

The Electronic Tool for the Knowledge and Skills Framework - An Introduction for NHS staff



What is the KSF?

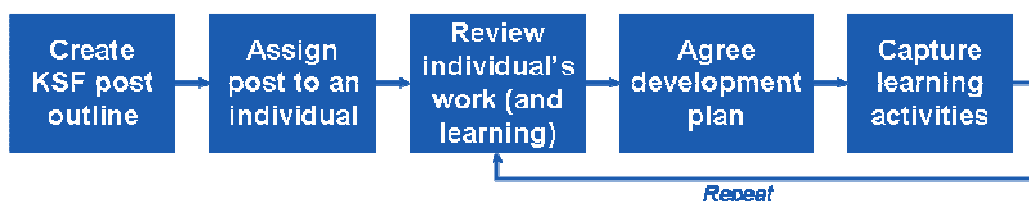
The Knowledge and Skills Framework (KSF) is the staff development part of Agenda for Change. It will be mandatory for most NHS employees to have a KSF-based job description (*called a post outline, in KSF language*) and an annual KSF-based appraisal (*called a joint review*). The KSF provides a single, consistent, comprehensive and explicit framework on which to base review and development for all staff.

How will the e-KSF help me?

The e-KSF is a web-based system that helps individuals to track their progress against the KSF, and maintain a personal development plan (PDP) covering the actions they need to take to keep their skills and knowledge up to date. The e-KSF is available to all staff, in conjunction with their reviewer. You'll be able to view and agree your KSF post outline, input information about your development review, and create your personal development plan. You can also view other post outlines in your organisation to see where your career could develop in the future.

What does the e-KSF do?

The main e-KSF processes are shown below. As a staff member, you'll generally be most involved in the right-hand three boxes – recording and agreeing your joint development review, producing your development plan, and using e-KSF to record your learning and development activities.



How can I access the e-KSF?

If your organisation decides to use the e-KSF, then you will be invited to training and awareness sessions explaining more about the roll-out plans and how the e-KSF will affect you.

At these sessions, or shortly afterwards, you will receive your username and password, and also confirmation of who will be conducting your development reviews (typically your line manager). Once you receive your password, you'll be able to go to www.e-ksf.org and access your information.

Your username and password keeps your personal information secure, so the first time you log in you should change your password to something that only you know, and keep it secret.

More over the page...

Who can see my personal information?

The only people in your organisation who can see the detail of your joint development review and PDP are you and your direct reviewer. We monitor and report on depersonalised information (for example how many people in a team have completed PDPs, or have a certain KSF dimension in their outline) but individual data will not be revealed to anyone else in the NHS apart from your reviewer.

The e-KSF uses the latest internet security to ensure that data is kept private at all times. You can play an important role in security by never revealing your password to anyone (including your reviewer), and by letting us know if you think anyone has found out about your password.

What if I leave, or change organisations?

We keep a record of all the information you add to e-KSF. If you leave the NHS, we archive your data so that no-one in the organisation can see it. You can ask us to remove your data permanently, if you like, by emailing us. We generally archive your data so that if you move to a different NHS organisation which also uses the e-KSF tool, you can retrieve your records and continue your KSF development.

What will happen next?

This depends on how your organisation plans to implement the e-KSF. At its simplest, your reviewer might use the e-KSF tool to keep a record of your KSF development reviews. In this situation, you will be asked to enter your password to show you agree the information that's been entered in the system, or sign a print-out if you don't have a password. If you have access to a computer on the internet, you can view your data directly and you might also be asked to keep your records updated yourself.

Note – if you are a reviewer yourself, you'll also be able to use the e-KSF for other functions, including creating and approving KSF post outlines.

How do I find out more?

Your KSF Lead will be arranging training and awareness sessions on the e-KSF. You can also go to www.e-ksfnow.org - our news and information site – to read more and sign up for our newsletter.

