

# SFIA Skills Assessor Rules of Conduct

## Introduction

The SFIA Foundation is a global not-for-profit foundation that develops and maintains the SFIA Skills and Competency Framework for a global user base of individuals and corporates. Many organisations, throughout the world, use SFIA; it is very flexible and can be used in many different ways to deliver real benefits in the area of skills and competencies.

Many organisations wish to engage individual SFIA Specialists to help guide their use of SFIA and most recently the interest in Skills and Competency Assessment has become significant.

The SFIA Foundation is not a Professional Membership Organisation but it does expect SFIA Specialists and SFIA Partner organisations to act *professionally*. We strongly encourage anyone offering SFIA services to be a member of an appropriate professional membership organisation and be bound by their rules of conduct.

The Rules of Conduct below are not intended to replace that of a professional membership organisation but to provide a basic set of rules for those individuals providing SFIA consultancy when not part of such a professional membership organisation.

The rules below are primarily aimed at:

- SFIA Accredited Skills and Competency Assessors

The SFIA Foundation seeks to raise the level of confidence and trust in this particular use of the SFIA Framework as a positive contribution to skills and competency development of individuals and organisations. Responsibility for professional conduct and their personal decisions and actions rest with the individual.

The SFIA Foundation provides a solid framework, knowledge, and guidance to enable individuals to act ethically.

Commitment to rules of conduct is an essential element of professional practice and these *rules* describe the expected behaviours. They support assessors in balancing the, often conflicting, interests and demands of employers and society and are consistent with widely held principles of good practice.

SFIA Accredited Skills and Competency Assessors must abide by these rules of conduct and *reaffirm* their commitment to them through the annual renewal of their accreditation. The rules of conduct are defined by the global SFIA community for use by all.

## Rules of Conduct

These rules apply to SFIA Accredited Skills and Competency Assessors.

Note 1: Only assessments carried out under a SFIA Foundation accredited assessment scheme may be considered approved assessments.

Note 2: Individuals should not claim to be, nor give the impression they are, SFIA Assessors unless they have been accredited as such by the SFIA Foundation and that the accreditation has not expired or been revoked.

Note 3: SFIA Accredited Assessors, as individuals, may perform assessments for any organisation but they must not claim, or give the impression, that the assessments are accredited, or in any way approved, unless under a SFIA Foundation approved assessment scheme.

1. Assessors shall comply with local legislation with regards to the handling of personal data and general data protection regulation.
2. Assessors shall commit to maintaining confidentiality and impartiality throughout their assessment activities.
3. Assessors shall keep their knowledge of the SFIA Framework and SFIA guidance up-to-date, for as long as they use SFIA, by being active in the SFIA community, monitoring the SFIA website and reading Foundation published guidance.
4. Assessors shall keep their experience in the use of the SFIA Framework and SFIA guidance up-to-date, for as long as they use SFIA, by active use and practice.
5. Assessors shall not undertake professional tasks and responsibilities that they are not reasonably competent to discharge.
6. Assessors should not assess knowledge, skill or competency which they do not feel confident to assess.
7. Assessors should not assess skills at levels that they do not feel confident to assess.
8. Assessors shall accept personal responsibility for all assessments done by them or under their supervision or direction. Assessors shall also take all reasonable steps to ensure that persons working under their authority are both suitably equipped and competent to carry out the tasks assigned to them.
9. Assessors should not assess the skills and competence of close personal friends, relatives or work colleagues.
10. Assessors should declare a 'conflict of interest' when one exists or could be reasonably believed to exist and seek an alternative assessor.
11. Assessors shall keep adequate records of the assessments performed and report data to the SFIA Foundation – personal details are to be removed.
12. Assessors shall comply with the SFIA Foundation rules regarding the use of any SFIA logo or badge.