

SFIA Self-Assessment PAYG login guide

Go to: www.validateskills.com

Click on the login tab and then the Pay-as-you-go SFIA Self Assessment login button on the right as indicated in the image below.



This will take you to the payment section of the SFIA Self Assessment portal.

Before you buy you may wish to check the SFIA self assessment report example, which is a sample version of the document you get as a result of completing the self assessment. Click the green 'View Example Report' button.



If you already have a token given to you as a free trial or demo you can click "Already have a code"

If you wish to proceed, click 'Buy Now' at the bottom of the page.

A screenshot of the SFIA Self Assessment Portal payment page. The header includes the 'ValidateSkills.com' logo and the 'SFIA ACCREDITED PARTNER' logo. The main content area is titled 'SFIA Self Assessment Portal' and contains the following text: 'The SFIA Self Assessment is a series of questions designed to build your SFIA Levels and Skill code understanding of your role. You should be prepared to answer honestly and truthfully as your selection will determine the outcome of the report.' Below this is a numbered list of steps: 1. Decide how many Self Assessments (items) you wish to purchase; 2. Make payment of £20.00 + VAT per item; 3. Once paid, we send you the number of codes per item purchased; 4. You can then register your email and enter the token code we have sent you; 5. Complete the self assessment and print off report. There are three green buttons: 'View Example Report', 'View Guide', and 'Already have a code?'. At the bottom, there are logos for 'PayPal', 'VISA', 'MasterCard', and 'American Express', along with a 'Buy Now' button and the 'SFIA ACCREDITED PARTNER' logo.

On the next page enter the email address you wish the documentation to be sent to. You will have the opportunity to download it at the end of your assessment.

Enter how many SFIA self assessments you wish to purchase, and click 'Calculate Total'.



Purchase licences



The price of the role builder per role is £20.00 each + 20 % VAT

Once payment is complete you will receive the entry codes via the email you enter below.

Please select or enter the number of role codes you wish to purchase (default is 1)

The page will refresh and show you the total cost of your purchase.

Click the 'Buy Now' green button at the bottom of the page to continue.



Purchase licences

The price of a SFIA self assessment is £20.00 each + 20 % VAT
If you are an organisation wishing to discuss a bulk purchase please e-mail enquiries@validateskills.com

Once payment is complete you will receive the entry codes via the email you enter below.

your@email.com

Please select or enter the number of role codes you wish to purchase (default is 1)
For more than 10 role codes, please enter the number in the textbox

Purchase 1 codes at £20.00 + VAT
Total = £24

You will now proceed through to the SFIA self assessment PayPal process.

Follow the process:-

The screenshot displays a checkout page with two main sections. On the left, a box titled "Your order summary" contains a table with the following data:

Descriptions	Amount
SFIA Role Profile	£60.00
Item price: £20.00	
Quantity: 3	
Item total	£60.00
VAT:	£12.00
Total £72.00 GBP	

On the right, the "Choose a way to pay" section offers two options:

- Pay with my PayPal account**: Includes a "PayPal" logo and a link to "Log in to your account to complete the purchase".
- Pay with a debit or credit card**: Includes the text "(Optional) Sign up to PayPal to make your next checkout faster" and a form with the following fields:
 - Country: United Kingdom (dropdown)
 - Card type: Visa/Delta/Electron (dropdown)
 - Card number: 4997933423231330 (text input)
 - Expiry date: mm (01) / yy (37) (text inputs)
 - CSC: 111 (text input)
 - A link for "What is this?"

Once you have completed the payment process you will receive a Thank You page.

The screenshot shows a "Thank you" page with a blue header. On the left is the "ValidateSkills.com" logo, and on the right is the "SFIA ACCREDITED PARTNER" logo. The main content area contains the following text:

Thank you

Thank you for your payment for 1 SFIA self assessment tokens

An email with your token code/s has been sent to Your@email.com

If you do not receive your token code/s via email shortly please check your spam mail as often automatic emails are diverted to spam.

If you have any issues please email sfia@validateskills.com.

Please check our web site for information on our other SFIA products

www.ValidateSkills.com

At the bottom, there are two green buttons: "Go to the Self Assessment Portal" and "Return to Welcome Page".

The token codes you require will be sent to the email address you entered at the start.

Please check your email address, if it hasn't arrived in a short space of time please check your junk folder or spam as it may have landed in there.

