

# How to add the attestation (verification) for managers and delegated designated senior nurses

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**Issue date:** 13/08/2025  
**Review date:** 13/08/2026  
**Date first issued:** 2020  
**Document ID:** ePort7

**The first page of these instructions is a reminder of how to get to your ePortfolio. If you are familiar with this please go to page 2.**

Accessing / the ePortfolio



**Please use Google Chrome to access your portfolio.**

**Other browsers including Microsoft's Internet Explorer or Edge are not currently compatible.**

The ePortfolio is accessed through the Hutt Valley eLearning site, Ko Awatea.

## Step 1:

From the Hutt Valley intranet page, navigate to **Ko Awatea LEARN**. See image (right) for guidance. You can use either option highlighted in yellow.

**Alternatively**, you can Google "Ko Awatea Learn" or use the following web address: <https://koawatealearn.co.nz/>



## Step 2:

Log in using your Ko Awatea username and password.

If you have forgotten your password then please use the "forgotten password" link.

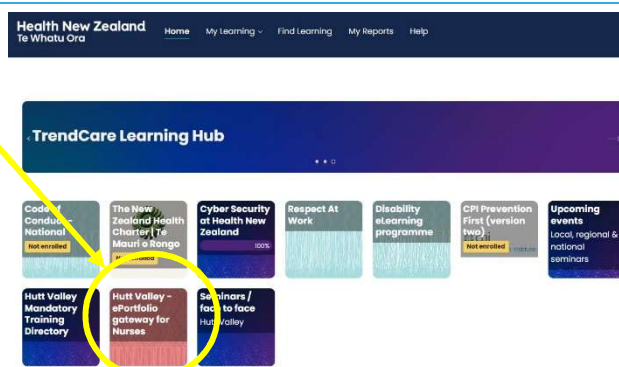
You can also update your email address or request an account using the links on the login page.



## Step 3:

Select the PDRP/ePortfolio tile.

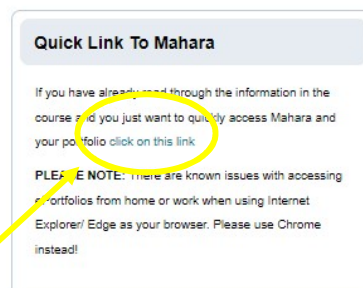
**Note:** If this is the first time you are using the ePortfolio the next screen will ask you to enrol in the course. Select the enrol button when prompted.



## Step 4: Welcome to the gateway.

If this is your first time accessing the ePortfolio, we recommend you read through the guides for completion of an ePortfolio, which are included on this page and/or attend a **PDRP workshop**.

To move through the gateway to your ePortfolio homepage please select the link under the title **Quick Link to Mahara** on the left of your screen as shown in the image (right).



## How to add the attestation (verification) for managers and delegated designated senior nurses

**Important: You must be the nurse's manager or a delegated designated senior nurse in order to complete an attestation (verification)**

You must read their self-assessment and:

- Assess whether it is a true reflection of their practice AND
- Provide feedback to the nurse if you feel the evidence has not met the competency/indicator.

### Step 5:

There are two ways to access the ePortfolio that has been shared with you.

- 1) Follow the link in the automated email you received **OR**
- 2) Type part of the nurse's name in the "Search for people" box



### Step 6:

From the search results select the name of the correct nurse. If the name has not appeared please check:

- The spelling of the name and/or try searching by another part of their name
- You are using Google Chrome

If you still can't see it, then it's likely they have not shared their portfolio correctly. Please advise them to follow the steps in *ePort 11 – How to share your ePortfolio*.

### Step 7:

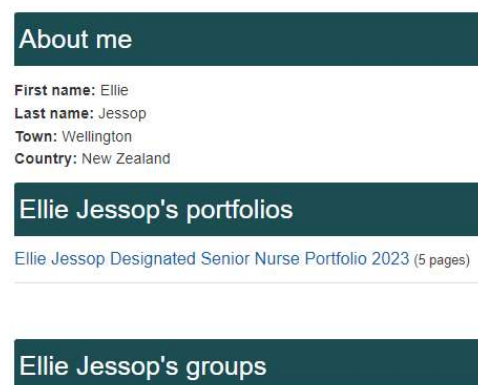
Once you have found the nurse, you'll see three sections

"about me"

"X's portfolios" and

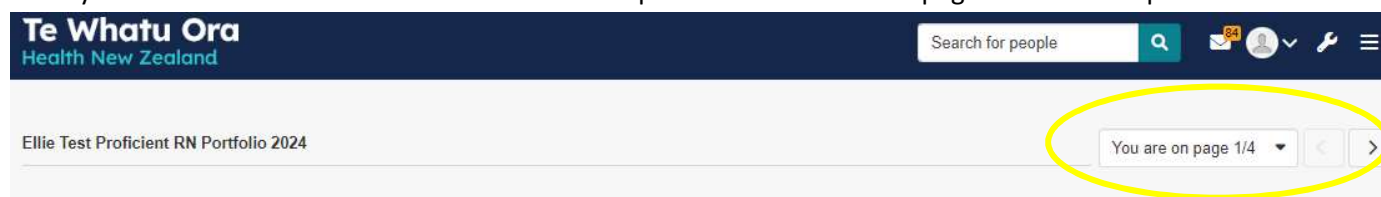
"X's groups"

You should be able to see the nurse's portfolio in the appropriate section.



