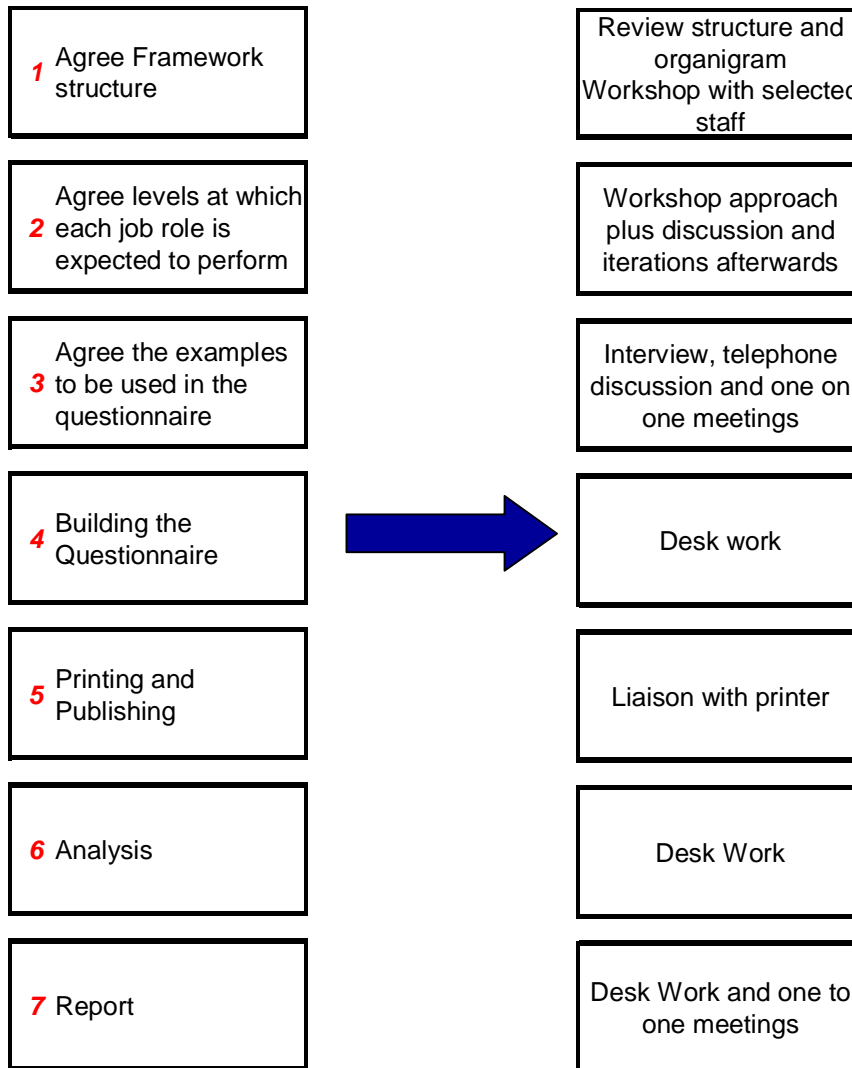


The Knowledge and Skills Framework



Following a structured path gives best results

To use the Knowledge and Skills Framework most efficiently certain key steps need to be completed. Most important amongst these is determining your own specific requirements from the outset and then agreeing upon the structure of the framework you wish to use. Whilst your outputs will be based upon the Knowledge and skills Framework certain elements of it may be inappropriate for you, whilst others may need some additional emphasis.

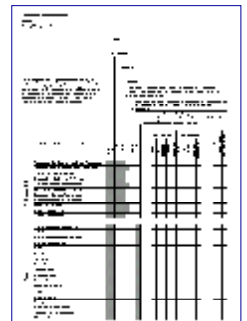


Our Track Record

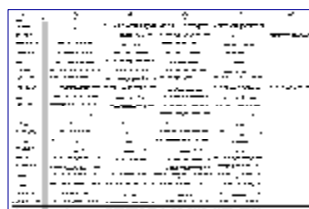
We have helped several organisations to use skills frameworks including the National Blood Service, The Army and Norwich Union. We work with your staff to identify and use real examples of working practice and incorporate those into your document thus ensuring that you have something which is practical and specific to you whilst at the same time using acknowledged industry standards. We encourage staff to attend facilitated workshops throughout as this level of involvement ensures staff buy-in and makes implementation easier.

The Knowledge and Skills Framework

- We need to agree the number of different job roles we are dealing with and the number of dimensions from the KSF that will be used by those job roles
- At this stage we will have an agreed framework for you with job roles, dimensions and expected levels of performance agreed against the KSF criteria
- This will be one of the most tricky aspects of the job. The more examples for job X or job Y that are included the better
 - It is important to get this as accurate as possible.
 - The time taken will depend on the number of job roles and levels considered within each dimension
- This stage will only be started once the first three have been signed off
 - To complete this in the shortest time possible, it is more efficient to do this writing all at once rather than keep coming back to make corrections and additions
- Once the questionnaire has been written it will be passed to you for approval prior to e-mailing to the printers in PDF format who will then print and despatch to a given address. If you decide to use a more basic questionnaire format this will reduce that external cost however we recommend that the copying and distribution be done internally
- We recommend that your in-house scanning system be used. The answer sheet can be used as an insert to the questionnaire.
 - ValueAdding will analyse the results and produce spreadsheets by job group which will illustrate the "gaps" in knowledge and skills
- ValueAdding will produce a series of "Global Reports" to illustrate the detailed gaps in skills and knowledge.
 - We would like to agree with you the exact format and content of these reports prior to beginning the work on this stage.



The image shows a questionnaire form with a grid structure. It has several columns and rows, likely for recording performance levels or scores for different dimensions across various job roles. The text is small and difficult to read, but the layout is clearly a data collection table.



The image shows a spreadsheet with multiple columns and rows of data. It appears to be a summary report or a detailed analysis of the questionnaire results, showing various metrics and possibly highlighting gaps in knowledge and skills as mentioned in the text.