

# SkillstX

Passion for Potential

Talent eXperience

SkillsTX Products and  
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January 2024

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<https://skillstx.com/license-pricing/>

# SkillstX

## Education

Available free to all license holders:

- SFIA accredited training
- How to manage your career development
- How to help others develop their careers
- How to measure and improve Employee Experience
- How to define the skill needs of the organization

... And much more



# SFIA Accredited Training

Course	Description	Code/Format	Unit	US\$	GB£	AU\$	NZ\$	Euro€
SFIA 'foundation'	<p>The foundation-level training is focussed on the structure, language, and a high-level overview of how SFIA is used. It does not include hands-on practical use of SFIA, as this is covered at other levels. As a result, training at foundation-level could lend itself to different forms of delivery which don't necessarily have to include an instructor-led approach.</p> <p>Learning Objectives: Understand the underlying idea of SFIA – what it is and what it is not; Understand the structure of SFIA – including Categories and Subcategories.</p> <p>Prerequisites: None</p> <p>This is a SFIA Foundation accredited course covering the training requirements for those looking to become accredited at 'foundation' level. This level is also the first module for those seeking to apply to become an accredited SFIA Consultant, SFIA Practitioner or SFIA Assessor.</p> <p>For free users: Upon successful completion of the SFIA foundation-level training, candidates can request the SFIA foundation-level training digital credential. There is a small fee payable to cover the SFIA Foundation fees for issuing a digital credential/badge.</p>	TSFL Accredited online self-paced training	Per person	\$FREE to SkillsTX License Holders	£FREE to SkillsTX License Holders	\$FREE to SkillsTX License Holders	\$FREE to SkillsTX License Holders	€FREE to SkillsTX License Holders
		TSFL-public Accredited online self-paced training	Per person	\$20	Based on current USD exchange rate	Based on current USD exchange rate	Based on current USD exchange rate	Based on current USD exchange rate
		TSFL-Badge Digital Credential fee (optional)	Per person	\$20	Based on current USD exchange rate	Based on current USD exchange rate	Based on current USD exchange rate	Based on current USD exchange rate
		TSFL-ILT Accredited instructor-led online training	Per person Min. 4 people	\$50	£43	\$70	\$81	€50
SFIA Practitioner	<p>Training for Practitioner and Consultant levels 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.</p> <p>Learning Objectives: Determine the skills needed in a particular situation, job or assignment, and determine the level at which the skills are required; Locate the required skills in SFIA; [In their own area of expertise] use SFIA to analyse the reasons behind an individual's performance, and determine appropriate development measures; Able to assess the SFIA skills of an individual.</p> <p>Prerequisites: SFIA 'foundation' level training, or equivalent experience/knowledge</p> <p>In order to meet the interactive training requirements from the SFIA Foundation for the fully accredited course, following completion of the self-paced learning, participants will need to complete and submit homework, which needs to be marked by a SFIA Accredited Consultant. Combined with the SFIA 'foundation' level training, the Practitioner training meets the training requirements for those seeking to apply to become an accredited SFIA Practitioner. There are additional experience requirements in order to be considered by the SFIA Foundation for accreditation as a SFIA Practitioner. This level is also the second module for those seeking to apply to become an accredited SFIA Consultant, SFIA Practitioner or SFIA Assessor.</p> <p>For free users: Upon successful completion of the SFIA Practitioner training, candidates can pay the accredited training fee to have their training completion registered and recognised by the SFIA Foundation. This step is required for anyone planning to apply for accreditation as a SFIA Practitioner now or in the future.</p>	TSPL Online self-paced training	Per person	\$FREE to SkillsTX License Holders	£FREE to SkillsTX License Holders	\$FREE to SkillsTX License Holders	\$FREE to SkillsTX License Holders	€FREE to SkillsTX License Holders
		TSPL-Accredited Accredited training fee (optional)		\$100	Use current exchange rate	Use current exchange rate	Use current exchange rate	Use current exchange rate
		TSPL-public Accredited online self-paced training	Per person	\$225	Use current exchange rate	Use current exchange rate	Use current exchange rate	Use current exchange rate
		TSPL-ILT 1 x 3-hour accredited instructor-led online training session	Per person Min. 4 people	\$300	£255	\$420	\$485	€300

