

# Core Skills Training Framework (CSTF) Review



**Summary, Key Survey Findings & Next Steps**

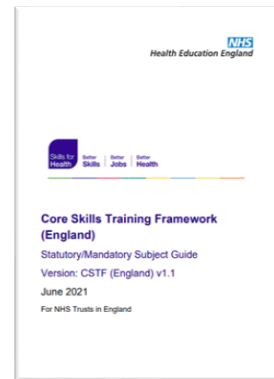
March 2022

# What is the CSTF?

The UK CSTF was launched by Skills for Health in 2013.

The aim of the CSTF is ***‘to enable consistency in the core content of statutory and mandatory education and training’*** by creating a set of documents and processes that support organisations to align to the same standard and content. The CSTF is key enabler of portability for statutory and mandatory training across the NHS.

**Since October 2019, Skills for Health (SfH) and HEE have worked in collaboration to publish and manage a CSTF for NHS Trusts in England, which currently comprises 11 statutory and mandatory subjects.**



# The CSTF in operation ....

Organisation	Key roles in relation to the CSTF currently
HEE	HEE funds and jointly 'owns' the CSTF with Skill for Health (SfH) (England version only).
SfH	SfH jointly 'owns' the CSTF with HEE. SfH ensures the content is up to date and relevant, with input from Subject Matter Experts (SMEs) for each subject; produces training aligned to the CSTF; manages process for declaring alignment; and maintains the CSTF webpages, documents, and Directory.
elfh HEE	elearning for healthcare HEE (elfh) produce national, free to access e-learning sessions which meet the learning outcomes of the framework, also with input from SMEs.
ESR team (NHS)	Support sharing of staff training data between organisations via the Electronic Staff Record (ESR) and the Inter Authority Transfer (IAT) process. Note that not all NHS organisations use ESR/IATs.

# What is 'alignment' to the CSTF

To be considered 'aligned' to the CSTF organisations must undergo a self-assessment process, comparing their training content or delivery standards (including refresher periods) to those set out in the CSTF. Key documents used to support the self-assessment are:

Document name	Purpose
Statutory and mandatory Subject Guide	Sets out the detailed requirements for each statutory and mandatory subject, including key learning outcomes; required frequency of refresher training; links to relevant legislation and guidance; and suggested standards for training delivery.
Mapping tool	Tool for organisations to map their training to the CSTF learning outcomes for each subject, supporting self-assessment of alignment.
Declaration of Alignment	Used by organisations to formally declare their alignment to the CSTF. This shows the CSTF subjects / levels to which they are aligned, the format of delivery, the organisation refresher period and the name of the accountable person(s) within the organisation.
Readiness Assessment Tool	A checklist of recommended activities for organisations seeking to align to the CSTF.
Guidance for data recording and portability	Brief outline of ESR and the National Competencies (as aligned to the CSTF).

# Summary of the Review of the CSTF 2021

The review formed part of the **'Enabling Staff Movement'** programme which aims to improve the experience of all NHS Staff when moving between organisations.

The root & branch review ran for 12 weeks from Sept to Dec 2021 and covered 5 areas:

- 1) Scope and effectiveness
- 2) Barriers to alignment
- 3) Applicability/appropriateness of core subjects, levels, and refresher periods
- 4) Delivery and assessment (inc quality & efficacy of training and its portability)
- 5) Quality assurance, management, and oversight of the CSTF

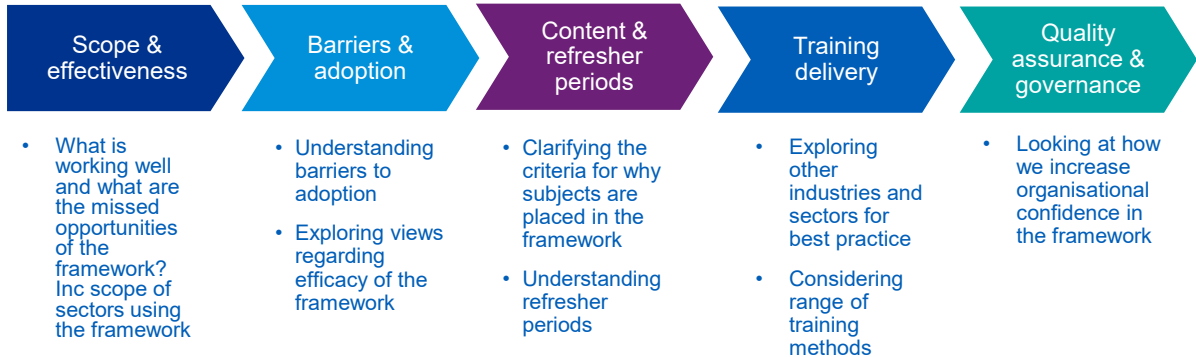
This was to ensure that the CSTF **can support further alignment/standardisation** across NHS organisations, to enable staff to move more easily in line with the NHS Long Term Plan and Interim People Plan.

