

This licence is made under English Law between **The SFIA Foundation**, 5 Fleet Place London EC4M 7RD ("the Foundation") and **XXX of XXX** ("the Licensee").

LICENCE

This is a limited, non-transferable licence for the use of The Skills Framework for the Information Age and its associated documentation. The SFIA Foundation's General Terms and Conditions form part of this agreement. Licensees should familiarise themselves with those terms and conditions.

The licensee agrees to be bound by, and will ensure all its employees and agents will comply with, the terms of this limited user licence, including the terms and conditions set out in The SFIA Foundation's General Terms and Conditions. The rights conferred by this licence apply to the Licensee and its wholly-owned subsidiary companies. The Licensee shall keep the Foundation informed of the identity of those subsidiary companies. Organisations that might be described as associates, resellers or partners of a licensed SFIA Partner must themselves be separately licensed to use SFIA through the SFIA Foundation.

PURPOSE

The licensee may use the information contained in SFIA and in its associated documentation to give general support to the provision of services (such as consultancy) to clients. Subject to the notes associated with SFIA use describes under the heading "Notes related to SFIA Partner use" and additional terms listed under the heading "Additional Terms".

Scope

This licence covers the licensee to offer SFIA products or services throughout: <enter single country or global>

Permitted uses

Limitations on the use of SFIA also apply to significant extracts of SFIA and to frameworks and schemes with significant SFIA content.

Licence feature (Yes=permitted, No=not permitted): (see notes pages 2 through 5)		See Note
Personal use for information or personal development. Corporate use for in-house staff management.	Yes	1
General commercial use to support consulting activities.	Yes	
External SFIA Skills Assessment and Certifications (additional approval required).	Yes	2*
Use in products or services specifically dependent on SFIA information.	Yes	3*
Creation and internal distribution of an in-house framework derived from SFIA within the licensee's organisation.	Yes	4*
Distribution or publishing of SFIA or of any item containing a significant amount of SFIA information outside the licensed organisation.	No	5*
Translation of SFIA into another language or dialect.	No	6*
Providing non-accredited SFIA training to clients.	Yes	7*
Providing accredited SFIA training to clients.	Yes	7*
Publishing mappings of SFIA to qualifications and certifications issued by the licensee.	Yes	8*
Use of SFIA in a rate card for pricing IT human resources for hire or contract.	Yes	
Licensee must use accredited, Practitioners, Consultants and/or Assessors as appropriate. Significant SFIA consultancy should be undertaken or overseen by an Accredited Consultant.	Yes	9*
Licensee listed on SFIA web site.	Yes	10
Use of a defined form of the SFIA trademark provided by The SFIA Foundation.	Yes	10

