo.com/175849496>

Both videos were created by Public Health Registrars.

### Support

The Education and Training Team provide support for all users. Please email any queries to [educ@fph.org.uk](mailto:educ@fph.org.uk)

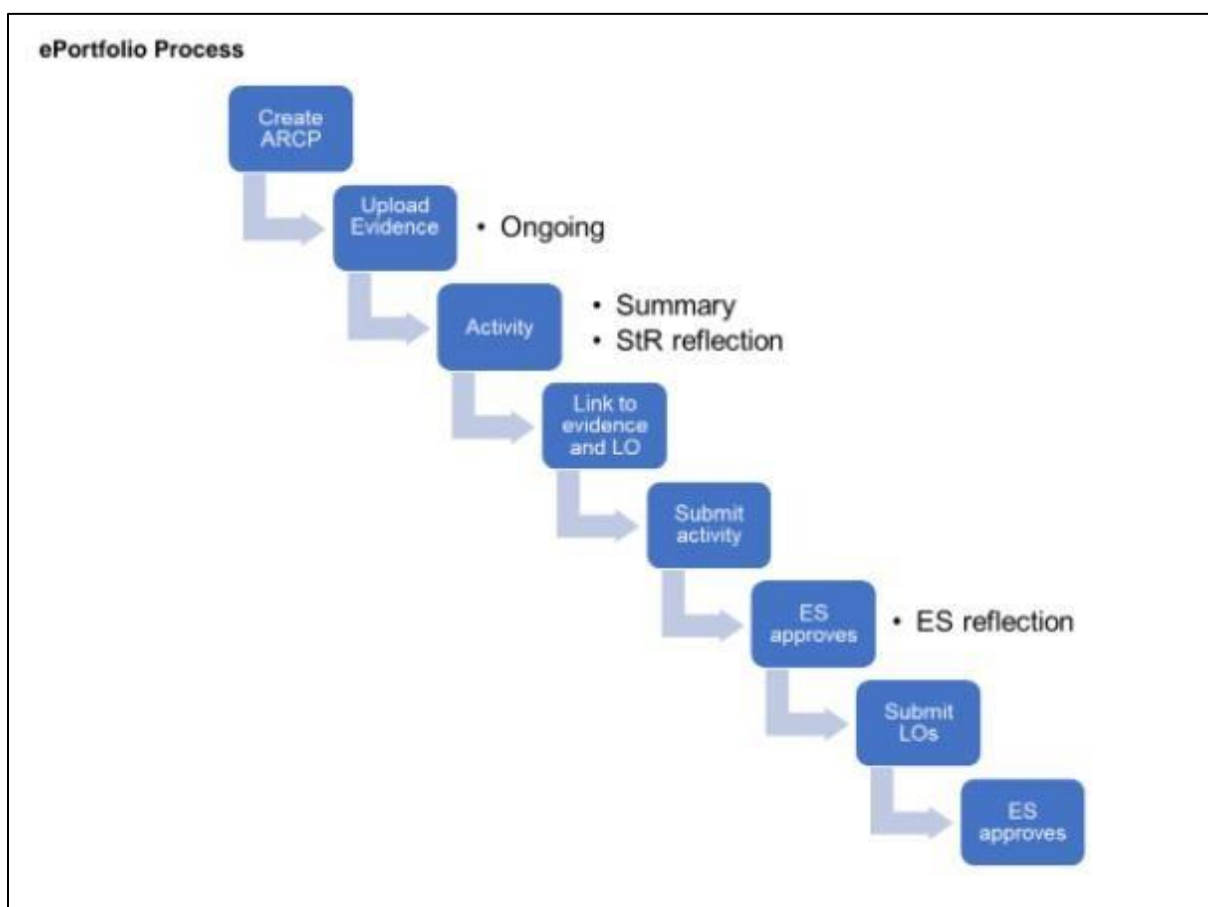
## 2. How the ePortfolio works

The following briefly outlines how work is signed off on the system.

