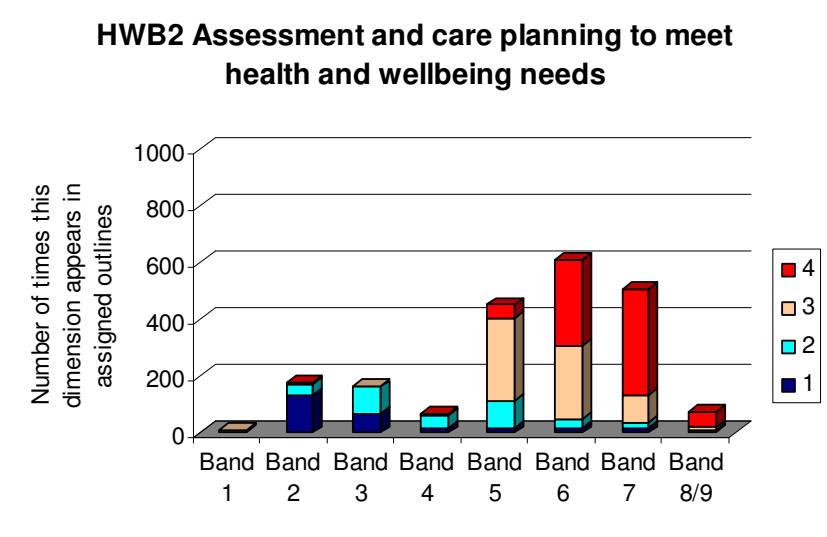
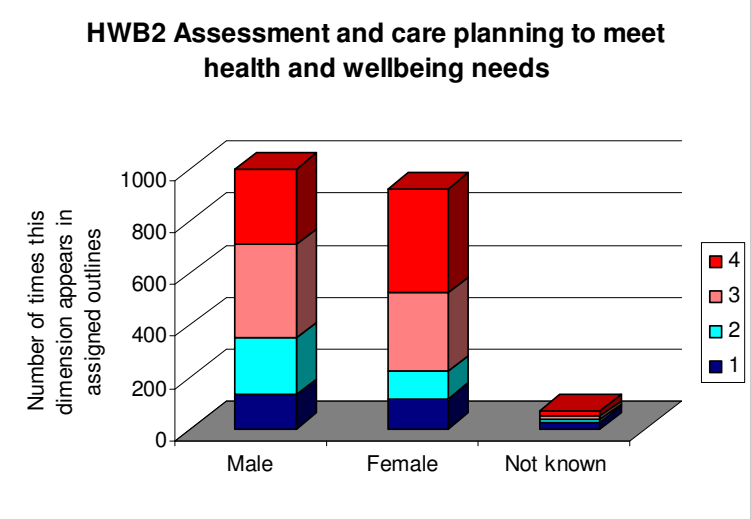


## Guide to e-KSF workforce planning graphs

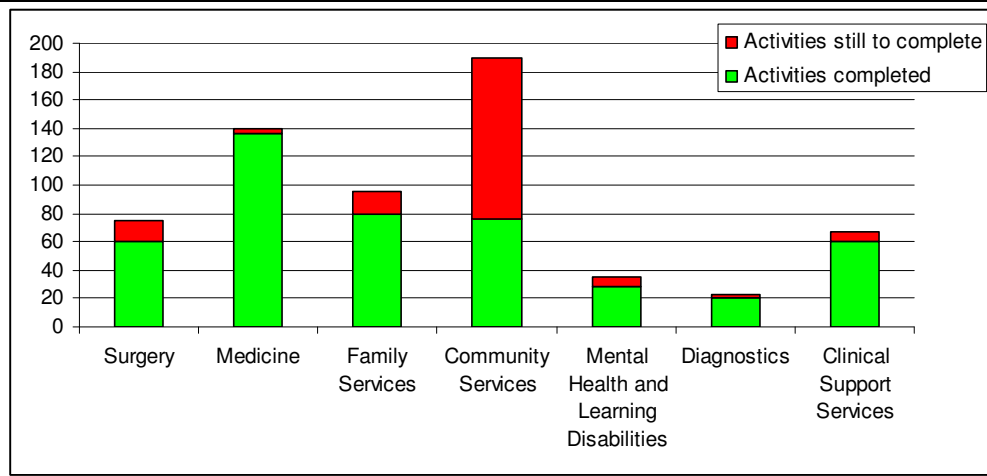
What are the e-KSF workforce planning graphs, and how can I use the information contained in them?

