

FAQ's

Q: What if you have more than 3 commentaries?

A: We encourage you to stick to the recommended 3 commentaries. We will help you identify pieces of work that you can turn into commentaries, which could involve combining two smaller pieces of work if individual pieces are not big enough. It is possible to write a fourth commentary but this would involve additional work and require you to have completed all 4 by the final deadline, so is not recommended

Q: Are all sessions virtual?

A: Yes

Q: I work on my own and do not have a line manager. Would I still be able to apply?

A: Please get in contact with Dania the programme manager to discuss.
Dania.Ahmed@kent.gov.uk

Q: How many spaces are there for this scheme?

A: we have a maximum of 25 places

Q: In the application form in relation to writing up a piece of work, section D it states – “Please choose one standard from area 1 and one standard from area 5”, please clarify

A: You are expected to choose one out of the eight standards from area 1 and one out of the three standards in area 5 to write up in relation to the piece of work you have chosen to base the write up on. In the example embedded in the application form on page 11, the applicant has chosen standards 1.8 and 5.2.

Q: Will the induction be all day or half day? (so we can plan our diaries)

A: The induction day and all the Portfolio Development Days (PDG's) will run from 9.45am-3.30pm.

Q: Can volunteer experience count towards evidence?

A: It is possible to draw upon evidence from work you have carried out throughout your career, including voluntary work. All the evidence used in your portfolio must however fit within one of the three commentaries you choose to base your portfolio on, so in order to use evidence from working in a voluntary capacity, one of your commentaries would need to be based on this experience.

Q: Can I draw upon evidence from a long time ago?

A: There is a currency rule that states that when your portfolio is complete at least half of all the evidence must relate to work completed in the last 5 years (from the date of the verification panel). This means that up to half of your evidence can be older than 5 years. In practice we recommend you choose no more than one older piece of work to write up (to work within the currency limit and because it is often more challenging to get hold of older evidence).

Q: Can I use an MSc in PH completed in 2010 as evidence of knowledge

A: Yes if you have a masters in PH this is robust evidence to demonstrate underpinning knowledge of many of the standards. However where you acquired your underpinning knowledge more than 5 years ago you are expected to explain how you have kept this up to date and provide additional evidence to corroborate this.

Q: I've heard that master classes can be helpful for demonstrating knowledge, how do we access these?

A: We have commissioned LBSU to run a series of 5 masterclasses directly linked to the standards. If you are awarded a place on the scheme you will be invited to attend these and

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you will be able to use the course outlines and certificates as evidence of your underpinning knowledge.
Q: Is there a cap on the number of successful applicants from one organisation? A: No
Q Is there a period of time that you can count MSc modules or qualifications? A: Where the knowledge was acquired more than 5 years ago, you are expected to explain how you have kept this up to date and provide additional evidence of this
Q Will the relevant documents, handbooks be sent through? A: A link to the UKPHR guidance and framework key document you are expected to read before you apply is in the Application Form. If you are successful in gaining a place on the scheme you will provided with a handbook and access to all the other guidance you will need.
Q What level of qualification is required to demonstrate the knowledge element? A: The knowledge required needs to be equivalent to undergraduate level, but does not all need to come from formal courses. For example you will be able to use in house courses to address the requirements of some standards or even use self directed learning. You can also fill gaps by attending the LSBU masterclasses. If you have an undergraduate or Masters in Public Health you will be able to use this to satisfy many of the knowledge requirements.
Q Do you need a degree to apply to the Practitioner route? A: No, see question above. If you don't have a formal qualification in Public Health the LSBU masterclasses are a great source of knowledge and we will also be able to guide you to explore other online courses that you might find helpful
Q What if your evidence/application is from your previous employer/role? A: You can choose to write up pieces of work from any point in your career, providing the work enables you to demonstrate some of the standards and that you can access appropriate evidence. You must also ensure that when your portfolio is complete no more than half of all the evidence in your portfolio is older than 5 years. It is common for practitioners to draw on work from previous roles, but it is important to be realistic about how easy it will be to find appropriate evidence of application from the past (reports, presentations, minutes of meetings, email trails etc). For this reason it is often easier to write up current or recent work.
Q Do the examples have to be in 2023? If they can be earlier, is there a limit to how far back? A: See response to previous Q
Q: Are the meetings all remote? Some face to face would be beneficial A: Yes all parts of the programme will be delivered remotely through MS teams
Q: I am an NHS Band 8a, will this mean I cannot join? A: The eligibility criteria include being in a band 5-7 role or equivalent. If you are in a more senior role and believe you would benefit from the scheme, get in contact with Dania the programme manager to discuss. Dania.Ahmed@kent.gov.uk
Q: How many spaces are there for this years scheme? A: 25 spaces.
Q: How much evidence do you need to submit with each piece of work (commentary) A: There is lots of guidance about this that we will go into detail when you join the scheme. For every standard you must provide evidence of knowledge and evidence of application. For example a course outline and certificate for the knowledge part and a report/presentation/email trail for the application part. A typical commentary addressing 10 standards might have 20plus pieces of evidence in total.