1. Evidence is uploaded to the system.
2. An Activity is created and linked with the Evidence and a Learning Outcome.
3. This is submitted by the registrar for approval by an Activity Supervisor/Educational Supervisor.
4. Once all activities associated with a Learning Outcome are approved the Learning Outcome Sign of Sheet (LOSOS) can be submitted to the Educational Supervisor for sign off.

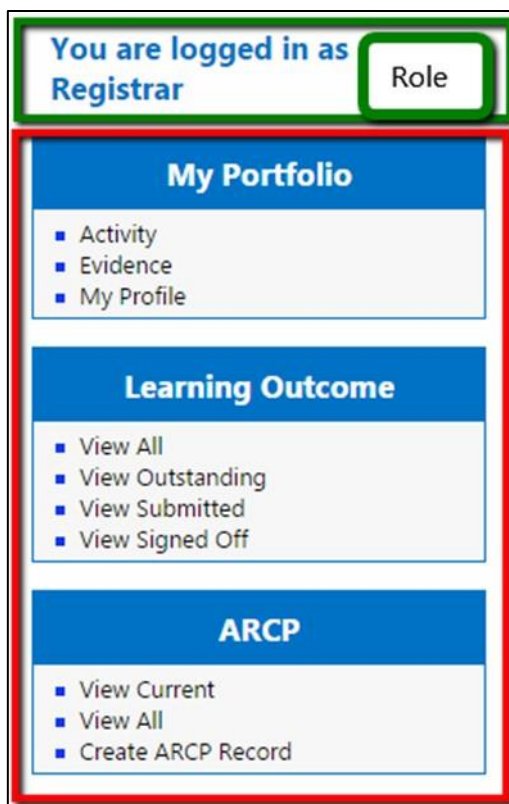
All LOSOS are associated with an ARCP date, which in effect groups a body of work under one heading so that progress can be reviewed by your deanery. Once a ARCP date has been reached, and the panel has reviewed the Registrars work then a new ARCP should be created by the Registrar to capture the next period's work.

The diagram below illustrates the progression through the e-portfolio functionality from start to finish, from adding evidence through to submitting an ARCP.



### 3. ePortfolio homepage

When you first log into the system you are presented with the welcome screen. The left bar menu shows three separate sections ('My Portfolio', 'Learning Outcome' and 'ARCP') and a message displaying the role/roles associated to the user.



#### My Profile

Go to My Portfolio > "My Profile"

Here you can add a number of details about yourself but most importantly you can identify your Training Programme Director and Educational Supervisor.

- Please note that only 1 Educational supervisor (ES) can be listed at time on the system. Also an ES can be selected from a region outside your own.
- If you wish to submit a Learning Outcome Sign Off Sign Sheet (LOSOS) to a different ES than this page will need to be updated to reflect this.

- Please note you will not be able to set your training region, this will need to be done by Faculty staff.

FPH ID:	<input type="text"/>	
Educational Supervisor region:	<input type="text" value="FPH"/>	
Educational Supervisor:	<input type="text" value="Angus Baldwin"/>	<input type="button" value="Request External ES"/>
Training Programme Director region:	<input type="text" value="FPH"/>	
Training Programme Director:	<input type="text" value="Victoria Strode"/>	<input type="button" value="Request External TPD"/>
Deanery region:	<input type="text" value="FPH"/>	
Deanery:	<input type="text" value="- Select -"/>	
Latest CV:	terms-of-reference-for-the-covid-19-specialty-training-group-v15-may20-final.pdf (12/06/2020)	
<input type="button" value="Update Profile"/>		

## 4. Evidence

Evidence is uploaded as part of the sign off process for Learning Outcomes.

Please remember that evidence containing confidential/sensitive information evidence uploaded to the system should be redacted where appropriate.

Your Educational Supervisor or Training Programme Director should be able to advise on what is appropriate evidence to upload to the system.