# SFIA Accredited Training

Course	Description	Code/Format	Unit	US\$	GB£	AU\$	NZ\$	Euro€
SFIA Consultant	<p>Training for Practitioner and Consultant levels 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.</p> <p>Learning Objectives: Know what is and what is not allowed by the SFIA end user licence, and advise colleagues accordingly; Understand SFIA's seven levels and relate them to an organisation's own levels; Advise management on appropriate ways to exploit SFIA; Understand the benefits of using SFIA; Prepare a business case for an organisation's use of SFIA.</p> <p>Prerequisites: SFIA 'foundation' level training and SFIA Practitioner training, or equivalent experience/knowledge</p> <p>This is a SFIA Foundation accredited course covering the training requirements for those looking to become accredited at 'Consultant' level. Combined with the SFIA 'foundation' level training and the SFIA Practitioner training, the Consultant training meets the training requirements for those seeking to apply to become an accredited SFIA Consultant.</p> <p>For free users: Upon successful completion of the SFIA Consultant training, candidates can pay the accredited training fee to have their training completion registered and recognised by the SFIA Foundation. This step is required for anyone planning to apply for accreditation as a SFIA Consultant now or in the future.</p>	TSCL Online self-paced training	Per person	\$FREE to SkillsTX Licence Holders	£FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	€FREE to SkillsTX Licence Holders
		TSCL-Accredited Accredited training fee (optional)		\$150	£127	\$208	\$243	€150
		TSCL-public Accredited online self-paced training	Per person	\$225	Use current exchange rate	Use current exchange rate	Use current exchange rate	Use current exchange rate
		TSCL-ILT 1 x 3-hour accredited instructor-led online training session	Per person Min. 4 people	\$300	£255	\$416	\$485	€300

Prices exclude applicable taxes, which must be added. Available on-site by arrangement subject to travel and expenses charges dependent on location and quantity. Quantity discounts available.

# SFIA Accredited Training

Course	Description	Code/Format	Unit	US\$	GB£	AU\$	NZ\$	Euro€
SFIA Assessor	<p>SFIA Assessor training shows attendees how to assess professional skills against the SFIA framework, walking through the different styles of assessment and validation techniques, roles and responsibilities, interview structure and tips.</p> <p>This course is accredited by the SFIA Foundation, and follows the published syllabus. It is aimed at those who might be conducting SFIA assessments (whether in their own area of expertise or across the entire SFIA framework), those who might benefit from including SFIA assessment techniques in other contexts (e.g. recruiters), and those who need a good understanding of the assessment process (e.g. HR managers).</p> <p>Learning Objectives: Assess professional skills against the SFIA framework; Understand different types of assessment; Prepare an effective agenda and questions; Describe the role of the assessor; Be aware of a range of questioning techniques; Conduct an effective assessment following an agreed agenda; Deal with common issues that may occur in assessments.</p> <p>Prerequisites: SFIA 'foundation' level training and SFIA Practitioner training, or equivalent experience/knowledge</p> <p>Many participants have benefited from attending the SFIA Deep Dive course to raise their understanding of the activities and skills in the SFIA framework. This course complements our SFIA Role Profiling course.</p> <p>This course is recommended for those looking to become accredited as a SFIA Assessor or SFIA Auditor.</p> <p>For free users: Upon successful completion of the SFIA Assessor training, candidates can pay the accredited training fee to have their training completion registered and recognised by the SFIA Foundation, and a digital credential/badge issued. This step is required for anyone planning to apply for accreditation as a SFIA Assessor now or in the future</p>	TSAS Online self-paced training	Per person	\$FREE to SkillsTX Licence Holders	£FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	€FREE to SkillsTX Licence Holders
		TSAS-Accredited Accredited training fee (optional)		\$100	Use current exchange rate	Use current exchange rate	Use current exchange rate	Use current exchange rate
		TSAS4-public Online self-paced training	Per person	\$550	Use current exchange rate	Use current exchange rate	Use current exchange rate	Use current exchange rate
		TSAS-ILT 2 x 3-hour instructor-led online sessions	Per person Min. 4 people	\$650	£550	\$900	\$1,050	€650

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# Instructor-led blended Training

