UK Core Skills Training Framework

Naming conventions and the use of CSTF competencies on the NHS Electronic Staff Record (ESR)

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Introduction

In 2013, Skills for Health launched the UK Core Skills Training Framework (CSTF), which set out the expected learning outcomes and standards for training delivery related to the most common statutory and mandatory subjects. Since the launch of the original statutory and mandatory framework, the original CSTF has been maintained and annually updated.

A key aim of the CSTF is to help prevent the unnecessary duplication of training and this is enabled through the use of a minimum data set and standardised naming conventions. This document therefore identifies a proposed framework of course names and course codes that might be used by healthcare organisations to record training which is compliant with the requirements of the CSTF.
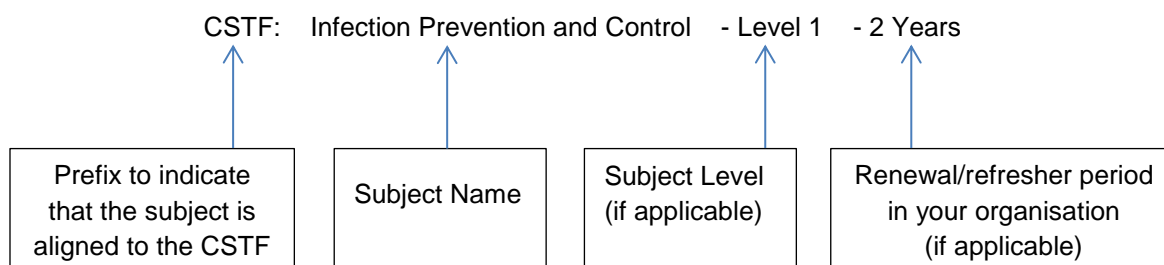
For those healthcare organisations in England and Wales who are utilising the Oracle Learning Management System/ Electronic Staff Record system (OLM/ESR) details are also given of the use of the OLM/ESR competency functionality to capture and report any training aligned with the CSTF.

CSTF Subject Names

Training activity which is aligned to the requirements of the CSTF should be identified using the Subject Names given in the CSTF Subject Guide.

New courses developed to be compliant with the CSTF would normally be given the exact name used in the CSTF Subject Guide. Alternatively, organisations may retain their own naming for existing courses which are mapped and compliant to the CSTF as long as alignment to the CSTF is made explicit in the course description with clear reference to the name used in the CSTF Subject Guide.

An example showing elements of the recommended naming convention is as follows:

CSTF: Infection Prevention and Control   - Level 1   - 2 Years

| Prefix to indicate that the subject is aligned to the CSTF | Subject Name | Subject Level (if applicable) | Renewal/refresher period in your organisation (if applicable) |

The full list of Subject Names is shown in the ESR Competencies tables on the following pages.

CSTF Competencies on the NHS Electronic Staff Record (ESR)

Following discussion and agreement with regional representatives of the NHS Electronic Staff Record Oracle Learning Management Special Interest Group and the ESR Central Team, a suite of National Competencies based upon the CSTF has been added to ESR.

In England and Wales, the CSTF National Competencies can be used by NHS organisations utilising the ESR OLM functionality for recording and reporting training activity which has met the requirements of the CSTF.

The tables below presents the current list of CSTF National Competencies on ESR. This is based on the standard CSTF naming convention, with the functionality to select the competency with the required renewal period.

NB. The CSTF National Competencies on ESR must only be used by organisations which have submitted their CSTF Declaration of Alignment and to record training which meets the learning outcomes for the indicated subject.

Further details regarding the use of CSTF Competencies on ESR is presented in Appendix 1.

Statutory/Mandatory CSTF competencies

CSTF prefix	Subject Name / Level (where applicable)	Competence Renewal period
CSTF	Equality, Diversity and Human Rights	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
		- 4 Years
CSTF	Fire Safety	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Health, Safety and Welfare	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
		- 4 Years
		- 5 Years
CSTF	Infection Prevention and Control - Level 1	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
		- 4 Years
CSTF	Infection Prevention and Control - Level 2	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Information Governance and Data Security	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Information Governance (Wales)	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Moving and Handling - Level 1	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
		- 4 Years
		- 5 Years
CSTF	Moving and Handling - Level 2	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	NHS Conflict Resolution (England)	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
		- 4 Years
		- 5 Years
CSTF	Resuscitation - Level 1	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years

