

An Overview of Upcoming Features in Version 6.3 of the e-KSF

ENGLAND

19th January 2011

Version 6.3 of the e-KSF is scheduled for release in Spring 2011 (*subject to user acceptance testing*). This release will include important changes to allow the e-KSF to fully support the new guidance from the NHS Staff Council about the implementation of the KSF in England. The release will also include two powerful new processes to allow Managers and Administrators to centrally “push” PDP activities and objectives to their staff.

We will also be introducing a core set of simplified and consistent reports, to make the e-KSF an even more powerful tool for tracking activities and achievements across your organisation.

Full user guides for these new features and information about how you can use them to support and add value to your current performance appraisal and KSF development processes, will be available closer to the launch.

Summary of new features and enhancements

Item	Summary of new feature or enhancement	Activation
6.3/1	Add the new dimension “Management and Leadership” throughout the e-KSF.	Activated for all organisations automatically.
6.3/2	Allow e-KSF Administrators to make rapid changes to Post Outlines on the e-KSF (in line with the new guidance) without going through the “copy and customise” processes.	Activated for all organisations automatically.
6.3/3	For core dimensions, allow organisations to move from the current list of indicators, to the alternative “positive and negative indicators” model for new Post Outlines.	Local e-KSF Administrators can decide whether to activate this feature for users within their organisation.
6.3/4	Allow organisations to use the new simplified descriptions of KSF core dimensions, in place of the existing longer descriptions.	Local e-KSF Administrators can decide whether to activate this feature for users within their organisation.
6.3/5	Allow Development Reviews to be recorded and signed off against broad Post Outlines (i.e. Post Outlines without customised examples of application).	Local e-KSF Administrator can ask their Account Manager for this feature to be activated.
6.3/6	Allow non-gateway Development Reviews to be signed off without evidence for every dimension, and without setting an achieved level for all dimensions.	Local e-KSF Administrator can ask their Account Manager for this feature to be activated.
6.3/7	Allow bulk upload of Development Review data with relaxed data requirements (in line with 6.3/5 and 6.3/6). This means that Development Review data can be uploaded from a spreadsheet, even if it doesn’t include data for every dimension against an individual’s Post Outline. It will also be possible to upload Development Review data to a new review document even if a self-service review has been completed in the past.	This feature is automatically activated if 6.3/6 is activated.
6.3/8	Allow organisations to select whether Development Reviews can be recorded with a binary “achieved/not achieved” against each dimension, rather than a specific level.	Local e-KSF Administrator can ask their Account Manager for this feature to be activated.
6.3/9	Allow achieved objectives to be linked to the Development Review page to be used as evidence.	Activated for all organisations automatically.

Item	Summary of new feature or enhancement	Activation
6.3/10	Allow (but not force) KSF dimensions to be related to objectives when they are created, and also when objectives are marked as completed.	Local e-KSF Administrator can ask their Account Manager for this feature to be activated.
6.3/11	Create a new form for objectives which better supports "SMART" objective setting. (The old form will be maintained for objectives in progress or completed in the past).	Local e-KSF Administrator can ask their Account Manager for this feature to be activated.
6.3/12	Allow a Manager or Reviewer to create a PDP row (optionally related to an activity in the e-KSF L&D database) and then click "put this in all my team's PDP" or "put this in the PDP of everyone in my hierarchy" which would cascade it to people reporting to the Manager, and people reporting to them, and so on. The activity would be considered to be "approved" by the Manager but pending approval by the staff members. The e-KSF Administrator will also be able to perform the same function to all staff, or by selecting staff by Department/ Directorate.	Local e-KSF Administrator can ask their Account Manager for this feature to be activated. Local administrator can then further limit this feature to specific Managers/Reviewers.
6.3/13	Allow a Manager or Reviewer to write an objective and then select to "put this in all my team's objectives" or "put this in the objectives of everyone in my hierarchy" which would cascade it to people reporting to the Manager, and people reporting to them, and so on. The objective would be considered to be "approved" by the Manager but pending approval by the staff members. There will be no e-KSF Administrator version of this function.	Local e-KSF Administrator can ask their Account Manager for this feature to be activated. Local administrator can then further limit this feature to specific Managers/Reviewers.
6.3/14	Remove the rule which requires that all PDP rows must be related to at least one KSF dimension.	Local e-KSF Administrator can ask their Account Manager for this feature to be activated.
6.3/15	A range of improvements to the PDP page on the e-KSF: <ul style="list-style-type: none"> » Users will be able to sort their PDP by the following criteria: linked activity, creation date, target completion date, priority and status. » If a user marks an activity as 'completed - not effective', then a new drop-down list will be available to collect specific reasons for this selection. This information can then be reported on. » A new "self development" priority on the PDP will be available. Only activities with this priority can be signed off by the individual without involvement from their Reviewer. 	Activated for all organisations automatically.
6.3/16	Updated reports: <ul style="list-style-type: none"> » A new "Core Reports" group will be available to e-KSF Administrators, containing a small set of detailed reports which our user group testing has suggested will cover the vast majority of reporting requirements. Further details about reports will follow nearer to launch. » Additional reports will be available to Managers. » Some general fixes and improvements to reports to make them easier to use. Standardisation of calculation rules to improve consistency of results between reports. 	Activated for all organisations automatically.