HEE commissioned KPMG to support this first phase of the review to **inform future options** and potential reforms.



# Overview of approach to initial review

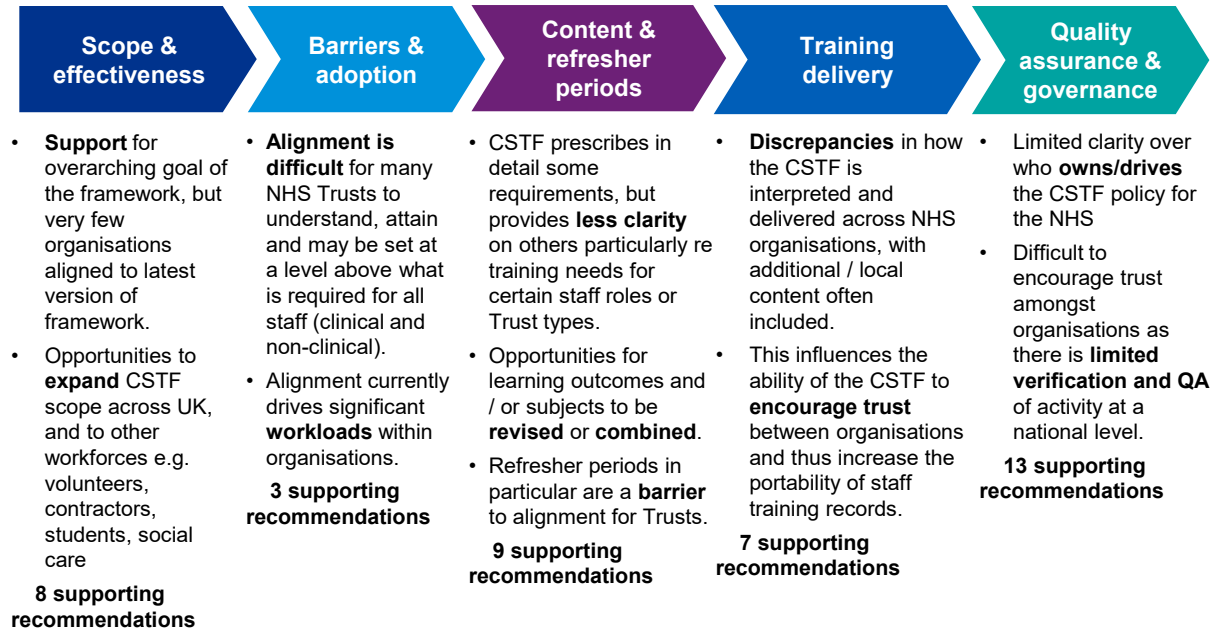
## Five key areas for exploration were



## Summary of approach



# Headlines



Real enthusiasm for change – widespread acknowledgement of the benefits of a standardised framework

# Overarching Recommendations

1 HEE ownership, Executive level governance and reporting to inform future direction and decision making

2 Continue Steering Group engagement and review

3 Develop case for change / benefits case

4 Agree governance and use of the CSTF policy and learning outcomes

5 Establish target state operating model and day-to-day management structures and QA

6 Forward communication and engagement strategy and plan

7 Form small working groups to prioritise specific recommendations for action and develop the forward plan

8 Root and branch review of the current and potential future CSTF subjects and learning outcomes and their efficacy

9 Review of elfh national packages

10 HEE and partner independent review of survey results



# Detailed Recommendations

- There are 40 detailed recommendations which have been considered by the CSTF Steering Group.
- A list of all recommendations and the Steering Group comments can be found in Appendix 1 of the CSTF Review Summary Report which can be found on the [Enabling Staff Movement](#) page of the HEE website
- From April 2022 the work on the CSTF moves from the 'review' stage into a 'reform' stage.
- This next stage will see the focus on content, quality and efficacy of the CSTF take a high priority alongside the aims for portability of the training/competency.

