For more information about any of these resources and services listed here, please visit the websites or contact us:

Enquiries related to the VQ Finder, the Admin Centre, the Estates and Facilities Portal, The Literacies Portal and Work-based Learning Projects should be sent to acs.project@nes.scot.nhs.uk

KSF enquiries can be sent to http://www.ksf.scot.nhs.uk/contact-us

HCSW Toolkit enquiries can be sent to hcsw@nes.scot.nhs.uk

**ACCESS Newsletter**

ACCESS provides current information about the projects and resources being developed in the NES Workforce Directorate, all designed to support your learning at work.

To order hard copies of ACCESS, or to join our mailing list, please contact us at acs.project@nes.scot.nhs.uk

**Healthcare Support Workers Toolkit**

Supporting HCSW role development across NHS Scotland

[www.hcswtoolkit.nes.scot.nhs.uk](http://www.hcswtoolkit.nes.scot.nhs.uk)

Healthcare Support Worker’s Toolkit is designed to support all managers and educators who are involved in developing healthcare support worker roles. The toolkit includes information on:

- HCSW Standards and Codes
- Induction Standards
- Workbooks
- Developing HCSW roles
- Resources and Case Studies

For more information contact hcsw@nes.scot.nhs.uk

**NES WORKFORCE DIRECTORATE**

**Helping NHSScotland Support Staff make the most of digital learning resources**

This leaflet tells you about NES websites which will support you to:

- identify learning resources and pathways
- find out about qualifications
- complete your PDPR
- improve your literacy skills
- and much more...

**NHS Education for Scotland**

102 Westport
West Port
Edinburgh EH3 9PN
Tel: 0131 656 3200
Fax: 0131 656 3201
[www.nes.scot.nhs.uk](http://www.nes.scot.nhs.uk)

Revised July 2015

© NHS Education for Scotland 2015. You can copy or reproduce the information in this document for use within NHSScotland and for non-commercial educational purposes. Use of this document for commercial purposes is permitted only with the written permission of NES.

NED0505

Every day, staff across NHSScotland are involved in developing, delivering or participating in learning in the workplace. The NES Workforce Directorate offers a range of digital resources to help you make the most of these learning opportunities.
The Admin Centre
Resources for Staff in Business and Administration Services
www.theadmincentre.nes.scot.nhs.uk

Like the Estates and Facilities Portal, the Admin Centre is a one-stop shop of resources which focus on the needs of NHSScotland’s business and administrative staff. It provides information and resources to support working, learning and careers for staff working in a wide range of roles across estates and facilities services.

The Estates & Facilities Portal
Opening Doors to Learning & Development in NHSScotland Support Services
www.estatesandfacilities.nes.scot.nhs.uk

The Estates and Facilities Portal is a one-stop shop of resources for NHSScotland estates and facilities staff. It provides information and resources to support working, learning and careers for staff working in a wide range of roles across estates and facilities services.

The Literacies Portal
Resources for Staff in Business and Administration Services
www.literaciesportal.nes.scot.nhs.uk

All staff need effective functional literacy skills to:
- read, understand and respond to written information effectively
- communicate effectively in writing
- understand and use numbers effectively
- make effective use of information technology (IT)
- communicate effectively in English (and/or Gaelic if appropriate)

The Literacies Portal provides access to a wide range of information, guidance and resources in these areas.

For more information about any of the resources and services featured here, visit the websites or contact acs.project@nes.scot.nhs.uk

The VQ Finder
Accessing Vocational Qualifications in NHSScotland
www.vqfinder.nes.scot.nhs.uk

The VQ Finder helps support staff, managers and planners in NHSScotland select the most appropriate qualifications for their workforce development needs. The site offers:
- a database of national vocational qualifications relevant to a range of support roles in NHSScotland
- information to aid decision making for learners, employers and learning providers
- Education Pathways for a wide range of Support Staff
- information and guidance on Modern Apprenticeships in NHSScotland
- Recognition of Prior Learning (RPL)
- Certificate of Work Readiness
- A Glance Sheets
- Find a course function
- Who we work with

Knowledge and Skills Framework Guidance
www.ksf.scot.nhs.uk

This web-based resource is aimed at all staff who are employed under Agenda for Change terms and conditions. It is designed to be an easy to use reference guide to the NHS Knowledge and Skills Framework (KSF) which supports Personal Development Planning and Review (PDPR).

Personal Development Planning and Review
www.pdpn.nes.scot.nhs.uk

Personal Development Planning & Review (PDPR) is an important tool to help staff in NHSScotland achieve the 2020 Workforce Vision. A video and workbook resource is available to support reviewers to make the most of the PDPR process. These resources cover:
- Why PDPR is important for individuals and for the NHS
- How to carry out PDPR discussions
- How to make Personal Development Plans meaningful and effective