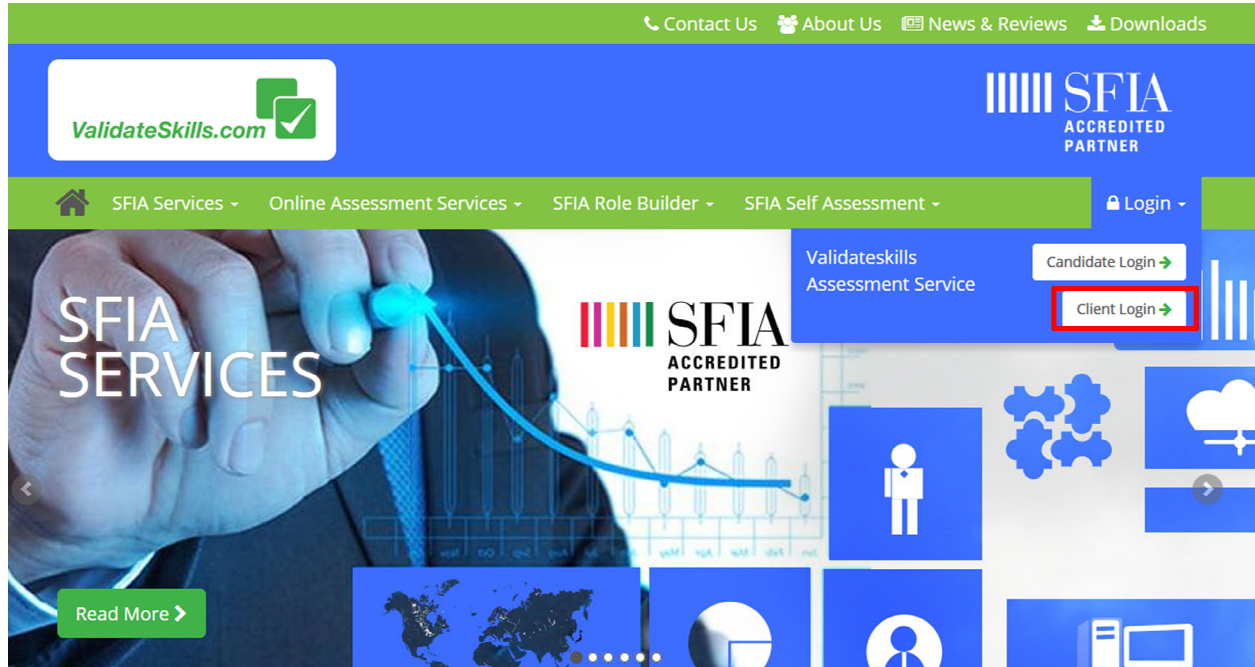




Client Account SFIA Job Role Profile Builder Guide

Go to: www.validateskills.com and click the 'Login' tab top right as indicated below:



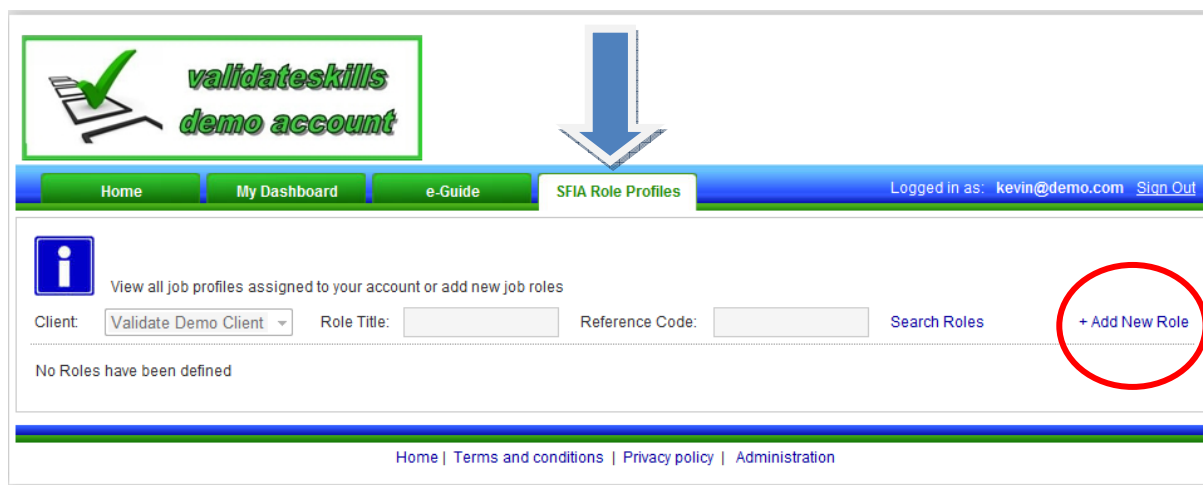
<p>Client login</p> <p>Email Address: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p>Forgotten or Change Password?</p> <p><small>If you are a client you can also change your passwords in your account dashboard page.</small></p>	<p>The Login page will be presented:</p> <p>Sign in using your user name (email) and password supplied to you from validateskills.com</p>
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If it's your first time into the SFIA Role Profile Builder there will be no roles shown unless an example has been added. Once signed in you will be shown your account dashboard.