Go to My Portfolio > “Evidence”

- The list shows all the evidence added to the system by the Registrar. The items on this page can be sorted by Evidence Name, Date Added etc.
- The “Search bar” allows the filtering of the results in the Evidence Dashboard.
- Please note that users should avoid using non-alphanumeric symbols in the naming of their evidence as this can cause difficulties in downloading evidence from the system.

The screenshot shows the 'Evidence Dashboard' with a table of evidence items. Annotations include a green box around the 'Search bar' at the top right, a green box around the 'Headers section' of the table, and a green box around the 'Paging section' at the bottom right. A green arrow points from the 'Search bar' to the 'Search' input field. The table has columns for Evidence Name, Type, Date Added, and Is Locked. The first six rows show file uploads with names like 'ext-powerp-ico.png' and dates from 18/11/2014. The last three rows show URL uploads with names 'bu', 'url', and 'Another test' and dates from 04/11/2014. The footer indicates 'Showing 1 to 10 of 34 entries'.

Evidence Name	Type	Date Added	Is Locked
ext-powerp-ico.png	File	18/11/2014 12:54:55	No
ext-doc-ico.png	File	18/11/2014 12:54:55	No
ext-generic-ico.png	File	18/11/2014 12:54:55	No
ext-pdf-ico.png	File	18/11/2014 12:54:55	No
ext-generic-ico.png	File	18/11/2014 12:52:34	No
ext-doc-ico.png	File	18/11/2014 12:52:34	No
ext-pdf-ico.png	File	18/11/2014 12:52:34	No
bu	URL (Website Address)	04/11/2014 18:15:37	No
url	URL (Website Address)	04/11/2014 18:11:53	No
Another test	URL (Website Address)	04/11/2014 18:05:17	No


### How to add new Evidence

- Go to My Portfolio > “Evidence” and Click “ Add New Evidence”.
- Drag and drop or click on “Drop Files” to open your drives to select evidence.

## Add Evidence

Go back to Activity Dashboard

Please use the box below to upload one or more files:



Or this button to add a Reference or a URL

Add Reference or URL

- Provide a short description for the files and then Click on “Upload Files”.
- When successfully added they will appear in your list of evidence.

### Adding Reference or URL

- To add a Reference or URL click on “Add Reference or URL” and complete the fields.
- When successfully added they will appear in your list of evidence.

### Delete an Evidence item

- Go to the Evidence page and click on title of the evidence. If the evidence is locked, linked to a signed off Learning Outcomes, you will not be able to delete this.
- Click on the row related to the Evidence item you want to delete, then from the submenu related to the current item, click “Delete item”.

additional-attempt-form_july-2019.pdf	File	21/08/2020 12:43:20	No
1_Definition and measurement MH (1).pptx	File	26/09/2017 14:42:08	No
<div> Edit Item View Item Delete Item Close </div>			
Transition Progress Log.xlsm	File	09/02/2017 15:26:13	Yes



## 5. Activities

Activity Summary Sign off sheets are the first step towards signing off Learning Outcomes and capture the detail of the work you are completing.

Go to My Portfolio > Activities

- Activities will need evidence attached to them and to be associated with a LOSOS.
- LOSOS without Activities attached to them will not have any associated evidence and in effect will be “blank”.

### Different status for Activities: what do they mean?

- Open: The Activity has been created but not yet submitted.
- In Progress: The Activity has been submitted for assessment.
- Approved: Activity has been approved by the Activity Supervisor (AS).
- Rejected: Activity has been rejected by the AS.

### Adding and managing an Activity

- The list on the Activities Dashboard shows all the Activities added to the system by the Registrar. The items on this page can be sorted by Activity Name, Date Added etc.
- The “Search bar” allows the filtering of the results in the grid.

Activity General Dashboard

My Activities

Add new Activity

Show10▼entries

Search:

Activity Name	Type	Status	Created	Is Locked
My first activity	Activity summary sheet	Open	28/01/2015 16:29:04	No

Showing 1 to 1 of 1 entries

Previous

1

Next

- Access the “Activity General Dashboard”. Click “Add new Activity”.

