



Pay-as-you-go SFIA Role Profile Builder Guide

Go to: www.validateskills.com and click the 'Login' tab top right to reveal the drop down list and then click the Role Builder Login button shown in red below:



This will take you to the payment section of the Role Builder.

Before you buy you may wish to check the SFIA Role Builder Example, which is a sample version of the document you get as a result of following our SFIA Role Builder. Click the green 'Example' button.

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

SFIA Role Profile Builder

The SFIA role profile builder allows you to select from the SFIA framework the levels and codes associated with the role you are building.

1. Decide how many roles (items) you wish to map
2. Make payment of £20.00 + VAT per item
3. Once paid, we send you the number of codes for each token purchased
4. Use the token to enter and build your role
5. PDF / Word role profile sent to your email

Before you start the purchasing process you may wish to check out an example of the output document which you are about to create.

A guide to help you navigate your way round the role builder is also available.

If you already have a token code, click this button

[View Example role](#)



[E-Guide to role builder](#)

[Create another role profile?](#)

[Buy Now](#)

On this next page enter your email or the email you wish the finished document to be sent to. You will have the opportunity to export at the end of your build.

Enter how many SFIA job roles you wish to build, 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 'Buy Now' to continue.

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.

enquiries@validateskills.com

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

Purchase 3 codes at £20.00 + VAT
Total = £72

You will now proceed through to the SFIA Role Builder PayPal process.

Follow the process:-

The screenshot shows a PayPal checkout interface. On the left, there is a 'Your order summary' table:

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, under 'Choose a way to pay', there are two main options:

- Pay with my PayPal account**: Includes a link to log in to the account to complete the purchase.
- Pay with a debit or credit card**: Includes a sub-option to sign up to PayPal for faster checkout.

The credit card payment form includes the following fields:

- Country: United Kingdom
- Card type: Visa/Delta/Electron
- Card number: 4997933423231330
- Expiry date: mm (01) / yy (37)
- CSC: 111
- A link for 'What is this?' is provided below the CSC field.

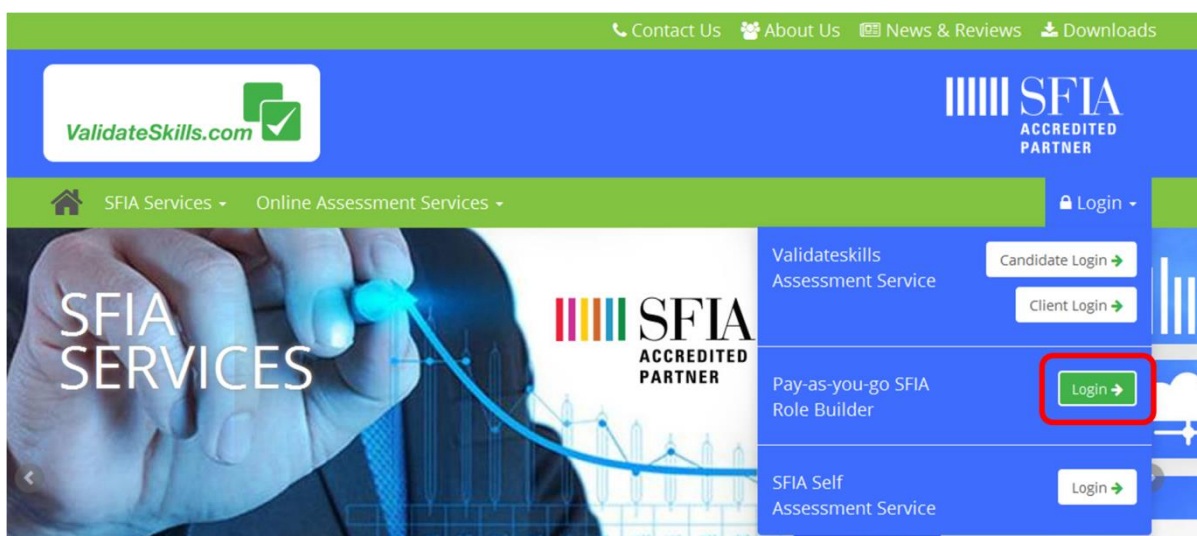
Once you have completed the payment process you will receive a Thank You page.

The token codes you require to continue 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 as it may have landed in there.

You can click on the link within that mail to go back to the SFIA Role Builder or simply go back to the web site.

It would be an idea to copy and paste into the Role Builder the token code 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 login again that way.

This time click the green 'Create another role profile' button.

