



Introduction

This new informative and interactive website has been designed to help PCT managers raise their game as commissioners of world-class services.

The aim of this portal is to make WCC personal.

Using this website you can explore a wide range of resources designed to springboard your personal learning in commissioning, including:

- Online WCC personal competency assessments to help you identify your knowledge, attitude and skills development areas
- Practical guidance in how to create your personal WCC development plan
- Factsheets and tools to help you in your role and to understand what world class commissioning means to you in your day job

Getting around the site

As outlined on the site, you can use this portal in a number of ways, labelled 1 – 5 on the following pages.

1. The Commissioning Cycle

Using the Commissioning Cycle diagram on the homepage, decide the area that most applies to your role – Plan, Manage or Procure. Then choose what specific stage or stages in that area are most relevant to you personally.

For example, you may decide that you work within the Plan stage and are most concerned with assessing needs. In that case you would click 'Assess needs' and focus on the Relevant Competencies for that stage. For 'Assess needs' the competencies deemed most relevant are WCC1, WCC2 and WCC5. From the 'Assess needs' page you then decide whether you want to take the assessment for each of the competencies to establish your current level of knowledge or explore the topic further.

You can take the assessments as many times as you wish and go back and change your answers when you feel you have developed your knowledge in that area.

2. The WCC Competencies

Assess your own knowledge, skills and attitudes against individual WCC competencies by visiting the WCC Competencies page and selecting which competencies you want to explore further.

From here you can decide whether to assess your current understanding of each competency, before exploring them further or read up on each one and then assess your level of knowledge. It is entirely up to you.

3. Develop your personal commissioning excellence

Use the Personal Competencies pages to learn about topics which will help you as a commissioner. Topics include, 'Becoming World Class', 'WCC key personal skills' and 'Raising personal performance', among others.

4. Your personal development plan

Use the personal development plan to help you build and implement a plan of action by exploring the tools and techniques within the 'Personal Development Tools' section. Your plan is unique to you and you decide what areas to select for development.

The plan is lead by the WCC Competencies 1 – 11 and a series of statements about each area. Decide the areas that you want to develop in by ticking the tick box beside the relevant statement. Please ensure that you save any changes to your plan before leaving the plan page.

You can take an assessment for each of the competencies at any time by clicking on the take assessment button.

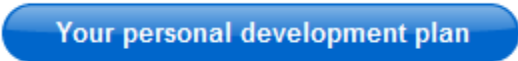


5. The training and development directory

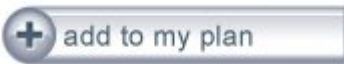
Visit the training and development directory to find courses and resources for developing specific skills. Do be aware that this section of the site is currently being developed and we would greatly appreciate your help in populating it with relevant and useful courses. You can suggest a course to us at any time by clicking on the 'Add a course to the directory' link in the Directory section or by [clicking here](#).

Your personal development plan

You can get to your plan from most pages within the site simply by clicking on the below button:



Use your plan to keep track of the areas you want to develop in by ticking the sections that you feel you need to learn more about. You can also add WCC competencies to your plan from each of the WCC competency pages by clicking on the 'add to my plan' button.



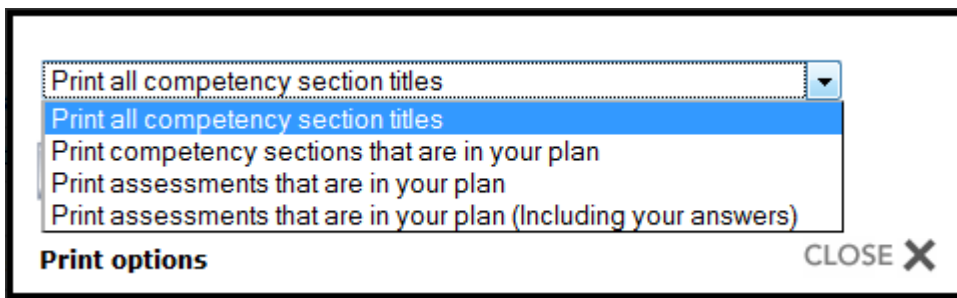
If you want to remove a section from your plan, you either un-tick the item in the plan itself or click the 'remove from my plan' button from the competency page in question.



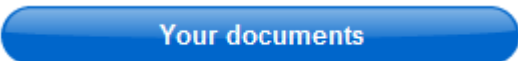
Do be aware that your plan is supposed to be constantly evolving, so should you wish to get a picture of your plan at any one point in time, you should 'print' it, using the print button at the top of the plan page.



When you click the print button you will be emailed a PDF document which will contain information based on what you have selected from the drop-down menu pictured below.



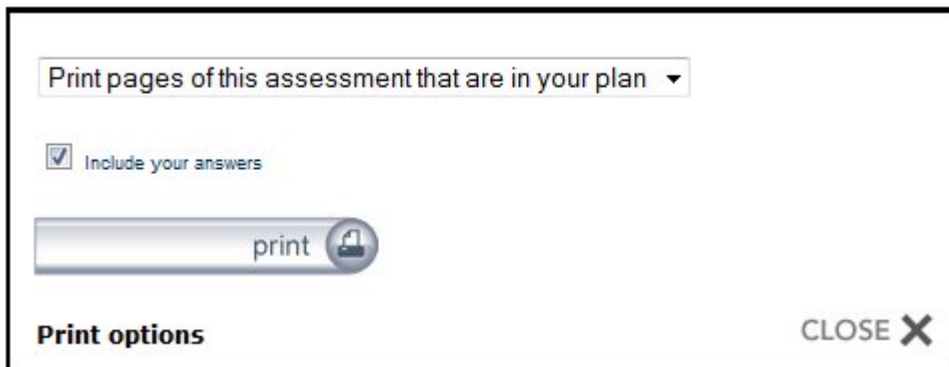
This helps you to keep a record of how your plan looks at different stages in your personal development. As well as being emailed to you, you can access the PDFs for two weeks from print date by clicking on the 'Your documents' button.



The assessments

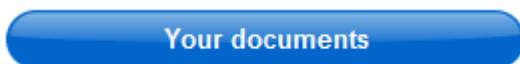
Use the assessments as a way to benchmark where you want to be versus where you are now. Keep a record of your current answers by clicking the Print button on the assessment page, choosing “Print pages of this assessment that are in your plan” and clicking print again.

Do not forget to tick the tick box for ‘include your answers’.



The screenshot shows a 'Print options' dialog box. At the top, there is a dropdown menu with the text 'Print pages of this assessment that are in your plan'. Below this is a checked checkbox labeled 'Include your answers'. A 'print' button with a printer icon is positioned below the checkbox. At the bottom left, the text 'Print options' is displayed, and at the bottom right, there is a 'CLOSE' button with an 'X' icon.

Once you do this you will be sent an email PDF of the assessment with your answers. You will also be able to access the document(s) via the ‘Your documents’ button for up to two weeks.



You can print your documents as often as you update your assessment answers and use the PDFs as a way to track your personal progression through the PL4C tool.

If you are exploring a WCC competency you can go to the assessment for that competency at any time by clicking on the ‘take assessment’ button.