Notes related to SFIA Partner use

Note	Notes related to SFIA Partner use, specific to licence features in the table above.
1	This licence allows use of SFIA for personal use for information and for personal development. It also allows corporate use for in-house staff management including <i>internal</i> skills/competency assessment.
2*	A SFIA Partner may establish an external SFIA Skills Assessment and Certification scheme, but this requires separate and explicit approval by the SFIA Foundation. The SFIA logo may not be used in any certificate or credential without prior approval by the SFIA Foundation See note below regarding assessment, certification and credentials
3*	A SFIA Partner may create and sell products or services specifically dependent on SFIA information. Additional fees (royalties) are payable, see General Terms and Conditions. Such products or services must not provide an alternative to the SFIA website as a way to browse the SFIA Framework or its support assets and must be restricted to the licensee's clients.
4*	The licensee may create an in-house framework derived from SFIA and distribute it within the licensee's organisation only. In the case of Government, this includes distribution of the derived material to organisations within the same Government (for example, other Government Departments). Where this is extensive, a separate public sector licence may be more appropriate.
5*	The distribution or publishing of SFIA or of any item containing a significant amount of SFIA information outside the licensed organisation is not allowed. This also prohibits the publication of SFIA in a context such as a web site that allows SFIA to be browsed by parties not covered by the licence. Inclusion of SFIA in a product or service provided as 3* above is acceptable. Any publication of significant parts of SFIA must only be with prior and explicit written approval from the SFIA Foundation.
6*	Translation of SFIA into another language or dialect is not permitted without explicit written approval from the SFIA Foundation. SFIA is available in many languages and further translation of SFIA is to be welcomed, but it must be conducted in a controlled manner, appropriately reviewed and available to all. Permission from the SFIA Foundation must be obtained.
7*	SFIA Partners may provide SFIA training to clients subject to conditions set out below and subject to additional per-delegate fees payable to the SFIA Foundation (fees published separately). No credential other than those issued by the SFIA Foundation may be given. SFIA Partners must not offer non-accredited SFIA training as a way to avoid paying the per-delegate fee due to the SFIA Foundation.
8*	The licensee may publish mappings of its qualifications and certifications to SFIA. This should be conducted as detailed below. No credential containing a SFIA logo or giving the impression that is accredited should be included. SFIA mappings must be carried out in accordance with SFIA Foundation guidelines below and published on the SFIA Website. Where a SFIA credential is to be given, it must be under an approved assessment scheme.
9*	The SFIA services provided by a SFIA Partner must be conducted or overseen by accredited Practitioners, Consultants and/or Assessors. They may be on staff or under an associate agreement. Typically, two should be available and any SFIA consultancy should be undertaken or overseen by an Accredited Consultant.
10	The licensee will be listed on SFIA web site unless they explicitly request not to be listed. The Licensee should provide a corporate logo for the SFIA users-carousel unless they wish not to be listed. A SFIA logo for the SFIA Partner to use will be made available on signing this licence, use of the logo must cease, and be removed from use on expiry of this licence (unless it is renewed and fully paid).

Additional Terms

Skills Assessment, Certification and Credentials

SFIA is frequently used around the world to assess individuals, this may be against the levels of responsibility, specific individual SFIA skills, or groups of skills and levels of responsibility combined as a role or professional assessment.

It is possible to recognise knowledge (knowing what is required), skill (practice in a controlled environment) and competence – practice within a real-world professional environment.

Recognising that assessments happen, and not to restrict this useful application of the SFIA Framework, while driving consistency in assessments, the SFIA Foundation has allowed assessment as the table below:

1	Performing skills assessments or role assessments using SFIA internal to the licensee	Allowed as non-approved SFIA assessments (Internal use). No SFIA logo should be used or approval implied by the use of a SFIA Accredited Assessor statement.
2	Performing skills assessments or role assessments using SFIA internal to a client of the licensee	As above.
3	Awarding proprietary certifications (specialism, generic, or professional) using SFIA Levels of Responsibility and SFIA Professional Skills as the basis of the award. This is particularly useful for professional bodies or associations wishing to use SFIA as the basis of certification, membership levels or role recognition.	Allowed by SFIA Partners as non-approved SFIA assessments. However, the claim that SFIA is used as the criteria can be made. Such certifications may additionally be approved if the scheme meets the SFIA Foundation approval requirements.
4	Awarding SFIA credentials from SFIA assessments explicitly as Knowledge, Skill or Competency assessments. Note: Only digital credentials endorsed by the SFIA Foundation are approved credentials. No other credential/certificate should be issued.	Allowed by SFIA Partners only under an approved scheme, using SFIA Accredited Assessors, or in the case of a Knowledge credential passing a test against the published syllabus and learning outcomes mapped to SFIA.

The SFIA Foundation is defining and refining the criteria that must be applied when conducting assessments and this is published separately – [here](#).

The mapping of learning to SFIA must be in line with the [Professional standards for mapping learning to SFIA](#).

The following criteria as a minimum will apply:

- No assessment may be claimed to be accredited, approved, or endorsed by the SFIA Foundation, nor give the impression that it is unless there has been a separate review of an assessment scheme and written approval from the SFIA Foundation.
- The responsibility for the conduct and outcome of each and every assessment lies with the organisation conducting the assessment under their scheme.
- The use of any SFIA logo in any form as part of an assessment or credential must first get written approval from the SFIA Foundation.
- Any scheme that will form the basis of any agreement to conduct approved/endorsed assessments will need to, as a minimum, comply with the requirements of the following:
 - ISO/IEC 24773-1:2019
 - ISO/IEC 17024:2012
- The owner of any scheme must provide the SFIA Foundation with reports of assessments performed on a quarterly basis. The details of the report is to be agreed.

