



**Knowledge and Skills Framework
Progress Report
May 2007**

1. The Knowledge and Skills Framework (KSF) implementation project is in its second phase with the focus on managers and staff starting to use KSF within their PDP discussions from April this year with gateways to be activated from October 2007 (consistent with national targets) onwards.
2. A number of key elements need to be in place for this to happen:
 - all staff in a job family need to be assimilated
 - gateway dates must be identified (to work out a gateway date a manager needs to know the individual's pay band, point and incremental date)
 - KSF Post Outlines for the particular job family need to be complete and endorsed
3. The challenges we face in relation to this are that not all staff are assimilated; not all outlines are developed or endorsed and that it is difficult to identify gateway points.
4. In order to make progress with implementation the KSF sub – group have changed from the whole organisation approach used in phase one (KSF post outline development) to an incremental one. This means we are starting to implement KSF with the staff groups where outlines and assimilation are complete and provide them with support to get started.
5. This support includes assistance in identifying reviewer structures, assigning outlines, raising staff awareness, and where practicable, introducing e-KSF at the same time. The aim is to get as much of the organisation as possible implemented, with or without e-KSF, by October 2007.
6. Two departments have agreed to implement first: volunteering and podiatry. These will act as pilot sites and experience will be used to inform implementation with other staff groups.

7. While formal implementation is taking place managers have been asked to use KSF post outlines informally to support ongoing Personal Development Plan discussions.
8. In parallel work will continue with departments where outlines are still in development so that they can come on board in due course.
9. The current position with KSF post outline development is that we have 81.6% of KSF full outlines approved or in very final stages of development. These cover 89.53% of staff subject to Agenda for Change. As always the development of KSF foundation outlines lags slightly behind this as these can only be developed once a full outline is place. A detailed breakdown of the statistics is attached for information.

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