

# Healthcare Support Worker Learning Event (East)

*Make Learning Work For You*

Tweeting? Use #HCSWlearn and follow us on @NES\_hcsw

# Introduction to the Day

Laura Christie

Senior Specialist Lead - Workforce

NHS Education for Scotland

# Make Learning Work For You

- Conference pack
- Exhibitors – **don't** forget to visit the stands (and get your bingo card stamped)
- Network
  
- Housekeeping

# Welcome

David Garbutt

Chair

NHS Education for Scotland

# Setting the Scene

Jane Cantrell  
Programme Director  
NHS Education for Scotland

- What was the last piece of learning you did?
- Why did you want to do it?
- How did you use it?

Let's watch...

Link to video:

<https://vimeo.com/318987442>

- What was the last piece of learning you did?
- Why did you want to do it?
- How did you use it?



# Healthcare Support Worker Developments

Table 1: NMAHP HSCW workforce. Source ISD Statistics 2018

Headcount	Nursing HCSWs	Midwifery HCSWs	Total of Nursing and Midwifery HCSWs	AHPs	Total NMAHP HCSWs by band
Band 2	11,229	447	11,676	164	11,840
Band 3	6,339	61	6,400	1,332	7,732
Band 4	841	146	987	766	1,753
HCSWs	18,409	654	19,063	2,262	21,325

- Learning and Development Survey, 2018.
- Associate/Assistant Practice Educators (band4) 6 posts across Scotland.
- Masterclasses re role development for clinical leaders.
- Implementation of the CNO Widening Participation into Nursing and Midwifery Careers.

# Making Learning Work for You

From the NES survey (2018) HCSWs said that what was needed is:

- A culture where learning is valued and encouraged in the workplace
- Supportive managers and colleagues
- Time
- Access to formal qualifications and funding to support this.



Finally, from me:

Health & Care services can't run without you. How do we increase your visibility and make sure you get the education, development and support you need to thrive?

# Turas Learning Portfolio

Joanna Cuthbert  
Senior Specialist Information Analyst  
(Digital)  
NHS Education for Scotland

# Professional Portfolio

Healthcare Support Workers

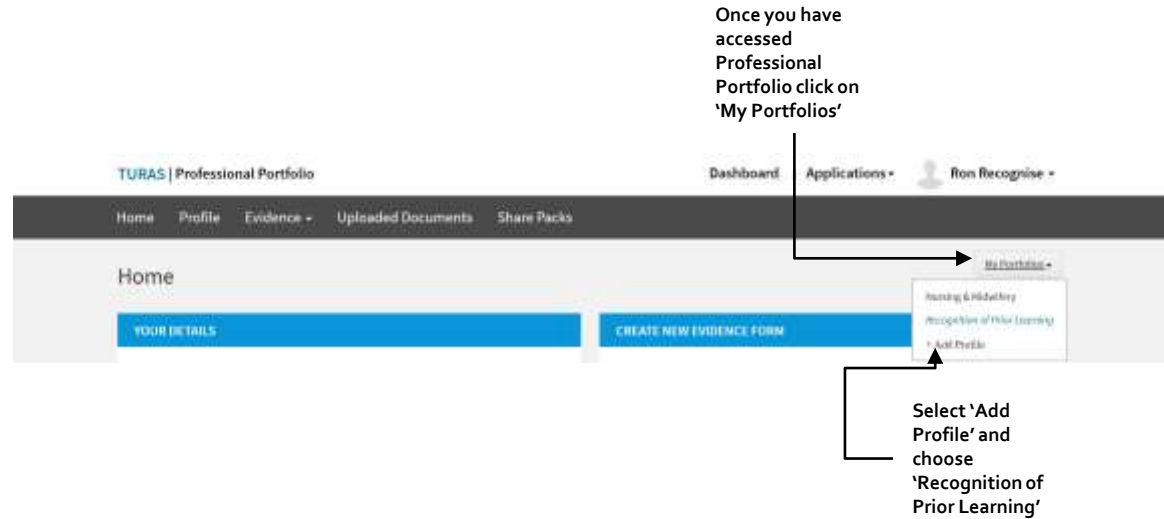
# How do I access Professional Portfolio?