To begin to build your roles click the

"SFIA Role Profile" tab shown in the blue and green bar.

To start to add a new role click **+ Add New Role** on the right side of the screen circled below:

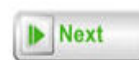


When you have clicked, the SFIA level page will appear. The page will default to level 1, but you can click on any level you wish to work with as shown by the blue arrow below.

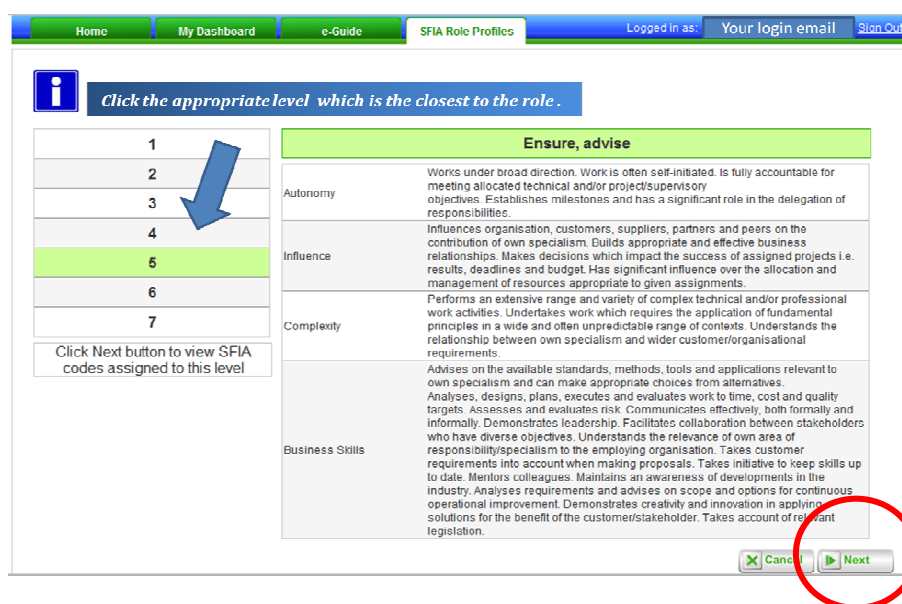
Click on the level numbers on the left to reveal the level descriptions on the right. You are looking at a level which has the core elements of the role, often the day-to-day responsibilities.

Each level description will change depending on the level clicked. Here you need to make a careful selection as to which SFIA level best matches the role you are building. Levels can be changed at any time by clicking the back button or coming back later to change the core level. (shown later in this guide)

Read the descriptions carefully, when you are satisfied with the level chosen click



to continue.



The next page shows all the core skills codes relating to that level. You can go up and down the Levels 1 to 7 as it's not uncommon for roles to have the odd one or two codes from the next higher or lower level.



Click on the code to reveal the overall descriptors associated with that code at the level chosen. Once you are happy with your selection click next to see the complete role descriptors.

[Level 1](#)
[Level 2](#)
[Level 3](#)
[Level 4](#)
[Level 5](#)
[Level 6](#)
[Level 7](#)

Strategy and Architecture				
IRMG	SCTY	INAN	ICPM	Information Strategy
TECH				Advice and Guidance
RSCH BURM				Business Strategy and Planning
EMRG	COPL	DATM	METL	Technical Strategy and Planning
Business Change				
PRMG PROF				Business Change and Implementation
BUAN	REQM	BPTS	BSMO SUAS	Business Change Management
ETMG	LEDA	TMCR	ETDL PDSV	Skills Management
RLMT				Relationship Management
Solution Development and Implementation				
DTAN	DESN	DBDS	PROG ADEV SFEN SUEN INCA TEST	Systems Development
UNAN HCEV USEV				Human Factors
SINT PORT HSIN				Installation and Integration
Service Management				

Hover over the code to reveal the skills code descriptors in pop-up boxes. Once you have read and feel confident that the description fits the role, click on the codes you wish to use and they will then turn grey indicating the selections. You can choose as many as you wish and move across levels by clicking the blue level tabs at the top.



Click on the code to reveal the overall descriptors associated with that code at the level chosen. Once you are happy with your selection click next to see the complete role descriptors.