CSTF prefix	Subject Name / Level (where applicable)	Competence Renewal period
CSTF	Resuscitation - Level 2 – Adult Basic Life Support	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Resuscitation - Level 2 – Newborn Basic Life Support	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Resuscitation - Level 2 – Paediatric Basic Life Support	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Resuscitation - Level 3 – Adult Immediate Life Support	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Resuscitation - Level 3 – Newborn Immediate Life Support	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
		- 4 Years
CSTF	Resuscitation - Level 3 – Paediatric Immediate Life Support	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Safeguarding Adults – Level 1 (Expires October 2021)	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Safeguarding Adults – Level 2 (Expires October 2021)	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Safeguarding Adults (Version 2) – Level 1	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Safeguarding Adults (Version 2) – Level 2	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Safeguarding Adults (Version 2) – Level 3	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Preventing Radicalisation – Basic Prevent Awareness	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Preventing Radicalisation – Prevent Awareness	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years

CSTF prefix	Subject Name / Level (where applicable)	Competence Renewal period
CSTF	Safeguarding Children (Version 2) - Level 1 (Expires October 2021)	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Safeguarding Children (Version 2) - Level 2 (Expires October 2021)	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Safeguarding Children (Version 2) - Level 3 (Expires October 2021)	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Safeguarding Children (Version 3) - Level 1	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Safeguarding Children (Version 3) - Level 2	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Safeguarding Children (Version 3) - Level 3	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Violence and Aggression (Wales) - Module A	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Violence and Aggression (Wales) - Module B	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years
CSTF	Violence and Aggression (Wales) - Module C	- No Specified Renewal
		- 1 Year
		- 2 Years
		- 3 Years

CSTF Subject Codes

Organisations may also wish to use course codes to record training activity which meets the requirements of the CSTF. This may be an alternative to using the CSTF naming conventions e.g. where an existing course has been mapped to the CSTF, but it is preferable to retain the pre-existing course name. In such cases, the CSTF subject code can be used as an identifier i.e. to show that a course is CSTF aligned.

The CSTF subject codes are listed on the table overleaf. The columns show the components of the subject codes, with an example of a final code for each subject in the final, right hand column. A key to the characters which comprise the subject codes is shown in the table below.

Character	Description
CSTF suite	The CSTF suite to which the subject belongs e.g. SM = Stat/Man
Country	The country in which the subject is applicable i.e. U = UK-wide E = England S = Scotland W = Wales
Subject Name	The name of the subject e.g. ED = Equality, Diversity & Human Rights HS = Health, Safety & Welfare Etc
Level	The level of the subject e.g. 01 = Level 1 02 = Level 2
Version Number	The version number of the subject e.g. 01 = Version 1 – the original version of the subject 02 = Version 2 – a new version is created when there have been significant changes to a subject.
Assessed	Whether a subject is assessed i.e. N = Not assessed A = Assessed i.e. the subject has been assessed as meeting the requirements of the CSTF (for some subjects this may include a requirement for practical assessment e.g. Moving and Handling / Fire Safety / Resuscitation)