The screenshot shows the TURAS Dashboard interface. At the top, there is a header with 'TURAS | Dashboard' on the left and 'Applications > Ron Recognise >' on the right. Below the header is a dark grey bar with 'Home' on the left. The main content area has a blue background with the NHS Education for Scotland logo on the left. To the right of the logo, it says 'Welcome to TURAS' and provides a brief description of the platform. Below this, there is a section titled 'Applications' with the text 'This is your dashboard. You can access all your applications from here.' Underneath, there are two teal buttons: 'Learn' and 'Professional Portfolio'. A blue arrow points to the 'Professional Portfolio' button. In the top right corner of the main content area, there is a link '+ Add Applications' with another blue arrow pointing to it. On the far right edge, there is a vertical green bar with the text 'Helpdesk'.

To add Professional Portfolio to your Turas Dashboard click 'Add Applications' and choose Professional Portfolio from the choices given. This will then allow you to access Professional Portfolio from your desktop.

Which  
Portfolio is  
applicable to  
me?

Once you have accessed Professional Portfolio click on 'My Portfolios'



The screenshot shows the TURAS Professional Portfolio website. At the top, there is a navigation bar with the text 'TURAS | Professional Portfolio' on the left and 'Dashboard Applications + Iron Recognise +' on the right. Below this is a dark grey navigation bar with links for 'Home Profile Evidence + Uploaded Documents Share Packs'. The main content area has a 'Home' heading and two blue buttons: 'YOUR DETAILS' and 'CREATE NEW EVIDENCE FORM'. A dropdown menu is open under 'My Portfolios +', showing options: 'Account & Password', 'Recognition of Prior Learning', and 'Add Profile'. Two arrows point from text annotations to these elements: one from the top right text to the 'My Portfolios +' dropdown, and another from the bottom right text to the 'Add Profile' option.

Select 'Add Profile' and choose 'Recognition of Prior Learning'

# Homepage Explained

The screenshot shows the TURAS Professional Portfolio homepage. At the top, there is a navigation bar with the following items: Home, Profile, Evidence, Uploaded Documents, and Share Packs. The main content area is divided into several sections:

- YOUR DETAILS**: A section for personal information including Name, Current Role, Primary Email Address, Contact Phone Number, and Professional Registrations. A 'Manage Details' button is located at the bottom of this section.
- SHARE PACKS**: A section for creating and managing share packs. It includes a 'CREATE A NEW SHARE PACK' button and a preview of a share pack.
- CREATE NEW EVIDENCE FORM**: A section for creating new evidence forms. It includes dropdown menus for 'Type of evidence' and 'Form', and a 'Create' button.
- UPLOAD DOCUMENT**: A section for uploading documents. It includes a 'Tags' section with checkboxes for 'Revalidation', 'Career Development', 'Appraisal', 'Evidence', 'Mentor/Practice Teacher', and 'Other'. It also has fields for 'Title', 'Date', 'Description', and 'Document' with a 'Browse...' button.

Red arrows point from text annotations to specific elements on the page:

- An arrow points from the 'Profile' menu option to the 'YOUR DETAILS' section.
- An arrow points from the 'Evidence' menu option to the 'CREATE NEW EVIDENCE FORM' section.
- An arrow points from the 'Share Packs' menu option to the 'SHARE PACKS' section.
- An arrow points from the 'Create New Evidence/Evidence menu Option' annotation to the 'CREATE NEW EVIDENCE FORM' section.
- An arrow points from the 'Allows you to upload a document/photo' annotation to the 'UPLOAD DOCUMENT' section.
- An arrow points from the 'Sharepack' annotation to the 'SHARE PACKS' section.

Your Details/Profile Menu Option – these are the details which are held within the Turas Platform for you

Create New Evidence/Evidence menu Option – allows you to add evidence relevant to your post/learning

Allows you to upload a document/photo

Sharepack – allows you to share evidence with a nominated person and to view previously created packs



How do I  
update my  
details?

