



## **Our Approved 'SFIA Consultancy' Course – two half-day online virtual course via Zoom conference call.**

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 or simply looking for a detailed knowledge of SFIA to implement SFIA in your organisation.

### **Course Duration**

**Online Virtual Course** - 2 half-day sessions, each lasting around 2 ½ to 3 hours each.

### **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

## 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 of the online course)

### 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 121 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.

### 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 each session over two days.

### 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 and able to go on and apply to become a SFIA Consultant if you have the required experience. (This will be discussed in the course)

### 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, email and date of course attendance. This registers you as officially attending the SFIA Foundation Consultancy Course.

### For the virtual course what will I need?

As this course is interactive with exercises, you will need access to a PC/laptop with good connectivity for the full duration of the virtual course. You will be asked to use our preferred conference call facility Zoom/Teams, a test link can be sent prior to the course. A microphone and headset/speakers will be required in order to interact with the course facilitator.

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.**

**We look forward to hearing from you.**

For further information email [enquiries@validateskills.com](mailto:enquiries@validateskills.com)