**Activity General Dashboard**

My Activities

**Add new Activity**

Show 10 entries

Activity Name	Type
My first activity	Activity summary sheet

Showing 1 to 1 of 1 entries

- Use the dropdown “Select region” to select the region of the “Activity Supervisor”. A dropdown will appear allowing you to select one of the supervisors related to that particular region.
- Use the “Activity Type” dropdown to select the type of Activity you want to create by choosing between the “Activity Summary sheet” and “Pre Planning Activity” options. The fields that can be populated vary according to the kind of Activity that is going to be created.
- Complete the form providing at least a valid activity name and a valid activity supervisor to be able to submit the form without error.
- Click “Save and Close” or alternatively “Save and link to Evidence/LO” if you want to create relations to Evidence and Learning Outcomes at this stage.

Save and Close    Save and link to Evidence/LO    Go back to Activity Dashboard

Select region to select Activity Supervisor: London

Activity Type: Activity summary sheet

Activity name: My activity

**Activity summary section**

Results: my results

Training Location: my training location

Activity completed:

Personal Reflection:

January 2015

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- The system now redirects you to the “Activity General Dashboard” where you will see the activity listed and where you can eventually view, edit, delete or submit the activity by clicking on the related row in the grid.

**Activity General Dashboard**

My Activities: Add new Activity

Show 10 entries

Activity Name	Type	Status	Created	Is Locked
My first activity	Activity summary sheet	Open	28/01/2015 16:29:04	No
My activity	Activity summary sheet	Open	29/01/2015 11:12:59	No

Showing 1 to 2 of 2 entries

Previous 1 Next

## Editing an Activity

- Go to the “Activity General Dashboard”. Click in the grid on the activity you want to create/edit (only not “locked” activities allow you to edit their relations). Click “Edit item”.

## How to link an Activity to Evidence & Learning Outcomes

- Find the Activity on the dashboard and then click on the title and click Edit.

4 St Andrews Place, London NW1 4LB  
 E: [educ@fph.org.uk](mailto:educ@fph.org.uk); +44 (0) 20 3696 1450 W: [www.fph.org.uk](http://www.fph.org.uk)  
 Registered Charity No: 263894

- On the next page click “Save & Link to Evidence & LO”.
- The “Activity relations page” now displays a list of Evidence (if any) and underneath shows a list of Learning Outcomes grouped by category.

**Activity relations page**

**My first activity**

**Associated Evidence**

Show 10 entries

Evidence Name	Type	Date Added
feed.jpg	File	28/01/2015 14:22:21

Showing 1 to 1 of 1 entries

[Link existing Evidence](#)

**Associated Learning Outcome**

Filter by phase: - All phases -

Show only outstanding: ☐

**Expanded all - Collapse all**

- EMS-EMS
- KA1:Surveillance and assessment
- KA2:Assessing the evidence of effectiveness
- KA3:Policy and strategy development and implementation
- KA4:Strategic leadership and collaborative working for health
- KA5:Health Improvement
- KA6:Health Protection
- KA7:Health and social service quality
- KA8:Public health intelligence
- KA9:Academic public health

[Save and Close](#) [Go back to Activity Dashboard](#)

- Then click “Link existing Evidence”.