## YOUR DETAILS

Name	Ron Recognise
Current Role	Adult nurse
Primary Email Address (linked to TURAS account)	ronrec@example.com
Contact Phone Number	

### Professional Registrations

NMC

43W9124W

Click  
here



Manage Details

# How do I Update 'Your Details'?

Choose the section you wish to update by clicking on the relevant 'Edit' option

PROFESSIONAL PROFILE

Your Details | Education | Employment | Achievements

### TURAS DETAILS

Forename	Non
Surname	Recognise
Email Address (linked to Turas)	renec@example.com
Primary Sector	Private Healthcare in Scotland
Primary Organisation	Private Healthcare - other
Current Role	Adult nurse
Professions/Registrations	
NMC	42W5124W

[Edit Your TURAS Details](#)

### PROFESSIONAL DETAILS

Work Address

Contact Phone Number

[Edit Your Professional Details](#)

### PERSONAL DETAILS

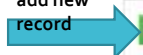
Personal Address

Secondary Email Address

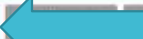
[Edit Your Personal Details](#)

# How do I add/update Education details?

Click to add new record



Choose Education Tab



PROFESSIONAL PROFILE

Your Details Education Achievements

Create New Entry

Show 10 entries Search

From Date	To Date	Title	Institution	Award/Grade	Date Of Award	Actions
You haven't created any entries yet						

Showing 0 to 0 of 0 entries

Previous Next

Add the relevant detail

Detail will then show on summary table and can be removed/updated via



PROFESSIONAL PROFILE

Your Details Education Employment Achievements

Create New Entry

Show 10 entries Search

From Date	To Date	Title	Institution	Award/Grade	Date Of Award	Actions
03/03/2020	04/03/2020	Test 1	NHS Education for Scotland	Degree	05/03/2020	Actions

Showing 0 to 1 of 1 entries

Previous Next

# How do I add/update Employment details?

Click to add new record



**PROFESSIONAL PROFILE**

Your Details | Education | **Employment**

[Create New Entry](#)

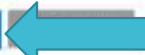
Show 10 entries

From Date	To Date	Title	Main Responsibilities	Organisation	Actions
You haven't created any entries yet					

Showing 0 to 0 of 0 entries

Previous Next

Choose Employment Tab



Detail will then show on summary table and can be removed/updated via 'Actions'



**EMPLOYMENT HISTORY AND WORK EXPERIENCE**

Title \*

From Date \*

To Date

Main Responsibilities

Organisation

[Save](#) [Save & Exit](#) [Cancel](#)

From Date	To Date	Title	Main Responsibilities	Organisation	Actions
03/03/2020		Health Support Worker	test	NHS Lothian	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next

Add the relevant detail

# How do I add/update my Achievements?

Click to add new record



PROFESSIONAL PROFILE

Your Details | Education | Employment | **Achievements**

**Create New Entry**

Show 10 entries

From Date	To Date	Title	Achievement Type	Details	Actions
You haven't created any entries yet					

Showing 0 to 0 of 0 entries

Previous Next



Choose Employment Tab

ACHIEVEMENT

Title \*

From Date \*

To Date

Details

Achievement Type \* 

- Please Select --
- Professional Achievement
- Research, publications and presentations
- Interests and Personal Achievements
- Additional Information
- Supporting Statement
- Personal Profile

Add the relevant detail

Detail will then show on summary table and can be removed/updated via 'Actions'



From Date	To Date	Title	Achievement Type	Details	Actions
03/03/2020		Test	Professional Achievements	Test	Actions

Showing 1 to 1 of 1 entries

Previous 1 Next

# How do I add Evidence?

## CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Choose the type of evidence you want to add

Type of evidence

Form

Please Select...

Learning

Feedback

Reflection

Once Type and Form chosen click create and complete the details required

Create

## CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Choose the form you wish to complete based on the Type you have chosen

Type of evidence

Form

Learning

Please Select...

Record Of Learning Activity

Record Of Support Or Supervision

Professional Journey Plan

How do I view/update evidence I have added?