Course	Description	Code/Format	Unit	US\$	GB£	AU\$	NZ\$	Euro€
<b>SFIA Role Profiling</b>	<p>SFIA Role Profiling training takes participants through how to create SFIA role profiles from process documentation, evaluate existing documentation, use SFIA assessment data, and rapidly prototype SFIA role profiles. Leveraging our extensive experience, and utilising real-life case studies, we explore how to link the outputs into career pathway development, develop interview questions, and support recruitment practices.</p> <p>Learning Objectives: Understand how SFIA-based Role Profiles map to other types of job descriptors; Create SFIA-based role profiles from a variety of source information; Understand the benefits and challenges of different approaches to creating role profiles; Understand some of the design considerations involved in the creation of role profiles; Apply the techniques and understanding gained from creating SFIA-based role profiles to assist in a range of HR and people management contexts.</p> <p>Prerequisites: Successful completion of the Understanding SFIA course (or SFIA ‘foundation’ level training and SFIA Practitioner training), or a good working knowledge of SFIA is a requirement for all participants.</p> <p>This course complements our SFIA Assessor course. Additionally, many participants have benefited from attending the SFIA Deep Dive course to raise their understanding of the activities and skills in the SFIA framework.</p>	TSRP-ILT 2 x 3-hour instructor-led online sessions	Per person Min. 4 people	\$650	£550	\$900	\$1,050	€650
<b>Understanding SFIA</b>	<p>The Understanding SFIA course introduces SFIA, explaining the structure and history of SFIA, and exposing participants to practical applications of SFIA throughout the Skills Management lifecycle through exercises and discussion. Leveraging our expertise in helping organisations adopt SFIA we'll provide tips for implementation and how to get value from SFIA in your organisation.</p> <p>This course combines SFIA ‘Foundation’ level, SFIA Practitioner and SFIA Consultant training.</p> <p>Learning Objectives: Understand the underlying idea of SFIA – what it is and what it is not; Understand the structure of SFIA – including Categories and Subcategories; Determine the skills needed in a particular situation, job or assignment, and determine the level at which the skills are required; Locate the required skills in SFIA; [In their own area of expertise] use SFIA to analyse the reasons behind an individual’s performance, and determine appropriate development measures; Able to assess the SFIA skills of an individual; Know what is and what is not allowed by the SFIA end user licence, and advise colleagues accordingly; Understand SFIA’s seven levels and relate them to an organisation’s own levels; Advise management on appropriate ways to exploit SFIA; Understand the benefits of using SFIA; Prepare a business case for an organisation’s use of SFIA.</p> <p>Prerequisites: None. This is a SFIA Foundation accredited course covering the training requirements for those looking to become accredited at ‘foundation’, ‘Practitioner’ or ‘Consultant’ level.</p>	TUSO 2 x 3-hour instructor-led online sessions	Per person Min. 4 people	\$650	£550	\$900	\$1,050	€650

# SkillsTX Education Certified Training

Course	Description	Code/Format	Unit	US\$	GB£	AU\$	NZ\$	Euro€
SFIA Mapping	SFIA Mapping training helps participants to map education, training, certification, professional membership and other development activities to SFIA. Typically, this mapping is used by individuals and organizations to identify the development actions which are most suited to the skills and competencies they need to develop, improving the effectiveness of development plans by ensuring that activity is directly targeted at the appropriate level.	TSMP Online self-paced training	Per person	\$FREE to SkillsTX Licence Holders	£FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	€FREE to SkillsTX Licence Holders
	Learning objectives: Understand the purpose and objectives of mapping to SFIA; Identify the source information required for effective mapping; Learn practical approaches to mapping; Apply the techniques and understanding gained from SFIA-based mapping to assist in a range of Learning & Development, HR and people management contexts.	TSMP-public Online self-paced training	Per person	\$150	As per current USD to GBP exchange rate	As per current USD to AUD exchange	As per current USD to NZD exchange	As per current USD to EUR exchange
SFIA Implementation Guidance	Overview of considerations and approach to the adoption of SFIA. Following the video, you may like to complete the FREE Digital Skills Management Maturity (DSMM) Assessment (10 minutes) to confirm your starting point and get some further guidance <a href="https://skillstx.com/dsm-maturity-registration/">https://skillstx.com/dsm-maturity-registration/</a>	TSIG Online self-paced training	Per person	\$FREE	£FREE	\$FREE	\$FREE	€FREE

Prices exclude applicable taxes, which must be added. Available on-site by arrangement subject to travel and expenses charges dependent on location and quantity. Quantity discounts available.