Graph name	About the graph	An example graph	Typical uses																																																						
KSF dimensions by pay band	<p>This graph shows, for each dimension, the levels of the dimension in assigned outlines for each pay band.</p> <p>This report counts the numbers of times a dimension appears in currently assigned outlines – if a band 5 outline has HWB2 at level 2, and this outline is currently assigned to 20 people, then this graph will show a count of 20.</p>	<p><b>HWB2 Assessment and care planning to meet health and wellbeing needs</b></p>  <table border="1"> <caption>Approximate data for HWB2 Assessment and care planning to meet health and wellbeing needs (Pay Band)</caption> <thead> <tr> <th>Pay Band</th> <th>Level 1</th> <th>Level 2</th> <th>Level 3</th> <th>Level 4</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Band 1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Band 2</td> <td>100</td> <td>50</td> <td>0</td> <td>0</td> <td>150</td> </tr> <tr> <td>Band 3</td> <td>50</td> <td>100</td> <td>0</td> <td>0</td> <td>150</td> </tr> <tr> <td>Band 4</td> <td>0</td> <td>50</td> <td>0</td> <td>0</td> <td>50</td> </tr> <tr> <td>Band 5</td> <td>0</td> <td>100</td> <td>300</td> <td>50</td> <td>450</td> </tr> <tr> <td>Band 6</td> <td>0</td> <td>50</td> <td>300</td> <td>300</td> <td>650</td> </tr> <tr> <td>Band 7</td> <td>0</td> <td>50</td> <td>100</td> <td>400</td> <td>550</td> </tr> <tr> <td>Band 8/9</td> <td>0</td> <td>0</td> <td>0</td> <td>100</td> <td>100</td> </tr> </tbody> </table>	Pay Band	Level 1	Level 2	Level 3	Level 4	Total	Band 1	0	0	0	0	0	Band 2	100	50	0	0	150	Band 3	50	100	0	0	150	Band 4	0	50	0	0	50	Band 5	0	100	300	50	450	Band 6	0	50	300	300	650	Band 7	0	50	100	400	550	Band 8/9	0	0	0	100	100	<p>This graph can be used to check that demand for knowledge and skills is approximately related to pay band (i.e. higher pay bands would tend to have higher levels of knowledge and skill requirements).</p>
Pay Band	Level 1	Level 2	Level 3	Level 4	Total																																																				
Band 1	0	0	0	0	0																																																				
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KSF dimensions by ethnicity or gender	<p>After selecting the demographic breakdown required (gender or ethnicity) this graph shows the number of times a dimension appears, at each level, in assigned post outlines</p>	<p><b>HWB2 Assessment and care planning to meet health and wellbeing needs</b></p>  <table border="1"> <caption>Approximate data for HWB2 Assessment and care planning to meet health and wellbeing needs (Gender)</caption> <thead> <tr> <th>Gender</th> <th>Level 1</th> <th>Level 2</th> <th>Level 3</th> <th>Level 4</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>150</td> <td>200</td> <td>350</td> <td>300</td> <td>1000</td> </tr> <tr> <td>Female</td> <td>150</td> <td>100</td> <td>300</td> <td>450</td> <td>1000</td> </tr> <tr> <td>Not known</td> <td>50</td> <td>50</td> <td>50</td> <td>50</td> <td>200</td> </tr> </tbody> </table>	Gender	Level 1	Level 2	Level 3	Level 4	Total	Male	150	200	350	300	1000	Female	150	100	300	450	1000	Not known	50	50	50	50	200	<p>This graph can help with equalities monitoring, to check that the demands made of workers, in terms of knowledge and skills, is not affected by the demographic group of the worker.</p>																														
Gender	Level 1	Level 2	Level 3	Level 4	Total																																																				
Male	150	200	350	300	1000																																																				
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Not known	50	50	50	50	200																																																				

Completion rates of PDP activities by department

This graph shows the number of PDP activities, optionally between date ranges, differentiating completed and uncompleted activities and split by department.

