# Checklist for Candidates

|  |  |
| --- | --- |
| **Considering seeking accreditation** | Tick each item |
| 1.Have you attended and received a certificate for at least 4 of the FPH workshops? |  |
| 2. Are you working in a Public Health role with autonomy? (Managed rather than supervised). This can be in a voluntary, community or social enterprise or in a paid Public Health role |  |
| **If you ticked questions 1 & 2 you are ready to move on.** |  |
| 3. Have you chosen 4 of the 34 standards to base your submission on? |  |
| 4. Have you carefully read the relevant standards with guidance Appendix A for details of the requirement for each standard? |  |
| 5. Are you clear about the requirement to:  a) Demonstrate your knowledge and understanding for each of the 4 standards separately.  Carefully read the relevant standards with guidance Appendix A for details of the requirement for each standard.  *Tip: Stay focused on the standard you are addressing.*  b) Identify the source of your knowledge i.e. explain which workshop and additional reading addressed this standard.  c) Reflect on the knowledge gained and explain your underpinning knowledge referring to relevant models and theory.  *Tip: In reflecting on the knowledge gained from the workshop and additional reading, you are expected to refer to theory/ models / approaches that underpin the standard you are focusing on.*  d) Demonstrate how you have applied underpinning knowledge and understanding, using an example from your work.  e) 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. 1-2 pieces per standard.    *Tip: pick an example where you can demonstrate that you have used knowledge and understanding of this standard and describe how you did this. Choose 1 - 2 pieces of evidence that demonstrate your involvement and signpost this evidence. This could be a report you have written, a detailed testimonial confirming what you did, or an alternative piece of evidence.* |  |

This checklist has been designed to assist candidates in preparing a submission. Read this in conjunction with the criteria for assessment in the Assessment task section on page 9 of this handbook and the Submission Template (See Appendix B).

|  |  |
| --- | --- |
| **Before Making your Submission** |  |
| 6.Have you located the Submission Template (Appendix B) that you must use to submit your work? |  |
| 7. Are you clear what you to include in the reflective overview?  *Tip: The expectation is that you provide a short reflective overview (maximum 200 words) that provides an overview of the reflections on your learning from the workshops and how you intend to embed this knowledge and understanding into your future practice.* |  |
| **Once you have addressed all the requirements, follow this final checklist:** |  |
| 8. Have you put your name on your submission and dated it? |  |
| 9. Does your submission meet the maximum wordcount for each standard (2600 words for the whole submission including the reflective overview, excluding the evidence)? |  |
| 10. Have you organised your submission as one document? You can do this by embedding the evidence into the template (so that the documents launch as separate Word files from the relevant evidence line) or attaching the evidence as appendices and saving as a PDF |  |
| 11. Have you checked to ensure you have not included any personally identifiable information or information that could be considered commercially sensitive?  *Tip: If you refer to others use role titles rather than names* |  |
| 12. Have you ensured that the evidence is separately attached so that the documents retain their integrity? These must be complete documents with the headers clearly showing. |  |
| 13. Have you ensured that any links are to your own work only and not references that have informed your work? |  |
| I**f you receive one or more resubmissions following assessment you must, within 3 weeks of receiving the outcome of your assessment:** |  |
| 1. Carefully read the assessment log to understand why you have received a resubmission |  |
| 1. Update your original submission highlighting the text to make your changes/additions clear to the assessor |  |
| 1. Remove any evidence that is no longer required and add in any new evidence to satisfy the resubmission requirement |  |
| 1. Update the title of your submission to “Resubmission of assessment task (insert date)” |  |
| 1. Submit the updated document as a PDF document |  |