# SkillsTX Education Certified Training

Course	Description	Code/Format	Unit	US\$	GB£	AU\$	NZ\$	Euro€
<b>SkillsTX for Beginners</b>	An introduction for new customers and people new to SFIA. This course provides an overview of what SkillsTX and SFIA can do for you and your organisation. It will take you through the basics of SFIA and its' implementation within SkillsTX. We look at digital skills management from three perspectives: 1. A worker/employee; 2. A leader or manager of a team; 3. Senior Leadership and Executive.	TLMS05 Online self-paced training	Per person	\$FREE	£FREE	\$FREE	\$FREE	€FREE
<b>SkillsTX for personal career development</b>	This course is aimed anyone using SkillsTX to manage their Digital CV and their career development planning. Its goal is to provide the attendee with the information to exploit the use of SkillsTX and SFIA to refine their skill profiles, explore their skill gap opportunities and create career development actions plans.	TLMS02 Online self-paced training	Per person	\$FREE to SkillsTX Licence Holders	£FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	€FREE to SkillsTX Licence Holders
<b>SkillsTX for Leaders and Mentors</b>	SkillsTX for Leaders and Mentors. This course is aimed at leaders and mentors who have some responsibility for the career development of others. It provides an introduction to the Skills Framework for the Information Age (SFIA) and how the framework has been implemented within SkillsTX. Using this knowledge the training explores how to help review and moderate skill profiles through collaboration and discussion. The training also covers various type of skill gaps and how to use this data to support the creation of career development actions plans.	TLMS01 Online self-paced training	Per person	\$FREE to SkillsTX Licence Holders	£FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	€FREE to SkillsTX Licence Holders
<b>SkillsTX for Senior Leaders and Executives</b>	The SkillsTX for Senior Leaders and Executives training will emphasise the importance of Employee Experience (EX) in support of attracting and retaining employees and how to drive EX Excellence.	TLMS03 Online self-paced training	Per person	\$FREE to SkillsTX Licence Holders	£FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	€FREE to SkillsTX Licence Holders
<b>SkillsTX for defining skill requirements</b>	The SkillsTX for defining skill requirements training is an updated version of the SFIA Role Profiling training, with the same learning objectives but with additional content on how to use the SkillsTX tool to support this activity.  Learning Objectives: Understand how SFIA-based Role Profiles map to other types of job descriptors; Create SFIA-based role profiles from a variety of source information; Understand the benefits and challenges of different approaches to creating role profiles; Understand some of the design considerations involved in the creation of role profiles; Apply the techniques and understanding gained from creating SFIA-based role profiles to assist in a range of HR and people management contexts.	TLMS06 Online self-paced training	Per person	\$FREE to SkillsTX Licence Holders	£FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	€FREE to SkillsTX Licence Holders
<b>SkillsTX for defining skill requirements</b>	As per above but for the public rather than licensed users.	TLMS06-SFIA8-Public Online self-paced training	Per person	\$225	Use current exchange rate	Use current exchange rate	Use current exchange rate	Use current exchange rate

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# SkillsTX Education Certified Training

Course	Description	Code/Format	Unit	US\$	GB£	AU\$	NZ\$	Euro€
<b>SkillsTX Administrator Training</b>	<p>SkillsTX Administrator training is designed for the individuals within an organization who are going to perform the administration tasks to manage SkillsTX. Participants often include internal SFIA experts, HR, Learning &amp; Development, SFIA project team members, or IT application support representatives. The administration activity for SkillsTX does not require in-depth technical knowledge, as the focus of the activity is on: maintaining in-scope employee data and management reporting lines; creating and maintaining job descriptions and role profiles; maintaining job/role profile assignments for employees who may have changed jobs; maintaining skill attributes and mapped development actions; generating customer analytical reporting as required; coordinating endorsement skills discussion; taking advantage of features such as the candidate/recruitment functionality and general platform and user support for SkillsTX.</p> <p>Learning Objectives: An understanding of Administration tasks and activities for managing a SkillsTX Workspace                      - Leverage the functionality provided by the platform in order to meet the needs of the organization - Know where to find guidance on the Admin tasks and functionality - Know how to escalate unexpected issues raised by Admins or your organizational Users</p> <p>Prerequisites: None</p>	TLMS08 Online self-paced training	Per person	\$FREE to SkillsTX Licence Holders	£FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	€FREE to SkillsTX Licence Holders
<b>SkillsTX for Self-assessment Awareness Campaigns</b>	<p>This course is for anyone with some responsibility for the success of a SkillsTX and SFIA roll-out.</p> <p>It will ensure you understand the importance of the awareness campaign and how to go about defining, crafting, presenting and measuring it.</p> <p>It covers many aspects of organisational change and relates back to the Kotter 8 stage process.</p> <p>Prerequisites: None</p>	TLMS07 Online self-paced training	Per person	\$FREE to SkillsTX Licence Holders	£FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	\$FREE to SkillsTX Licence Holders	€FREE to SkillsTX Licence Holders