You can also opt to just show mandatory activities in this report



This graph can be used to check how many PDP activities are being planned in each department and, at least as importantly, how many are being completed. High levels of activities still to be completed might point to lack of follow-through and supporting of learning in a department.

Completion rates from PDP, by dimension

This report shows numbers of PDP activities that have been associated, by the reviewer or reviewee on the PDP page, to specific dimension/levels, showing completed vs uncompleted activities



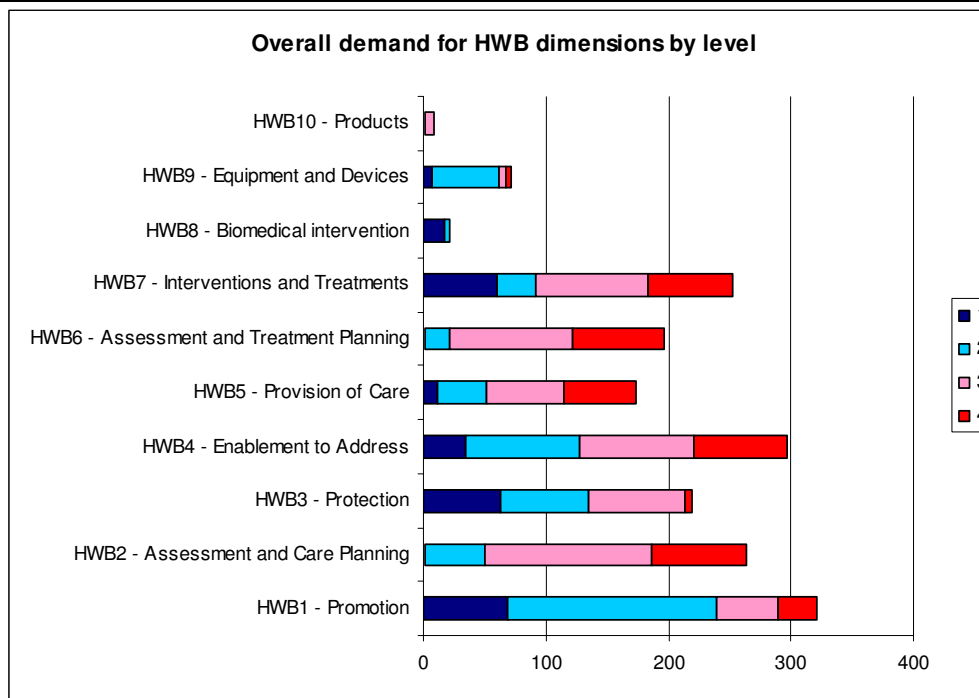
This graph gives you a picture of the number of learning interventions at each level of a dimension, which is useful for planning and budget setting, and also an idea of the follow-through on those planned learning activities.

Demand for Dimensions by Level

This key graph provides you with an organisational picture of the “demand” for knowledge and skills, by adding up and displaying the levels for each dimension in assigned outlines.

For example, in the graph to the right here, 320 people in this organisation have HWB1 in their assigned outlines, and about 70 have this dimension at level 1, 150 at level 2 etc.

You can set this graph to show dimension groups (Core, IK, EF, HWB or General), and/or show data for specific selected departments