**Evidence Name**

feed.jpg

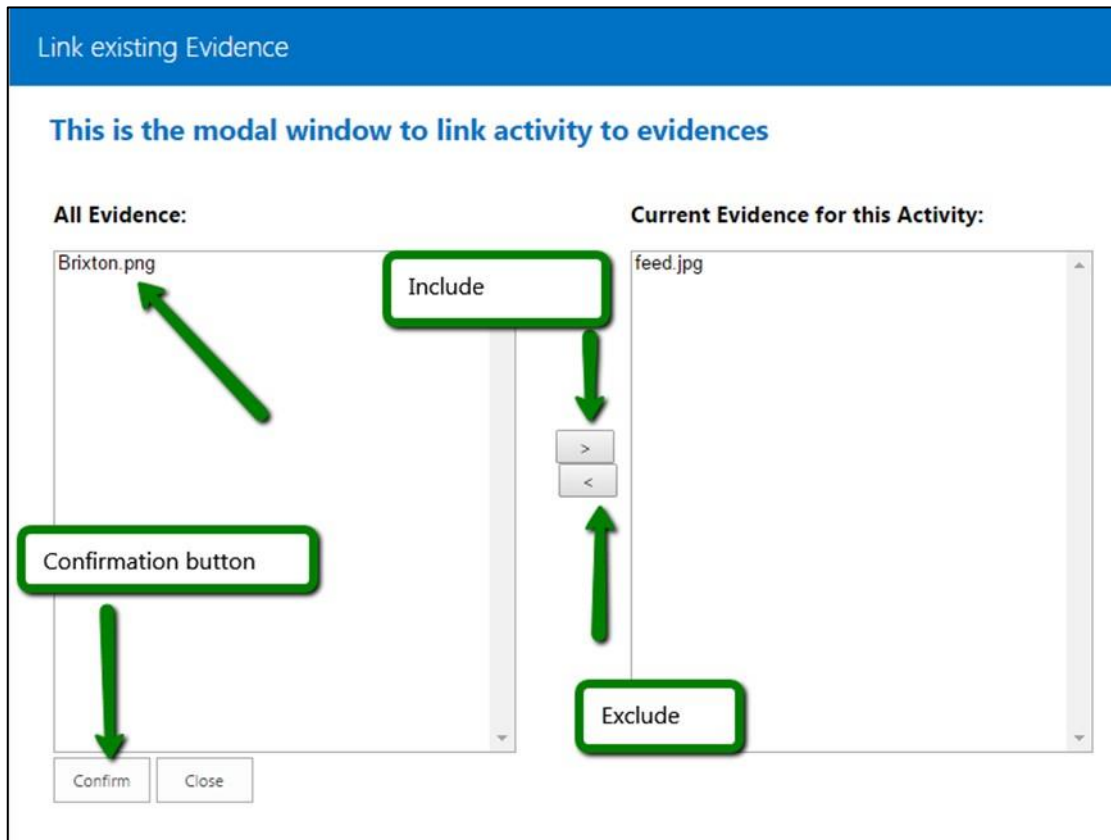
Showing 1 to 1 of 1 entries

[Link existing Evidence](#)

**Associated Learning Outcome**

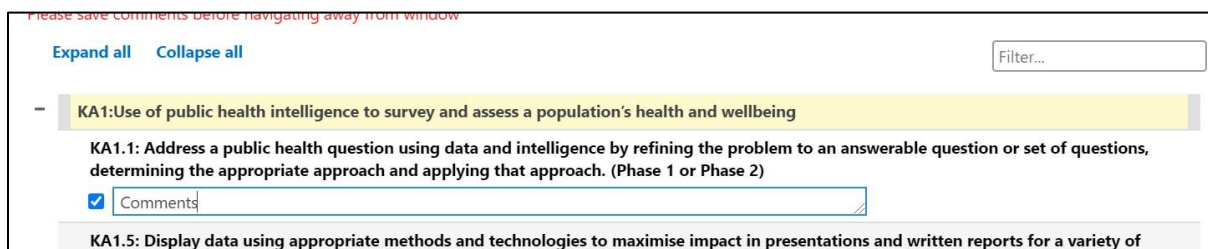
- In the modal window the evidence included in the left box lists all the available evidence to eventually associate to the Activity while the box on the right shows all

the Evidence currently associated to the Activity. Once you have selected the evidence click “Confirm”.