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# Professional Services

Service	Description	Code/Format	Unit	US\$	GB£	AU\$	NZ\$	Euro€
Consultant	Resource provision of Consultant (SFIA level 4)	SPS4	Day	\$1,600	£850	\$1,850	\$2,035	€1,600
Senior Consultant	Resource provision of Senior Consultant (SFIA level 5)	SPS5	Day	\$1,750	£950	\$2,000	\$2,200	€1,750
Principal Consultant	Resource provision of Principal Consultant (SFIA level 6-7)	SPS6-7	Day	\$2,000	£1,200	\$2,250	\$2,475	€2,000

Support also available from our Global network of SkillsTX Partners

<https://skillstx.com/find-a-skillstx-partner/>



Prices exclude applicable taxes, which must be added. Consultancy services may be subject to travel and expenses charges dependent on location and quantity. Quantity discounts available.

# Supporting Services

Service	Description	Code/Format	Unit	US\$	GB£	AU\$	NZ\$	Euro€
<b>SFIA Skills Discussion and Endorsed Skills Profile</b>	Independent skills validation, where a SFIA Accredited Consultant or Assessor works with an individual to independently assess their skills. Output is an Endorsed SFIA Skills Profile. Carried out online or can be scheduled on site in batches subject to logistics and expense considerations. Batches of 5 per day. Minimum 5.  Scheduling and logistics to be undertaken by the client.	SSVI In batches of 5 per day. Minimum 5.	Per Day. Batches of 5	\$1875	£1250	\$2250	\$2400	€1875
<b>Assessment under SFIA Assessment Scheme</b>	Carried out by a SFIA Accredited Assessor within the SFIA Assessment Scheme approved by the SFIA Foundation. An individual completes a SFIA self-assessment and then requests to be assessed for up to 6 SFIA skills. The SFIA Assessor reviews the evidence and determines which SFIA Digital Credentials / Badges can be awarded. This includes the cost of the assessment and the award of up to 6 badges. Badges are awarded by APMG International through the Credly platform.	SASA	Each	\$435	£370	\$600	\$685	€435
<b>SFIA Digital Badge</b>	Issue of a SFIA Digital Credential / Badge as part of the SFIA Assessment Scheme. This does not include the assessment element by a SFIA Accredited Assessor, which must be arranged separately.	SDCB	Each	\$10	£9	\$14	\$17	€10
<b>Supported Proof Of Value</b>	A SFIA Consultant from our Professional Services team will help you to set-up the SkillsTX solution and use it to assess the skills of up to 100 of your team, convert up to 5 of your existing jobs/roles into SFIA-based Job Descriptions or Role Profiles, help you interpret the analytics data, and make the business case for embedding the use of SFIA within your organization.  This package is designed for those who prefer some expert assistance rather than the do-it-yourself trial option. It includes up to 4 days of professional services support from a Senior or Principal SFIA Consultant; and up to 100 SkillsTX SaaS licences for 3 months.	SPOV	Each	\$9,600	£5,600	\$11,400	\$12,400	€9,600

Prices exclude applicable taxes, which must be added. Consultancy services may be subject to travel and expenses charges dependent on location and quantity. Quantity discounts available.

# Supported Proof of Value – Demonstrate the value of SkillsTX and SFIA, with Professional Services support

A SFIA Consultant from our Professional Services team will help you to set-up the SkillsTX SaaS solution and use it to assess the skills of up to 100 of your team, convert up to 5 of your existing jobs/roles into SFIA-based skill requirements, help you interpret the analytics data, and make the business case for embedding the use of SFIA within your organization.