Statutory/Mandatory CSTF codes

	Subject Name in UKCSTF v1.3	Level	CSTF Suite	Country Specific (1A)	Subject Name (2A)	Level (2AN)	Version Number (2N)	Assessed (1A)	CODE Example
1	Equality, Diversity & Human Rights		SM	U	ED	01	01	A / N	SM-UED01-01A
2	Equality and Diversity (Scotland)		SM	S	ED	01	01	A / N	
3	Health, Safety and Welfare		SM	U	HS	01	01	A / N	
4	NHS Conflict Resolution (England)		SM	E	CR	01	01	A / N	
5	Fire Safety		SM	U	FS	01	01	A / N	
6	Infection Prevention and Control	Level 1	SM	U	IP	01	01	A / N	
		Level 2	SM	U	IP	02	01	A / N	
7	Moving and Handling	Level 1	SM	U	MH	01	01	A / N	
		Level 2	SM	U	MH	02	01	A / N	
8	Safeguarding Adults	Level 1	SM	U	SA	01	01	A / N	
		Level 2	SM	U	SA	02	01	A / N	
8a	Preventing Radicalisation	Levels 1 & 2	SM	U	PR	01	01	A / N	
		Levels 3, 4 & 5	SM	U	PR	03	01	A / N	
9	Safeguarding Children	Level 1	SM	U	SC	01	02	A / N	
		Level 2	SM	U	SC	02	02	A / N	
		Level 3	SM	U	SC	03	02	A / N	
10	Resuscitation	Level 1	SM	U	RE	01	01	A / N	
		Level 2 - Adult Basic Life Support	SM	U	RE	2A	01	A / N	
		Level 2 - Paediatric Basic Life Support	SM	U	RE	2P	01	A / N	
		Level 2 - Newborn Basic Life Support	SM	U	RE	2N	01	A / N	
		Level 3 - Adult Immediate life Support	SM	U	RE	3A	01	A / N	
		Level 3 - Paediatric Immediate life Support	SM	U	RE	3P	01	A / N	
		Level 3 - Newborn Immediate life Support	SM	U	RE	3N	01	A / N	
11	Information Governance (England)		SM	E	IG	01	01	A / N	
12	Information Governance (Scotland)								
		Foundation	SM	S	IG	FO	01	A / N	
		Intermediate Level 1	SM	S	IG	I1	01	A / N	
13	Information Governance (Wales)		SM	W	IG	01	01	A / N	
14	Violence and Agression (Wales)	Module A	SM	W	VA	MA	01	A / N	
		Module B	SM	W	VA	MB	01	A / N	
		Module C	SM	W	VA	MC	01	A / N	

Appendix 1. Reporting CSTF activity within the ESR

Background

A key aim of the CSTF is to help prevent the unnecessary duplication of training. It is expected that this aim will be supported using a minimum data set and standardised naming conventions.

Following discussion and agreement with regional representatives of the NHS Electronic Staff Record Oracle Learning Management Special Interest Group and the ESR Central Team, a suite of National Competencies based upon the UK Core Skills Training Framework has been added to ESR.

Utilising CSTF Competencies for recording training activity

In England and Wales, the CSTF competencies can be used by NHS organisations utilising the ESR OLM functionality for recording and reporting training activity which has met the requirements of the UK Core Skills Training Framework.

Quality assurance and confidence in the use and application of national competencies is imperative, and as such, organisations need to note the following key requirements.

- The CSTF competencies should only be used to record training which the organisation has assured itself meets the learning outcomes for the indicated subject included in the UK Core Skills Training Framework. Skills for Health have developed several tools which organisations can utilise to undertake the required assurance. These can be accessed from the Skills for Health web site here.

- The organisation using the CSTF competencies needs to ensure it selects and applies the appropriate competency label based upon the agreed refresher period which is in place within that organisation.

- The organisation should ensure that the full details of any training, which is aligned to the CSTF, is completed for each learning record. This is to ensure that the minimum data set is achieved and that this data is recorded and available should it need to be transferred, for example, if there is a requirement to share the information with another organisation. Reasons for this could include the;

    o Learner has a new role in another organisation;

    o Learner has a second role in another organisation;

    o Learner has a secondment at another organisation;

    o Learner has an educational placement at another organisation;

    o Learner has a voluntary role at another organisation.

To support this, the CSTF competencies within ESR will be included as part of the Inter Authority Transfer (IAT) portable data set. This will mean a record of the framework learning activity undertaken can be transferred around the NHS as employees move from one employer to another.

Monitoring the CSTF Competencies.

The CSTF National Competencies on ESR must only be used by NHS organisations which have submitted their CSTF Declaration of Alignment. The ESR Central Team provides quarterly reports to Skills for Health - these reports are audited to ensure that only those organisations listed on the CSTF Directory are using the CSTF National Competencies on ESR.

The list of Organisations supplied to Skills for Health will be based on the use of CSTF competencies in any of the following areas:

- Organisations that have assigned CSTF competencies as requirements

- Organisations that have associated CSTF competencies to the OLM catalogue to automatically update learner's records upon being marked as successfully completed.

- Organisations that have CSTF competencies held against Employee records.

In the future, Skills for Health and the ESR NHS Central Team would look to develop the reporting capabilities but any additions would be subject to agreement with the ESR Management Team, some of which may require Department of Health approval.

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