



e-KSF e-Learning for Managers, Reviewers & Staff

Designed for Learning & Development Departments & e-Learning leads

Organisations often find it difficult to provide face to face training for all staff and managers in the use of the e-KSF – it can be resource intensive to train all staff in how to record their Personal Development Review electronically as part of their preparation for appraisal. Many Trusts are looking towards implementing e-Learning packages as part of a blended approach to e-KSF rollout, and to answer commonly asked questions on how to use e-KSF functionality.

Think Associates have developed a solution for you: “***The e-KSF e-Learning package***”. This is a series of SCORM compliant e-learning modules covering all manager, reviewer and staff self service aspects of e-KSF - from how to log in and find your way around the Home page to completing all aspects of a KSF review and PDP. It also includes fully integrated tests following each module with SCORM compliant scoring.

These e-learning modules will be customised with your organisational logo and cover the three main levels of access - each in a separate SCORM wrapped package, one for Managers, another for Reviewers and finally one for Staff. Core components of each include;

All Levels

- How to log in
- How to set up and maintain their site securely
- Their personal Homepage

Staff

- How to record evidence in preparation for their PDR
- How to record and review their personal objectives
- How to record and update their own PDP & learning history.

Reviewers

- How to review evidence and sign off a review for their staff
- How to complete a gateway review
- How to agree and review objectives and PDPs for their staff.

Managers

- How to develop a post outline and submit for approval.
- How to assign post outlines to their staff
- How to set reviewers and review teams
- How to access and use their own suite of reports



SCORM Compliance

The modules are fully SCORM compliant and are ready for immediate launch from your existing LMS. We can provide this content in SCORM 1.2, and SCORM 2004 formats depending on the technical capabilities of your LMS (please note questions that require essay type responses are not compatible with SCORM 1.2).

What does it cost?

From the 1st April 2010 the price for using this package will be £2,000+VAT per year. For this investment, we will customise the package with your own logos & introduction, and install on your AT-Learning platform or your local LMS. You can use the package in any way you like throughout your organisation. The annual fee will include all updates that we create in that year, to keep the e-learning in step with e-KSF.

We can also add additional local information, for example links to or summaries of your local policies, practices and processes. The cost of this would vary depending on the size and complexity of your needs.

What next?

If you are interested in finding out more about how we can help you to maximise your investment in staff, please contact your regional account manager or info@think-associates.co.uk.