# Workstreams for the Reform Stage (2022-23)



# Workstreams & detailed recommendations

Workstream	Recommendations to be taken forward
<b>1. CSTF Leadership &amp; Governance Reform</b>	<ul style="list-style-type: none"><li>33. Establish CSTF overarching governance body</li><li>2. Agree body to mandate alignment to the CSTF</li><li>24. Mandating the use of national training packages</li><li>28. Agree CSTF policy leadership and framework</li><li>1. Identify, quantify, and communicate CSTF benefits and relevance</li><li>30. Develop a business case and benefits framework</li><li>34. Develop and roll-out forward plan and communications strategy and plan</li><li>40. Monitor concurrent reviews and proposals related to data recording and sharing, as relevant to the CSTF</li></ul>

# Workstreams & detailed recommendations

Workstream	Recommendations to be taken forward
<p data-bbox="87 248 434 508"><b>1. CSTF Leadership &amp; Governance Reform – subgroup on CSTF Contract Reform</b></p> <p data-bbox="87 594 419 718">(this includes areas which are likely to be included in the contract to deliver the CSTF going forward)</p>	<ul data-bbox="458 248 1379 931" style="list-style-type: none"><li>29. Establish best future CSTF IP ownership</li><li>32. Agree revised CSTF operating model</li><li>31. Determine position regarding ongoing delivery / subcontracting relationships</li><li>37. Agree proportional quality assurance approach</li><li>38. Identify and confirm levers for increasing alignment</li><li>9. Formalising and reinforcing CSTF alignment definition and arrangements</li><li>10. Confirmation of requirement to align to the latest version of the CSTF</li><li>11. Communicate the definition of alignment and process of alignment regularly</li><li>13. Support Trusts with clear guidance on staff role training designation</li><li>21. Guidance for NHS organisations on supporting staff to complete statutory and mandatory training</li><li>39. Further review of equality, diversity and inclusion aspects of the CSTF</li></ul>

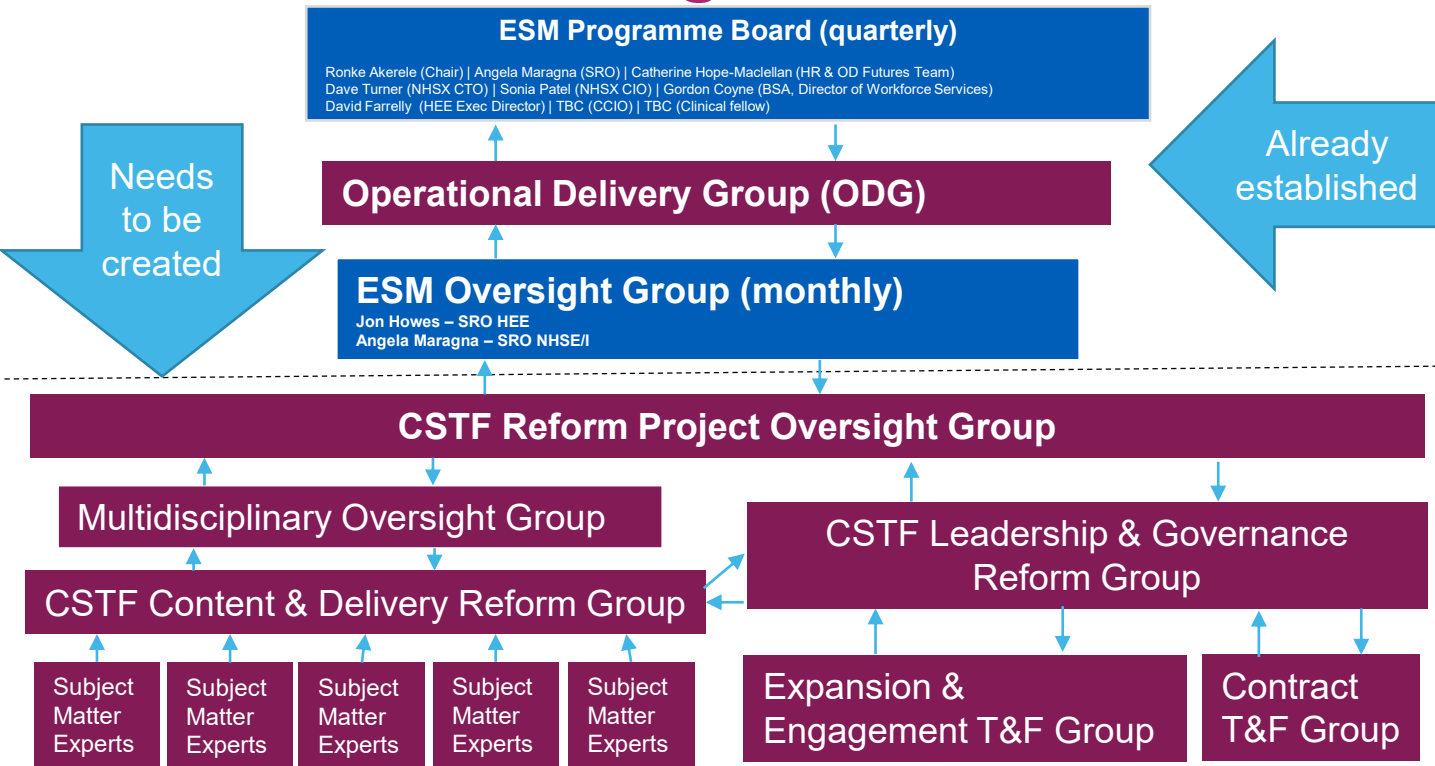
# Workstreams & detailed recommendations