You can click on the link within that mail to go back to the SFIA self assessment login page www.assessITskills.com or simply go back to our web site.

It would be an idea to copy and paste the token code into the self-assessment registration page when asked to do so.



If you are not using the link within the email which we sent to you following your purchase, you can always go back to our web site and log in again that way.

This time click the green 'Already have a code?' button.

The image shows the 'SFIA Self Assessment Portal' page. At the top, there is a blue header with the 'ValidateSkills.com' logo on the left and the 'SFIA ACCREDITED PARTNER' logo on the right. The main content area is white and contains the following text:

SFIA Self Assessment Portal

The SFIA Self Assessment is a series of questions designed to build your SFIA Levels and Skill code understanding of your role. You should be prepared to answer honestly and truthfully as your selection will determine the outcome of the report.

1. Decide how many Self Assessments (items) you wish to purchase
2. Make payment of £20.00 + VAT per item
3. Once paid, we send you the number of codes per item purchased
4. You can then register your email and enter the token code we have sent you
5. Complete the self assessment and print off report

Before you start the purchasing process you may wish to check out an example of the report. Click on this green button.

A guide to help you navigate your way round the self assessment process is also available to download

If you already have a token or demo token click here

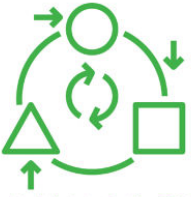
At the bottom, there are logos for 'PayPal', 'VISA', 'MasterCard', and 'American Express' on the left, a 'Buy Now' button in the center, and the 'SFIA ACCREDITED PARTNER' logo on the right. Three green buttons are visible: 'View Example Report', 'View Guide', and 'Already have a code?' (which is highlighted with a red border).


This will take you into the Assess IT skills portal please click "Start here" to continue.




Know your SFIA Level


[→ Start here](#)



World's 1st adaptive SFIA self-assessment
powered by  Validateskills.com



Approved



SFIA[®]
ACCREDITED
PARTNER

Please enter your basic details in order to register an account. Click "Create account" button.

If you are returning you can simply click the login link at the bottom of the page.

Create your account

<p>Your name *</p> <input type="text" value="Mr Registration Guide"/>	<p>Work Email *</p> <input type="text" value="registration@guide.com"/>
<p>Password *</p> <input type="password" value="●●●●●●●●"/>	<p>Confirm Password *</p> <input type="password" value="●●●●●●●●"/>

[Create account](#)

Already have an account ? [Login](#)

On the next page you can now add your token number so click the "+ Add SFIA Token" button

[+ Add SFIA Token](#)

For buying tokens, please email: tokens@validateskills.com

Hello! Add SFIA Token to start now

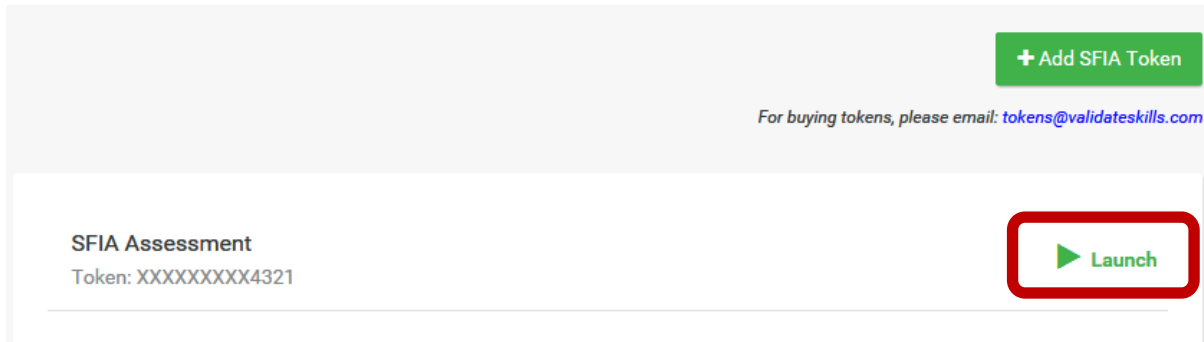
Add you token here and click “Add”



Add SFIA Token ×

 ×

Once your token has been successfully added you can now start the assessment by clicking the “Launch” link on the right hand side.



