



A SIMPLE SOLUTION FOR CENTRAL HR/LEARNING ADMINISTRATORS TO CREATE, STORE AND MANAGE KSF POST OUTLINES EFFECTIVELY.

We have developed a robust database using Microsoft Access™ to enable you to easily manage ALL elements of your existing KSF Post Outlines centrally within your organisation, in the absence of the e-KSF. You will be able to simply import all Post Outline data that has been exported via the e-KSF, so none of your data will be lost if you decide not to use the e-KSF in the future.

Key Benefits

The key benefits of this solution are:

- » Ability to import, review, copy and create new KSF Post Outlines.
- » Uses Microsoft Access 2007 or 2010 software that your administrators are already familiar with, limiting any training need.
- » Quick and easy to deploy and maintain - no complicated technical set up or support required.
- » Brand KSF Post Outlines with your logo to reflect your organisation's identity.
- » Option to customise the solution for your organisation's specific requirements.
- » One-off, low investment cost with no variable or recurring licence fees.

Key Features

Administrators will be able to:

- » Create new KSF Post Outlines via a user-friendly form.
- » Copy and customise existing KSF Post Outlines.
- » View and Save KSF Post Outlines in user-friendly PDF format (for printing / saving for electronic circulation or posting on your intranet if required).
- » Search KSF Post Outline data.
- » View basic reports on KSF Post Outline data, e.g.:
 - » Consistency checking of 2nd / Foundation Gateway levels
 - » KSF Post outline by pay band / date created / category.

The database enables you to store the following information:

- » Key data contained in your existing KSF Post Outline, including:
 - » Post outline title.
 - » Post reference number (e.g. relating to relevant job description).
 - » Role overview.
 - » Role reporting to.
 - » Pay band of role (from defined drop-down list).
 - » All dimension codes and titles (including new leadership dimension).
 - » Foundation & 2nd Gateway dimension level and descriptor.
 - » Foundation & 2nd Gateway level indicators (original version of indicators).
 - » Foundation & 2nd Gateway examples of application.
- » Additional data will be recorded to ease the management and administration of KSF Post Outlines including:
 - » Version control, eg date created, date added to database (date field).
 - » Keywords relating to the post outline (free text).
 - » References:
 - » Occupational codes.
 - » Local and National competency frameworks.
 - » National Occupational Standards etc.

For further information, please contact your local Account Manager or email info@think-associates.co.uk