

## Course description

This is a description of the officially authorised SFIA training course. It is suitable for those people, whether technical, managerial or HR, who need to develop an understanding of SFIA in order to implement it or to make a decision about implementation. The course is an essential requirement for anyone seeking accreditation as a SFIA Accredited Consultant.

Understanding SFIA is a one day workshop that makes use of presentations and practical exercises so that course members develop an understanding of the framework and how it relates to the practicality of skills and capability management in an organisation. The event is run by two consultants with in-depth practical experience of the IT industry and skills management.

The price for attendance is £400 plus VAT. Dedicated courses may be run on a client's premises at a cost of £3,200 plus travelling expenses plus VAT. Details of course dates and how to book may be found on the SFIA web site at [www.sfia.org.uk](http://www.sfia.org.uk)

### Introduction & background

Course administration, introductions of course members

Why and how SFIA was developed, and by whom

Relevance to the Profit Alliance

The SFIA Foundation – how it works: Accredited Consultants and Accredited Partners

SFIA information

### SFIA in context

Reasons for implementing SFIA

The capability management cycle

Attributes of IT professionals

Skills portfolio

The importance of roles in measuring capability

Four type of role description; contents of professional profiles

Benefits to be obtained

*Exercises*

### SFIA skills

Overall concept of the framework

Structure of the framework; skills categories and subcategories

The nature of SFIA skills: the way they are described; their significance

*Exercises in familiarisation of skills in context*

### SFIA Levels

Concept of the seven levels; their consistency

How the levels are defined generically: the four characteristics of a level

The uses of the generic levels

How specific skills map on to the levels

The structure of a SFIA skill descriptor

Skills in relation to people; and in relation to jobs

*Exercises in attributing skills and levels*

### The practicalities of using SFIA

Overview of implementation; nature of the implementation project

Caution in selecting skills

The importance of role profiles; examples of roles

Importance of roles in mapping career progression lines; professional and technical development

Capability development plans; using SFIA skills as development metrics

Outputs from development planning with SFIA

Recording knowledge levels

Approaches to assessment

Information available from The SFIA Foundation

*Exercises*

### Summary and Close