

Public Health Practitioner Registration Scheme 2025 Application Pack

Pre-Application Information

The Kent, Surrey and Sussex Practitioner Registration Scheme supports public health practitioners working in the Kent, Surrey and Sussex area to achieve registration with the UKPHR.


Practitioners will achieve registration by:

- Writing a retrospective portfolio which comprises of 3 discrete pieces of work in the field of public health. Each piece of work, or commentary, will demonstrate the knowledge and application achieved mapped to the 34 UKPHR practitioner standards edition 2018.
- Evidence of knowledge (e.g., certificates) and applications (e.g., documents/reports) must be submitted for each UKPHR standard as part of the portfolio.
- Each commentary is submitted according to the scheme schedule and will be assessed by a UKPHR trained assessor.
- There is an expectation that a substantial amount of personal time is devoted to writing the portfolio. We recommend a minimum of 2-3 hours a week, some practitioners have spent on average 5 hours, others have spent 10-15 hours a week with more time spent closer to submission.
- The final portfolio is verified by a trained UKPHR verifier and will be presented at a verification panel. Following successful verification, the practitioner will be recommended to the UKPHR for registration.
- Practitioner makes an application to UKPHR for registration at a cost of £121 which is paid yearly to remain on the register.

Selection Criteria

Applicants must be able to demonstrate:

- Employment within the Kent, Surrey and Sussex geographical area (Kent, Medway, Surrey, East Sussex, West Sussex, Brighton and Hove).
- Minimum of 2 years public health experience, usually having occupied a public health practitioner post (see website for further information) at NHS Agenda for Change band 5 - 7 or equivalent in



other sectors operating at Level 5. If you are working above this level please have a discussion with the scheme coordinator before applying. See the [Health Career Level Framework](#) at Skills for Health, for more information on skills levels.

- Self-assessment against the [Public Health Practitioner Standards](#). Applicants must be able to demonstrate (through completing the self-assessment form) a broad range of relevant experience. Practitioners are expected to have some gaps, but to be able to complete a portfolio within the specified timescale. Any gaps must be addressed within six months of being accepted on the scheme.
- A signed commitment to completing a portfolio within 12 months against the Public Health Practitioner Standards for Registration in the timescale specified and full participation in all elements of the scheme. This must be a genuine commitment to **completing a portfolio by Monday 5 January 2026, 12.00 pm.**
- A signed commitment from the line manager for active support and encouragement through practitioner attendance at the induction, formal learning sessions, writing time for portfolio development, relevant CPD events arranged through the programme, and progress reviews to address development needs, to approximately 8 days over the 12 month duration of the programme. Applicants are encouraged to include participation in the Scheme in their Personal Development Plan. Line managers will be kept updated of an applicant's progress in their journey towards registration. **Applicants must be prepared to dedicate a significant amount of personal time to complete the portfolio.**
- In submitting an application to the Scheme, applicants will have read and fully understood the [Guidance for Applicants, Assessors and Verifiers Public Health Practitioner Registration Pages 3-11](#) and [Supporting Information for Public Health Practitioner Registration](#).

Important Dates

(Please note all sessions will be delivered online) **You are expected to attend all sessions.**

- Deadline for submission of application: **Friday 25 October, 12:00 pm**
- Shortlisting Outcome: **By 1 November**
- Interview: **Thursday 7 & Monday 11 November, times TBC**
- Outcome of interviews: **By 15 November**
- Practitioner Induction Day: **Monday 16 December** (In person Event: Coin Street, 108 Stamford St, London SE1 9NH, time TBC). **If you are unable to attend the Induction date, you will not be eligible to apply this year.**

- Portfolio Development Group days. Practitioners will be allocated to one of 3 groups. You will be informed of your group following interview.

PDG	Group 1	Group 2	Group 3
PDG1	28 January	29 January	30 January
PDG2	2 April	3 April	4 April
PDG3	16 July	17 July	18 July
PDG4	21 October	22 October	23 October

- Submission of Commentaries: **C1: 28 April, C2: 22 August, C3: 14 November by 12:00 pm**
- Deadline for Practitioners submission of completed portfolio: **By Monday 5 January 2026 by 12:00 pm.**

Practitioners are expected to adhere to the submission deadlines for each commentary and failure to meet these deadlines may risk withdrawal from the programme.


There are also be five Masterclasses that you will be required to attend. These are delivered by the London South Bank University (LSBU). All delivered online via Microsoft Teams.

Masterclasses

Class 1: Ethical and Professional Public Health Practice	22/01/2025	10:00 -12:30
Class 2: Public Health Policy and Context	05/02/2025	10:00 -12:30
Class 3: Introduction to Epidemiology	26/02/2025	10:00 -12:30
Class 4: Evidence for Public Health	05/03/2025	10:00 -12:30
Class 5: Planning, Implementing and Evaluating Public Health Interventions	18/03/2025	10.00 -12.30

Expectations

Once accepted onto the Practitioner Scheme you will be expected to fully engage in all aspects of the scheme. There is an expectation that you will:

- 
- Fill gaps in knowledge and/or application (where possible gaps in knowledge should be filled within 6 months of commencing on the scheme)
 - Complete 3 Written pieces of work (commentaries) to demonstrate knowledge, understanding and application of all 34 standards.
 - Participate in all aspects of the scheme including all of the Portfolio Development Groups and Masterclasses, evaluation and ongoing support of the scheme
 - Meet scheme deadlines and submit work using the e-portfolio platform.

Helpful Documents

- [UKPHR Supporting information](#) (this includes the UKPHR standards 2018, 2nd edition and essential in understanding the standards and how to evidence them). Essential pre reading prior to application for the scheme (pages 3-20).
- [The UKPHR Practitioner Standards](#) (this is a standalone document of the standards).
- [UKPHR Guidance of Applicants, Assessors and Verifiers](#) (This explains the UKPHR processes, quality assurance and how to apply to UKPHR). Essential pre-reading for applicants on pages 3-11).
- [Public Health Practitioner's Education and Training Directory](#)
(This resource signposts online courses linked to the knowledge requirements for the UKPHR standards. Please note that some of the courses in this document are no longer available. NHSE is reviewing and updating this document at present).
- [Public Health Skills and Knowledge Framework](#)
(This describes the functions of public health and may help you identify gaps and strengths).