

This licence is made under English Law between **The SFIA Foundation**, The Scalpel, 18th Floor, 52 Lime Street, London, EC3M 7AF England ("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 described 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 4)		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	2
External SFIA Skills Assessment and Certifications (additional approval required).	Yes	3*
Use in products or services specifically dependent on SFIA information.	Yes	4*
Creation and internal distribution of an in-house framework derived from SFIA within the licensee’s organisation.	Yes	5*
Distribution or publishing of SFIA or of any item containing a significant amount of SFIA information outside the licensed organisation.	No	6*
Translation of SFIA into another language or dialect.	No	7*
Providing non-accredited SFIA training to clients.	Yes	8*
Providing accredited SFIA training to clients.	Yes	8*
Publishing mappings of SFIA to qualifications and certifications issued by the licensee.	Yes	9*
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	10*
Licensee listed on SFIA web site.	Yes	11
Use of a defined form of the SFIA trademark provided by The SFIA Foundation.	Yes	11

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	In providing SFIA consulting to clients, the SFIA Partner must ensure that the client is separately licensed to use SFIA.
3*	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
4*	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 Foundation website for browsing the SFIA Framework or its support assets and any access must be restricted to the licensee's clients. The use of 'sfia' in a web domain is prohibited.
5*	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.
6*	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 4* above is acceptable. Any publication of significant parts of SFIA must only be with prior and written approval from the SFIA Foundation.
7*	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.
8*	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). SFIA Partners must not offer non-accredited SFIA training in order to avoid the per-delegate fees due to the SFIA Foundation. No credential other than those issued by the SFIA Foundation may be given.
9*	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 it is accredited should be included. SFIA mappings must be carried out by a SFIA Accredited Consultant and in accordance with SFIA Foundation guidelines as published on the SFIA Website. Any SFIA credential issued must be under an approved assessment scheme.
10*	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 must be undertaken or overseen by an Accredited Consultant.
11	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

Providing SFIA Training

This section of the licence only applies when delivering SFIA training and the SFIA Partner must seek and receive separate approval in writing before offering such training. Only once approval has been given in writing can the SFIA Partner advertise their specific training offering as Approved SFIA Training.

When offering SFIA training the SFIA Partner must comply with the [Professional standards for delivering SFIA training](#).

Mapping learning to the SFIA Framework

When mapping learning (courses, training, exams etc) to SFIA the mapping must comply with the [Professional standards for mapping learning to SFIA](#). In addition:

- The owner of the learning product must be a licensed SFIA Partner
- All mappings must be undertaken by a SFIA Accredited Consultant who accepts full responsibility and accountability for the mapping
- The mapping must be supplied to the SFIA Foundation and may be subject to scrutiny

Skills Assessment, Certification and Credentials

The issue of any credential, certificate, or badge containing a SFIA logo of any form, or giving the impression of a SFIA assessment must be under a SFIA Approved Scheme.

SFIA is frequently used 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.

The following can be recognised; 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 such as 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 or certificate may 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.

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