### How to link Activities to Learning Outcomes

- Scroll to the list of Learning Outcomes and click on the “+” then add a brief description about how this met by the evidence attached. Multiple Learning Outcomes can be associated to an Activity.

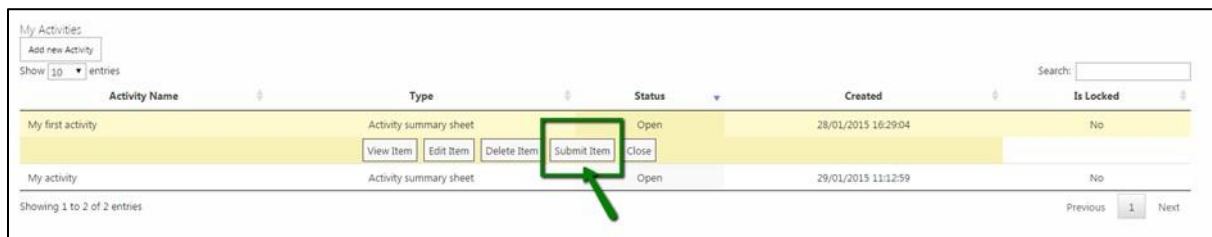


- Then “Save” or “Save and Close” at the bottom of the page.

- Please remember to save or comments will be lost.

### How to submit an Activity for review

- In the “Activity General Dashboard” Click the row related to the specific Activity you want to submit to the Activity Supervisor.
- When successfully submitted the status will be in “In Progress”.

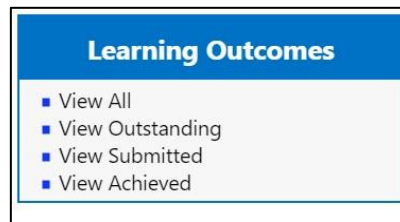


The screenshot shows a web interface titled "My Activities". At the top left, there is a link "Add new Activity" and a "Show 10 entries" dropdown. A search bar is on the top right. The main content is a table with columns: Activity Name, Type, Status, Created, and Is Locked. There are two rows of activity data. The first row, "My first activity", is highlighted in yellow and has a sub-row of buttons: "View Item", "Edit Item", "Delete Item", "Submit Item", and "Close". The "Submit Item" button is highlighted with a green box and a green arrow. The second row, "My activity", is not highlighted. At the bottom left, it says "Showing 1 to 2 of 2 entries". At the bottom right, there are "Previous", "1", and "Next" navigation links.

Activity Name	Type	Status	Created	Is Locked
My first activity	Activity summary sheet	Open	28/01/2015 16:29:04	No
	<a href="#">View Item</a> <a href="#">Edit Item</a> <a href="#">Delete Item</a> <a href="#">Submit Item</a> <a href="#">Close</a>			
My activity	Activity summary sheet	Open	29/01/2015 11:12:59	No

## 6. Learning Outcomes

All your Evidence and Activities are used to demonstrate that you have completed Learning Outcomes, but these will be signed off separately via the Learning Outcome Sign Off Sheets (LOSOS).



You can view the learning outcomes you have completed and need to complete in a number of ways:

- View All: shows all the Learning Outcomes grouped in categories including those signed off and those that have not been submitted for sign off.
- View Outstanding: shows the Learning Outcomes which have a related LOSOS in "Under review", "Partial Achievement", "Minimal Achievement" or that have yet to be actioned.
- View Submitted: shows only the Learning Outcomes which have a related LOSOS in "In Progress" status, so items which have gone to the supervisor for sign off.
- View Signed-Off Shows only the Learning Outcomes which have a related LOSOS in "Approved" status, so items that are fully completed.

### How to sign off a Learning Outcome

- Go to the "Learning Outcome Dashboard" as shown in the previous section by clicking "View All" or "View Outstanding" in the "Learning Outcome" section.
- The LOSOS that can be submitted are the ones related to Learning Outcomes with at least one associated Activity. You can check this by looking at the activities counted on the right side of the learning outcome title and via "+".

