

# The e-GIF Accreditation Authority



## A Guide to...

- Accreditation of e-GIF Processes
- Certification of e-GIF Skills
- Proof of Commitment to e-Government Agenda

# The e-GIF Accreditation Authority

*The e-Government Interoperability Framework (e-GIF) is "the foundation pillar of our e-Government strategy, helping the public sector accommodate the rapid pace of technological change"*

**Douglas Alexander MP, Minister of State,  
Cabinet Office.**

The e-GIF Accreditation Authority reduces risk to public sector IT projects by ensuring e-GIF Practitioners' skills are certified and organisations' processes are accredited.

Adherence to the e-GIF is mandatory for new systems and legacy systems used to deliver services electronically.

Demand for skilled e-GIF practitioners and organisations is high. The e-GIF Accreditation Authority ensures that this is met by highly qualified individuals and organisations.

The e-GIF is incorporated in the Openscotland Information Age Framework, OSIAF.

The e-GIF Accreditation Authority operates two distinct programmes:

## **Accreditation of Service Providers**

- External Service Providers
- Public Sector Internal Service Providers
- Training Providers

The Accreditation Programme is based on an annual accreditation visit, which is summarized into a comprehensive report. The full report is confidential, but the synopsis and key findings are published by the e-GIF Accreditation Authority.

## **Certification of Practitioners**

Skills are assessed within a number of competencies and job roles relevant to the e-GIF Competency Framework.

Individuals can self-assess their skills to establish their current position and put themselves forward for Foundation and or Expert level certification.



# Accreditation of Service Providers

## Role

The e-GIF Accreditation Authority assesses an organisation's e-GIF capabilities and readiness and accredits those organisations that, in the view of the Accreditation Authority, have the appropriate skills and processes to apply e-GIF standards.

## Assessment

There are 2 overall assessment criteria and 9 areas that are evaluated:

### • Completeness of Vision

- The e-GIF
- Future views
- Client impact

### • Ability to Execute

- Practice, size and viability
- Staff practices
- Vertical focus
- Engagement management
- Contracting
- Partnerships and alliances

## The Accreditation Visit

The accreditation visit is scheduled approximately 6-8 weeks in advance and a full inventory of the necessary assessment documentation is provided. The visit takes half a day and there are three potential outcomes:

- **Pass**
- **Pass - Provisional**  
Deviations have been identified and an action plan agreed to rectify them before the accreditation certificate is issued.
- **Fail**



## Why Service Providers should seek Accreditation

- **Maximise chances of success when bidding for contracts**  
e-GIF accreditation and certification will be part of the evaluation criteria for the procurement of IT products and services, becoming a key differentiator within bid evaluation.
- **Increase opportunities**  
Accredited organisations will be listed on the Authority web-site identifying potential suppliers to procurers, increasing visibility and hence opportunities.
- **Recognition as a quality department or organisation**  
Attaining a published and agreed standard for processes and skills in e-GIF will provide evidence of following best practice and proven commitment to government standards and initiatives - key factors within supplier selection and raising confidence and trust across all stakeholders.
- **Keep up to date with the standard**  
Accredited organisations will be able to monitor both skills and processes against the ever-evolving e-GIF standards thereby enabling them to position themselves more effectively in the e-GIF marketplace.
- **Workforce development**  
The e-GIF certification scheme will help identify areas for staff skills development, appraisal of current skills and improved project resource management.
- **Confidence in compliance**  
The formal processes implemented and qualifications achieved will provide a tangible means of ensuring e-GIF compliance and improve business efficiency as compared to an unstructured approach.

# Accreditation of Training Providers

## Role

The e-GIF Accreditation Authority assesses a Training Provider's capabilities and readiness to supply e-GIF related training delivered by appropriately skilled trainers.

## Assessment

Training Providers are invited to submit their curricula to the Authority for content verification and mapping against the requirements of the e-GIF Competency Framework.

The purpose of this is to provide easy access to high quality, relevant training for e-service providers, public authorities, agencies and organisations seeking to develop the e-GIF skills of their employees.

- Does the course contain appropriate content – and is it delivered to the required level?
- Is the course delivered effectively and are the appropriate systems in place to ensure that end of course assessment is rigorous?
- How is the course kept up to date with changes in the e-GIF?



