

<b>e-GIF: A Manager's Guide - <i>What to do? What to do first?</i></b>		<b>Involve...</b>
<p><b>Awareness</b></p>	<p>Get up to speed with the latest e-GIF documentation and identify the potential specialisations and candidates for SkillsTracker assessments and certifications.</p>	e-GU, e-GIF AA and CAS Personnel / Training / Technical / Public Sector Business Managers
	<p>Determine the desired mix of Expert/Certified/Registered Practitioners.</p>	<p>e-GIF AA</p> <p>Personnel / Training / Technical Managers</p>
	<p>Individuals register on SkillsTracker and record their skills and experience. After validation of their record, they are Registered Practitioners.</p>	
	<p>Review the SkillsTracker points of the Registered Practitioners; outcomes will show...</p> <ul style="list-style-type: none"> <li>○ If further training is needed?</li> <li>○ Take the Foundation test now?</li> <li>○ Take the Expert assessment now?</li> <li>○ The desired mix of types of Practitioner is at hand?</li> </ul> <p>Establish the routine use of Skills Tracker for CPD records; build it into resource planning, appraisal, and annual review processes.</p>	
<p><b>Certifications &amp; Accreditation</b></p>	<p>Review accreditation requirements, eg contractual obligations, marketing differentiation for competitive advantage, for internal recognition purposes, to reduce the risk of non-compliance.</p>	Technical / Public Sector / Business Managers
	<p>Set timescales and implement plans for:</p> <ul style="list-style-type: none"> <li>○ Foundation tests.</li> <li>○ Expert assessments.</li> </ul> <p>Embed in resource plans, appraisals and CPD schemes.</p>	Personnel / Training / Technical Managers
	<p>Schedule the accreditation assessment visit and prepare for the visit following the guidance supplied.</p>	<p>Personnel / Training / Technical / Public Sector / Business Managers</p>
	<p>Accreditation assessment visit, follow-ups and final outcome; review KPIs and build on the strengths while addressing the weaknesses.</p>	
<p><b>Product &amp; Service Compliance</b></p>	<p>Assess the current status of product / service compliance using your pool of certified staff and accredited processes.</p> <p>Outcomes will indicate...</p> <ul style="list-style-type: none"> <li>○ Compliance OK.</li> <li>○ Broadly OK, but some issues to tackle.</li> <li>○ Is not compliant.</li> </ul>	e-GIF CAS  Technical Managers
	<p>Plan and implement necessary changes to move towards or to achieve compliance.</p>	Personnel / Training / Technical / Public Sector / Business Managers
	<p>Monitor progress and set in place a process to maintain compliance with the e-GIF as it develops.</p>	e-GIF AA, e-GIF CAS

CPD  
e-GIF  
e-GIF AA  
e-GIF CAS  
e-GU  
Skills Tracker

Continuing Professional Development  
e-Government Interoperability Framework  
e-GIF Accreditation Authority [www.egifaccreditation.org](http://www.egifaccreditation.org)  
e-GIF Compliance Assessment Service [www.egifcompliance.org](http://www.egifcompliance.org)  
Cabinet Office e-Government Unit, see also [www.govtalk.gov.uk](http://www.govtalk.gov.uk)  
On-line competency analysis used by [www.egifaccreditation.org](http://www.egifaccreditation.org)