Career Framework Tools
Step-by-step instructions

enter >
Career Framework

The career framework consists of nine different levels at which a function could be performed, from level 1 initial entry level jobs to more senior staff at level 9.

It aids workforce flexibility, providing a common currency to map employees’ competence portfolios, and to identify areas of transferability to other job roles. This allows progression in directions which may not have been identified through traditional routes.

It contains lists of competences that have been mapped by Skills for Health to actual job descriptions. Each one has identified individual competences, work activities, quality standards and the knowledge and skills needed to carry out those activities.

They have not been externally validated, and it is not intended to be an exemplar of any kind, but simply a list of competences which you may consider useful when working with similar jobs, or looking at care pathways.

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Logging in

In order to access the full functionality of the career framework tool you must login if you have an account. If you don’t have an account you will need to register for one.

The Career Framework tool is one of the tools to help you find competences for your role, team or service profiles.

1. **Log in** - click on the log in button to log in.
2. **Username** - enter your username and password to log in.
3. **Log in** - click on login to submit your credentials and access the tools.
4. **Forgotten your password** - if you have an account but forgotten your log in credentials click on forgotten your password link and follow the on screen instructions to reset your password.
5. **Register for account** - please click and follow the on screen instructions to register for an account.
Getting Started

1. From the Competence Application Tools main page click the ‘Career Framework’ link.

2. The career framework tool has numerous ways of searching for your information either by a simple search, by job title or career framework level.

3. To view the different searches click on the purple button beside “browse by job title” or “Browse by Career Framework Level”

4. Each Job role contains a number of competences relating to the role e.g. Active Lifestyle Advisor contains 20 competences.
The Career Framework Levels

The career framework levels have been developed based on eight components within a job which are:

• Knowledge, skills, training and experience
• Supervision
• Professional and vocational competence
• Analytical/clinical skills and patient care
• Organisational skills and autonomy/freedom to act
• Planning, policy and service development
• Financial, administration, physical and human resources
• Research and development.

For more detailed advice on the 9 levels please see the accompanying document “Key Elements of the Career Framework”
How to Search

There are three different ways of searching for information in the career framework tool:

1. **Search Box** – This is a free type box allowing you to type in keyword(s) to find relevant job roles. This will search within the title, summary text and keywords associated with each competence on the database. You can be more selective by choosing the level of the job role.

2. **Browse by Job Title** – Job roles are sorted alphabetically in ‘tabs’ for ease of searching. There may be more than one of each job role depending on the framework level and number of competences in the list.

3. **Browse by Career Framework Level** – Job roles are organised by level in ‘tabs’. There may be more than one of a particular job role in each level depending on information fed into the tool.
How to Search continued

The screens on the right show the results of searching for the “support worker” role

1. **Search box** – The results are shown in a list, organised by the different levels. The tool finds all relevant results. This shows
   - The career framework level
   - The name of the job role
   - The number of competences in brackets

   By double clicking on the title of the job role you can view the full details

2. **Browsing by job title/framework level** – By clicking on the purple button beside the title you can view:
   - The career framework level
   - The name of the job role
   - The number of competences in brackets
   - A brief description of the job role based on the competences included

   To view the full list of competences click ‘more…’ to open the competences as a list
Search Results

The screen on the right shows the competences for the support worker. When the list is displayed a number of details can be viewed

1. **Competence** – This includes
   - The title of the competence
   - The relevance of the competence
   - When it was last updated
   - A brief summary of the competence.

   By clicking on the title of the competence you can view the full details

2. **References** – This includes
   - The reference number of the competence
   - The reference of where the competence is in the KSF
   - The reference of where the competence is in the HFM. You can view it’s placement by clicking on the link

3. **Viewing as a PDF** – by clicking on the icon the full competence details can be viewed, saved or printed

4. **View List as a PDF** – by clicking on the button the full list of competence details can be viewed, saved or printed

5. **OrderBy** – You can select one of the options from this drop down list to order your list according to relevance, competence code, title, HFM Code, KSF Mapping
Adding competences to a list

To add a competence you must first create a list to add it to via the MyList tool. Once you have created this follow these instructions:

1. Click “Select List”
2. Select the list you want to add the competences to
3. Click “confirm”
4. Select the competences to be added
5. Click “Add to List>>Support Worker”
Deleting competences from a list

When you have created a list you may want to remove one or more of the competences you have added. To do this follow these instructions:

1. Go to my lists
2. Select the list containing the competences
3. Click on “View” to see all the competences within the list
4. Select any competences you wish to remove
5. Click on “Delete Selected”
Exporting and printing competences

You can save competences on to your computer or print them out for reference later. This is very simple to do by following these instructions:

1. From any of the tools you can click on the pdf symbol beside the competence you would like to print or save.
2. Click print to print the competence.
3. Click Save to save the competence.