**Workforce plan template**

Your workforce plan is not the all-inclusive finished product. It is the first stage of a workforce planning process and will need regular review and updates on progress, with learning and successes shared and celebrated.

We recommend your plan is shared to help inform your workforce, people supported, families, carers, the community, commissioners and other professionals on how your organisation is supporting your workforce to deliver high quality care and support.

Here are some suggestions of what you might include in your workforce plan.

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| **Introduction**  Write a brief description of the purpose of the plan including an overview of your organisation, what you do, where you are now and what your challenges are with where you want to be. |

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| **Scope of the plan**  Confirm which part of the organisation (the full organisation or part) the plan is for, detail any ongoing team planning or changes, and how long the plan is for. Remember to refer back to this again in your future workforce planning. |

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| **Context**  Outline a brief introduction to any context for your organisation e.g., national, regional, system and local (legislation, policy drivers etc.) and what it means for your organisation. You can use Skills for Care’s Adult Social Care Workforce Data Set (ASC-WDS) to track you workforce data and benchmark this against other similar providers, and you can also find more national and regional data about the sector in our ‘State of the adult social care sector and workforce in England’ report and our local reports. |

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| **Ambitions, aims and objectives**  Summarise your priorities, a brief outline of your values to meet these and include a snapshot of your analysis and data. Further detail can always be added in as an appendix. |

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| **Key priorities and how you are going to achieve them**  Consider how you’re going to achieve these ambitions, aims and objectives. Describe the people, tools and budget that you’re going to use and what you’re going to do. |

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| **References**  Signpost to key documents/appendices. |