

Allied Health Professions Support Workers

Career portfolio

Information for AHP support workers and supervisors

Please read this booklet before starting to complete the portfolio



Contents

Background	3
Purpose of the career portfolio	4
How to complete the portfolio	5
Guidance for supervisors	6
Training information and resources	7



Background

Health Education England (HEE) published the [AHP Support Worker Competency, Education and Career Development Framework](#) to support the development of AHP support worker careers. It is designed to maximise the contribution of the AHP support workforce and ensure the delivery of safe and effective care.

The main aims of the framework are to ensure that:

- Patients and service users have access to skilled and consistently well-trained AHP support workers who have a defined role within their team, service, and organisation.
- Current and prospective AHP support workers have access to accurate and up to date role descriptions and standardised career/development structures that provide opportunities to follow a rich and rewarding career pathway.
- Support worker roles can be at the heart of improvements in service delivery and transformation, including new models of care.
- Services can address current unwarranted variation in support worker roles, banding and progression.

This career portfolio tool is looking to implement the domains of the AHP Support Worker Competency, Education and Career Development Framework and to support healthy and constructive career conversations.



Purpose of the career portfolio

This document is intended to aid you throughout your Allied Health Profession Support Workforce (AHP support workers) career and will also act as a formal record of achievement. It will help to clarify boundaries of roles and allow space for recording formal and informal learning throughout your career.

This portfolio can be updated and added to throughout your career as you progress your knowledge and skills.

It is not designed to replace clinical competencies as these are identified within your organisation and specific to your role.

It is anticipated that it will be used alongside your annual appraisal and supervision to guide your career journey. Therefore, annual appraisals and objectives should align with your overall career objectives.



How to complete the portfolio

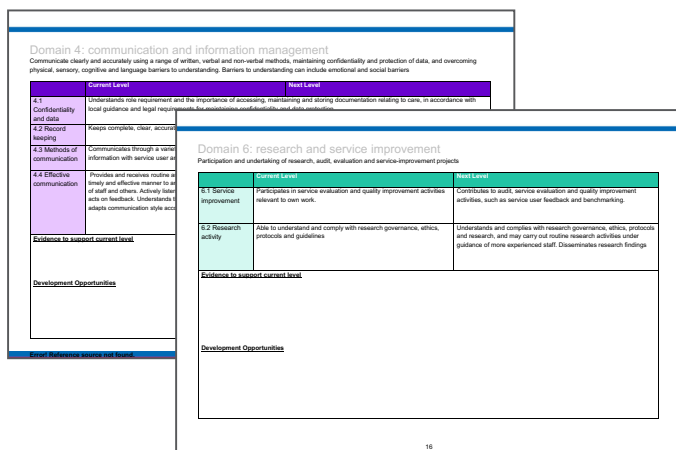
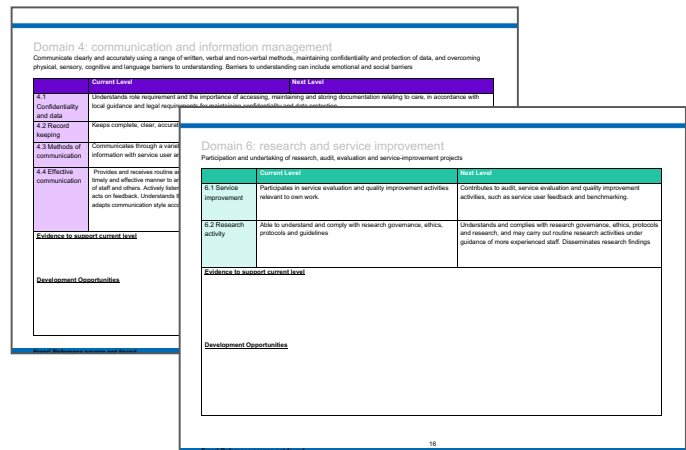
There are no “right” or “wrongs” about how to complete it. It is a tool designed to help you and therefore you can use it however works best for you. It is not mandatory that you complete it, but your organisation or supervisor may encourage you to do so.

It has been designed to be completed and stored electronically but can be printed and handwritten on if you choose to do so.

Each section has a place to record evidence of your skills and knowledge to meet the objective as well as an opportunity to record potential areas for development. It is anticipated that these areas can be discussed as part of your yearly appraisal to ensure you are meeting career specific objectives and development as well as annual objectives.

Evidence

This section allows you to document what evidence you have to support the statements in each domain. The evidence you chose will depend on your experience. You may wish to add reference to a specific training course you have completed, or a reflection on a significant event. Collating this evidence regularly and storing it electronically is recommended.



Areas for development

This is an area where you can record what development areas and opportunities you have. These can then be used as part of your annual appraisals and regular supervisions to ensure that you are progressing in your career development.



Guidance for supervisors

This toolkit has been designed to support the career conversations you have with AHP support workers. It can help facilitate good quality career conversations and development that is meaningful and appropriate for them. It is recommended to be used in supporting annual appraisals and aiding clear direction for support workers as part of their regular career conversations.

There are many different templates to guide career conversations. The [NHS Leadership Academy](#) have many resources to guide and support these conversations which may be useful.



Training information and resources

To access a wide range of resources designed specifically for AHP support workers, scan the QR code or [click here](#).