This service is designed for those who prefer some expert assistance rather than the do-it-yourself trial option. The package includes:

- SkillsTX SaaS licences for up to 100 people for 3 months
- Up to 4 days of professional services support from a Senior SFIA Consultant (additional days can be added at published day rates if any additional optional services are required)

## Suggested Approach

### Week 1: SFIA Consultant (1 day)

- Project Initiation Meeting with initiative sponsor and project lead (1 hour)
- Communications Workshop with key stakeholders (up to 1.5 hours)
- Communications Content Development (1.5 hours)
- Assessment Configuration (1 hour)
- Role Profiling and Operating Model Review Workshop (up to 2 hours)

### Week 2: SFIA Consultant (2 days)

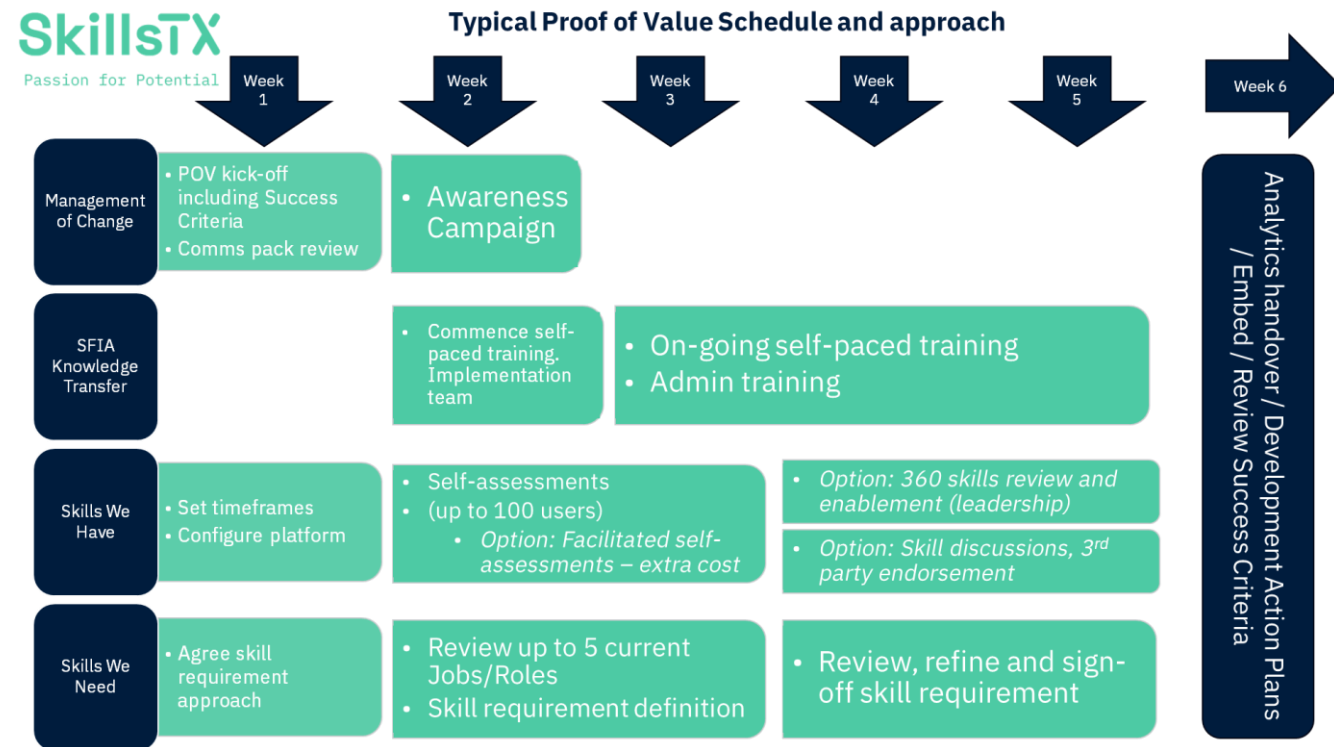
- SFIA Awareness session support – to communicate to in-scope individuals
- Development of up to 5 SFIA-based Role Profiles / Job Descriptions

### Week 3/4

- Participants complete their SFIA self-assessment using the SkillsTX SaaS solution

### Week 5/6: SFIA Consultant (1 day)

- Data Review and Analytics Handover, and agreement of next steps



# SkillstX

Passion for Potential

Complete the Digital Skills  
Management Maturity (DSMM)  
Assessment (10-15 minutes)

To confirm the starting point for  
your organization and get some  
free advice and guidance

<https://skillstx.com/dsmm/>