SFIA Role Profile Builder






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Before you start the purchasing process you may wish to check out an example of the output document which you are about to create.

A guide to help you navigate your way round the role builder is also available.

If you already have a token code, click this button







[View Example role](#)
[E-Guide to role builder](#)
[Create another role profile?](#)

You will be see this page so enter your email or the email you wish the role you are building to be sent to.

Then enter the code which you will have received via email.

You can add the job title you are about to build which will be the file name of the final document.

Click enter at the bottom of the screen.



Welcome to the ValidateSkills SFIA Role Builder Tool.

Please enter the email address you used to purchase the codes, and one code you received after payment. The completed SFIA role document will be sent to his email address.
Please give your role a title which will be used to identify the role.
After entering your email address and the code, you are now ready to build your own SFIA role.

[E-Guide to role builder](#)
[Example role](#)

Email:

Token Code:

Role Title:

[Enter](#)

In the page below click on the level numbers on the left to reveal the level descriptions on the right. You are looking at a SFIA level which best reflects the core elements of the role, often the day-to-day responsibilities.

Each level description will change depending on the level clicked. Here you need to make a careful selection as to which SFIA level best matches the role you are building. Levels can be changed BEFORE you save the role at the end but NOT after you have saved your selection.

Read the descriptions carefully and when you are satisfied with the level chosen click 'NEXT' to continue.

Click the appropriate level which is the closest to the role.

1		Ensure, advise	
2		Autonomy	Works under broad direction. Work is often self-initiated. Is fully accountable for meeting allocated technical and/or project/supervisory objectives. Establishes milestones and has a significant role in the delegation of responsibilities.
3		Influence	Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism. Builds appropriate and effective business relationships. Makes decisions which impact the success of assigned projects i.e. results, deadlines and budget. Has significant influence over the allocation and management of resources appropriate to given assignments.
4		Complexity	Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationship between own specialism and wider customer/organisational requirements.
5		Business Skills	Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. Understands the relevance of own area of responsibility/specialism to the employing organisation. Takes customer requirements into account when making proposals. Takes initiative to keep skills up to date. Mentors colleagues. Maintains an awareness of developments in the industry. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity and innovation in applying solutions for the benefit of the customer/stakeholder. Takes account of relevant legislation.
6			
7			

Click Next button to view SFIA codes assigned to this level

The next page shows all the core skills codes relating to that level. You can go up and down the Levels 1 to 7 as it's not uncommon for roles to have the odd one or two skills from the next higher or lower level.

Click on the code to reveal the overall descriptors associated with that code at the level chosen. Once you are happy with your selection click next to see the complete role descriptors.

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7			
Strategy and Architecture									
IRMG	SCTY	INAN	ICPM			Information Strategy			
TECH						Advice and Guidance			
RSCH		BURM				Business Strategy and Planning			
EMRG	COPL	DATM	METL			Technical Strategy and Planning			
Business Change									
PRMG		PROF				Business Change and Implementation			
BUAN	REQM	BPTS	BSMO	SUAS		Business Change Management			
ETMG	LEDA	TMCR	ETDL	PDSV		Skills Management			
RLMT						Relationship Management			
Solution Development and Implementation									
DTAN	DESN	DBDS	PROG	ADEV	SFEN	SUEN	INCA	TEST	Systems Development
UNAN		HCEV				USEV		Human Factors	
SINT		PORT				HSIN		Installation and Integration	
Service Management									

Hover over the code to reveal the skills code descriptors which will appear in pop-up boxes. Once you have read and feel confident that the description fits the role, click on the codes you wish to use. They will then turn grey indicating your selection. You can choose as many as you wish and move across levels by clicking the blue level tabs at the top.

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Strategy and Architecture						
IRMG	SCTY	INAN	ICPM			Information Strategy
TECH						Advice and Guidance
RSCH	BURM					Business Strategy and Planning
EMRG	COPL	DATM	METL			Technical Strategy and Planning
Business Change						
PRMG	PROF					Business Change and Implementation
BUAN	REQM	BPTS	BSMO	SUAS		Business Change Management
ETM						Skills Management
RLM						Relationship Management
Solution Development and Implementation						
DTAN				A	TEST	Systems Development
UNAN	HCEV	USEV				Human Factors
SINT	PORT	HSIN				Installation and Integration
Service Management						

Business analysis - Investigates operational requirements, problems, and opportunities, seeking effective business solutions through improvements in automated and non-automated components of new or changed processes. Assists in the analysis of stakeholder objectives, and the underlying issues arising from investigations into business requirements and problems, and identifies options for consideration. Identifies potential benefits, and available options for consideration. Works with clients/users in defining acceptance tests.

