

## SFIA RATE CARD

This document provides an overview of Priocept consultancy rates, structured according to the Skills Framework for the Information Age (SFIA) standards.

### Rates

Priocept consultancy day rates, for each SFIA level of responsibility, are as follows:

Level	Day Rate
<b>1. Follow</b>	£ 400
<b>2. Assist</b>	£ 500
<b>3. Apply</b>	£ 650
<b>4. Enable</b>	£ 700
<b>5. Ensure, advise</b>	£ 750
<b>6. Initiate, influence</b>	£ 800
<b>7. Set strategy, inspire, mobilise</b>	£ 900

### Overview of SFIA levels of responsibility

Standard SFIA levels of responsibility are defined as follows:

Level	Autonomy
<b>1. Follow</b>	Works under supervision. Uses little discretion. Is expected to seek guidance in unexpected situations.
<b>2. Assist</b>	Works under routine direction. Uses limited discretion in resolving issues or enquiries. Works without frequent reference to others.
<b>3. Apply</b>	Works under general direction. Uses discretion in identifying and responding to complex issues and assignments. Receives specific direction, accepts guidance and has work reviewed at agreed milestones. Determines when issues should be escalated to a higher level.

<b>4. Enable</b>	Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes.
<b>5. Ensure, advise</b>	Works under broad direction. Work is often self-initiated. Is fully responsible for meeting allocated technical and/or project/supervisory objectives. Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities.
<b>6. Initiate, influence</b>	Has defined authority and accountability for actions and decisions within a significant area of work, including technical, financial and quality aspects. Establishes organisational objectives and assigns responsibilities.
<b>7. Set strategy, inspire, mobilise</b>	At the highest organisational level, has authority over all aspects of a significant area of work, including policy formation and application. Is fully accountable for actions taken and decisions made, both by self and others to whom responsibilities have been assigned.

For more information, see:

<https://www.sfia-online.org/>

## Terms

1. Day rates shown above relate to one man day, defined as one consultancy resource working for 7.5 hours during standard working hours (9am to 6pm, Monday to Friday excluding national holidays).
2. Higher rates may apply for out-of-hours services.
3. Prices are shown in Pounds Sterling (GBP) and are exclusive of VAT.
4. Prices are shown exclusive of expenses. Expenses including, but not limited to, project-related travel and project materials, will be charged on the basis of actual expenses incurred, subject to prior written approval and production of valid receipts.
5. Where Priocept personnel are required to attend a client's offices or other location as requested, all related travel time spent will be chargeable at the applicable day rate(s) listed above. Where the Priocept personnel are required to attend the requested location for a full working day or more and can travel directly to and from that location without travelling via Priocept's office, then the estimated travel time between Priocept's office and the requested location will be chargeable, minus the first 45 minutes in each direction.
6. Priocept's rates are increased on 1st January each year. Increased rates will apply for any new projects and for any changes to the scope of an existing project, if approval for the new project or change of scope is received after the date of the rate increase. The rates will increase by no less than the UK Retail Price Index (RPI) percentage for the previous 12 months, rounded up to the nearest £5. Other rate changes may apply for currencies other than Pounds Sterling (GBP).
7. This document is current and valid through to 31st December 2020.