### Step 8:

Once you are in their ePortfolio use the arrow or drop down box to move to page 2 for the competencies.



### Step 9:

The applicant's self-assessment will be visible on page 2 by selecting the competency.

Competency 1.1

Competency 1.2



## How to add the attestation (verification) for managers and delegated designated senior nurses

### Step 10:

New portfolios have instructions for you at the top of the page. You can copy and paste the table from these instructions into each domain.

If you cannot see the instructions or the table in the nurse's portfolio, please see the FAQ at the end of this guide.

### Please read: Changes to peer assessment requirements

Effective from the 1<sup>st</sup> April 2025 the requirements of the peer assessment have changed.

There will no longer be requirement for a nursing peer assessment against each of the NCNZ competencies.

**Instead** the manager or a delegated designated senior nurse will read and check that each of the nurse's self-assessments meet the standards, and provide feedback to the nurse if they do not.

Then they will write the following statement against each domain (e.g. domain 1, 2, 3 & 4), using the 'add comments' box.

"This self-assessed evidence of competence is, to the best of my knowledge, an accurate reflection of this nurse's practice"

They will need to include their APC. If the verification is completed by a delegated designated senior nurse (not the manager) they will also need to include their role.

Verifiers can copy, paste and complete the table below into the 'add comments' box for competency 1.5, 2.9, 3.3 & 4.3.

If you have any questions please email [pdnp@huttvalleydnhb.org.nz](mailto:pdnp@huttvalleydnhb.org.nz)

This self-assessed evidence of competence is, to the best of my knowledge, an accurate reflection of this nurse's practice.
APC:
Role (if not the manager):

### Step 11:

To add the copied attestation table, click the **"Add comment"** button\* underneath the each domain.

\*If you cannot see the **"Add comment"** button, please see FAQ section at the end of this guide.

#### Competency 2.8

+ Add comment

#### Competency 2.9

#### Competency 3.1

#### Competency 3.2

+ Add comment

#### Competency 3.3

#### Competency 4.1

#### Competency 4.2

+ Add comment

#### Competency 4.3

### Step 11:

A screen will appear on the right of your screen. Paste the table into the comments box, then add the required details, i.e. your APC and role. Then select 'Comment' to save your work.

Once saved you have 20 minutes to edit or delete your comment. After this time the applicant is the only one who can delete the comment.

"Make comment public" should say "yes". See FAQ section for more information.

Add comment

Paragraph B I [List] [Link] [Image] [Undo] [Redo]

0 WORDS

Make comment public ☒ Yes

Attach file

Choose file No file chosen (Maximum file size 128MB)

+ Add attachment

Comment Cancel

### Step 12:

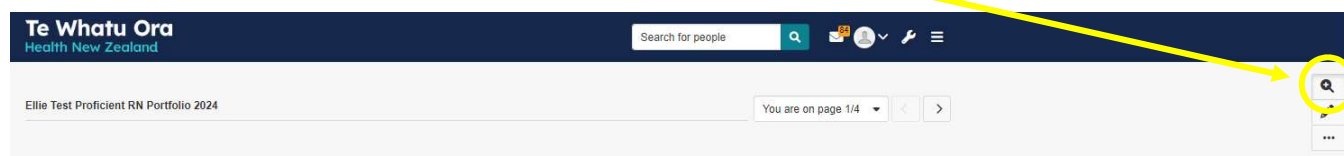
Once you have provided the nurse with any relevant feedback and completed the attestation (verification) for all four domains, please contact the applicant and let them know you have finished.

## How to add the attestation (verification) for managers and delegated designated senior nurses

### FAQs:

#### I cannot see the “+Add comment” button – what do I do?

1. Ensure you are using Google Chrome internet browser when accessing the portfolio.
2. Select the magnifying glass icon in the top right corner of your screen as shown in the image below. The “+Add comments” button should now appear.



#### I cannot see the attestation instructions or table – what do I do?

You can copy the table below, and paste into each of the 4 domains using “+Add comment”

This self-assessed evidence of competence is, to the best of my knowledge, an accurate reflection of this nurse’s practice.
APC:
Role (if not the manager):

#### What does “Make comment public” mean?

When adding a comment to a portfolio it makes the statement “make comment public”, and the default setting is “yes”. This is the correct response. In this context “public” means it is viewable by those who have been given access to the portfolio either through sharing or submission of the portfolio for assessment.

Please *do not* change this setting to “no” as the assessors will be unable to see the evidence.

If you find that a correction is needed on this ‘How to...’ guide please contact the  
Nurse Coordinator Professional Development: [PDRP@huttvalleydnhb.org.nz](mailto:PDRP@huttvalleydnhb.org.nz)