Note: It is not currently a requirement that a scheme must be formally certified to the above ISO standards, but any scheme should meet their intent. Clearly any formal certification to the ISO standards will be beneficial.

Note: The criteria is being further developed and is subject to change. Any SFIA Partner conducting assessments under an approved scheme must check regularly with the SFIA Foundation for changes to scheme requirements.

Approved Training Services

This section of the licence does not apply until activated by the process described below.

The Partner may provide approved SFIA Training, after the additional terms and the code of practice below have been satisfied.

The Partner agrees that before offering any SFIA Training Course, the Partner shall

- not run any SFIA Training courses unless and until the said approval is obtained;
- notify the Foundation of the Partner's intention to provide SFIA Training;
- apply for the Foundation's approval, providing for each type of course, a copy of all training materials, such as presentations, handouts and other items.

Having obtained approval, The Partner shall:

- have the right to use the SFIA Training Provider logo in its marketing, and to advertise itself as "SFIA Training Provider";
- ensure that training materials are kept up to date in respect of future SFIA framework releases and syllabus changes;
- conform to the requirements set out below under "SFIA Training Services Code of Practice";
- pay to SFIA Foundation the Training fee, payable quarterly, in respect of each person attending any SFIA Training Course.

On providing approval, The Foundation shall indicate which (if any) of the Partner's courses can count as the training element of SFIA Consultants' accreditation.

Code of Practice for Approved Training Services

The Licensee agrees to conform to this code in respect of any Approved SFIA Training offered by the Licensee. The SFIA Foundation may withdraw or suspend the right to provide Approved SFIA Training if The Licensee does not comply with this code of practice.

Administration

Use and represent the information in SFIA with reasonable accuracy and if requested provide copies of course presentations and handouts for inspection;

Agree to attendance on the course from time to time without charge of a nominee of the SFIA Foundation;

Provide quarterly returns to The Foundation, in a format provided by The Foundation, showing date and locations of courses, numbers of attendees and names of attendees;

Inform each attendee that any subsequent application for accreditation depends on the attendee's name having been passed to the Foundation on the quarterly return following the course;

Collect course attendees' feedback reports and take action to resolve any unsatisfactory performance;

Allow SFIA Foundation access to statistics and/or information as evidence that this code of practice is being observed;

Advise SFIA Foundation of any inaccuracies in invoices within 14 days of receipt.

Courses

Deliver the courses in the form in which they were approved by SFIA Foundation;

Keep the courses up-to-date and in line with SFIA;

Comply fully with any regulation or syllabus issued or agreed to by SFIA Foundation;

Ensure that all substantial changes or additions to the course or related materials are submitted to SFIA Foundation for approval;

Publish and make generally available a schedule of courses and prices;

Display clearly for students the duration, total hours and, where appropriate, contact hours of each course offered;

Teaching Staff

Use as teaching staff only SFIA Accredited Consultants;

Allow teaching staff sufficient time and resources to plan and prepare courses;

Ensure teaching staff’s knowledge and skills are up-to-date;

Make teaching staff aware of any regulation or syllabus changes (including changes to SFIA, itself) introduced by SFIA Foundation.

Resources

Provide sufficient resources for the course(s), in terms of teaching staff, premises, equipment, library and other information sources;

Keep resources up-to-date and relevant to the course(s) being provided;

Maintain, update and replace equipment as necessary;

Match numbers of students to the teaching and other resources available.

Openness

Specify in The Licensee’s advertising and promotional material the prior knowledge that students require;

Monitor and respond to the needs of students;

Display clearly details of a complaints procedure;

Allow SFIA Foundation to audit attendance and feedback.

THE PARTIES HEREBY AGREE TO THE TERMS OF THIS LICENCE

Signed for The Licensee		Signed for The SFIA Foundation	
Signature		Signature	
Name		Name	
Date		Date	