—	KA5.1: Influence or build healthy public policies across agencies, demonstrating an awareness of different social, cultural and religious perspectives that may influence health. (Phase 1 or Phase 2) (1 activity)	Submit LOSOS
+ test	(1 evidence)	

- Click “Submit LOSOS”.
- The ARCP listed should be your open ARCP and the Educational Supervisor listed in the My Profile page.
- Click “Submit LOSOS”.

- The submitted LOSOS will be now viewable by clicking “View Submitted LOSOS” that now appears in the dashboard for that specific Learning Outcome.
- Please note that the submission of a LOSOS for a Learning Outcome locks in a cascade all the related activities and all the evidence related to each activity, so they cannot be edited or deleted.

#### A LOSOS can’t be submitted if:

- You don’t have an open ARCP.
- LOSOS has an Activity linked to it that has not been signed-off, the activity will need to be approved or rejected to unlock the LOSOS and submit.

#### Revisiting Learning Outcomes

There are some LOSOS that you will sign off as Minimal or Partial. These are items that you will revisit and submit for sign-off once new Activities been added and approved and have been linked to this specific Learning Outcome.



- “View Outstanding” in the “Learning Outcome” section.
- Click on “Partial” or “Minimal”.

KA5.7: Demonstrate leadership in environmental sustainability with a focus on the links to health and climate change. (Phase 1 or Phase 2) (0 activities)	
KA6.1: Demonstrate knowledge and awareness of hazards relevant to health protection. (Phase 1) (0 activities)	
+ KA6.2: Gather and analyse information, within an appropriate timescale, to identify and assess the risks of health protection hazards. (Phase 1) (1 activity)	Partial Achievement
KA6.4: Understand and demonstrate the responsibility to act within one's own level of competence and understanding and know when and how to seek expert advice and support.new (Phase 1) (0 activities)	
KA6.5: Document information and actions with accuracy and clarity in an appropriate timeframe. (Phase 1) (0 activities)	

- The process is the same for submission except you will see the history of the item, such as the previous supervisor comments.
- If you are resubmitting a LOSOS for sign off at the next level and your ES has changed since the initial sign off you will need to select the supervisor from the drop down menu.

- The method of assessment tick-boxes can only be populated by your ES.
- Once submitted the LOSOS will display against your latest ARCP.

### Different status for LOSOS: what do they mean?

- Submit LOSOS: Activities associated with the LOSOS are signed off and so this can be submitted for assessment.
- In Progress: LOSOS is submitted to Educational Supervisor for sign off.
- Minimal Achievement: LOSOS signed off but will need to be resubmitted with new evidence to demonstrate either Partial or Full sign off.
- Partial Achievement: LOSOS signed off but will need to be resubmitted with new evidence to demonstrate Full sign off.
- Full Achievement: LOSOS is fully signed off. No further action is required.

- Please note dependent on your region you may not be required to sign off items as Minimal. If unsure please check with your Educational Supervisor or Training Programme Director.

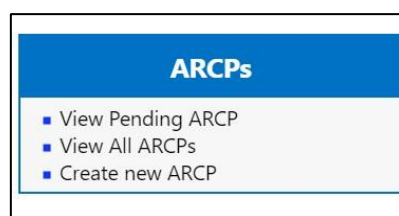
## 7. ARCP

The ARCP is a way to group together work that has been completed over a period of time to demonstrate progression through training for the ARCP panel. When the training panel meets they will be able to view your progress by the information attached to the ARCP.

Your deanery may have specific requirements regarding the submission of documents for the panel. You should contact them to clarify the process.

- You should have one ARCP open at a time on your account. If there is more than one open ARCP, submitted work may be attached to the wrong ARCP and the ARCP panel may not be able to view it.
- When the day of the ARCP is reached the ARCP automatically closes.
- If an ARCP needs to be reopened or the date needs to be changed please contact [educ@fph.org.uk](mailto:educ@fph.org.uk)
- There is a cut-off date after which LOSOS and Activities can no longer be added to the system. This is 10 days before the date of the ARCP.
- If you don't have an ARCP open on the system you will not be able to submit any LOSOS. A prompt will remind you to open a new ARCP.
- Additional documents can be added to the ARCP under the CV field.

