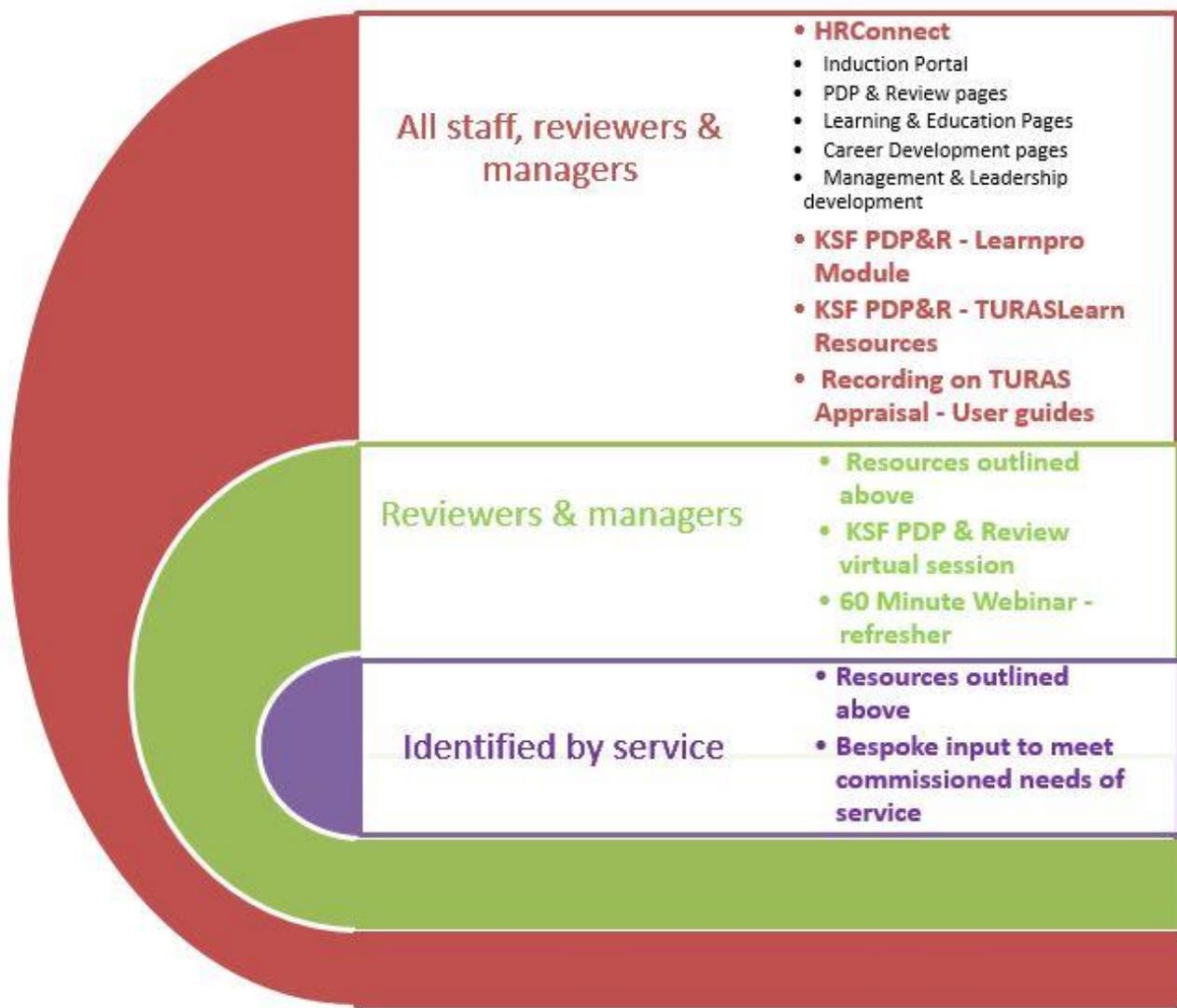# KSF/PDP&R Learning Pathway

The induction and ongoing PDP and Review process gives a robust framework to ensure that staff are supported both to develop and practice the skills required for their role and to support their ongoing learning and development throughout their career.

These processes, however do not sit in isolation. They are an integral part of the wider organisational and operational support mechanisms in place across NHSGGC. Similarly, ensuring they are effectively applied in practice and meaningful for those involved, requires underpinning knowledge of the processes and why they are important and also the skills to enable staff to effectively engage in them.

The pathway outlined below therefore highlights the core areas relevant to staff depending on their role and the key resources and learning designed to support this.

All staff, reviewers & managers
- **HRConnect**
  - Induction Portal
  - PDP & Review pages
  - Learning & Education Pages
  - Career Development pages
  - Management & Leadership development
- **KSF PDP&R - Learnpro Module**
- **KSF PDP&R - TURASLearn Resources**
- **Recording on TURAS Appraisal - User guides**

Reviewers & managers
- Resources outlined above
- KSF PDP & Review virtual session
- 60 Minute Webinar - refresher

Identified by service
- Resources outlined above
- Bespoke input to meet commissioned needs of service

1. All Staff, Reviewers and Managers

There are a wide range of learning resources to support staff to participate in effective KSF Planning and Review discussions whether this is as a staff member in respect of their own role, for those who are reviewers supporting the review and development of staff assigned to them and also for managers.

a) HRConnect

HRConnect represents a key source of information and also links to wider resources. In particular, the following pages form part of the framework of support
- Induction Portal
- Personal Development Planning & Review pages
- Learning, Education and Training pages
- Career & Development Planning Framework pages
- Management Development and Leadership Development pages

b) KSF PDP&R - Learnpro Module – KSF Personal Development Planning & Review

- This module can be found under the CPD tab of Learnpro. It provides the core underpinning knowledge of the NHS Knowledge and Skills Framework (KSF) and Personal Development Planning (PDP) and Review process. In particular focusing on:
  - The context/wider supports for staff development and how the KSF PDP & Review process links to these.
  - The key components of the KSF PDP & Review process and how it should be structured and carried out in practice.
  - The role that staff, reviewers and managers have within this process to make it meaningful

c) KSF PDP&R - TURAS Learn Resources

This NES web based resource forms sits within the TURAS Learn platform. It is designed to be an easy to use reference guide to the NHS Knowledge and Skills Framework (KSF) and Personal Development Planning and Review (PDP&R).

d) Recording on TURAS appraisal

These pages on HRConnect provide a range of information on the TURAS Appraisal system and its use in recording the key elements of the KSF PDP & Review process. It also contains bite size 'How to...' guides covering the most commonly asked questions.

2) Reviewers and Managers

a) Developing Your Staff – Meaningful Reviews (People Management Module)

This module, which was previously delivered face to face, has been revised to reflect the changing requirements for digital learning. The learning outcomes will be facilitated through 2 core elements:

The KSF PDP & Review e-learning module on Learnpro, along with the range of resources and links on the HRConnect pages, will provide the core underpinning knowledge for reviewers and managers. For many, this will be sufficient; however there is also an option for reviewers/managers to attend a virtual learning session which will focus on discussion and the application of that learning into practice. In particular, this will cover:
> : Participants role in developing their staff
> : identifying ways to make reviews more meaningful in practice

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: identifying actions they can take to progress KSF/PDP&R in their area

b) 60 Minute Webinar – Refresher
These webinars are designed as a refresher for managers/reviewers to support quality PDP& Review conversations:

3) Identified by Service
- Bespoke support/facilitated input can be provided within service areas. This commissioned approach requires a specific service request, consideration of the most appropriate supports and full engagement/commitment to actions by the requesting manager and service.