[Level 1](#)
[Level 2](#)
[Level 3](#)
[Level 4](#)
[Level 5](#)
[Level 6](#)
[Level 7](#)

Strategy and Architecture				
IRMG	SCTY	INAN	ICPM	Information Strategy
TECH				Advice and Guidance
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EMRG	COPL	DATM	METL	Technical Strategy and Planning
Business Change				
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BUAN	REQM	BPTS	BSMO SUAS	Business Change Management
ETMG	LEDA	TMCR	ETDL PDSV	Skills Management
RLMT				Relationship Management
Solution Development and Implementation				
DTAN	DESN	DBDS	PROG ADEV SFEN SUEN INCA TEST	Systems Development
UNAN HCEV USEV				Human Factors
SINT PORT HSIN				Installation and Integration
Service Management				

Business analysis - Investigates operational requirements, problems, and opportunities, seeking effective business solutions through improvements in automated and non-automated components of new or changed processes. Assists in the analysis of stakeholder objectives, and the underlying issues arising from investigations into business requirements and problems, and identifies options for consideration. Identifies potential benefits, and available options for consideration. Works with clients/users in defining acceptance tests.

Here you can see we have chosen 3 skills codes from level 4 indicated by the grey box in the image below. You can also choose another code from another level. This is shown by the red text in the level 3 blue tab indicating that a selection has been made in another level. This is common as some codes are not covered across all levels.

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Strategy and Architecture						
IRMG	SCTY	INAN	ICPM	Information Strategy		
TECH				Advice and Guidance		
RSCH	BURM	Business Strategy and Planning				
EMRG	COPL	DATM	METL	Technical Strategy and Planning		
Business Change						
PRMG	PROF	Business Change and Implementation				
BUAN	REQM	BPTS	BSMO	SUAS	Business Change Management	
ETMG	LEDA	TMCN	ETDL	PDSV	Skills Management	
RLMT				Relationship Management		
Solution Development and Implementation						
DTAN	DESN	DBDS	PROG	ADEV	SFEN	SUEN INCA TEST
UNAN				HCEV	USEV	Systems Development
SINT				PORT	HSIN	Human Factors
				Installation and Integration		
Service Management						
FMIT				Service Strategy		
CPMG	AVMT	SLMO	Service Design			
SEAC				CFMG	ASMG	CHMG RELM
				Service Transition		
SYSP				SCAD	RFEN	ASUP ITOP DBAD STMG NTAS PBMG USUP DCMA
				Service Operation		

Choose carefully and when you are comfortable with the levels and codes chosen click  at the bottom of the page to continue.

The next screen populates all of your choices and brings them all together as seen below.

They will all start as “Core” codes in the tick box shown in red below.

You can now put your codes into their order of priority in these three areas:

Core = The core skill set required for the major part of the role on a day to day basis.

Con = Skills contributing towards the role but only required and called upon from time to time.

Aw = Awareness of these skills but they may not be within the role’s direct remit.

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[e-Guide](#)
[SFIA Role Profiles](#)
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These are your code selections from your SFIA Framework choices for this role. You can put them in order of skill priority.

i **Core** = The core skill set required on a day to day basis.
Con = Skills contributing towards the role but only required and called upon from time to time.
Aw = Awareness of these skills but may not be within the roles direct remit.

Category	Level	Sub Category	Code	Core	Con	Aw
Skill 1	Strategy and Architecture	5	Technical Strategy and Planning	SPIM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skill 2	Strategy and Architecture	5	Technical Strategy and Planning	ARCH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skill 3	Strategy and Architecture	6	Information Strategy	INAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skill 4	Strategy and Architecture	6	Business Strategy and Planning	RSCH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skill 5	Business Change	6	Business Change and Implementation	PRMG	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Add Another Skill](#) [View Certificates](#) [Save & Refresh](#)

Candidates for this position will be required to demonstrate the following specialist professional IT competencies:

Core Skills:

Software development process improvement (SPIM) Level 5
 Solution architecture (ARCH) Level 5
 Research (RSCH) Level 6
 Project management (PRMG) Level 6
 Information analysis (INAN) Level 6

Tick the appropriate box you wish that code to be associated with, as indicated in the red box below.

Category	Level	Sub Category	Code	Core	Con	Aw
Skill 1	Strategy and Architecture	5	Technical Strategy and Planning	SPIM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skill 2	Strategy and Architecture	5	Technical Strategy and Planning	ARCH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skill 3	Strategy and Architecture	6	Information Strategy	INAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skill 4	Strategy and Architecture	6	Business Strategy and Planning	RSCH	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skill 5	Business Change	6	Business Change and Implementation	PRMG	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Add Another Skill](#) [View Certificates](#) [Save & Refresh](#)

If you feel you have chosen the wrong core level then go back and change before you save. Don't worry all your chosen codes will remain.


You can go back to make changes and add additional codes if necessary by using the back button or by clicking

["Add Another Skill"](#)

When you are comfortable with your choice click the **"Save and Refresh"** link under the box. You must click this every time you make changes which will in turn refresh the full profile page in accordance with your tick-box choices.

