

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.

## 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 additional terms listed under the heading "Approved Training Services" which includes the SFIA Training Services Code of Practice, the Licensee may also be licensed to provide SFIA Training.

## 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)	
Personal use for information or for personal development	Yes <sup>1</sup>
In-house staff management, including internal, non-accredited, skills assessment	Yes <sup>1</sup>
External SFIA Skills Assessment and Certifications	Yes <sup>2</sup>
General commercial use to support consulting activities	Yes
Use of a defined form of the SFIA trade mark provided by The SFIA Foundation	Yes
Use in products or services specifically dependent on SFIA information	Yes <sup>3</sup>
Creation and internal distribution of an in-house framework derived from SFIA within the licensee's organisation. In the case of Government, this includes distribution of the derived material to organisations within the same Government (for example, other Government Departments).	Yes
Distribution or publishing of SFIA or of any item containing a significant amount of SFIA information outside the licensed organisation <sup>6</sup>	No
Translation of SFIA into another language or dialect	No
Providing non-accredited SFIA training to clients	Yes <sup>4</sup>
Providing accredited SFIA training to clients	Yes <sup>4</sup>
Publishing mappings of SFIA to qualifications issued by the licensee	Yes
Use of SFIA in a rate card for pricing IT human resources for hire or contract	Yes
Licensee must have accredited, Practitioners, Consultants and/or Assessors as necessary, on staff or under associate agreements. Typically, two should be available and any significant SFIA consultancy should be undertaken or overseen by an Accredited Consultant.	Yes
Licensee listed on SFIA web site	Yes

1 By own staff, internal use

2 See note below regarding assessment, certification and credentials

3 Additional fee (royalty) payable (see General Terms and Conditions)

4 Subject to conditions set out below, and subject to an additional fee per delegate payable when courses are run (fees published separately)

6 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; however, a special licence is available to enable a partner to incorporate SFIA in a product.

## 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-accredited SFIA assessments (Internal use)
2	Performing skills assessments or role assessments using SFIA internal to a client of the licensee	Allowed by SFIA Partners as non-accredited SFIA assessments (Internal use)
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-accredited SFIA assessments. They may additionally be accredited if the scheme meets accreditation requirements.
4	Awarding SFIA credentials from SFIA assessments explicitly as SFIA skills assessments	Allowed by SFIA Partners only under an accredited scheme, using SFIA Accredited Assessors

The SFIA Foundation is defining the criteria that must be applied when conducting assessments and this will be published separately, and the licences updated accordingly.

The following criteria as a minimum will apply:

- No assessment may be claimed to be accredited by the SFIA Foundation, nor give the impression that it is accredited unless there has been a separate review of an assessment scheme and agreement with the SFIA Foundation to this effect.
- The responsibility for the conduct and outcome of every assessment lies with the organisation conducting the assessment under their scheme.
- Any use of the SFIA logo in any form as part of an assessment or credential must first be agreed with the SFIA Foundation.
- Any scheme that will form the basis of any agreement to conduct accredited 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 defined.

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 developed and is subject to change.



## 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";
- 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.

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## 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**

<b>Signed for The Licensee</b>		<b>Signed for The SFIA Foundation</b>	
Signature		Signature	
Name		Name	
Date		Date	