



WorKIT (The VCS Workforce Development Toolkit)

Welcome to the **WorKIT** (The VCS Workforce Development Toolkit) cd-rom developed by Scedu. This is a bespoke customer version of tools originally contained in the **Scedu Tender Readiness Toolkit**.

The tools within this kit are designed to enable your organisation, whatever its type, to develop and establish a training strategy that can be clearly linked to your organisations' strategic goals and targets. It also includes tools to help your organisation develop an awareness of your current position regarding intent, motivation and ability to increase and/or diversify income-generating capacity and engage in enterprising activity. The toolkit includes

- Internal evaluation of organisational status and capacity, and ongoing projects/contracts.
- Comprehensive assessment of Workforce skills and aptitude.
- An evidence checklist of policy statements, quality assessment, financial requirements and sector specific criteria.
- A review of your services and/ or products
- Characteristics of primary stakeholder.

Once the tools have been completed your organisation will have a comprehensive view of where it stands regarding the current activities and what your ambitions are for the future. Completion of the tools will also highlight the strengths and shortfalls that your organisation enjoys or suffers in particular areas of resource.

It cannot be stressed enough that help should be sought from Enable to provide support. They will provide guidance on how to progress once your future aspirations and organisations shortfalls have been established by completing the tools.

A completed Organisation Capacity Assessment can provide significant elements of an annual report for an AGM; equally, regularly revisiting the toolkit can provide a structured framework for the ongoing processes of business planning and development.

For further information on this toolkit and other Workforce Development opportunities for the Voluntary & Community Sector in Nottinghamshire, please contact the Workforce Development Advisor at Enable on:

0115 934 8495/9543
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How to use this toolkit....

The tools within this kit are intended to be used to stimulate discussion and develop benchmarks of the current status of the business. We suggest that you have a quick look at each tool and read through the users guide for each one. Then work through each tool in turn, filling in the blank sections with as much details as you think gives a good interpretation of your current situation. When you have finished each tool,

- click the save button,
- then choose a suitable location on your hard drive,
- make a folder called 'Toolkit',
- we suggest using a file name that incorporates the date when saving the file.

Review the information once you have entered it into the toolkit. It is valuable to review your completed toolkit with the management team, trustees and key stakeholders. Completion and review of the tools will highlight the strength and shortfalls the organisation enjoys or suffers in particular areas of resource. Targets can be set as a result of this.

The saved data will now be available for **future reference**. The Toolkit can be used as part of the business planning strategy, comparing the data every 3 to 6 months will enable you to maintain a good understanding of the organisations pursuit of targets and achievements.

Your guide to each tool

1. Income generation matrix

This tool creates an immediate snapshot of your organisation's **intent**, **motivation** and **ability** to increase or continue **enterprising activity** or **funded activity**. Simply select the number from 1-6 that you feel best describes your organisation against each of the 10 statements.

This is focused on how entrepreneurial your company is, and what driving force exists within your company. It also looks at the intent to scale up to increase enterprising activity, or continue funded activity and the current ability to do this, and your capacity to take on new tendering opportunities.

Once all 10 statements have responses a graph is created by following the link below the matrix. This is a pictorial representation of your organisation to increase accessibility of this data to the widest range of stakeholders.

2. Organisation capacity assessment

This is an internal assessment tool designed to spark debate and discussion about what your current position is, and then record that information in a single place. It has been successfully used to prepare annual reports for AGM's and as a valuable element of business planning and development.

3. Product/service development

A tool to help focus on what the buyers in your market want, and recognising and developing your product or service to meet that demand.

4. Workforce skills assessment

A comprehensive tool to review your workforce's capacity. By giving this to every member of staff you can assess what areas within your company are strong and where you may have some shortfalls. It also allows you to find out about each staff member's own perception of their strengths and weaknesses. This may in turn lead to areas being highlighted for further training and development or the realisation of new skills that employees possess, that you may have previously been unaware of. Asking Trustees to complete this tool can also be very beneficial in developing an overall image of the organisation.

5. Evidence check list

A quick evidence list of procedures you may need to have in place in for your organisation. These range from procedures for tendering and trading to requirements funders may ask for. Specific sectors of activity may require additional particular policies and systems. This is particularly useful when completing Pre-Qualification Questionnaires (PQQ's).

6. Organisation Characteristics

This is a range of characteristics that are often found within the third sector. This is devoid of specific organisational structure or sector of activity. Each stakeholder group is split into four areas of culture. It identifies what values might be important for an organisation, its staff, end-users, customers and stakeholders. It can be used to see what values might be put under pressure if the organisation were to alter its means of income and survival.