

# Using Education Pathways in NHSScotland

A Guide to Support Staff in Business &  
Administration and Estates & Facilities



## What is an Education Pathway?

An Education Pathway is a document which shows all the qualifications a member of staff can complete as they progress in their learning. Education Pathways provide information about the accredited qualifications which can support people working in the Estates & Facilities and Business & Administration job families. These identify the qualifications relevant for the different roles within Estates & Facilities and Business & Administration. The Education Pathways are important tools to support:

- personal and career development through Personal Development Planning and Review (PDPR)
- workforce planning - to ensure the right number of people with the right skills are employed in the right place at the right time to deliver organisational objectives.
- succession planning – to identify and develop current staff who have the potential to become future leaders or senior managers

## What does an Education Pathway look like?

The Education Pathways are in the form of Excel spreadsheets.

	Business & Projects		Finance	
Scottish Credit and Qualifications Framework (SCQF)	Project management staff manage the progress of individual elements of a programme.		Staff in this area support a range of finance functions, including accounting and financial management.	
SCQF Levels	<b>Examples of corresponding AIC Band Range/Job Roles</b>	<b>Specialist Qualifications</b>	<b>Examples of corresponding AIC Band Range/Job Roles</b>	<b>Specialist Qualifications</b>
12			Level 4 Experts & Emerging Leaders AIC Bands 9a - 8d	CIMA Qualified with Strategic Management Experience
11			Level 3 Experienced Professionals AIC Bands 8A	CCAB/CIMA Qualified with Some Experience
11	Operational Business Manager AIC Bands 7 - 8b	PRINCE 2 Practitioner (Not Credit Rated by SCQF)		CIPFA Qualified
11		APM Project Risk Management Certificate		
10				
9	Project Manager/Project Coordinator AIC Bands 5 - 7	PDA Managing Projects & Business Processes	Level 2 Foundation Professionals AIC Bands 6 - 7	Association of Accounting Technicians (AAT) Diploma (higher level)
9		APM Project Risk Management Certificate		
9				
9				

Down the left-hand side of each spreadsheet, you will see the **Scottish Credit and Qualifications Framework (SCQF)** levels. The SCQF framework helps you understand and compare the various Scottish Qualifications available. The levels indicate the difficulty of a particular qualification, these range from 1 to 12. Across the top of each spreadsheet you will see the different job families e.g. Catering, Portering, Office Services and Human Resources. Different types of learning are identified for each role:

Type of Learning	Description	Example
Required learning	Learning that you need to carry out for your job	Intermediate Food Hygiene certificate for Catering Supervisors
Specialist Qualifications	Qualifications that are specific to your job	SVQ2 Professional Cooking or SVQ2 Business & Administration
Transferable Qualifications	Qualifications that are relevant to all jobs	SVQ2 and SVQ3 Healthcare Support Non Clinical
General Management Qualifications	Qualifications that are relevant to all jobs and develop skills in leadership and management	PDA Managing Self and Others
Modern Apprenticeships (MA)	A national programme, usually for young people combining learning and working	MA in Accounting Level 3 and MA in Engineering Level 3

The Education Pathways are online interactive tools and you can access them on **The Estates & Facilities Portal** and **The Admin Centre websites**. You can click on any qualification on the Education Pathway. The hyperlink will take you to a webpage which gives you specific information and detail about the qualification.

## Where can I access funding to support learning?

- Individual Learning Accounts (ILAs) – These are available for people earning £22,000 per year or less. They can be used towards funding a wide variety of accredited learning. An ILA provides up to £200 per year towards the cost of part-time learning with no requirement to pay this back. The **ILA page within My World of Work** provides further details.
- Part Time Fee Grant – This is available from the Student Award Agency Scotland (SAAS). This funding is for part time higher education courses. To get this funding, you should be 16 years of age or older and earning £25,000 per year or less. The **Part-Time Undergraduate Student** page within SAAS provides further details.
- Scottish Union Learning – Scottish Union Learning may support group learning opportunities in the workplace. **The Scottish Union Learning website** provides further details.
- Local Funding – Some NHS Boards may have funding available from learning endowments and bursaries. Contact your Learning and Development department for more information about local funding opportunities.