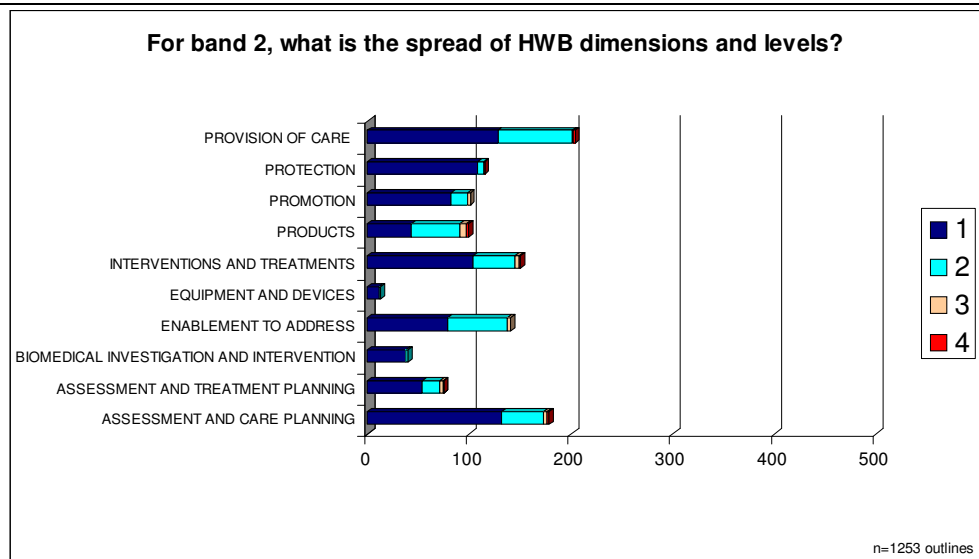


You can use this graph to check alignment between assigned post outlines and organisational strategy – for example, are people being asked to develop, through their Post Outlines, the knowledge and skills that are important to the organisation?

This graph also shows you whether career progression is well structured: look at HWB2 in the example here – if no-one’s working at level 1 and few people at level 2, how is the organisation developing people in to roles that require HWB2 level 3?

Demand by dimensions and levels for individual Pay Band

This graph is very similar to “demand for dimensions by level”, but shows data for people in a specific selected pay band.



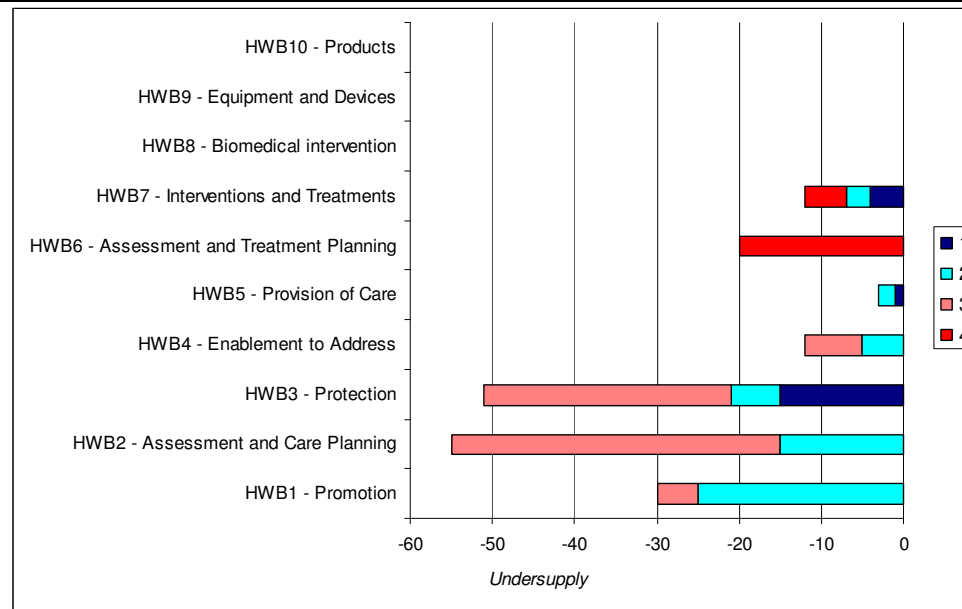
This graph, particularly when run for a number of consecutive pay bands, can be used to check that knowledge and skill is being requested at the right levels in the organisation (i.e at higher pay bands more level 3 and 4 dimensions are required). This graph can also be used to check that the dimension levels are appropriate to the band, across a set of dimensions.

