

Careers in Healthcare

Supporting individuals in their
learning

Introduction

This information leaflet has been produced by Skills for Health for those who advise people on career options relating to the health sector. It will be helpful to careers advisers, HR and line managers, supervisors, and anyone else who offers information, advice and guidance to prospective and existing employees, trainees and those seeking work.

In this leaflet you will find information on:

- Top tips for exploring health sector career routes
- The learning process and learning styles
- How to find information on courses and qualifications
- How to find good quality learning providers
- Study skills/returning to learning
- Supporting postgraduate and post registration education
- Management and leadership
 - Competences in management and leadership
 - Management and leadership in the independent and voluntary sectors
 - Volunteer management across the UK
- Top tips for staff interested in leadership roles and development

The information leaflet is one of a series which are on the Skills for Health website. These cover topics such as qualifications, signposting and referral, the voluntary and independent sectors, funding and much more.

Visit www.skillsforhealth.org.uk/careersinformationandadvice to access them.

*Skills for Health does not claim responsibility for the content and workings of other websites.
The information and web links in this document are correct at the time of publication
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Supporting health sector staff and potential recruits in their learning

Ensuring people can access learning is vital to securing a confident workforce with flexible, up to date skills. There are hundreds of websites and other resources available, some of which are detailed in this leaflet which will help you:

- **Inspire individuals** to meet their potential and to achieve a broader set of skills
- **Equip individuals with the skills to succeed** which will help them make the most of their talents and enable your organisation to develop a motivated workforce
- **Develop individuals' study skills** to help them step up to the next level of study.

The learning process and learning styles

Understanding the learning process and how different people learn is an important part of supporting learning and development. A better understanding can enhance your information, advice and guidance (IAG) role and help to inform the decisions about what courses people might choose. People learn in different ways and that can be vital to their success and growing confidence. Questions you might ask include:

- What are the different learning styles?
- What is the difference between formal and informal learning?
- Can certain approaches help people overcome barriers to learning?
- How can an individual develop a learning strategy based on their learning style?
- How do learning styles impact e-learning?

To answer these questions, have a look at:

businessballs.com free learning styles test.	LD pride Online learning style test
Mindtools – understanding your learning style.	Open2net What's your learning style?
NGRF - learning styles	Supporting pre-registrant nurses and midwives in Northern Ireland
NHS Education for Scotland Virtual Learning Centre	Skills Development Scotland

How to find information on courses and qualifications

- **Go direct** Contact a specific learning provider directly. Use the links below to search for their contact details
- **Search** Use one of the searchable databases to look for a specific course by topic, job role or an individual's skills and interests. Others will let you search by geographical area or mode of study
- **Get advice** If you're not sure what course or qualification is required then one of the telephone helplines, such as the [Health Learning and Skills Advice Line](#), may be a good place to start.
- **Quality check** Once a course or learning provider is found, you may want to explore the How to find good quality learning providers section where you can compare quality and inspection reports.

<p>UK</p> <p>Hotcourses UK course finder</p> <p>UKRLP UK Register of Learning Providers</p> <p>ABCC Association of Correspondence Colleges</p> <p>ICTU Trade Union learning</p> <p>Macmillan learn zone: Learning and careers information for Macmillan professionals</p> <p>Microsoft e-learning for NHS staff (registration required)</p> <p>NOCN National Open College Network</p> <p>Open University</p> <p>Prospects UK wide site for graduates</p> <p>UK Alliance for e-learning in health</p> <p>Wales</p> <p>Careers Wales</p> <p>TUC Wales</p> <p>Unison Wales</p>	<p>England</p> <p>Skills for Health Core Learning Unit</p> <p>Direct Gov for information on education and learning</p> <p>NHS Professionals for learning and development when registered for flexible working with them</p> <p>RD Learning Health related research courses and training</p> <p>Unionlearn</p> <p>Unison Learning and Organising Services</p> <p>Skills Funding Agency</p> <p>NHS Careers coursefinder tool enables a search for clinical courses that lead to registration</p> <p>Scotland</p> <p>Association of Scottish Colleges</p> <p>Study in Scotland</p> <p>Health Scotland</p>
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<p>Northern Ireland</p> <p>DELNI Department for Employment and Learning</p> <p>Careers Service Northern Ireland</p> <p>NI Courses</p> <p>The Beeches Management Centre</p> <p>Unison Northern Ireland</p>	<p>Unison Scotland</p>
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How to find good quality learning providers

In the section below, you will find key internet based tools and sources of information on the quality of learning providers and courses in the UK.