## Why Training Providers should seek Accreditation

- **Market differentiator**  
Increasingly organisations and individuals will be seeking Accreditation as a key differentiator when selecting e-GIF training providers.
- **Increased sales opportunities**  
Relevant courses will be automatically recommended to practitioners using the Authority's SkillsTracker system to address skills gaps. Accredited training providers will also be listed on the Authority web site providing a further channel to market.
- **Increased marketing opportunities**  
Training Providers will be able to market approved courses as having recognition towards validation of part of the practitioner's experience.

# Certification of Practitioners

## Registration

The Authority provides an on-line facility, SkillsTracker, through which registered e-GIF Practitioners can record and update their skills record; a record is confidential to the Practitioner who may issue Guest Certificates to allow it to be reviewed by others.

## Process

Certification is based on assessing an individual's competences against specialist topics within specific job roles from the e-GIF Competency Framework (please see overleaf).

There are three levels of qualification:

- Self-assessment – via SkillsTracker on-line
- Foundation Level – via an on-line test
- Expert Level – a panel review of practical experience

Skills are assessed within 6 competences and 6 job roles:

### Competences

- Interconnection
- Data Integration
- Content
- e-Services Access
- Smartcards
- Specific Business Areas

### Job Roles

- Design
- Develop / Test
- Deploy / Support
- Procure
- Sell
- Train

Validation of experience can be through:

- Courses Attended
- Qualifications Gained
- Manager / Client confirmation



## Why seek Certification

### • Professional recognition

Achieving e-GIF Certification will provide practitioners with an industry recognised qualification validating experience.

### • Continuous professional development

As a registered practitioner you will have access to the e-GIF SkillsTracker system which will enable you to build, review and maintain your personal skills profile. The system will also highlight any gaps in your knowledge and identify courses to address these.

### • Enhanced opportunities

Certification will increasingly become a major part of the selection criteria when organisations are recruiting staff or awarding contracts to suppliers.

### • Validation of experience

Practitioners will be able to issue Guest tickets to access their personal skills record, to facilitate the verification of skills by interested parties i.e. their managers, clients or potential employers.

### • Keep up to date with the standard

Registered practitioners will be notified of changes to the framework ensuring that they are always up to date and enabling them to position themselves more effectively in the e-GIF marketplace.

# e-GIF Compliance Assessment Service

e-GIF compliance is about delivering systems that meet their user requirements whilst not losing sight of the basic technologies that assure interoperability.

The e-GIF Compliance Assessment Service is a pragmatic and affordable web-based self-assessment resource for e-Government officers, project managers, developers and consultants in the public and private sectors alike.

Benchmarking	Information	Professional development
<ul style="list-style-type: none"> <li>• Benchmark your own activities against the e-GIF</li> <li>• Provide demonstrable evidence of compliance</li> <li>• Get an objective view of your own level of compliance</li> <li>• Identify where additional compliance work needs to be carried out</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare integrated compliance reports and development plans</li> <li>• Get answers to specific compliance questions</li> <li>• Fast, economical access to information about the e-GIF</li> <li>• E-mail access to expertise in standards implementation</li> <li>• Frequently Asked Questions and specific responses to queries</li> </ul>	<ul style="list-style-type: none"> <li>• Develop the competencies of individuals</li> <li>• Embed a culture of e-GIF compliance</li> <li>• Keep up to date with e-GIF as the framework changes</li> </ul>

The e-GIF Compliance Assessment Service is complementary to the OGC's Successful Delivery Toolkit and other relevant e-Government supply methods and tools.

The e-GIF is incorporated in the Openscotland Information Age Framework, OSIAF.

## Register now!

You can register online at [www.egifcompliance.org](http://www.egifcompliance.org) and use the Compliance Assessment Service to quickly get up to speed with the latest compliance issues and find out how compliant your projects are.

Subscriptions are based on the number of service seats you wish to purchase - multiple seat subscriptions are substantially discounted. A subscription lasts for 12 months (renewable) and there are no limits to the number of assessments that you can carry out during that period.

You'll find that this web-based service utilised by your e-GIF Practitioners is significantly more economical than using external consultants on-site - it supports you in the decision making processes of where best to deploy external expertise.



The e-GIF Accreditation Authority is operated by the National Computing Centre and its subsidiary, the Institute of IT Training, on behalf of the Cabinet Office e-Government Unit.

The NCC also operates the e-GIF Compliance Assessment Service, [www.egifcompliance.org](http://www.egifcompliance.org)

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