Workstream	Recommendations to be taken forward
<p data-bbox="82 270 425 579"><b>1. CSTF Leadership &amp; Governance Reform – subgroup on CSTF Expansion &amp; Engagement</b></p> <p data-bbox="82 674 405 831">(this workstream may not commence immediately and may follow when progress is made on the other 3 workstreams)</p>	<ul data-bbox="454 270 1379 667" style="list-style-type: none"><li>8. Explore revision of professional regulator education requirements to better align to the CSTF</li><li>35. Pursue further ICS engagement and involvement</li><li>4. Increase NI and Scottish national level engagement</li><li>6. Review CSTF and Care Certificate overlap</li><li>7. Consider expansion of CSTF to volunteer and / or contractor workforce</li><li>5. Engage DHSC social care policy leads</li><li>3. Standardise CSTF development and use UK-wide</li></ul>

# Workstreams & detailed recommendations

Workstream	Recommendations to be taken forward
<b>2. CSTF Content &amp; Delivery Reform</b>	<p><b>Content:</b></p> <ul style="list-style-type: none"><li>26. Support organisations to consistently measure efficacy of learning to ensure the outcomes of learning are met and training packages updated</li><li>15. Formal protocols for agreeing amendments to the CSTF framework</li><li>36. Formalise selection and input of SMEs to the framework</li><li>12. CSTF learning outcome review and revision</li><li>14. Recognition of training needs of specific NHS Trust-types</li><li>16. New subject additions to the CSTF</li><li>17. Combining and/ or removing subjects</li><li>18. Develop a revised minimum standard for meeting CSTF learning outcomes for all staff, regardless of role</li><li>20. An evidence-based review and revision of refresher periods, considering adult learning techniques</li></ul> <p><b>Delivery:</b></p> <ul style="list-style-type: none"><li>19. Engage with organisations to confirm optimum approach to training and assessment for those subjects with cumulative levels</li><li>27. Further engagement required on specifying assessment approaches</li><li>25. Supporting NHS Trusts through the development of accessible materials</li><li>22. Greater specification of training approaches</li><li>23. Undertake a review of elfh website, training, and assessment approaches</li></ul>

# CSTF Reform Stage Governance



# Roadmap, Updates and Getting Involved

- All recommendations will be reviewed by the relevant working groups once established and a roadmap (with timescales) should be in place by the end of June 2022.
- The summary report of the review can be found on the [Enabling Staff Movement](#) webpage. All updates on the progress of this work will be published on this page of the HEE website when available.