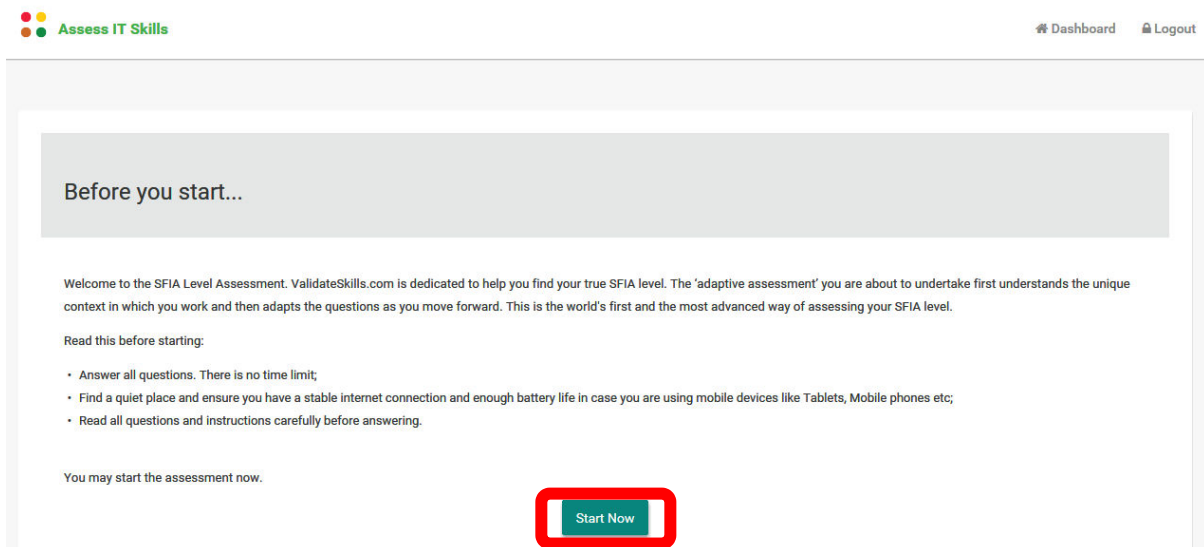
+ Add SFIA Token

For buying tokens, please email: tokens@validateskills.com

SFIA Assessment
Token: XXXXXXXXXXX4321

Launch

Before you start, you will be presented with a short brief and once you are ready to start click the “Start Now” button at the bottom of the page.



Assess IT Skills Dashboard Logout

Before you start...

Welcome to the SFIA Level Assessment. ValidateSkills.com is dedicated to help you find your true SFIA level. The 'adaptive assessment' you are about to undertake first understands the unique context in which you work and then adapts the questions as you move forward. This is the world's first and the most advanced way of assessing your SFIA level.

Read this before starting:

- Answer all questions. There is no time limit;
- Find a quiet place and ensure you have a stable internet connection and enough battery life in case you are using mobile devices like Tablets, Mobile phones etc;
- Read all questions and instructions carefully before answering.

You may start the assessment now.

Start Now

Your assessment will now begin.

SFIA Assessment

Stage 1/4

Please select the type of organisation you work for [Select the most appropriate option]

- IT service provider / Consultancy / IT department of an organisation
- Product development / Research & Development
- Training
- Other

Next

Select your answer by clicking the radio button. The Next button will then be activated for you to then answer your next question. Once you have completed your assessment you can view your report by clicking “view report”

SFIA Assessment

Thank you for completing the assessment. You can now view your report.

[View Report](#)

You can export the report by clicking the PDF tab or print off the report by clicking the ‘Print’ button at top right.

Print PDF Feedback

SFIA Generic Level

2

SFIA assessment report: Mr Registration Guide


Assessment Status : completed

This SFIA self assessment helps you in understanding ‘what skills do you have?’ and at what level. The score is only one of the indicators of your competence and professional experience and should be interpreted in the context of your current role, responsibilities and accountabilities. The report has two sections:

- Your SFIA generic score -This is an indicator of your SFIA generic level along with the scores in four attributes - Autonomy, Influence, Complexity and Business Skills
- Your core SFIA skills score - This is an indicator of relevant SFIA core skills and their levels


Your SFIA generic attributes

Autonomy




3

Influence




1

Complexity



2

Business Skill



2

You can log back in at any time using your initial registration details to view your report.

You can now log out by clicking the ‘log out’ link in the top right hand corner of your screen.

If you require any assistance please email enquiries@validateskills.com