

This guide is for applicants who wish to demonstrate competency in skills management in the IT industry. Applicants may have a background in IT and/or HR.

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## ASSESSMENT

Assessment of CVs is carried out by reference to criteria set out here and on the SFIA web site.

Please note these criteria and make sure your CV adequately covers those items that apply.

A non-returnable fee is payable. The amount is stated on the web site. UK Value Added Tax (VAT) is payable in all cases because the service is provided in the UK.

You will be provided with a decision as soon as the assessment has been made. This normally takes place within two weeks. In the event that your application is not accepted, The SFIA Foundation will not review another CV from you until 12 months have elapsed.

## REQUIREMENT

The criteria used for assessing candidates are as follows. The only single criterion that is mandatory is the requirement for practical experience of implementation or use of SFIA. Elsewhere, a strength in one area can make up for a lack of experience in another.

### General points

These remarks apply to any CV, of course, but are worth repeating here.

- In all cases be specific about your experience.
- Assessors look for specific, quantified achievements. Bland statements such as “is highly skilled in” do not contribute anything to the assessment.
- The assessors need to see factual statements indicating the contribution made by the applicant to some useful outcome. Were you solely responsible, or contributing a part? Which part?
- Numbers are very useful. “Managed a team”: how many people? 5? 500?
- There might have been 90 people in the project, but were you really responsible for their work?

### Stakeholder management

This covers such things as

- Setting corporate policies and strategies for management of people and skills;
- Rolling out and applying corporate policies for people management;
- Engaging with senior management, understanding the key people management requirements and advising on people management strategies
- Explaining people management policies and strategies to facilitate their successful application
- Change management: leading a programme or project of change in the organisation's approach to people management
- Providing an advisory service to the business, specifically advising on people management matters at both strategic and operational level ensuring that operational tasks are aligned to strategic priorities
- Carry out detailed work on people management matters (such as advising on appraisals, training, coaching, CPD) helping line managers complete those tasks.

### Line Management

Direct management experience can help people form the right perspectives. Please be clear about the level, responsibilities and number of people managed.

### Specific Processes

Please make sure your CV covers your experience of:

- Recruiting
- Career planning
- Resource planning
- Education and/or training
- Role or job definitions or profiles
- Salary scales
- Job evaluation and grading
- Deployment of people to jobs or assignments
- Staff appraisals or assessment of skills
- Personal development plans

### IT Industry Knowledge

If you are in a profession other than IT (for example, HR or Education), let us know about your work with IT organisations and people.

Or, if you are an IT professional, we would like to know about your experience as an IT Professional, including the development, procurement and deployment of IT products or services.

### Implementing and Using SFIA

Please be clear about your level of involvement in SFIA implementation, for example:

- Management-level contribution to a project introducing SFIA to a significant number of IT people (indicate how many IT people) and their management (this would involve recommendation of the approach to be taken to implementation and use)
- Detailed work in SFIA implementation; for example using SFIA skills to populate job descriptions, role profiles or the like; mapping SFIA to other structures
- Assisting a more experience consultant in implementing SFIA: what assistance did you give?

### Fee-Earning Consultancy

Please let us know your experience in this area. For example:

- Providing board-level advice and recommendations on strategic or policy matters
- Providing functional advice and recommendations to management below board level
- Providing services such as staff assessment, preparation of job descriptions, etc..

### Qualifications

Please mention any relevant qualifications and certifications.