Here you can see we have chosen 3 skills codes from level 4 indicated by the grey box in the image below. You can also chose another code from another level. This is shown by the red text in the level 3 blue tab indicating that a selection has been made in another level. This is common as some codes are not covered across all levels.

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7					
Strategy and Architecture											
IRMG	SCTY	INAN	ICPM			Information Strategy					
TECH						Advice and Guidance					
RSCH	BURM					Business Strategy and Planning					
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Business Change											
PRMG	PROF					Business Change and Implementation					
BUAN	REQM	BPTS	BSMO	SUAS		Business Change Management					
ETMG	LEDA	TMCR	ETDL	PDSV		Skills Management					
RLMT						Relationship Management					
Solution Development and Implementation											
DTAN	DESN	DBDS	PROG	ADEV	SFEN	SUEN	INCA	TEST	Systems Development		
UNAN	HCEV	USEV							Human Factors		
SINT	PORT	HSIN							Installation and Integration		
Service Management											
FMIT									Service Strategy		
CPMG	AVMT	SLMO							Service Design		
SEAC	CFMG	ASMG	CHMG	RELM					Service Transition		
SYSP	SCAD	RFEN	ASUP	ITOP	DBAD	STMG	NTAS	PBMG	USUP	DCMA	Service Operation

Choose carefully and when you are comfortable with the levels and codes chosen, click 'NEXT' at the bottom of the page to continue.

The next screen populates all of your choices and brings them all together as seen below.

They will all start as “Core” codes in the tick box shown in red below.

You can now put your codes into order of priority in these three areas:

Core = The core skill set required as the major part of the role on a day to day basis.

Con = Skills contributing towards the role but only required and called upon from time to time.

Aw = Awareness of a desirability for these skills but may not be within the role’s direct remit.

These are your code selections from your SFIA Framework choices for this role. You can put them in order of skill priority.

i Core = The core skill set required on a day to day basis.
 Con = Skills contributing towards the role but only required and called upon from time to time.
 Aw = Awareness of these skills but may not be within the roles direct remit.

Category	Level	Sub Category	Code	Core	Con	Aw	
Skill 1	Strategy and Architecture	5	Technical Strategy and Planning	SPIM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill 2	Strategy and Architecture	5	Technical Strategy and Planning	ARCH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill 3	Strategy and Architecture	6	Information Strategy	INAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill 4	Strategy and Architecture	6	Business Strategy and Planning	RSCH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill 5	Business Change	6	Business Change and Implementation	PRMG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Add Another Skill](#) [View Certificates](#) [Save & Refresh](#)

Candidates for this position will be required to demonstrate the following specialist professional IT competencies:

Core Skills:

- Software development process improvement (SPIM) Level 5
- Solution architecture (ARCH) Level 5
- Research (RSCH) Level 6
- Project management (PRMG) Level 6
- Information analysis (INAN) Level 6

Tick the appropriate box you wish each code to be associated with, as indicated in the red box below.

Category	Level	Sub Category	Code	Core	Con	Aw	
Skill 1	Strategy and Architecture	5	Technical Strategy and Planning	SPIM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill 2	Strategy and Architecture	5	Technical Strategy and Planning	ARCH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill 3	Strategy and Architecture	6	Information Strategy	INAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skill 4	Strategy and Architecture	6	Business Strategy and Planning	RSCH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skill 5	Business Change	6	Business Change and Implementation	PRMG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Add Another Skill](#) [View Certificates](#) [Save & Refresh](#)

If you feel you have chosen the wrong core level then go back and change before you save. Don’t worry all your chosen codes will remain.

You can go back to make changes and add additional codes if necessary by using the back button or by clicking

[“Delete or Add Another Skill”](#)

When you are comfortable with your choice click the [“Save and Refresh”](#) link under the box. You must click this every time you make changes which will in turn refresh the full profile page in accordance with your tick box choices.

Once saved, the full SFIA role profile you see on the final page will be compiled and emailed to you or you may also wish to export in WORD or PDF.

You may wish to use the SFIA descriptions within your own organisation's job role specifications. The export option for Word and PDF can be activated by clicking tabs at the bottom left of the screen.



If you are happy with your choices click the 'FINISH' button at the bottom to complete the process and exit.

When you have finished and saved the final page you will see a 'thank you' page and the completed document will now be on its way to your registered e-mail.

Please e-mail enquiries@validateskills.com if you have any questions.