- **Research and evaluate** The links can help you differentiate between learning providers and individual courses. Search and compare universities, further education colleges and courses across the UK
- **Inspection and peer reviews** Information sources include official inspection reports as well as 'unofficial' reviews, such as those accessed via the '[What uni.com](#)' website
- **Choosing providers:**
 - Skills for Health [Literacy, Language and Numeracy \(LLN\)](#) website provides advice on choosing a provider of LLN courses
 - England: [Next Step](#)
 - Wales: [Careers Wales](#)
 - Scotland: [Skills Development Scotland](#) and [NHS Education for Scotland](#)
 - Northern Ireland: [nidirect](#), [Careers Service NI](#) and [EGSA](#).

The Quality Assurance Agency for Higher Education	The UK Register of Learning Providers
British Accreditation Council for independent further and higher education	Investors in People
Unistats : search, review and compare subjects at UK universities and colleges	UCAS
What Uni : University Search Guide	matrix Standard ensuring quality for information, advice and guidance services
Times Online	Her Majesty's Inspectorate of Education in Wales
Education Scotland has a range of reports on educational institutions in Scotland	

Study skills/returning to learning

IAG plays a key role in engaging and inspiring staff learning and development. It also ensures that learning and development resources are spent effectively.

You may find that people choose to build on their study skills in a traditional college, training centre or university; others may prefer to take first steps in a local adult education or community centre or even their local library. Some may prefer to learn on line.

Supporting individuals who may have been out of learning or education for some time will be key to ensuring success. For example, a member of staff who has achieved a QCF/SCQF who wants to undertake a foundation degree or an HNC and may need specialist support. Or it might mean encouraging those with negative past experiences of learning to take their first step into a work related qualification. In this case, specialist 'return to learning' courses are an ideal introduction. See the Access to Higher Education section in 'Qualifications and Skills', where study skills are integrated as a core part of learning.

Sources of information and support for staff who are returning to learning include unions, Workers Educational Association (WEA), Open University and the various careers services throughout the UK. Follow the links below to find out more about the available services. .

Broadening horizons for health workers

EGSA, the Educational Guidance Service for Adults, is working with health Trust in Northern Ireland to upskill their staff, especially those in support roles.

[Read](#) how people have been empowered to take a more active role in their own learning including Essential Skills learning.

Open University – Skills for Study	Macmillan Professionals Learning and Career Information
Unite the Union - education & courses	Unison – education and courses
Next Step – Improving your career through learning	YMCA Wales Community College
Aimhigher Study Skills Booklets	Careers Wales – learning skills and qualifications
EGSA Connecting adults with learning	NIPEC learning for nursing, midwifery or public health nursing registrants in Northern Ireland
Learndirect – on line learning across the UK	NHS Education for Scotland Virtual Learning Centre
Palgrave Study Skills – a range of study skills books that can be ordered through UCAS	

Supporting postgraduate and post registration education

Postgraduate and post registration education cover learning and development for a large number of staff within the health sector. Many registered practitioners are required to undertake post registration education.

How do people access postgraduate/post registration education?

Postgraduate learning can include learning that happens in many different settings, both formal and informal. [NHS Careers](#) provides contact links for the main areas of work in the NHS. These include links to professional bodies which have key information around continuing professional development options and post-registration education.

Formal learning often takes place in higher education. Regular personal development reviews with staff will ensure their learning and development needs can be met and planned as part of this process. Read the KSK and PDR information leaflet to find out more.

Registered practitioners and other staff, particularly those who trained some years ago, may not be familiar with higher education, academic routes or career pathways. The IAG process plays an important part in ensuring they remain competent and make the most of their skills and expertise.

Individuals may need support to identify suitable qualifications and awards, and to receive formal recognition for existing skills and knowledge. To find out more, see the [accreditation of prior experience and learning](#) section in the information leaflet 'Routes into Health'.

Continuing professional development (CPD) is an important part of postgraduate/post registration education, and helps people to update existing skills. Registered practitioners must do this to maintain their competence and professional registration. You can explore the [Department of Health](#) website for information about post-registration education including continuing professional development arrangements.

Further resources which may be useful:

Open University - health and social care courses, plus post-qualifying courses for registered practitioners	Medical Careers - a career planning guide for medical students and postgraduate doctors working in, or exploring their future career as a doctor in, the NHS
NHS Foundation Programme - Career pathway advice for medical students and foundation doctors	Medical and Dental Training Agency (Northern Ireland)
Modernising Medical Careers (England) - supports doctors applying for specialty training posts in the NHS	Scottish Medical Training - foundation and speciality training (postgraduate medical education)
UK Faculty of Public Health :Deaneries – links to training and to deaneries across the UK	Medical Speciality training (England) – links to the deaneries across England
FoNS operates UK wide and across all healthcare settings. It is a charity working with nurses and healthcare teams to develop and share innovative ways of improving practice;	Prospects – postgraduate courses for health
Macmillan Cancer Support Learn Zone is aimed at Macmillan professionals and others who work in cancer and palliative care, with information about career and academic pathways	NHS Scotland - education and training for health professionals in Scotland
NHS Education for Scotland - information on post-registration education and training. See Flying Start for all newly registered practitioners	Scottish Qualifications Authority - details about Professional Development Awards
NLIAH - Information on CPD for health professionals in Wales	NHS Wales - CPD and workforce development programmes for public health practitioners in Wales
NHS Wales Learning Academy - a personal and professional online resource	SALT - A project supporting learning for all staff working in the primary and community care environment in Northern Ireland
DHSSP - CPD for allied health professionals in Northern Ireland	The Beeches Management Centre (Northern Ireland)– CPD information for allied health professionals as well as nursing, midwifery and