Undersupply of knowledge and skills by dimension and level

This graph aggregates reviews completed in the required date range (*if an individual has had multiple reviews in that period, then only the most recent review is included*). The graph shows the difference between the requirements of the outline, and the current levels of individuals.

For example, in the graph here, there are 5 people in the organisation who need to be at level 3 in HWB1 and are not currently working at that level. (*there may be many other people who need to be at this level in the organisation, and are working at that level, but they're not shown here as this graph is only highlighting gaps in supply*). Hence the size of the light red bar against HWB1. Similarly, there are 15 people who should be working at HWB3 level 1, but are not currently (based on their most recent KSF review).

The graph compares reviews against second gateway (full outline) levels.

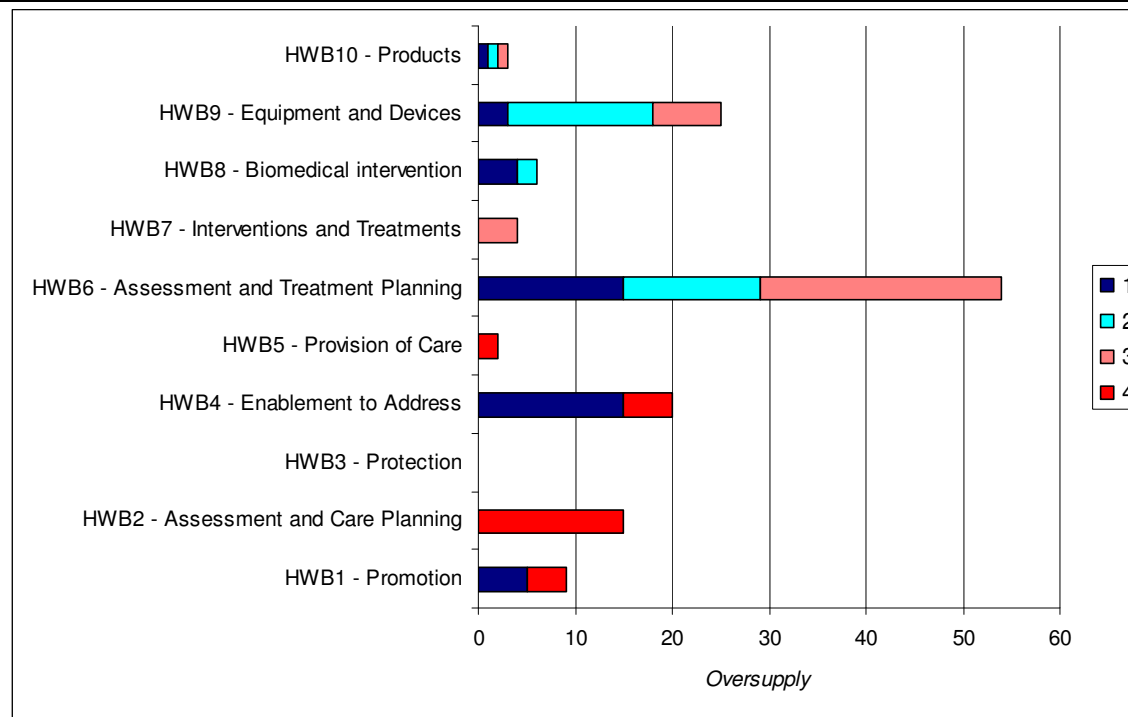


This graph shows a comparison between demand and supply of knowledge and skills in the organisation, and can inform a number of workforce strategies i.e. recruitment, redeployment, development, and succession planning.

Seeing how this graph changes over time gives a useful measure of how well the organisation is matching supply and demand – the key aim of workforce planning.

Oversupply of knowledge and skills by dimension and level

This report shows a count of dimensions marked “career development” in KSF reviews in the specified date range. For example, in the graph shown here 9 people have HWB1 in their review page as a “career development” dimension; 5 of these are, nominally, collecting evidence at level 1, and 4 are collecting evidence at level 4.



This graph shows the “untapped knowledge and skills” in the organisation – people who have recorded some evidence and interest in developing a dimension, even though this isn’t yet in their post outline.

This graph is particularly useful for succession planning