We welcome feedback on all aspects of the proposed reform work and, if you would like to get involved/join one or more of the working groups please contact:

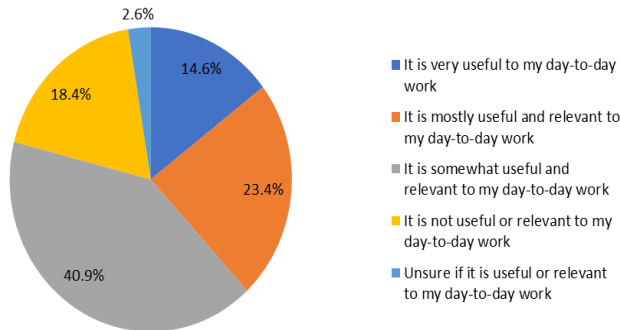
[Enablingstaffmovement@hee.nhs.uk](mailto:Enablingstaffmovement@hee.nhs.uk)



# **CSTF Surveys - Highlights**

# All Staff Survey

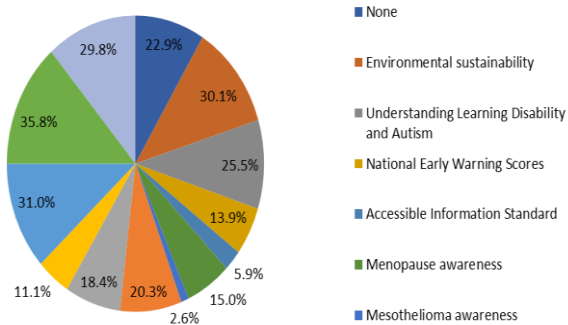
Please select the option that most closely describes how you feel about the statutory and mandatory training offered by your organisation?



Answer Choice	Response Total
It is very useful to my day-to-day work	317
It is mostly useful and relevant to my day-to-day work	508
It is somewhat useful and relevant to my day-to-day work	888
It is not useful or relevant to my day-to-day work	400
Unsure if it is useful or relevant to my day-to-day work	56
	2169

# All Staff Survey

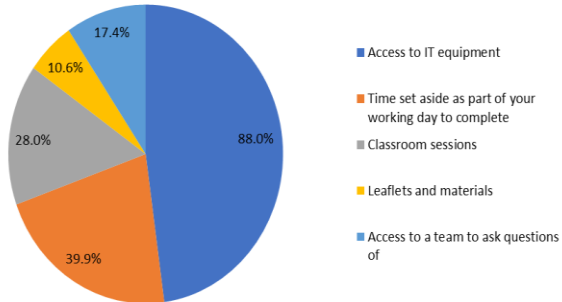
Are there any additional subjects that you think should be added to the list of statutory and mandatory training subjects to support you in your job?



Answer Choice	Response Total
1 None	465
2 Environmental sustainability	611
3 Understanding Learning Disability and Autism	516
4 National Early Warning Scores	281
5 Accessible Information Standard	120
6 Menopause awareness	305
7 Mesothelioma awareness	52
8 Dementia awareness	411
9 Patient Safety	373
10 Digital Clinical Safety awareness	226
11 Health, Wellbeing and Selfcare	628
12 Mental Health Awareness	726
13 Major incident training	604
<i>total</i>	2027

# All Staff Survey

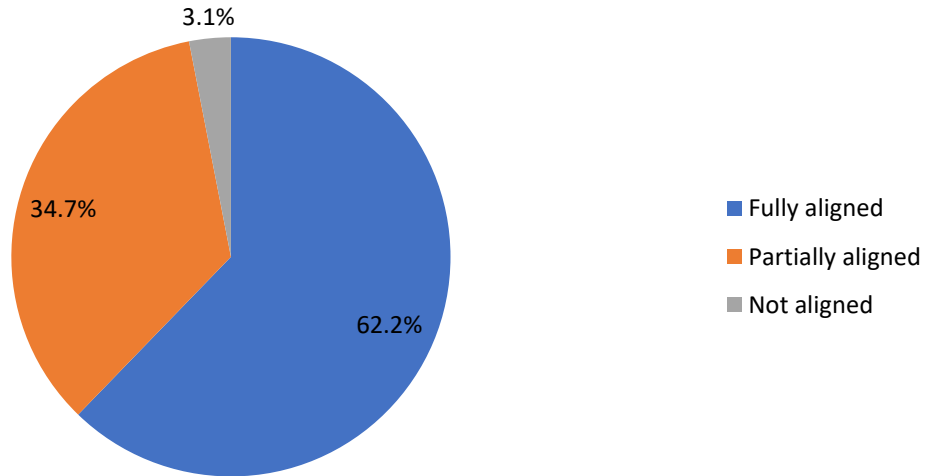
How does your organisation support you to complete your statutory and mandatory training? Please tick all that apply.