## What will a qualification do?

There are lots of reasons why completing a work-related qualification is a good idea. Completing a qualification will create a sense of achievement in a number of ways:

- improve confidence and motivation to contribute to service improvement
- greater job satisfaction
- people are more confident and valued in their job role
- greater sense of professional identity
- qualified staff with recognised knowledge and skills
- develop a more capable flexible workforce
- enhance career opportunities



## Guidance for Staff, KSF Reviewers and Line Managers

### Using an Education Pathway for Personal and Career Development

The Education Pathways are visual guides to support you in talking to your reviewer about where you are now and where you would like to be in the future. Your Personal Development Plan for the future should contribute to your team and department objectives.

The PDPR process helps you to:

- gain clarity on what is expected of you in your job
- get regular feedback on how you are performing at work
- show how you contribute to your team or departmental objectives
- share any good ideas on how to improve the way things are done
- plan new learning to gain new skills or improve existing skills
- agree your own personal development plan.

Before your PDPR, think about what you want to do. Do you want to?

- stay in the role you are in and develop your knowledge and skills so you are more confident in your role?
- change direction into a different role?
- develop your career or apply for a promoted post?

The Education Pathways can be used before, during and after PDPR to support meaningful conversations about your future learning and development. The NHS Education for Scotland workbook **Preparing KSF Reviewers for Successful Personal Development Planning and Review** has been designed to help make PDPR a more worthwhile and meaningful experience for staff.

### How is a qualification selected on the Education Pathway?

The Education Pathways show a range of qualifications which are nationally recognised, accredited and relevant to job roles in NHSScotland. It is important to find the right qualification to meet your needs and the needs of the service you work in. Things to consider during the PDPR process when selecting a qualification are:

- does the qualification develop the knowledge and skills that you need to do your job?
- can the qualification be delivered in a way that suits you and the service you work in?
- is the qualification at the right level for you and the service you work in?

Look at information about the qualification with your reviewer to decide together what qualification (and the units within the qualification) will meet your learning needs and the needs of the service you work in. If a work-based qualification is selected e.g. a Scottish Vocational Qualification (SVQ), the work you do as part of your job role and responsibilities must provide the evidence required for the qualification. For more detailed information, please refer to **The Well Qualified Workforce** which gives guidance on choosing work based qualifications.

### Where and how can I learn towards a qualification?

There are many different education providers across the UK. Some NHSScotland boards are approved to deliver accredited qualifications. Please refer to the list of NHSScotland approved **VQ Centres**. External education providers e.g. colleges or private training companies may be approved to deliver the qualification you have chosen. To find out more about which education providers offer the qualification you are interested in, either contact your Learning and Development department or use the **VQ Finder**. The VQ Finder will help you find out more about relevant qualifications.

# Guidance for Senior Management, Workforce Planning, Learning and Development or Human Resources

## How do I use an Education Pathway?

The Education Pathways should be used within the PDPR process to support personal and career development, see page 4 for guidance. They can also be used by people working in more strategic roles to support

- recruitment
- workforce planning
- succession planning
- building a capable and flexible workforce
- developing the young workforce

## Recruitment

The Education Pathways support a consistent approach to recruitment across NHSScotland. They can be used to identify the appropriate qualification for a job role or the equivalent SCQF level for experienced staff who may not have formal qualifications. Visit the [SCQF Employer Guide](#) web page for further details.

## Workforce Planning

The Education Pathways can be used to inform workforce development processes. They provide a visual guide in planning how to equip the current and future workforce with the right skills to meet service requirements.

