

The Electronic Tool for the Knowledge and Skills Framework



What is it?

The e-KSF is a web-based tool that helps you to implement the Knowledge and Skills Framework. You can use it to create, store and customise post outlines, record joint development reviews and create personal development plans. E-KSF has been provided by the Department of Health, and is free for all NHS organisations to use.

How does it work?

You can get access to the e-KSF tool by contacting your KSF or SHA lead, or by signing up directly at www.e-ksf.org (if your organisation has already agreed to participate). If you are a reviewer, you can create post outlines directly on the system and allocate them to your team members. You can then, after discussions with the individual, record their progress against the KSF. You can view relative strengths and potential development needs, and then work together to create a personal development plan, identifying and drawing on the learning activities provided by your Trust if appropriate.

Individual reviewees are involved at every stage of the process, adding to and signing off each step to ensure that partnership, transparency and equality are maintained.

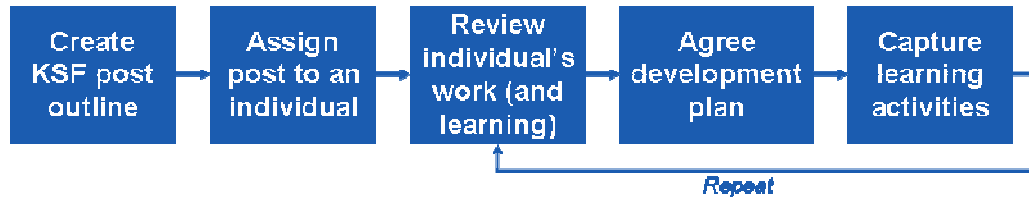
Why should we use it?

- ✓ E-KSF is centrally funded and supported – there are no licence fees for individual Trusts
- ✓ It's been specifically developed for the KSF, so it integrates with your current training plans and KSF processes.
- ✓ It's regularly updated – the roll-out version of the KSF content will be live this week, and we constantly work with users to develop new functionality
- ✓ We have a dedicated help desk – users can email us with queries about the tool, rather than relying on their local KSF lead
- ✓ It's secure and confidential – all data is password protected, and only the individual and their reviewer will see personal data – much more secure than paper in a filing cabinet!
- ✓ E-KSF is purely web-based, so there's no need to load new software onto your organisation's computers
- ✓ It's a powerful reporting tool, helping your organisation make the most of their development budget
- ✓ It will save you time and paperwork in fulfilling the Department of Health requirement for all staff to be using the KSF by October 2006

More overleaf...

What else can e-KSF do?

The main e-KSF processes are shown below. e-KSF also includes other development modules including an objective-setting tool, meaning that you can use the e-KSF to deliver your existing staff development activities as well as the Knowledge and Skills Framework.



What about our current people management systems?

- The e-KSF can work alongside your current systems, so there's no need to start again from scratch.
- Eventually, the e-KSF will be supplemented or replaced by the Electronic Staff Record (ESR). When that happens, data in the e-KSF tool will automatically be linked to ESR, saving you time on that implementation

What else do I need to consider?

The e-KSF tool is most suitable for those organisations (or departments) who have some level of IT capability and access to computers connected to the internet. You should also consider how your current organisational processes, systems and policies would need to be adapted.

If you do decide to use the e-KSF tool, you will need to:

- Ensure that your joint staff-side / management side panel, and your SHA, approve the implementation
- Allocate a "KSF administrator" to manage the use of the tool
- Collect information about your Trust's staff and reporting relationships, and upload these to the tool
- Roll out training to all affected staff on the use of the tool
- Start using the system!

We can support you through all of these activities – see our website below for more information.

How do I find out more?

Go to www.e-ksfnow.org – our news and information site – to read more. You can also sign up for our newsletter here. Your SHA lead will also have more information about any regional plans for the e-KSF tool.