	health visiting education unit.
Nursing Careers Centre - post-registration training for nurses and midwives in Ireland	HONNI (Health on the Net Northern Ireland). Information for health and social care professionals
HSSPNI - CPD courses for allied health professionals in Northern Ireland	

Management and Leadership

Many employers require staff with Management and Leadership skills to deploy skills effectively. Supervisors/managers (at all levels) in the health sector seek information on continuing professional development and career progression as managers. Staff may want to pursue a management role or explore options for development of their clinical role into leadership or management through various avenues. There are many sources of information across the UK.

NHS Links in England

- [NHS Institute for Innovation and Improvement](#). Find out about national leadership and management programmes and how to build capacity and capability
- [NHS Careers](#) has information on various types of management careers within the NHS
- [NHS Careers](#) also explores training in management with advice on how to apply.

NHS links in Northern Ireland

- [The Beeches Management Centre](#) This website features information on health and social care pre-employment initiatives in Northern Ireland. [NHS Institute for Innovation and Improvement](#) Find out about national leadership and management programmes and how to build capacity and capability.

NHS links in Scotland

- [NHS Education for Scotland \(NES\) Management Development](#)
- [NHS Careers Scotland](#)

NHS links in Wales

- [National Leadership and Innovation Agency for Health \(NLIAH\)](#)
- [NHS Wales Careers](#)

Competences in Management and Leadership

Look at the [Skills for Health application tools](#) for the competences within the health sector, as well as the [management and leadership competences](#). You can also link to the generic [Management and Leadership National Occupational Standards \(NOS\)](#) at the Management Standards Centre website.

Competence based coaching develops effective front line managers

How Whittington Hospital NHS Trust and Skills for Health pioneered competence based leadership programme for front line managers.

[Read](#) how staff developed new skills and improved their management practice.

Management and leadership in the independent and voluntary sectors

Independent sector – explore the [Small Firms Enterprise Development Initiative](#) website - with strategic/business management in mind. They are an organisation for small enterprise development and support and are the Standards Setting Body for enterprise NOS.

Voluntary and the charitable sector - for generic (non-health specific) management and leadership, link to [Skills Third Sector for information on learning and skills resources](#).

Volunteer Management across the UK

- **Volunteering England:**
[Resources for management and leadership](#)
Project and initiatives in volunteering specifically for [health and social care](#)
- **Volunteering Development Scotland**
[The Scottish national centre for volunteering](#)
- **Wales Council for Voluntary Action**
[Supports volunteering and the voluntary sector in Wales](#)
- **Volunteer Development Agency, Northern Ireland**
The development agency for [volunteering in Northern Ireland](#)
- **NCVO**
People, HR and employment practice resources, including [governance and leadership](#).

Top tips for staff interested in leadership roles and development

Staff may want to pursue a management role or explore options for development of their clinical role into leadership or management through various avenues. These are a few examples, though not an exhaustive list:

Mentoring There are a growing number of leadership programmes linked to management/improvement. These include national and regional networks, for example, 'The Improvement Network' in the [East Midlands](#) and the [NHS North West Leadership Academy](#).

NHS Leadership Qualities Framework describes the qualities expected of existing and aspiring leaders. The [framework](#) is being used in England, Wales and Northern Ireland to underpin leadership development. In Scotland there is a [Leadership Development Framework](#).

Universities can enable individuals to develop their leadership and management skills alongside other advanced clinical practice skills. Many universities offer leadership and management modules and courses specific to the health sector that may be accessed as stand-alone units, or as part of a degree.

Further links which may be of interest:

Clinical Leaders Network professional leadership network for clinicians in England	Royal College of Nursing
The Health Foundation an independent charity working to continuously improve the quality of healthcare across the UK	The King's Fund – health care research, leadership and events
The Royal College of Midwives	NHS Institute – innovation and improvement
National Patient Safety Agency bringing expertise to the resolution of concerns about professional practice	Prospects for information on leadership courses including those in clinical and health settings
NHS East Midlands- The Improvement network	NHS South West Improvement Resource Locator

<u>Health Services Management Centre</u> – University of Birmingham	<u>NHS Scotland</u> web based resource for health in Scotland
<u>Scottish Executive Health Department</u>	NHS Education for Scotland – <u>Management development</u>