Guidelines for developing your Personal Skill Profile using SFIA framework

Version: 1.2

> **Purpose:**
>
> - **To provide step-by step guidance on how to develop your Personal Skill Profile (PSP)**
> - **To support the creation of a common understanding across the IT Community on how to use the SFIA framework while creating their PSP**

What is SFIA?

SFIA is a practical instrument for people who manage or work in information systems-related roles of any type. It provides a common reference model in a two-dimensional framework consisting of skills on one axis and seven levels of responsibility on the other. It describes professional skills at various levels of competence. It also describes generic levels of responsibility, in terms of Autonomy, Influence, Complexity and Business Skills.

The purpose of using SFIA framework

The framework aims to help answer the following questions:

- 'Which skills do I have now?' (Assessment)

- 'Which skills do I need?' (Roles and Jobs)

- 'Do I have the right skills at the correct level?' (Analysis)

- 'How do I achieve my goals?' (Learning and Development)

How will using the SFIA framework in my PSP will help me?

- By helping me identify my current skills and strengths against a globally understood framework

- By bringing clarity as I plan my development in order to achieve my professional goals and plan my career

- By helping me identify my skills gaps though a matching process

Scope of the guidance

These notes aim to assist you in the self-assessment of your skills.

Before you start; *we strongly recommend that you read all the guidance provided in this document as it will help you avoid many of the common pitfalls.*

Step-by step process to developing your own Personal Skill Profile

Step One: Gather information

To begin building your PSP using the SFIA framework **ask yourself the questions** in the

PSP- work aid which you can access, right here; https://www.uis.cam.ac.uk/initiatives/it-community/PERSONALSKILLSPROFILE

Tip: *Be as detailed as you want to be. The aim is to help you identify your skills, not to provide a piece of written work for an examiner!*

Step Two: Identify the potential skills based on SFIA framework

Keeping in mind what you have written down in Step One, you should now **identify** the potential list of skills using the **SFIA V6 A3 chart**, which you can access through the link here: [http://www.uis.cam.ac.uk/initiatives/it-community/A3SFIASHEET]

Step Three: Linking the SFIA skills with the right description

Now, using the **SFIA Skills structure in excel** https://www.uis.cam.ac.uk/initiatives/it-community/SFIASKILLS, consider in more **detail description** of each skill you have identified in Step Two.

Step Four: Analysing the right SFIA skills

After considering the more detailed description of each skill, **analyse** the list and **refine** to those skills that best represent **YOU**. Discount those you no longer feel are relevant, and write down the code for the rest in the analysis column in the work aid in Step One.

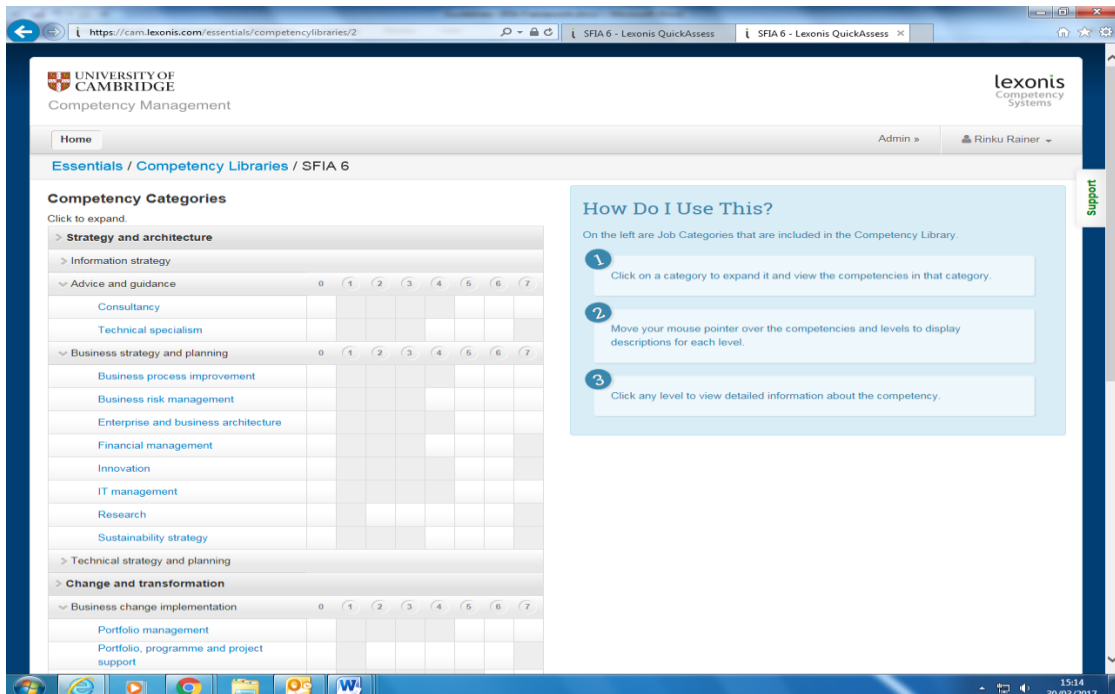## Step Five: Mapping the right level of each shortlisted skill

Using the **SFIA Skills structure in excel** again – now **map** the level description of all your skills and write it against each skill code in the analysis column in Step One.

Tip: *Consider the 80% rule in determining whether or not a skill description at a level is genuinely representative (see the additional guidance section below).*

Step Six: Record the skills in Skills Database

Having determined a SFIA-based description of your **PSP** you can now choose to capture this in the **Skills Database**. You can do this by following this link https://cam.lexonis.com and logging on using your CRS id and Raven password.

By doing so, you gain access to further SFIA-based personal development planning tools.

Additional guidance to remember when developing your PSP using the SFIA framework:

- Only look back at the last 5-7 years as you develop your profile. It is generally accepted that skills only used prior to this, probably are no longer current.

- Use the 80% rule when determining the levels of a given skill. If you cover 80% of the description, then you are probably able to operate at that level.

- By sticking to the 80% rule, you will limit the number of your skills from your PSP but you will make it easier to develop a quality development plan.

- It is possible to demonstrate skill at more than one level. Where this is the case the protocol in the University is to only record the highest level at which you operate in that skills.

- Use the **STAR** (Situation- Tasks- Action- Results) technique to structure your answer the situational questions (4-7). It will help your analysis later in the exercise.

- SFIA skills or categories are not related to specific teams, department or jobs. It is important that you scan through the entire framework to identify the right skills for your role.

UNIVERSITY OF CAMBRIDGE

PSP summary flow chart

1 • Gather information by answering the questions in the Personal Skill Profile work aid

2 • Identify the potential list of skills using the SFIA V6 A3 chart

3 • Review definitions of the skills identified using the SFIA Skills Structure (in Excel)

4 • Consider the detailed description of each skill, and refine the list to the skills that best represent you

5 • Map the appropriate level description of all your skills, using the SFIA Skills Structure (in Excel)

6 • Record your Personal Skill Profile – the skills database will help you do this