ARCPs can be viewed by different statuses:



- View Pending ARCP: Your next ARCP.

- View All ARCPS: You can view historical ARCP and your next ARCP.
- Create ARCP: Make a new ARCP once the last ARCP is closed.

### How to create an ARCP

Click on “Create new ARCP” and complete the fields, and click “Save and Complete”.

Once submitted go to view all ARCPs and open the ARCP.

**Create ARCP Record**

ARCP Date:  \*

Additional Details:

From Date:  \*

Please note that the Cut Off date will be 2 weeks prior to the ARCP Date

Cut-off Date:

### What documents are in the ARCP?

The ARCP panel can view the following information and documents on your account.

The ARCP dashboard is split into the following sections:

- Pending ARCP: This contains the details of the ARCP already entered.
- Report Templates: These should be downloaded and sent to the supervisor to complete.
- Associated Reports: This is where the completed Supervisor reports are uploaded .

Update ARCP dates

### Report Templates

Educational Supervisor Report:	
Academic Supervisor Report:	
Learning Agreement Form:	

### Associated reports

Educational Supervisor Report:	<div>Choose file</div> <div>No file chosen</div>
Academic Supervisor Report:	<div>Choose file</div> <div>No file chosen</div>
Learning Agreement Form:	<div>Choose file</div> <div>No file chosen</div>

Upload

**Personal Documents:** documents required by your deanery for ARCP purposes can be uploaded here. Multiple documents can be uploaded under each heading.

**Associated Learning Outcomes:** here all Learning Outcomes associated with the LOSOS can be seen. From here the activities and evidence associated can also be viewed.

Associated Learning Outcome			
Filter by phase	- All phases -		
Filter by level of achievement:	- All levels -		
Expand all	Collapse all	Filter...	
-	KA1.3: Access data and information from a variety of organisations and sources (including local, national and global); as well as participatory methods for gathering the citizens' voice. (Phase 1 or Phase 2) (1 activity)		In Progress
-	Transition2017 (1 evidence)		
	Evidence name	Type	Date added
	Transition Progress Log.xlsm	File	09/02/2017
+	KA1.5: Display data using appropriate methods and technologies to maximise impact in presentations and written reports for a variety of audiences. (Phase 1 or Phase 2) (2 activities)		Partial Achievement
+	KA2.2: Formulate balanced evidence-informed recommendations both verbally and in writing using appropriate reasoning, judgement and analytical skills. (Phase 1 or Phase 2) (1 activity)		Achieved

## 8. Frequently Asked Questions

### What if I have problem with ePortfolio?

All queries should go to the Education & Training team who will be able to resolve any issue. Please email [educ@fph.org.uk](mailto:educ@fph.org.uk) with details of your query.

### My Activity/Educational Supervisor isn't on the system

If you need a supervisor to be added to the system please ask your deanery to email [educ@fph.org.uk](mailto:educ@fph.org.uk) with the name of the supervisor and the email address they wish to use with the system.

### I have submitted my activity/Learning Outcome Sign off Sheet (LOSOS) to the wrong person. How can I get it back?

Email [educ@fph.org.uk](mailto:educ@fph.org.uk) and we will reject the item back to your account for resubmission.

### Why, when submitting my LOSOS does it keep going to the wrong Educational Supervisor?

The Educational Supervisor is automatically identified using the details on the My Profile page. Ensure that this is updated with the correct supervisor information before submitting.

If you are resubmitting a LOSOS for sign off at the next level you should select the supervisor from the drop down menu once you have clicked on "Partial" or "Minimal".

Where

### is the Form R/Form 4?

Your deanery will have a version that they use for the ARCP.