SFIA - overview for new users

SFIA 8
The framework reference
About SFIA

SFIA defines the skills and competencies required by professionals who...

design, develop, implement, manage and protect

the data and technology

that power the digital world.
SFIA has become the globally accepted common language for the skills and competencies for the digital world.

Within the scope of SFIA are many of the world's most in-demand occupations, including professionals working in fields such as:

- Data science and analytics
- Information and communications technology
- Digital transformation
- Business change
- Information and cyber security
- Software engineering
- Applied computing and computational science
- Learning and education
- User centred design
- Human resource and workforce management
- Digital product development, sales and marketing

About SFIA – (sfia-online.org)
Used across industries and organisational types

- individuals
- small and large teams
- departments or business functions
- small and medium-sized enterprises
- entire organisations with thousands of employees
- corporate, public sector and educational environments
SFIA and skills management

SFIA provides a common language throughout the skills management cycle.

By using SFIA, organisations can achieve a consistent and integrated skills and people management system.

Plan and organise
- Design roles and structure
- Conduct workforce planning

Acquire
- Source/recruit the right skills

Deploy
- Assign work by capability

Assess
- Assess skills and performance

Analyse
- Identify gaps and opportunities

Develop
- Provide career pathways
- Build capability and performance

Reward
- Compensate and reward

SFIA and skills management — (sfia-online.org)
SFIA is industry and business led and at its core is experience.

The context for SFIA is the real-world environment in which industry and business operate.

Skills proficiency and professional competency are attained at a particular level due to the practice of that skill, at that level, in a real-world situation.
Who uses SFIA?

The design and structure of SFIA makes it...

- a flexible resource
- with a proven track record
- of being adopted and adapted
- to support a wide variety of skills- and people-management related activities.

- Individuals
- Line managers
- Organisational leaders
- Human resource professionals
- Learning and development professionals
- Operating model and organisation design consultants
- Recruiters
- Procurement, supplier management and service providers
- Professional bodies and their bodies of knowledge
- Education providers, training providers, curriculum designers
- Reward and recognition consultants

About SFIA — (sfia-online.org)
How SFIA works - 7 levels of responsibility

- The seven levels provide the backbone of SFIA.
- The skills and competencies are described at the levels at which they are practiced within the working world.
- Each of the seven levels is also labelled with a guiding phrase to summarise the level of responsibility.
- The generic attributes which contain behavioural factors and knowledge statements are described at each of the seven levels.
- These combine to provide a common language to describe levels of responsibility across roles in all the professional disciplines represented in SFIA.
## Generic SFIA attributes

<table>
<thead>
<tr>
<th>SFIA levels</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
<th>Level 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guiding phrase</td>
<td>Follow</td>
<td>Assist</td>
<td>Apply</td>
<td>Enable</td>
<td>Ensure, advise</td>
<td>Initiate, influence</td>
<td>Set strategy, inspire, mobilise</td>
</tr>
</tbody>
</table>

### Generic attributes

- **AUTONOMY**
  - Demonstrating increasing levels of **autonomy** – the level of ownership and accountability for results in the workplace

- **INFLUENCE**
  - Demonstrating increasing levels of **influence** – the level of positive impact with colleagues, clients, suppliers, partners, managers, leaders and the industry as a whole

- **COMPLEXITY**
  - Demonstrating the ability to perform work of increasing **complexity** – the scale and impact of the issues, opportunities, tasks and processes addressed in the workplace

- **BUSINESS SKILLS AND BEHAVIOURS**
  - Demonstrating increasing **business skills** and **positive behaviours** – operating effectively with the required level of impact in the workplace

- **KNOWLEDGE**
  - Demonstrating increased responsibility for developing and applying **knowledge** to achieve individual and organisational objectives in the workplace

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[How SFIA works — (sfia-online.org)](https://sfia-online.org)
The levels of responsibility are characterised by generic attributes which describe behavioural factors such as:

- collaboration
- communication
- creativity
- decision making
- execution performance
- influence
- leadership
- learning and professional development
- planning
- problem solving
- security
- privacy
- ethics

The generic attributes are:

- Autonomy
- Influence
- Complexity
- Business skills
- Knowledge

The breakdown of each level of responsibility can be found in the levels of responsibility section.

SFIA Level 1 is shown here as an example.
Each skill description comprises an overall definition of the skill, some guidance notes and a description of the skill at each of up to seven levels at which the skill might be exercised. These descriptions provide a detailed definition of what it means to practice the skill at each level of responsibility.
SFIA professional skills

SFIA 8 Summary Chart

The global skills and competency framework for the digital world

www.sfia-online.org
The consistency of the levels of responsibility carries forward into the professional skills.

A description of a skill at a level is written so that it is consistent with the level of responsibility at that level.

This approach ensures the consistency of the levels throughout the whole framework, making it solid and robust.

It also integrates behaviours/behavioural factors and professional skills at a level combining to describe overall responsibility, accountability and impact.

Professional skills and generic attributes work together.
SFIA 8 - resources

Core framework
- 7 levels of responsibility
- 121 professional skills
- 5 generic attributes
- 495 skill level descriptions

SFIA 8

Navigation
- Summary chart, pdfs and Excel
- Categories and sub-categories
- SFIA views
- Related skills for website browsing

Tools and resources
- ✓ Mappings to industry frameworks
- ✓ Standard skills profiles
- ✓ Assessment guidelines
- ✓ Links to c.50 bodies of knowledge
- ✓ User stories
Owned by the global user community

- The SFIA Foundation is a not-for-profit organisation
- It is built by industry and business for industry and business
- Adoption by governments, corporates and individuals in almost 200 countries
- Global collaborative development, governance and steering boards
- A 20+ year track record of successful use
- Proven sustainability with an established ecosystem and trusted infrastructure
- A neutral approach – it is not aligned to any specific technologies, vendors or professional bodies

About SFIA — English (sfia-online.org)
Free of charge for most non-commercial use

Important: you need a licence to use SFIA

- For personal career development and for the majority of internal use for staff management, SFIA is available free of charge.
- There is a modest licence fee for large organisations using SFIA and for organisations that use SFIA for commercial purposes.
- As a not-for-profit, the SFIA Foundation does not seek commercial gain over and above its subsistence needs.
- The licence fee supports the continued development of the framework and ecosystem support.
- Organisations and individuals who contribute a licence fee can be proud that they are helping the continued development of the industry.