Answer Choice		Response Total
1	Access to IT equipment	1681
2	Time set aside as part of your working day to complete	762
3	Classroom sessions	536
4	Leaflets and materials	202
5	Access to a team to ask questions of	333
<i>total</i>		1911

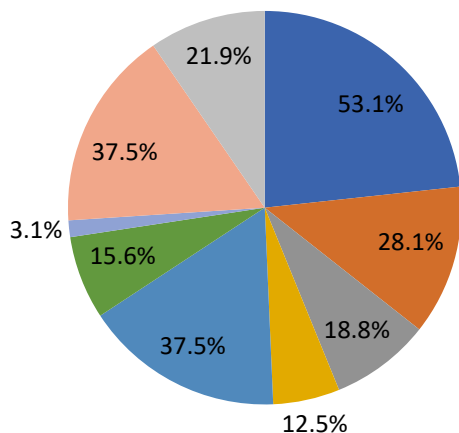
# People Professionals Survey

Is your organisation aligned to the CSTF?



# People Professionals Survey

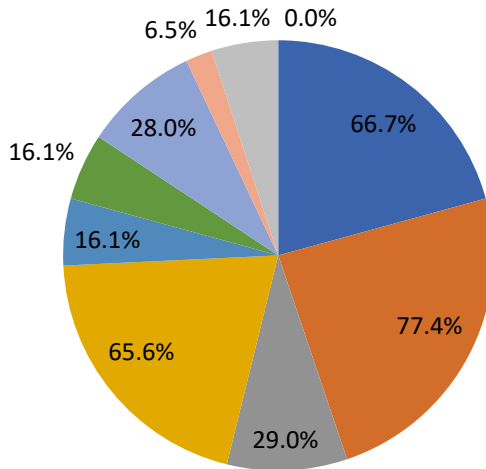
Why is your organisation only partially aligned to the CSTF?



- Your organisation has different refresher periods
- Your curriculum differs to that of the CSTF
- Your organisation offers different learning outcomes to those included in the CSTF
- Lack of availability of suitably qualified individuals to deliver the training
- Local subject matter expert(s) disagree(s) with the learning content and/or outcomes
- Your organisation has a local policy that supersedes the framework
- The subjects are not relevant to the roles in our organisation
- Some subjects require local training
- Other reason (please specify):

# People Professionals Survey

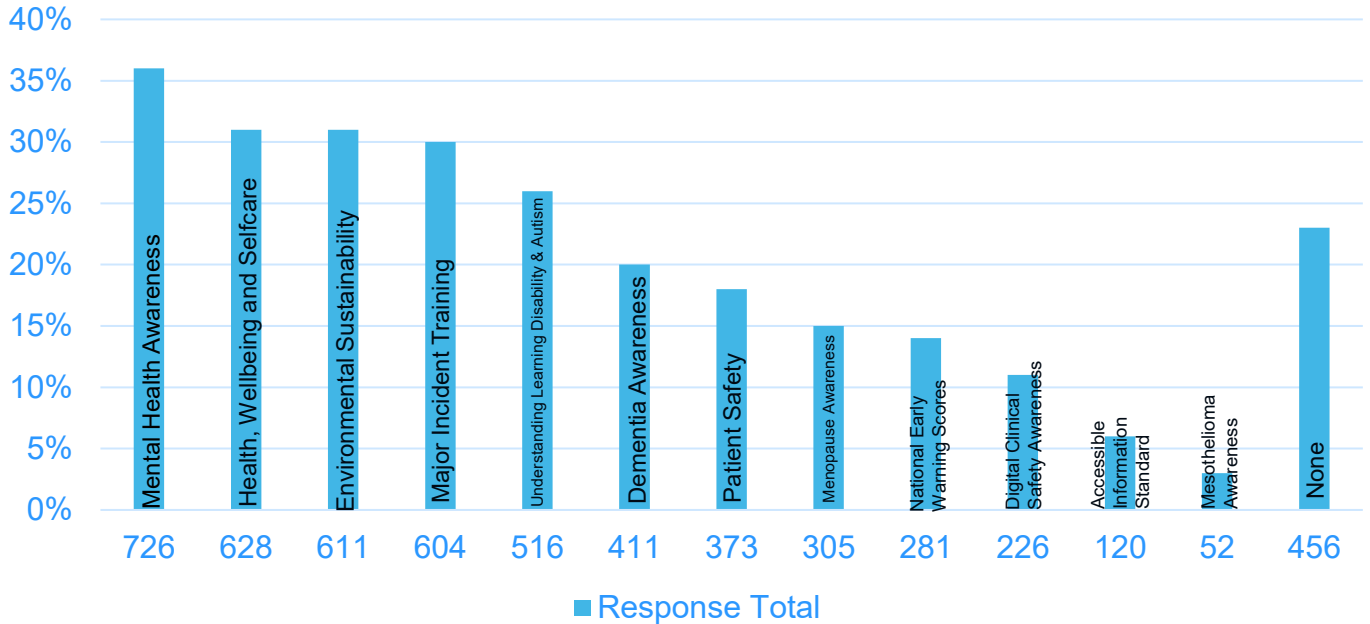
What are the top three benefits of alignment to the CSTF for your organisation?



