NHSScotland revised KSF wording for:

Core Dimension 2 – Personal and People Development

**Status**
Core – this is a key aspect of all jobs as everyone needs to develop themselves in order for services to continue to meet the needs of patients, clients and the public.

**Levels**
1. Contribute to own personal development
2. Develop own skills and knowledge and provide information to others to help their development
3. Develop oneself and contribute to the development of others
4. Develop oneself and others in areas of practice

**Description**
This dimension is about developing oneself using a variety of means and contributing to the development of others during ongoing work activities. This might be through structured approaches (e.g. the NHS KSF development review process, appraisal, mentoring, professional/clinical supervision) and/or informal and ad hoc methods (such as enabling people to solve arising problems).

Progression through the levels in this dimension is characterised by:

- taking greater responsibility for your own personal development – this includes more reflectiveness and self-evaluation, and addressing own development needs
- increasing involvement in supporting others and their development including a wider range of people with different backgrounds
- having a greater understanding of own and other’s learning needs and preferences, styles of learning and how to facilitate learning and development

**Links to other KSF dimensions**
This dimension is supported by:

- **Core 1 Communication**

This dimension is different from dimensions:

- **G1 Learning and development** which focuses on more formal approaches to learning and development
- **G7 Capacity and capability** which focuses on developing collective capacity and capability rather than the development of individuals.
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**Level 1** – Contribute to own personal development

- I discuss with my manager what knowledge and skills are needed for my job.
- I prepare for, and take part in, my own KSF Personal Development Review discussion.
- I discuss with my manager/reviewer what further learning and development I need and what learning activities I need to do.
- I agree a personal development plan with my KSF reviewer.
- I actively take part in learning activities and keep a record of them.
- I reflect on my learning and effectively apply new knowledge and skills to my job.

**Level 2** – Develop own skills and knowledge and provide information to others to help their development

- I ask for feedback from others about my work to help identify my own learning and development needs.
- I take an active part in my KSF development review with my reviewer and suggest areas for learning and development in the coming year.
- I take responsibility for my own personal development and take an active part in learning opportunities.
- I reflect on how effective my learning and development opportunities have been and share this with others.
- I keep up-to-date records of my KSF development reviews.
- I offer help and guidance to other members of my team to support their development or to help them complete their work requirements effectively.
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Level 3 – Develop oneself and contribute to the development of others

- I reflect on how well I am applying my knowledge and skills to meet the requirements of my role.
- I identify my own development needs and agree personal/service objectives and my personal development plan with my reviewer.
- I take responsibility for my own personal development and keep my personal development records up to date.
- I actively participate in learning opportunities and share my learning with other colleagues.
- I support and encourage colleagues to develop and apply their knowledge and skills in practice.
- I support the development of staff by providing opportunities to develop knowledge and skills in line with agreed personal development plans.

Level 4 – Develop oneself and others in areas of practice

- I develop and agree my own personal development plan with feedback from others.
- I actively generate and use appropriate learning and development opportunities and apply my learning from these to develop my future practice.
- I encourage staff by providing objective, specific and valid feedback on their application of knowledge and skills.
- I provide staff with appropriate opportunities to apply their developing levels of knowledge and skills in the workplace.
- I actively promote the workplace as a learning environment and encourage staff to learn from each other and from external good practice.
- I alert my manager to any potential issues that affect learning, development and performance in my work area.
- I support staff in undertaking learning activities, making the required resources available and making efforts to remove any obstacles to learning.