  

|  |  |
| --- | --- |
| **Our Approved ‘SFIA Awareness’ Course – available as a one-day tutor-led course or a two half-day online course.**  This approved SFIA Awareness Course will be of benefit to technical, human resources and learning and development professionals who need to develop an understanding of the SFIA Framework and the benefits derived from using the Framework in their organisation.  The course will also benefit individuals seeking to become a SFIA Accredited Consultant.  **Course Duration**  **Tutor Led Workshop** – 1 day from 10am – 4pm with breaks for refreshments and lunch.  **Online Course** -2 half-day sessions, each lasting around 3 hours. Course Objective The objective of this course is to give you a broad understanding of the background to the SFIA Framework, its purpose and how it can help your organisation, or you as an individual. You will also get an opportunity to use various electronic tools to help you use the Framework to its full potential. Course Aims Following this course, you will be able to:-   * Understand the background to SFIA * Understand the purpose of SFIA and its potential for your organisation * Interpret the SFIA Framework’s levels and skill codes * Define required IT competencies by breaking down SFIA code descriptors * Learn how to create a SFIA Job Role Definition * Align your existing skills definitions with SFIA definitions * Analyse and measure skill requirements * Use SFIA effectively within your organisation  Course Content – (Part 1 of the online course) **Comprehending Background and Context**   * Reviewing the context for SFIA * What SFIA is and what it is not * Exploring the SFIA Foundation and regulations * Identifying sources of SFIA information * Understanding the SFIA licensing conditions * Exploring the structure of the Framework * Reviewing and discussing key definitions   Explaining and navigating around the Framework  **Learn skills to help you to apply SFIA.**   * How the SFIA levels work and skills codes align * How to build an IT organisation chart using SFIA * An understanding of the SFIA skill codes * How to develop role profiles using SFIA levels and skill codes * How to assess the competencies required to perform functions * How to utilise gap analysis to produce development plans * Analyse skills across the business |  |

At the end of the first part you will be asked to map out an IT job role against SFIA in readiness for session 2.

# Course Content - Part 2

**Applying the Structure of the Framework**

* Updating and verifying job descriptions through self-assessment
* Mapping a Job Role against SFIA
* Building a SFIA role using our online SFIA Job Role Builder tool
* Assessment exercises
* Assessing the skills and knowledge of IT employees or recruitment candidates

**Implementing SFIA in the Real World**

* Benefits of SFIA to your business
* Applying skill definitions in the workplace
* Deploying SFIA throughout the employee life cycle
* Utilising SFIA to map your IT organisation
* Useful exercises to become SFIA self sufficient

# General Information

### What is SFIA?

SFIA is an internationally renowned Framework which helps management match the skills of their IT professionals to the requirements of the business. It is a logical two-dimensional skills matrix defining 97 IT skills on one axis and levels of responsibility on the other. It is an effective resource that benefits business by facilitating all aspects of the management of IT skills and capability in real-world environments.

### What background do I need for this course?

There are no specific requirements. However, a background in the management of professional skills in an IT context would be useful.

### Who will benefit from this course?

Technical, human resources and learning and development professionals who need to develop an understanding of the SFIA Framework should attend this course. Those seeking to gain from using the Framework in an organisation, including performing skills assessments, can also benefit from this course, as well as those seeking to become SFIA Accredited Consultants.

### Can this course be held on our company premises?

### Yes, we are able to deliver a face-to-face course on-site, with the price being dependent on the number of participants. We are able to customise this course to suit your company needs so please ask for further details on tailored SFIA course.

### How long will the course run?

The course usually runs for approximately 5-6 hours depending on the number of participants and the regularity and detail of discussion. The online course will be split into two sessions each lasting 2-3 hours over two days. The tutor led course will start at 10 am to finish approximately at 4 pm, with breaks for refreshments and lunch.

### Is this a SFIA Foundation approved course?

Yes. This is a SFIA Foundation approved course delivered by a SFIA accredited trainer, as required by applicants wishing to become a SFIA Registered Consultant. £75 of your booking fee goes to the SFIA Foundation and you will be listed as a formal participant.

### Will any of my personal data be shared with the SFIA Foundation?

Yes, we are required to provide the SFIA Foundation with your first name, last name and date of course attendance.

### What will I need to bring with me?

As this course is interactive with real live exercises, you will need to bring along a laptop or tablet to the face-to-face course in order to access the internet and carry out web searches with exercises via the [www.validateskills.com](http://www.validateskills.com) web site.

For the online course, you will need to have a reliable broadband internet connection and audio capability on your computer as we will often screen-share during the sessions. **You should ensure that you will not be disturbed during the course or distracted by mobile phones or incoming emails.**