- Standardising national learning outcomes to promote efficiencies and encourage alignment across health organisations
- Standardising national learning outcomes to encourage portability of training across health organisations
- Improving the quality of learning outcomes in the context of statutory and mandatory subjects
- Minimising onboarding training requirements for staff transferring between organisations
- Addressing training issues and ensuring that our organisation manages and mitigates against serious and untoward incidents
- Ensuring staff are best prepared to work within our organisation

# People Professionals Survey

Are there any subjects that you think should be added to the list of statutory and mandatory training to support you in your job?

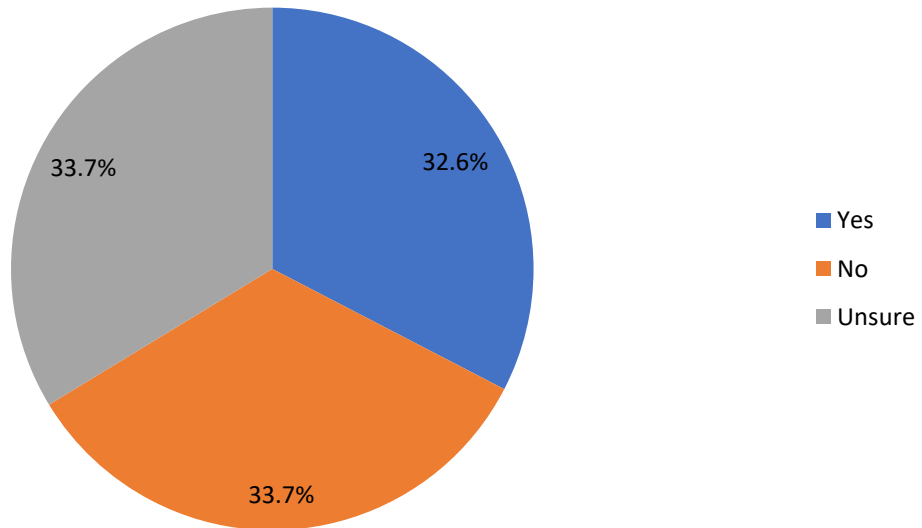


According to the People Professional survey only 42% of organisations who completed it feel that the current subjects capture all relevant national minimum content. 'Preventing Radicalisation' and 'Conflict Resolution' are two current subjects many felt were not 'core' skills for all NHS staff.



# People Professionals Survey

Are there any statutory or mandatory training subjects in the current CSTF that could be combined?



# People Professionals Survey

Of the 32 organisations who responded to the survey about which specific subjects could be combined:

- 15 responses recommended combining **Safeguarding Adults, Safeguarding Children** and **Preventing Radicalisation**
- Nine responses recommended combining **Safeguarding Adults** with **Safeguarding Children**
- Four responses recommended combining **Health, Safety and Welfare** with **Fire Safety**
- Two responses stated that a number of subjects such as Safeguarding, Health and Safety, Fire Safety and Infection and Prevention Control should be combined

