



## e-KSF IN A BOX!

*Make the most of this free resource provided by the Department of Health  
Designed specifically for organisations looking to implement the e-KSF quickly and effectively*

### Background Information

The e-KSF is the web-based toolkit developed in partnership with the Department of Health to help organisations implement and run the Knowledge Skills Framework (KSF). The system enables organisations to roll out the KSF to large numbers of staff quickly and easily and provides an easy way for organisations to complete national reporting requirements and monitor the implementation of KSF.

**The e-KSF system is funded centrally, so there is no licence cost. Also, as a web-based system, there is no complicated software to install. Our "e-KSF in a box" service provides you with a rapid, standardised training and project management methodology to help you make the most of this key national system.**

Now that the development of a bi-directional interface between the Employee Staff Record (ESR) system in England and Wales and the e-KSF has been successfully completed there are even more benefits for organisations choosing to implement the e-KSF.

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### 'e-KSF in a Box' Overview

Although the e-KSF, and the link to the ESR system, is available free of charge to all NHS organisations, implementing the tool will require investment from an organisation predominantly in terms of project management, administrative support and training.

We understand that this resource requirement sometimes presents a barrier to organisations wanting to implement the e-KSF in the short term. So from our experience of successfully implementing e-KSF within other NHS organisations and providing training across the country we have created 'e-KSF in a box'.

This programme is designed to roll out over 3 months to get organisations off the ground with the implementation of e-KSF. At the end of the 3 month programme, you will have been supported by a Think Associates consultant to:

- Train key individuals in the administration, training and support of the e-KSF system
- Upload your organisational data to the system and allocate access details
- Run and use e-KSF reports to manage the implementation of the KSF programme
- Get buy-in from your organisational stakeholders by creating a benefits case for e-KSF
- Create and use a robust e-KSF project management approach
- Transfer knowledge and skills from us to you, so that you have the capability to manage, and make the most of, the e-KSF going forwards
- *See the early benefits of using the e-KSF to implement the KSF – in terms of more efficient and standardised review processes, and better management information about staff development in your organisation.*



## Core Implementation Components

The core components of 'e-KSF in a box' are shown below: -

Core Implementation Components	What will be delivered & why are the core components required?	Typical Time Requirement
Kick off Stakeholder Workshop	<ul style="list-style-type: none"> <li>This one day workshop will allow your external Account Manager to meet with all the organisations key stakeholders to enable the creation of a detailed Project Initiation Document. This will detail: -               <ul style="list-style-type: none"> <li>Detailed project plan – including approach to roll out and method of engaging with key staff groups.</li> <li>Analysis of training requirements, and full training plan</li> <li>A benefits case to demonstrate the value of implementing e-KSF</li> <li>A risk register</li> </ul> </li> </ul>	2 days (1 day onsite, 1 day report preparation offsite)
Data Upload / Link to ESR	<ul style="list-style-type: none"> <li>We will work with an organisation to ensure that all staff data is uploaded onto the e-KSF and help to advise on data cleansing (in particular where organisations are not going live with ESR in the short term).</li> </ul>	1 day (offsite support)
Project Management Support	<ul style="list-style-type: none"> <li>Throughout the implementation project we will meet with the internal project team at least one day a month to identify progress against plans and put in place actions to keep the project on track.</li> <li>This project management support time may also be used to engage with key departments / stakeholders to help communicate the benefits of the e-KSF to different parts of the organisation.</li> <li>Communication plans will also be set up through this project management support to ensure that the project is kept on track.</li> </ul>	6 days (based on 2 days each month for a 3 month project)
Admin Training	<ul style="list-style-type: none"> <li>We will provide administrator training to an individual or group of administrators (usually from within HR and Training and Development) to help to manage the e-KSF.</li> <li>The training enables them to manage the set up of the system and individuals are then able to form part of the support network within the trust for e-KSF – dealing with enquiries from users such as “I’ve forgotten my password”!</li> </ul>	1 day
“Train the Trainer” Training	<ul style="list-style-type: none"> <li>We will provide a Train the Trainer course to allow individuals to roll out training internally and to form the necessary network of support for KSF / e-KSF implementation.</li> <li>If individuals have KSF knowledge this is just a 2 day course – however if they have no or limited KSF knowledge a 3 day course is required.</li> <li>This group of individuals typically form a task group that can then help to manage the roll out and implementation of KSF / e-KSF within the Trust.</li> </ul>	2 days (3 days if no KSF knowledge)
Hand Over workshop	<ul style="list-style-type: none"> <li>A session with your key KSF and e-KSF champions and experts to ensure that a long term project management structure is in place for e-KSF, and that knowledge about the e-KSF system is transferred from us to you</li> </ul>	1 day
<b>Total Resource Requirement</b>		<b>14 days</b>
<b>Total Budget Requirement</b>		<b>£11,300</b>
<i>(A 15% discount on our standard daily rate of £950 per day)</i>		



**Optional Implementation Components:**

The following are optional implementation components that fall outside the core implementation package and would need to be quoted following detailed discussion of your training needs: -

Optional Implementation Components	What will be delivered & why are the core components required?	Typical Time Requirement
Manager Training	<ul style="list-style-type: none"> <li>To allow individuals with management responsibility to be trained on the creation of post outlines, submission of post outlines, assigning of outlines, recording of the Joint Development Review, setting objectives and developing the Personal Development Plan.</li> <li>This training can be provided in a 1 day course to managers who have already had KSF awareness training.</li> </ul>	To be confirmed based on headcount /number of identified managers and reviewers TBC
Reviewer Training	<ul style="list-style-type: none"> <li>To allow all reviewers within the Trust to have sufficient knowledge of the e-KSF to record the Joint Development Review, record objectives and develop the Personal Development Plan.</li> <li>This training can be provided in a ½ day course and is a quick way of disseminating training in Trusts where post outlines have either already been created on paper or where they have already been centrally administered on the e-KSF. It is also not always necessary to train reviewers on the process of creating outlines on the e-KSF.</li> </ul>	TBC
KSF Awareness Training	<ul style="list-style-type: none"> <li>All organisations should have by now provided KSF awareness training for all staff however depending on when this was provided it may be advantageous to run some additional awareness sessions to engage staff as well as managers.</li> <li>We recommend that managers cascade e-KSF training to staff at the initial development review.</li> </ul>	TBC
Project Manager Coaching	<ul style="list-style-type: none"> <li>We can provide project manager coaching sessions for individuals who are developing into a project management position.</li> <li>Further information can be provided on the benefits and types of coaching support required.</li> </ul>	TBC

**Key Benefits of e-KSF in a box**

Some of the key benefits of opting for the 'e-KSF in a box' solution are as follows: -

- Kick start the e-KSF implementation project (or re-start a stalled project)
- Take the hassle out of implementation, using the expertise from the national e-KSF team
- Gain benefit from learning from experience of other organisation implementations
- Ensure that knowledge is retained within the organisation and staff are supported to continue the management of the implementation moving forwards.
- You will be investing in what is otherwise a 'free' system provided by the Department of Health so that you are able to realise more value from the system.



### **Who will provide the Consultancy, Training and Project Management Expertise?**

All e-KSF in a box projects are run by a Solution Manager from Think Associates. Think Associates are contracted to the Department of Health for the development and support of the e-KSF national system. All of our team have a wealth of project management experience and a history of working with NHS organisations.

#### **Additional Information**

If you would like more information on this package please contact us by email on [info@think-associates.co.uk](mailto:info@think-associates.co.uk)