

e-KSF



The e-KSF is a web-based toolkit developed to help organisations implement and run the Knowledge and Skills Framework (KSF). It was developed in partnership with the Department of Health in order to help organisations roll out the KSF to large numbers of staff quickly and easily. It is also seen as a key way to enable the monitoring of usage levels of KSF and to provide an easy way for organisations to complete national reporting requirements.

What are the key features of the e-KSF?

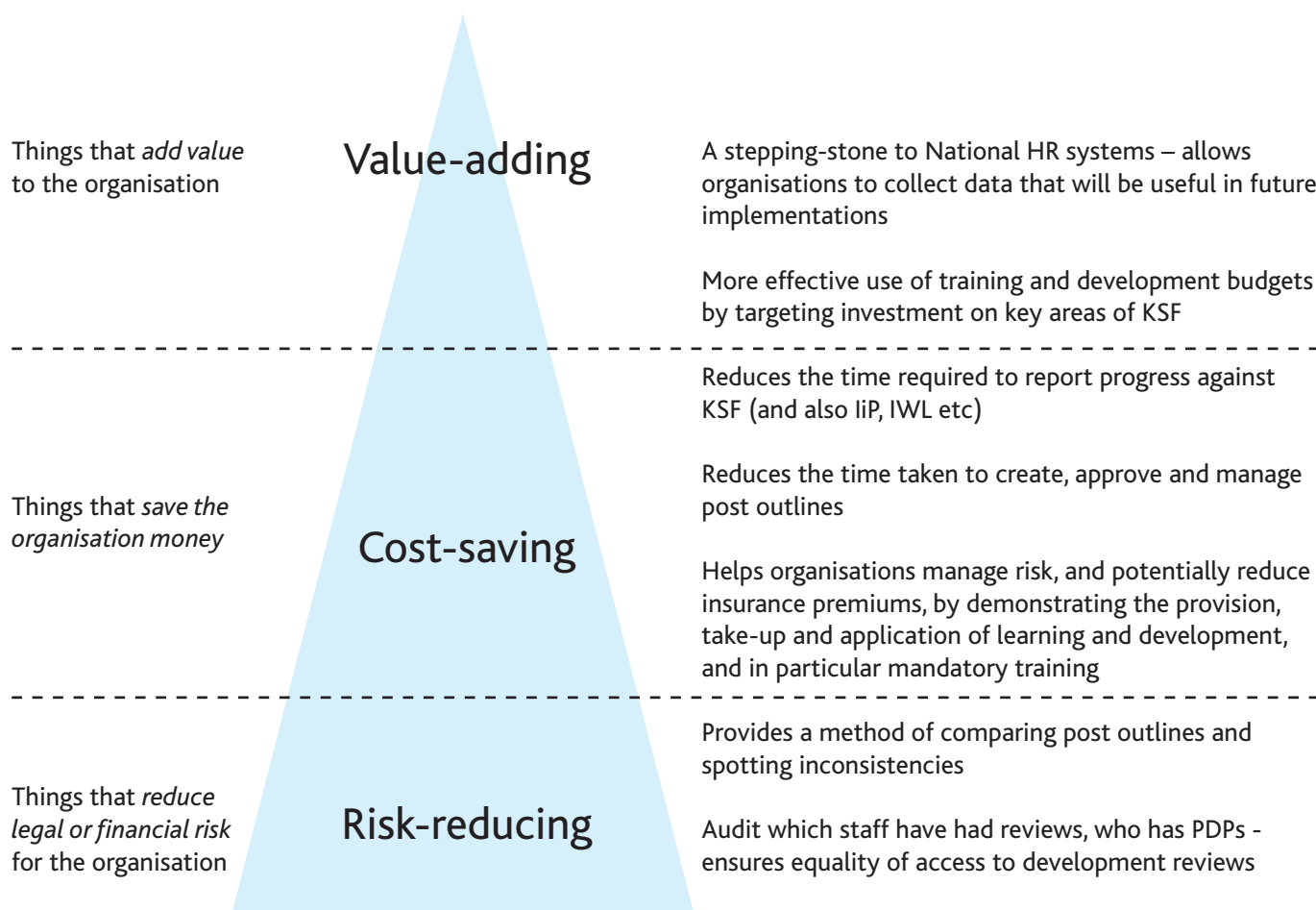
- The e-KSF supports all elements of the KSF development process including the creation of Post Outlines, assigning Post Outlines to staff, conducting and recording the Joint Development Review, creating Short Term Action Plans (if required) and the creation, management and evaluation of Personal Development Plans.
- Developed in **partnership** with the Department of Health
- **FREE** at point of use for NHS Organisations
- Available to use **NOW** across all 4 countries of the UK, with ongoing development programme
- A single database, available to all staff to update and maintain their development review records and retain them if they move between NHS organisations
- **Integration with ESR** is planned, so the e-KSF is '**future-proof**' and there will be no duplication of data entry and a seamless interface for users
- Existing HR/Payroll/Staff management systems can also be linked – allowing a single integrated solution to be deployed
- It is a web-based system, so there is no need to install new software
- The system is secure and confidential - unique log-ins ensure users only see the information they're allowed to