This will bring up a save box for you to give your role a title, number and any comments if required.

Home My Dashboard e-Guide **SFIA Role Profiles** Logged in as: kevin@demo.com Sign Out

 The completed select indicates the Level descriptors associated with the codes selected on the previous page. You can go back to change any part, you can save, print or export if required.

Category	Level	Sub Category	Code
Skill 1 Solution Development and Implementation	3	Systems Development	DESN
Skill 2 Business Change		Management	BUAN
Skill 3 Solution Development and Implementation		Programming	PROG
Skill 4 Service Management		Service Level Management	SLMO

[Add Another Skill](#)

Candidates for this position will be required to demonstrate the following specialist professional IT competencies:

Core Skills:

Systems design - Specifies user/system requirements and existing systems. Provides advice on the selection of hardware, software, and tools, including prototyping tools where appropriate.

Business analysis - Investigates operational and non-automated components of new systems, and identifies areas for improvement through improvements in automated systems. Provides advice on the selection of hardware, software, and tools, including prototyping tools where appropriate.

Programming/software development - Designs, codes, tests, corrects and documents large and/or complex programs and program modifications from supplied specifications using agreed standards and tools, to achieve a well engineered result. Takes part in reviews of own work and leads reviews of colleagues' work.

Service level management - Performs defined tasks to monitor service delivery against service level agreements and maintains records of relevant information. Analyses service records against agreed service levels regularly to identify actions required to maintain or improve levels of service, and initiates or reports these actions.

Role Title:
Reference Number:
Comments:

[Save](#) [Cancel](#)

[Back](#) [Finish](#)

You can also see what course are aligned to the level and codes you have chosen for the role by clicking the link “View Qualifications and Courses”

Strategy and Architecture	5	Business Strategy and Planning	Enterprise and business architecture development	STPL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Development and Implementation	5	Installation and Integration	Systems installation/decommissioning	HSIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delivery and Operation	5	Service Transition	Service acceptance	SEAC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Add Another Skill](#) [View Qualifications and Courses](#) [Save & Refresh](#)

Candidates for this position will be required to demonstrate the following specialist professional IT competencies:

Core Skills:

Technical specialism (TECH) Level 4
 Systems design (DESN) Level 4

You can print from the pop-up window and save.

Once saved, the full SFIA role profile will be compiled and ready for export.

You may wish to use the SFIA descriptions within your own organisation’s job role specifications. The export option for Word and PDF can be used at the bottom left of the screen.

[Export PDF](#) [Export WORD](#)

If you are happy with your choices, click the [Finish](#) button at the bottom to complete the process and then exit.

When you have finished and saved the final page, your new role will be added to the existing list for future editing.

You can return at any time to edit or delete your role by using the icons show in the image below.

Category	Level	Sub Category	Code
Skill Business Change	4	Business Change Management	BUAN
Skill Solution Development and Implementation	3	Systems Development	DESN
Skill Solution Development and Implementation	4	Systems Development	PROG
Skill Service Management	4	Service Design	SLMO

You can also search your roles using the title or code in the header using the Role title or reference code you saved.

If you wish to change the core level once you have saved the role, simply click on the icon with the pencil as shown above. This will take you to the code selection page; click the “Back” button to go back to the core level page.

Delivery and Operation

SLMO CFMG CHMG RELM SYSP SCAD RFEN ASUP ITOP DBAD STMG NTAS PBMG USUP DCMA

Skills and Quality

ETMG LEDA ETDL QUAS QUST CORE

Relationship and Engagement

SORC CSMG MKTG SSUP PROD

Back Next Cancel

You can now change the core level by clicking the level number indicated by the arrow. You now need to click next and move to the end of the process to save again.

Click the appropriate level which is the closest to the role.

1 2 3 4 5 6 7

Click Next button to view SFIA codes assigned to this level

Skill	Level	Description
Autonomy	1	Works under broad direction. Work is often self initiated. Is fully accountable for meeting allocated technical and/or project/supervisory objectives. Establishes milestones and has a significant role in the delegation of responsibilities.
Influence	2	Influences organization, customers, suppliers, partners and peers on the contribution of own specialism. Builds appropriate and effective business relationships. Makes decisions which impact the success of assigned projects i.e. results, deadlines and budget. Has significant influence over the allocation and management of resources appropriate to given assignments.
Complexity	3	Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationship between own specialism and wider customer/organisational requirements.
Business Skills	4	Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. Understands the relevance of own area of responsibility/specialism to the employing organisation. Takes customer requirements into account when making proposals. Takes initiative to keep skills up to date. Mentors colleagues. Maintains an awareness of developments in the industry. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity and innovation in applying solutions for the benefit of the customer/stakeholder. Takes account of relevant legislation.

Cancel Next

Please e-mail SFIA@validateskills.com if you have any questions.