

SFHWP3

Contribute to preparing for workforce planning based on service needs



Overview

This standard is about contributing to preparing for workforce planning based on service needs. It covers helping to define the scope of the workforce plan and agreeing the methodologies to be used in the planning process. It also covers considering the ways in which forces for change impact on the workforce in your area of work. Forces for change may be within the scope of control (levers) or outside the scope of control (drivers).

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

You must be able to:

- P1 the options and constraints that exist for increasing supply or reducing staff demand
- P2 how to access information on the demographics of the labour market that is accessible to your organisation(s) and their physical locality
- P3 external factors which should also be considered such as transportation, geography and infrastructure
- P4 the potential changes in skill mix within your area of workforce planning
- P5 who the main stakeholders are and how to gain and maintain commitment from them
- P6 how to communicate and promote the importance of workforce planning to colleagues
- P7 how to enable colleagues to contribute to workforce planning
- P8 the information you need to access for workforce planning and how to do this
- P9 the importance of reliable information on which to base workforce planning
- P10 the reasons why it is necessary to acknowledge any weaknesses in the available
- P11 your organisation(s) needs in terms of workforce planning
- P12 the relevant legislative and regulatory requirements which affect workforce planning (including employment)
- P13 the local, regional and national requirements, drivers and policy implications for workforce planning
- P14 the relevant organisations involved in the delivery of services in your geographical area and how these affect workforce planning
- P15 contribute to defining and agreeing the scope of the plan based on discussions with appropriate colleagues and in the context of service needs
- P16 contribute to identifying and agreeing with colleagues the methodologies to be used in the planning process
- P17 consider the ways in which forces for change impact on the workforce in your area of work
- P18 consider the ways in which the forces for change themselves may be influenced or changed

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Knowledge and understanding

You need to know and understand:

- K1 how workforce planning integrates with service, financial and business planning
- K2 how workforce planning links with workforce development and education
- K3 the purpose of the workforce plan, why the plan is needed and the timescales
- K4 existing and emerging new roles and ways of working in your organisation(s)
- K5 the internal and external forces for change that may affect your area of work
- K6 the projected impact that a workforce plan could have on service users and health outcomes
- K7 the options and constraints that exist for increasing supply or reducing staff demand
- K8 how to access information on the demographics of the labour market that is accessible to your organisation(s) and their physical locality
- K9 external factors which should also be considered such as transportation, geography and infrastructure
- K10 the potential changes in skill mix within your area of workforce planning
- K11 who the main stakeholders are and how to gain and maintain commitment from them
- K12 how to communicate and promote the importance of workforce planning to colleagues
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- K14 the information you need to access for workforce planning and how to do this
- K15 the importance of reliable information on which to base workforce planning
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- K17 your organisation(s) needs in terms of workforce planning
- K18 the relevant legislative and regulatory requirements which affect workforce planning (including employment)
- K19 the local, regional and national requirements, drivers and policy implications for workforce planning
- K20 the relevant organisations involved in the delivery of services in your geographical area and how these affect workforce planning

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Additional Information

External links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Core 4 Service improvement Level 3

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