there are many more features to e-KSF - visit www.e-ksfnw.org for more information...

What are the Benefits of using e-KSF?

There are benefits for everyone, both within your organisation and at a national level, of using the e-KSF:



The benefits of using the e-KSF at a **National** level: -

- Increases the speed of implementation of the KSF
- Reduces the cost of implementation
- Increases clarity of progress and equality/diversity monitoring
- Facilitates the transition towards ESR

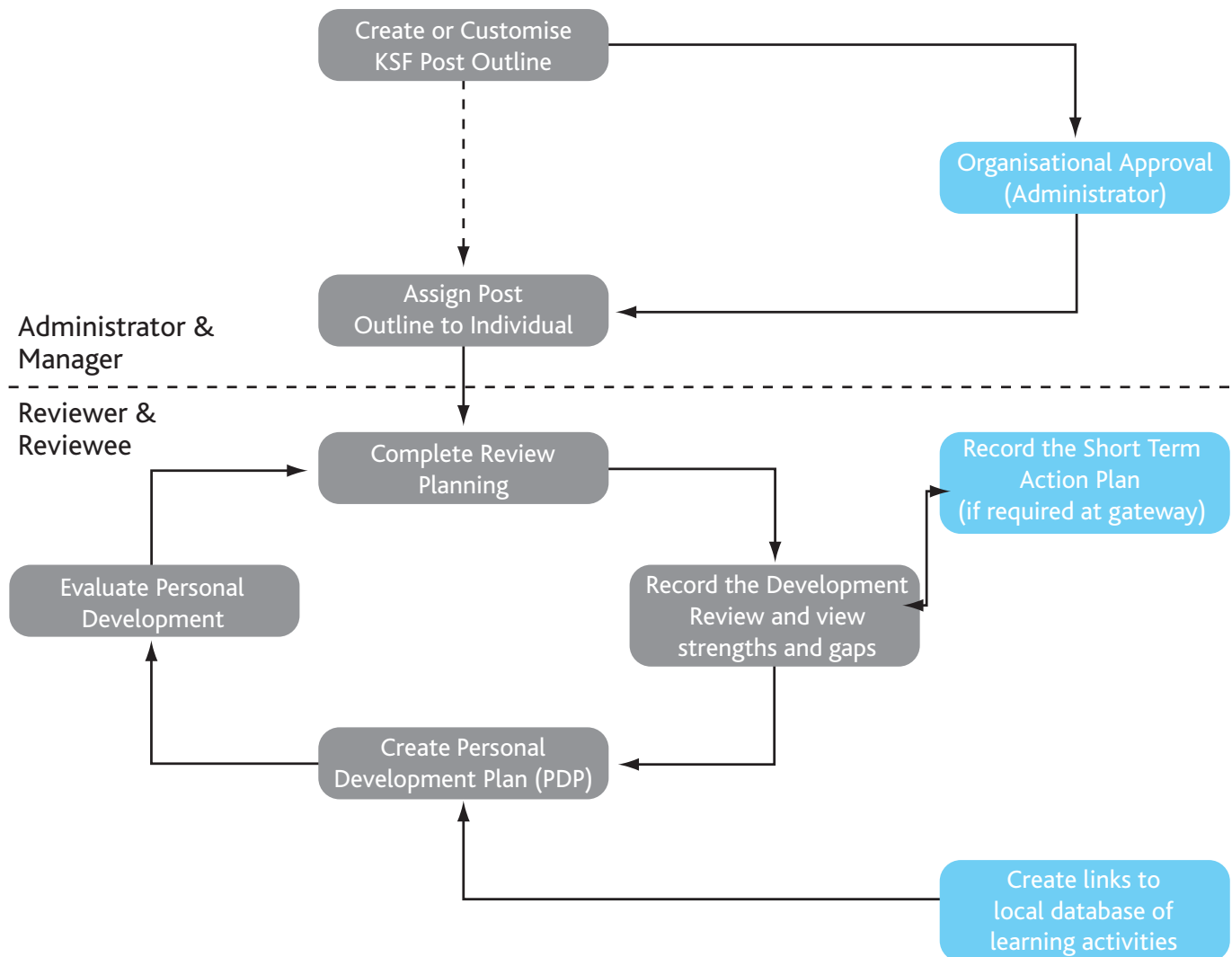
The benefits of using the e-KSF at an **Organisational** level: -