# People Professionals Survey

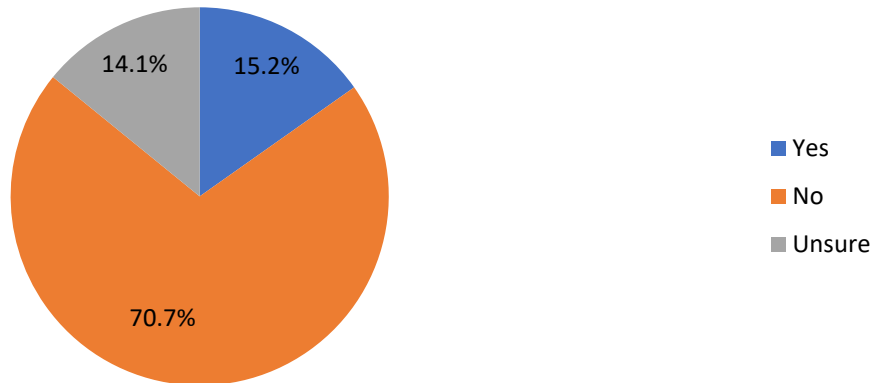
- People Professionals engaged during review stated **varying refresher periods for the different subjects cause complications** for organisations when trying to plan and deliver training.
- They noted the **refresher periods set out in the CSTF appear arbitrary** (many appearing to not come from evidence or research on best practise).

The following subjects are the least well served by current refresher periods:

Conflict Resolution	Moving and Handling	Resuscitation
<ul style="list-style-type: none"><li>• 16% of organisations feel that the existing refresher periods do not ensure that staff continue to meet the learning outcomes</li><li>• 65% agree that they do</li></ul>	<ul style="list-style-type: none"><li>• 16% of organisations feel that the existing refresher periods do not ensure that staff continue to meet the learning outcomes</li><li>• 68% agree that they do</li></ul>	<ul style="list-style-type: none"><li>• 12% of organisations feel that the existing refresher periods do not ensure that staff continue to meet the learning outcomes</li><li>• 72% agree that they do</li></ul>

# People Professionals Survey

In your opinion, should the CSTF only include mandatory learning outcomes for Level 1 of all subjects (i.e. covering only the most basic training for all staff, with Levels 2 and 3 being optional)?



# People Professionals Survey

## Balancing local and national content

Many organisations engaged for the review emphasised the **importance of local content and context** being included in statutory and mandatory training.

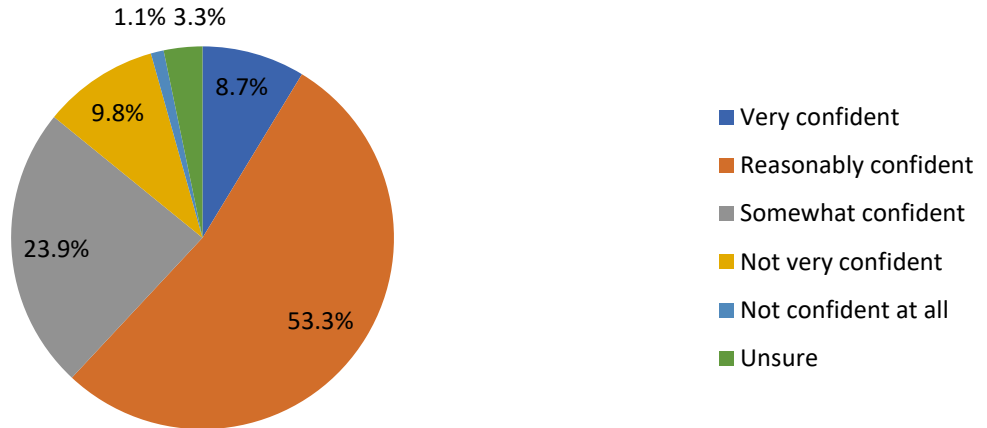
The fact that some subjects require local training from SMEs was the **second most common reason referenced by organisations for why they are not aligned in full** to all the subjects included in the CSTF.

Many subjects in the CSTF are broken down into levels- for example Infection, Prevention and Control has two levels.

Analysis shows that organisations support the existence of multiple levels in the CSTF above Level 1 as well as the local subject content.

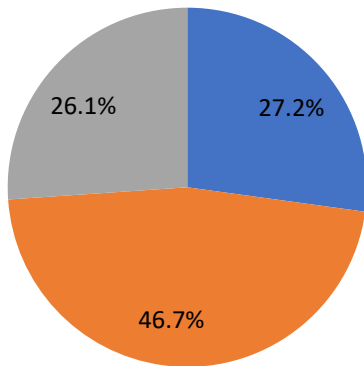
# People Professionals Survey

How confident are you that the current CSTF learning outcomes equip staff to deliver safe services at your organisation?



# People Professionals Survey

Do you measure the effectiveness of statutory and mandatory training at your organisation?



- Yes
- No
- Unsure

Answer Choice		Response Total
1	Yes	25
2	No	43
3	Unsure	24
<i>total</i>		92