Frequently asked questions – accreditation

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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 or be matched to 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 an advisory post. Those who have successfully accredited, will then be eligible to apply for DFID Advisory roles as and when these are identified. DFID uses a number of different ways to advertise and recruit for advisory roles. This can include targeted campaigns direct to cadre members and/or advertising vacancies on civil service jobs. To be eligible for all DFID Advisory roles accreditation to the cadre is a pre-requisite. Guidance on how to apply will be provided at each campaign.

All advisory recruitment will state clearly that only those who have accreditation are eligible to apply for advisory roles. The Head of Professions Group will provide details to HR Resourcing of eligible candidates. HR Resourcing will then take forward the filling of advisory roles.

4. What about multi-cadre posts - how can I apply for multi-cadre posts?

Multi cadre posts can be filled with someone who has been accredited to one of the relevant cadres advertised.

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 CS Jobs, accreditation is not a job opportunity. Successful applicants will be invited to apply for specific advisory jobs or will be eligible to apply for roles advertised on civil service jobs. This process is led by DFID’s HR Resourcing Team.

7. What is the application process for accreditation?

Your application for accreditation to the cadre needs to be made by completing the online application form via civil service jobs which will involve you completing the online CV template and providing evidence against the Technical Competencies. Full details of the accreditation process are contained in the accreditation pack.

8. What is the assessment process for accreditation?

Accreditation consists of a competency-based application (technical competencies + 2 civil service behaviours) + CV. Candidates who successfully pass the sift process are then invited to an assessment centre. The assessment centre consists of a written element and an interview (which may include a presentation). Full details of the specific assessment for the cadre are contained in the accreditation pack.
Candidates who are invited to an assessment centre, will be provided with full details of the process and can also 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 role or in preparation for future roles.

10. How long is the accreditation assessment valid for?

Accreditation assessment is valid for 24mths. 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.

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.

11. Any further questions?

For any questions relating to the Conflict accreditation process please email: -

Conflictaccreditation@dfid.gov.uk

If you have any technical issues with the CS Jobs, please email: -

support.csjobs@cabinetoffice.gov.uk