

My Learning Plan

for staff working in NHSScotland

“I am really enjoying the process and I know that the skills and knowledge I have gained will help me develop in my role..”



Angela
Administration Assistant

- ✓ Achieved SVQ in Business and Administration at SCQF level 6

“I feel as though the course has given me back the confidence I once had..”



Wilma
Domestic Assistant

- ✓ Achieved SVQ in Facilities Services at SCQF level 5

1 Why learn?

This leaflet will help you to think about what you know already, why you want to learn and what you want to learn in the future.

- Read through this leaflet and answer the questions. You can do this yourself or talk it through with someone else
- When you have answered the questions, you'll be ready for a discussion about your learning

2 Where are you now?

Think about where you are now...



3 What do you want to do?

Do you want to...

- move to another job in NHSScotland?
- do your job better?
- help others to learn?
- develop yourself?
- develop your career?
- learn a new skill?

4 What do you want to learn?

Do you want to learn...

- New skills for your current job?
- Skills to help you move on to a different job?
- Specific skills like communication or IT?
- Leadership and management skills?



5 What kind of learning are you looking for?

Think about the kind of learning you want to do...

Do you want to:

- get a qualification?
- be recognised for the skills you already have?
- do 'on the job' training?
- learn from your colleagues?

6 What evidence do you already have?

Evidence of your learning could include:

- workbooks
- reflective accounts
- reports
- work notes and records
- certificates
- 'open badges'
- notes from professional discussions
- PDPR evidence

7 Who can help you?

Think about who can help you...

- Your Line Manager?
- Your PDP reviewer?
- Your colleagues?
- Your Learning and Development department?
- Someone else e.g. a mentor or a coach?

8 Where can you find more information about learning?

If you work in Estates and Facilities:
<https://learn.nes.nhs.scot/668>

If you work in Business and Administration:
<https://learn.nes.nhs.scot/1978>

If you want information on SQA qualifications for NHSScotland staff:
www.sqa.org.uk/sqa/76845.html

or email us with your question at:
asktheteam@nes.scot.nhs.uk

“Just because you have a job doesn't mean you're finished learning...”



Jamie
Porter

- Achieved SVQ in Facilities Services at SCQF level 5

“Studying has certainly prepared me to cope with the level of change necessary in the modern NHS...”

Donna
IT Facilitator

- Achieved HND in Business and IT at SCQF Level 8