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Q: You said that one of the requirements for revalidation was having an annual appraisal that discussed registration. Does the Appraiser need to also be registered with UKPHR?

A: No but you would need to brief them about the UKPHR expectations

Q: How do you work out what is equivalent to the NHS band 5-7 for eligibility?

A: The guidance is clear that you must be working as an autonomous practitioner (operating at Level 5 or above of the Health Careers Framework), where you are managed rather than supervised. Please use the health careers framework for

reference: <https://skillsforhealth.org.uk/info-hub/key-elements-of-the-career-framework/>

If you have specific questions about your circumstances get in touch with Dania the programme manager to discuss. Dania.Ahmed@kent.gov.uk

Q: If someone meets the other criteria but does not meet the AFC banding range, are they still eligible?

A: The banding is one of the key criteria because the work in the portfolio must comply with “professional registration” level of work. If you are a higher band and want to discuss your individual circumstances get in touch with Dania the programme manager to discuss.

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Q: Can you apply for the scheme as Band 4?

A: You must fulfil all the eligibility criteria including being in an equivalent NHS band 5-7 role. If you are not yet working at this level we recommend you talk to your line manager and seek their support in getting you involved in pieces of work that could help build your experience in Public Health. You may be eligible to apply in the future

Q: Are there any fees included?

A: The scheme is paid for by Health Education England so there are no fees payable by individuals

Q: What is involved in the interview process?

A: The interview focuses on which 3 pieces of work you will be writing about and will present to be used as your portfolio. You will be asked various questions such as work life balance and what support you have from your line manager and team.

Q: I work for a healthcare provider and manage NHS contracts diabetes and lifestyle services. Would this experience make me eligible ?

A: Practitioners come from many different backgrounds and organisations including the NHS, local government, UKSHA, provider organisations etc. Use the self-assessment process to identify how your experience could be used to demonstrate the different standards and work out where you have gaps. Providing you are confident you have the relevant experience and are committed to filling any gaps within 6 months of starting on the scheme, and meet all the other eligibility criteria you are very welcome to apply for a place

Q: If I decide to do the specialist practitioner, can I decide to use the same pieces/evidence for this practitioner scheme? If I have a masters in PH and lots of experience is it better to do the specialist scheme?

A: Go to UKPHR register as a specialist part of the website and or attend the forthcoming information session about the specialist route. Contact Dani.Plouman@westsussex.gov.uk or KSSPublicHealthSchool.SE@hee.nhs.uk for more information.

Q: How much time will it take?

A: You are expected to have the support of your line manager to release you for up to 8 days of work time (for the induction, portfolio development group days and the masterclasses) In addition every practitioners experience is different but we recommend you put aside 2-3

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hours a week of personal time throughout the year to gather evidence, write commentaries, organise your portfolio and attend to any gaps you have.

Q: For writing up the 2 standards for the application. Is it 300 words for each of the standards or a total of 300 words for both?

A: It is 300 words per standard.