The screenshot shows a web application interface for managing learning forms. At the top, there is a navigation bar with links for Home, Profile, Evidence, Uploaded Documents, and Share Packs. Below this, a sidebar menu is visible with options for Learning, Feedback, and Reflections. A blue arrow points to the 'Learning' option, with the text 'Select the type of evidence you wish to view'. Below the sidebar, there is a section titled 'WHAT YOU NEED TO KNOW' containing three items: 'Record of Learning Activity information', 'When could I use the Record of Support or Supervision?', and 'What is the Professional Journey Planner?'. Further down, a blue header reads 'RECORD NEW LEARNING FORM'. Below this header, there is a text prompt: 'You want to record a learning activity, support or supervision session, or professional journey plan.' and a button labeled 'Create Learning Form'. A blue arrow points to this button, with the text 'You can create from this page also'. Below this is a section titled 'LEARNING FORMS' which contains a table of entries. The table has columns for Date, Title, Form, and Actions. The first row shows a date of 03/03/2020, title 'Test', form 'Record Of Learning Act', and an 'Actions' dropdown menu. A blue arrow points to the 'Actions' dropdown of the first row, with the text 'Click on 'Actions' for the evidence you wish to view/update'. The table lists five entries in total. At the bottom of the table, it says 'Showing 1 to 5 of 5 entries' and there are navigation buttons for 'Previous', '1', and 'Next'.

Home Profile Evidence Uploaded Documents Share Packs

Learning Feedback Reflections

WHAT YOU NEED TO KNOW

- Record of Learning Activity information
- When could I use the Record of Support or Supervision?
- What is the Professional Journey Planner?

RECORD NEW LEARNING FORM

You want to record a learning activity, support or supervision session, or professional journey plan.

Create Learning Form

LEARNING FORMS

Show 10 entries Search:

Date	Title	Form	Actions
03/03/2020	Test	Record Of Learning Act	Actions
01/02/2020	Giving injections in the buttocks	Record Of Learning Activity	Actions
06/32/2019	Toenail trimming	Record Of Learning Activity	Actions
05/01/2020	Test 1	Record Of Learning Activity	Actions
11/09/2019	RPL Support 1	Record Of Support Or Supervision	Actions

Showing 1 to 5 of 5 entries Previous 1 Next

Select the type of evidence you wish to view

You can create from this page also

Click on 'Actions' for the evidence you wish to view/update

How do I share  
evidence I  
have  
collected?

## SHARE PACK

### CREATE A NEW SHARE PACK

A share pack is used to organise and showcase your evidence.

Click 'Create'



Create





# Creating a Sharepack – Step 1

Create Share Pack

Step 1      Step 2      Step 3      Step 4  
Name your Share Pack      Add Profile Items      Add Evidence Items      Preview

SHARE PACK TITLE

Profile      Recognition of Prior Learning

Share Pack Title \*     

Add Title and click Create

# Creating a Sharepack – Step 2

Select the Profile Item(s) you wish to include in the Sharepack by selecting the relevant Tab and marking the check box for the relevant item(s). Then save and move onto next step

The screenshot shows a multi-step process for creating a sharepack. At the top, a progress bar indicates four steps: Step 1 (Name your Share Pack), Step 2 (Add Profile Items), Step 3 (Add Evidence Items), and Step 4 (Preview). The current step is Step 2, titled 'ADD PROFILE ITEMS'. Below the title, the user's name is 'Tud Power'. A instruction reads: 'Click on the tabs below to select the items from your Profile section that you wish to include in this Share Pack. The items you select will appear in the green 'Your Share Pack' tab.' There are four tabs: 'Your Share Pack (1)', 'Your Details', 'Education', 'Employment', and 'Achievements'. The 'Education' tab is selected. Below the tabs is a section titled 'THOMAS DETAILS' with a table of profile information. The table has two columns: 'Item Name' and 'Value'. The 'Add to Share Pack?' column contains checkboxes. The 'Add to Share Pack?' checkbox for the 'Education' section is checked. Below the 'THOMAS DETAILS' section is a section titled 'PROFESSIONAL DETAILS' with fields for 'Work Address' and 'Contact Phone Number'. Below this is another 'Add to Share Pack?' checkbox. At the bottom is a section titled 'PERSONAL DETAILS' with fields for 'Personal Address' and 'Secondary Email Address', and another 'Add to Share Pack?' checkbox. At the very bottom of the form are four buttons: 'Back', 'Previous', 'Save', and 'Save and Next Step'.

