Introduction

The Workforce Capacity Planning project is led by Skills for Care in partnership with the Department of Health, National Skills Academy – Social Care, Local Government Association, Centre for Workforce Intelligence, Social Care Institute for Excellence, The Association of Directors of Adult Social Services and the College of Social Work.

This brief sets out expectations and support options for local authorities working with Skills for Care to test the workforce capacity planning model.

There are three levels of pilot site testing.

- Full
- Intermediate
- Engaged

All sites will be asked to complete a survey on the model towards the end of the testing period.

**Full sites**

Will test the workforce capacity planning model in action and work closely with Skills for Care on the development of the model and the digital resources that will be developed to support using the model.

Sites will receive direct support from Skills for Care in testing the model in action.

Site outputs will include a case study on how the model works in practice and a sample completed workforce capacity plan.

**Intermediate sites**

Will test the workforce capacity planning model in action and provide feedback to Skills for Care on how the model has worked in action.

Sites will receive off site support from Skills for Care in testing the model in action.

Site outputs will include a vignette on how the model has been used in action.

**Engaged sites**

Will test the workforce capacity plan in action and feedback to Skills for Care on how they have used the model in action.

Sites will be invited to local events that include shared learning on the workforce capacity planning.

Sites will share feedback on model.
**What will support look like**

Area officers will provide local support to sites. Depending on the level of involvement area officers will offer.

- An initial on site briefing for full and intermediate sites.
- Telephone and email support with implementation for full and intermediate sites.
- On site support to a maximum of four days during the testing phase for full sites.
- Email support for engaged sites.

All sites will be invited to a local workshop towards the end of the testing phase.

National support will be available via area officers as required.

A national event for full and intermediate sites will be delivered in May.

**A timeline for testing**

**March** - Test sites put themselves forward and agree locally what kind of test site they want to be with local skills for care team.

**March** - end of May Test sites use model and depending on level work with Skills for Care on development of digital resource.

**June** - based on feedback from test sites model and digital resource are finalised.

**July** - final model and digital resource go live.

**Key questions for test sites survey**

These questions are designed to help us to develop the final version of the workforce capacity planning model. A detailed questionnaire will be produced and disseminated in hard copy or online to sites once testing has commenced.

- Describe your organisation.
- What are your organisations over all ambitions for Care Bill implementation?
- How did you plan to test the Workforce Capacity Planning Model?
- Are there specific areas (people’s care and support needs or geographic) in which you have tested the model?
- Please describe the process you went through and what you have learned.
- Was the model easy to understand and use?
- Do the stages outlined within the model seem appropriate? Were you able to use them in the order intended?
- Were the questions suggested useful as part of the process?
- Were the tips helpful/effective? What other prompts would you add? What would prompts would you delete?
- Are there any changes you would make to the model?
- Are there any of the activities in the model where timing was dictated by consultations with others.
- Are there any other tools and resources that the model needs to reference?
- What outcomes have you achieved as a result of using the model?
What has been the impact on your workforce?
What do you think will be the likely consequent outcomes for people who use care and support services, and carers?

**Project Milestones**

**March – May 2014** - Test Workforce Capacity Planning Model and develop digital project.

**June 2014** - Finalise Workforce Capacity Planning Model, resources and digital product.

**July 2014** - Launch Workforce Capacity Planning Model, resources and digital product.

**August 2014** - onwards continue to support employers with implementing Workforce Capacity Planning.

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