## Succession Planning

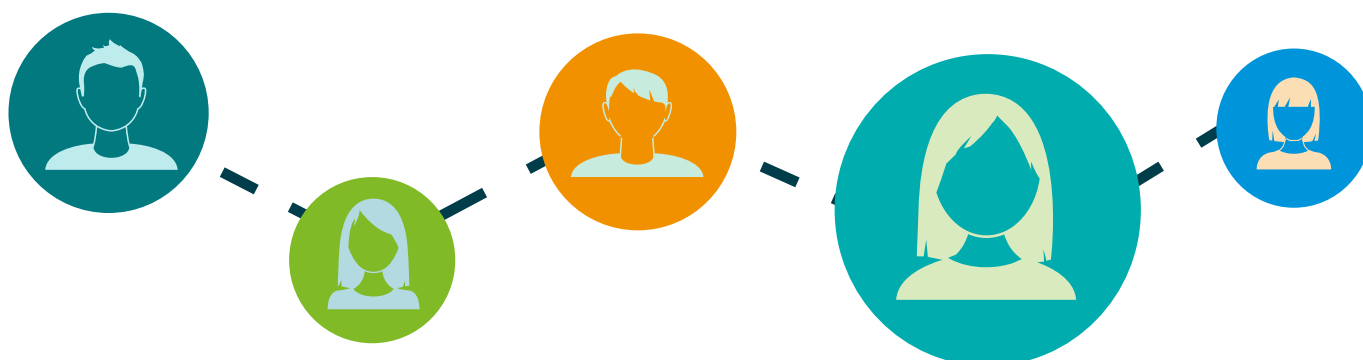
The Education Pathways can be used to inform succession planning. They provide a visual guide of the qualifications which support career progression in and across job families. Click [here](#) for a 'real life' example of succession planning.

## Building a Capable and Flexible Workforce

The Workforce 2020 Vision Implementation Plan 2015 – 2016 states that staff should have the skills needed to deliver safe, effective, person-centred care. The Education Pathways provide a consistent national approach to personal and career development. When learning and service needs are identified in the PDPR conversation, the Education Pathways can then be used to select relevant qualifications to meet those needs.

## Developing the Young Workforce

The Education Pathways list Modern Apprenticeship (MAs) frameworks relevant to job roles in NHSScotland. Modern Apprenticeships (MAs) can help to attract new pools of talent into the service to support workforce and succession planning. For further details on Modern Apprenticeships within NHSScotland, go to the [Working to Learn and Learning to Work](#) publication.



## Where can I find out more information?

### NHS Education for Scotland Learning Resources:

- [Using Recognition of Prior Learning in NHSScotland – A Guide to Support Staff Through the RPL Process](#)
- [Preparing KSF Reviewers for Successful Personal Development Planning and Review](#)
- [The Administrative Skills Map: A Guide to Core Skills for Administrators in NHS Scotland](#)



### NHS Education for Scotland Websites:

- [The Admin Centre](#) Provides information & resources to support working, learning and careers
- [The Estates & Facilities Portal](#) Provides information & resources to support working, learning and careers
- [The Healthcare Support Workers Toolkit](#) Provides information & resources for managers to develop Healthcare Support Workers. You can find information about the [Healthcare Support Worker Mandatory Induction Standards](#) here.
- [The VQ Finder](#) Provides information about relevant qualifications
- [The Literacies Portal](#) Provides information on where to find help with literacies
- [Knowledge Network](#) This is a national online learning resource for health & social care
- [Healthcare Support Worker Central](#) Promotes learning for support workers in NHSScotland



### Other Useful Websites:

- [Scottish Credit and Qualifications Framework \(SCQF\)](#)
- [Skills Development Scotland](#)
- [NHS Scotland Knowledge and Skills Framework Guidance](#)
- [Scottish Qualifications Authority](#)

The Education Pathways are learning tools to support you in your job. To ensure they remain current and relevant, we need your feedback and questions. Please contact us at [acs.project@nes.scot.nhs.uk](mailto:acs.project@nes.scot.nhs.uk) if you have any comments, questions or require any support in using the Education Pathways.



This resource may be made available, in full or summary form, in alternative formats and community languages. Please contact us on 0131 656 3200 or email [altformats@nes.scot.nhs.uk](mailto:altformats@nes.scot.nhs.uk) to discuss how we can best meet your requirements.



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