Item Name	Value	Add to Share Pack?
Forename	Tom	<input type="checkbox"/>
Surname	McGrath	<input type="checkbox"/>
Email Address (linked to Tom)	tom@examples.com	<input type="checkbox"/>
Primary School	Private/Independent in Scotland	<input type="checkbox"/>
Primary Organisation	Private/Independent other	<input type="checkbox"/>
Current Role	Adult nurse	<input type="checkbox"/>
Professional Registration	NMC	<input type="checkbox"/>
NI	42602244	<input type="checkbox"/>

# Create Sharepack – Step 3

**ADD EVIDENCE ITEMS**

Title: Test Power

Click on the tabs below to select the items from the Evidence and Uploaded Documents sections that you wish to include in this Share Pack. The items you select will appear in the green Your Share Pack tab.

Your Share Pack (9) Learning Feedback Reflections Uploaded Docs

Show 10 entries Search:

Date	Title	Form Type	Feedback	From	Add to Share Pack?
03/03/2020	test feedback (View)	Generic Feedback Form	really great	Jamie Reid	<input checked="" type="checkbox"/>
19/09/2019	RPL gen feedback 1 (View)	Generic Feedback Form	#	# #	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

Previous 1 Next

Exit Previous Save Save and Next Step

Select the Evidence you wish to include in the Sharepack by selecting the relevant Tab and marking the check box for the relevant item(s). Then save and move onto next step

# Create Sharepack – Step 4

Step 1      Step 2      Step 3      Step 4

Name your Share Pack      Add Profile Items      Add Evidence Items      Preview

**TITLE: TEST POWER**

Name      Ron Recognise

**1. TURAS DETAILS** +

**2. EDUCATION : TEST 1** +

Title	Test 1
From Date	03/03/2020
To Date	04/03/2020
Educational Institution	NHS Education for Scotland
Award/Grade	Degree
Date of award	05/03/2020

**3. ACHIEVEMENT : TEST** +

**4. FEEDBACK FORM : TEST FEEDBACK** +

**5. FEEDBACK FORM : RPL GEN FEEDBACK 1** +

Previous   **Finished**   Share Link

You can preview each area by clicking on the +

When you are happy click here

# Creating Sharepack – Last Step

**SHARE YOUR SHARE PACK: TEST POWER**

Recipient Name \* / Email \*

Purpose of Sharing \*   
**Enter message to recipient**

Link Expires \*    
**Enter date you wish the link to expire**

**Click 'Share Link' and recipient will receive an email with a link to the shared evidence – they cannot access your Portfolio only what you have shared**

**Enter the details of who you wish to share evidence with, if more than 1 click 'Add Recipient'**

---

**ACTIVE SHARED LINKS: TEST POWER**

Show 10 entries Search:

Recipient Name	Email	Expires	Last Sent	Last Viewed	Actions
You haven't shared any links yet					

Showing 0 to 0 of 0 entries

**Clicking here will allow you to view who you have previously shared evidence with**

# My Learning – My Way

Linda Tripney, Specialist Lead  
Laura Christie, Senior Specialist Lead (Workforce)  
NHS Education for Scotland

# Your feedback is important!

- Connect to the internet
  - Login: sheratonconference
  - Password: shercomp

- Log in to [www.menti.com](http://www.menti.com)

- MENTIMETER

Please enter the code - The code is found on the screen in front of you. Powered by MentimeterTerms

# Your feedback is important!

Enter two words which describes your experience at the event today.



## To make learning work for you...

- Team context
- Learning goals
- A learning culture
- Information about learning
- Self-knowledge



# Animal Me

“Animal Me” helps you discover what makes you tick and what you’re good at.

It’s easy to answer and only takes five minutes, log into: <http://animalme.myworldofwork.co.uk/>

Write down your **animal** and your **motto**.

# Find out all about... **YOU!**



**Animal Me helps you discover what makes you tick and what you're good at. You'll learn about your personality. Plus – just for fun – you'll find out which animal is most like you. It's easy to answer and only takes five minutes.**

**Get started!**



# Meet your fellow animals

- Cats
- Bears
- Birds
- Sea animals

# Action plan

- Three key learning points from today
- How are you going to use this learning back at work?
- Who can help you?
- When will you do it by?
- How will you share your learning with others?

# Prize Draw and Closing Remarks

Jane Cantrell

Programme Director

NHS Education for Scotland

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** to discuss how  
we can best meet your requirements.



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