FREQUENTLY ASKED QUESTIONS – ACCREDITATION

Contents
Please click on link below to take you to the relevant section;

1. What is advisory accreditation to a DFID Professional Cadre?
2. Who can accredit?
3. How is accreditation linked to recruitment and how are advisory jobs filled?
4. What about multi-cadre posts – how can I apply for or recruit to fill multi-cadre posts?
5. How frequent is accreditation run?
6. How is accreditation advertised?
7. What is the application process for accreditation?
8. What is the assessment process for accreditation?
9. How many advisory cadres can I be accredited to?
10. How long is the accreditation assessment valid for?

1. What is advisory accreditation to a DFID professional Cadre?

DFID has 13 professional cadres of advisers, and each cadre has a technical competency framework (TCF) that sets out the technical knowledge and experience required of advisers, in addition to their core civil service behaviours. Advisory accreditation is the assessment of technical competencies to verify that a member of staff meets established professional standards as they will be responsible for providing high quality technical knowledge and expertise to the content and delivery of strategy, policy and programmes worldwide in DFID and other government departments spending ODA.

The required skills and experience vary between cadres, please see the relevant TCF for more information on the specific technical competencies that you need to demonstrate. The assessment process will recognise your current and past skills and expertise.

As well as providing professional recognition for technical skills, accreditation is an essential pre-requisite for DFID advisory posts. **Only individuals who have met the required professional standards through accreditation are eligible to apply for advisory roles in that cadre.**

The cross-Government cadres of Economics (GES), Statistics (GSS) and Evaluation (GSR) comply with cross-Government accreditation procedures and requirements.

2. Who can accredit?

Accreditation is advertised and open to all DFID staff, staff in OGDs and to all individuals outside the civil service who meet civil service nationality requirements. It is undertaken as a stand-alone, open and fair assessment of technical competencies against a Technical Competency Framework (TCF). Anybody can apply for any level or grade of accreditation where they feel they can demonstrate the requisite depth and breadth of skills and knowledge required.
3. How is accreditation linked to recruitment and how are advisory jobs filled?

Accreditation is an assessment of technical skills and competencies run by the HoPs Group. It is separate from recruitment to advisory post. Those who have accredited, must apply separately for a specific job. Accreditation to a cadre is a pre-requisite to applying for advisory jobs.

All advisory job descriptions will state clearly that only those who have accreditation are eligible to apply for advisory roles. HR will check and only invite candidates to assessment if they have already successfully passed the accreditation process at the relevant grade.

Job Descriptions can include technical competencies, but technical skills are primarily tested at the point of accreditation. Hiring managers undertake recruitment against the competencies and behaviours required for the role.

4. What about multi-cadre posts - how can I apply for or recruit to fill multi-cadre posts?

Recruiting managers can open up advisory roles to multiple cadres. This does not mean that an applicant must hold accreditation to all the cadres that are listed as eligible. It is enough that a candidate has accreditation to one of the cadres that are listed in the job description. The job descriptions will state which competencies are required and which cadres are eligible to apply. The successful candidate will maintain their accreditation to their cadre.

5. How frequently is accreditation run?

We expect to run approximately 2 accreditation rounds each year for each of the 13 Cadres, but frequency will depend on demand.

6. How is accreditation advertised?

Accreditation opportunities will be advertised on CS jobs and the advert will provide details of how to apply. HoPs will also promote accreditation opportunities via their networks and social media channels. Although the opportunity will appear on CSJobs, accreditation is not a job opportunity. Successful applicants will have to apply for a specific job.

7. What is the application process for accreditation?

The Invitation to Accredit advert will include all the information and materials for accreditation, but it will direct individuals to a dedicated email address to submit their applications. The email address is managed by the HoP group.

Applicants will be asked to submit an application form with evidence related to the advertised technical competencies and 2 civil service behaviours. An up to date CV will also be required. The applicant should submit their completed application and CV (as one pdf document) to the designated e-mail box by the
closing date stipulated in the advert. The HOPs Group will not accept applications submitted after the closing date.

8. **What is the assessment process for accreditation?**

Accreditation consists of a competency-based application (technical competencies + 2 civil service behaviours) + CV. This will be sifted based on the competencies and behaviours, successful candidates are then invited to an assessment centre. The assessment centre consists of a written test and an interview (which includes a presentation).

The sift is scored but candidates will not be provided feedback. Candidates who are invited to an assessment centre can request feedback on their performance.

9. **How many Advisory Cadres can I accredit to?**

Some advisers may wish to accredit to or retain accreditation to more than one cadre, partly due to technical competencies required for a particular role or in preparation for future roles.

Multiple accreditations are limited to a maximum of three professional cadres – any two plus Evaluation as the third cadre. Continual Professional Development (CPD) and Cadre 10% allocation will be spread across the cadres you are accredited to.

10. **How long is the accreditation assessment valid for?**

Accreditation assessment is valid for 24mths, or until you take up an advisory role. Once you are in an advisory role, you maintain your accreditation through your work. At the point of applying for a role, a candidate must have been accredited in the last 24 months. This includes cadre members who accredit at a higher grade.

For Cadre members who have been in an advisory position but move to an off-cadre post or out of DFID their accreditation is valid for five years.