- Minimises paperwork and administration management and increases confidentiality of staff records
- Reduces the resource requirements for KSF implementation
- Ensures a fair and equitable KSF process (everyone has access to the same system)
- Identifies local and national competencies and gaps
- Supports knowledge and skills for succession planning
- Creates a structured method of capturing development needs
- Facilitates the targeted use of learning and development budgets
- Helps track and manage mandatory training
- Acts as a driver for IT skills and infrastructure development

The benefits of using the e-KSF for **Staff**: -

- Supports a transparent, partnership process – sign offs are required by reviewer and individual
- Ensures equality of opportunity within roles and for development opportunities
- Is accessible 24 hours a day, 7 days a week
- Creates a complete history of reviews, PDPs, learning and evaluation that is transportable to other NHS organisation
- Provides a platform for more focused development – and creates a reason to develop

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How can e-KSF data be used strategically?

Not only does the e-KSF help you to comply with the requirements of the Agenda for Change, but data can also be used to inform your local organisation's strategy. For example, e-KSF will help you to: -

- Identify trends and gaps and inform workforce planning (recruit/retain/develop)
- Inform education commissioning
- Support employee development
- Develop local and regional development interventions based on greatest service need
- Develop "bundles" of KSF-based competencies for roles and services – driving flexible working
- Develop flexible career paths based on competency development
- Facilitate internal moves by matching people to posts, and identify potential successors for key roles

How can Think Associates help you to implement the e-KSF within your organisation?

Think Associates provides the national e-KSF account management team, who are funded by the Department of Health to provide some support to SHAs to implement e-KSF. If you are interested in making the most of the e-KSF, then you can contract our team for further support - we have a wealth of experience working within and for the NHS and can help you to provide any of the following: -

- On site training
- 'Train the Trainer' training to allow an internal roll out to staff
- Project management of e-KSF rollout
- Support on any other e-KSF related work
- Support to enable you to integrate your current systems with the e-KSF
- And much much more - so please speak to the team and we can help you to satisfy your needs.

We have also developed a comprehensive support site www.e-ksfnow.org where you can find training materials in a variety of formats to meet your organisation and team learning needs. Please contact your local e-KSF Account Manager directly to arrange a meeting, if you don't know who this is then please email info@e-ksf.org and we'll put you in touch.