

# LET'S DO THIS!

From platforms delivering NGO solutions to the Global Pandemic to Number One mobile apps, we provide robust, trusted solutions for everyday use



## Standard rate card

SFIA Level	Rate (Excluding VAT)
1. Follow	£380
2. Assist	£490
3. Apply	£585
4. Enable	£685
5. Ensure or Advise	£860
6. Initiate or Influence	£995
7. Set Strategy or Inspire and Mobilise	£1195

## Standards for consultancy day rate cards

- **Consultant's Working Day** 8 hours exclusive of travel and lunch.
- **Working Week** Monday to Friday excluding national holidays.
- **Office Hours** Assumed 9am to 5pm, but flexible to client requirements.
- **Travel and Subsistence** Included in day rate within 50 miles of Adappt's London office payable at client's T&S rates outside of this.
- **Professional Indemnity Insurance** Included in day rate.

**Note:** Rates are exclusive of VAT, which will be charged at the prevailing rate

### Innovation

- Embracing technology
- Continuous improvement

### Inspiration

- Seeking solutions to technical challenges
- A readiness to lead by example

### Integrity

- No compromise on quality
- Always doing the right thing

## SFIA Level Definitions

	Autonomy	Influence	Complexity	Business Skills
1. <b>Follow</b>	<p>Works under close supervision.</p> <p>Uses little discretion.</p> <p>Is expected to seek guidance in expected situations.</p>	<p>Interacts with immediate colleagues.</p>	<p>Performs routine activities in a structured environment.</p> <p>Requires assistance in resolving unexpected problems.</p>	<ul style="list-style-type: none"> <li>• Uses basic information systems and technology functions, applications, and processes</li> <li>• Demonstrate an organised approach to work</li> <li>• Learns new skills and applies newly acquired knowledge</li> <li>• Has basic oral and written communication skills</li> <li>• Contributes to identifying own development opportunities</li> </ul>

	Autonomy	Influence	Complexity	Business Skills
2. <b>Assist</b>	<p>Works under routine supervision.</p> <p>Uses minor discretion in resolving problems or enquiries.</p> <p>frequent reference to others.</p>	<p>Interacts with and may influence immediate colleagues.</p> <p>May have some external contact with customers and suppliers.</p> <p>May have more influence in own domain.</p>	<p>Performs a range of varied work activities in a variety of structured environments.</p>	<ul style="list-style-type: none"> <li>• Understands and uses appropriate methods, tools and applications.</li> <li>• Demonstrates a rational and organised approach to work</li> <li>• Is aware of health and safety issues. Identifies and negotiates own development opportunities</li> <li>• Has sufficient communication skills for effective dialogue with colleagues. Is able to work in a team</li> <li>• Is able to plan, schedule and monitor own work within short time horizons</li> <li>• Absorbs technical information when it is presented systematically and applies it effectively</li> </ul>

## SFIA Level Definitions

	Autonomy	Influence	Complexity	Business Skills
<b>3.</b> <b>Apply</b>	<p>Works under general supervision.</p> <p>Uses discretion in identifying and resolving complex problems and assignments.</p> <p>Usually receives specific instructions and has work reviewed at frequent milestones.</p> <p>Determines when issues should be escalated to a higher level.</p>	<p>Interacts with and influences department/pr object team members.</p> <p>May have working level contact with customers and suppliers.</p> <p>In predictable and structured areas may supervise others.</p> <p>Makes decisions which may impact on the work assigned to individuals or phases of projects.</p>	<p>Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.</p>	<ul style="list-style-type: none"> <li>• understands and uses appropriate methods, tools and applications.</li> <li>• demonstrates an analytical and systematic approach to problem solving</li> <li>• takes the initiative in identifying and negotiating appropriate development opportunities.</li> <li>• demonstrates effective communication skills.</li> <li>• contributes fully to the work of teams</li> <li>• plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation and procedures</li> <li>• absorbs and applies technical information</li> <li>• works to required standards</li> <li>• understands and uses appropriate methods, tools and applications</li> <li>• appreciates the wider field of information systems, and how own role relates to other roles and to the business of the employer or client</li> </ul>

## SFIA Level Definitions

	Autonomy	Influence	Complexity	Business Skills
<b>4.</b> <b>Enable</b>	<p>Works under broad direction.</p> <p>Is fully accountable for own technical work and/or project/ supervisory responsibilities.</p> <p>Receives assignments in the form of objectives.</p> <p>Establishes own milestones and team objectives, and delegates responsibilities.</p> <p>Work is often self-initiated.</p>	<p>Influences organisation, customers, suppliers and peers within industry on the contribution of own specialism.</p> <p>Has significant responsibility for the work of others and for the allocation of resources.</p> <p>Makes decisions which impact on the success of assigned projects i.e. results, deadlines and budget.</p> <p>Develops business relationships with customers.</p>	<p>Performs a challenging range and variety of complex technical or professional work activities.</p> <p>Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts.</p> <p>Understands the relationship between own specialism and wider customer or organisational requirements.</p>	<ul style="list-style-type: none"> <li>• advises on the available standards, methods, tools and applications relevant to own specialism and can make correct choices from alternatives</li> <li>• analyses, diagnoses, designs, plans, execute and evaluates work to time, cost and quality targets</li> <li>• communicates effectively, formally and informally, with colleagues, subordinates and customers</li> <li>• demonstrates leadership</li> <li>• facilitates collaboration between stakeholders who have diverse objectives</li> <li>• understands the relevance of own area of responsibility or specialism to the employing organisation</li> <li>• takes customer requirements into account when making proposals</li> <li>• takes initiative to keep skills up to date. Mentors more junior colleagues</li> <li>• maintains an awareness of developments in the industry</li> <li>• analyses requirements and advises on scope and options for operational improvement</li> <li>• demonstrates creativity and innovation in applying solutions for the benefit of the customer</li> </ul>

## SFIA Level Definitions

	Autonomy	Influence	Complexity	Business Skills
<b>5.</b> <b>Ensure or Advise</b>	<p>Works under broad direction.</p> <p>Is fully accountable for own technical work and/or project/ supervisory responsibilities.</p> <p>Receives assignments in the form of objectives.</p> <p>Establishes own milestones and team objectives, and delegates responsibilities.</p> <p>Work is often self-initiated.</p>	<p>Influences organisation, customers, suppliers and peers within industry on the contribution of own specialism.</p> <p>Has significant responsibility for the work of others and for the allocation of resources.</p> <p>Makes decisions which impact on the success of assigned projects i.e. results, deadlines and budget.</p> <p>Develops business relationships with customers.</p>	<p>Performs a challenging range and variety of complex technical or professional work activities.</p> <p>Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts.</p> <p>Understands the relationship between own specialism and wider customer or organisational requirements.</p>	<ul style="list-style-type: none"> <li>• advises on the available standards, methods, tools and applications relevant to own specialism and can make correct choices from alternatives</li> <li>• analyses, diagnoses, designs, plans, execute and evaluates work to time, cost and quality targets</li> <li>• communicates effectively, formally and informally, with colleagues, subordinates and customers</li> <li>• demonstrates leadership</li> <li>• facilitates collaboration between stakeholders who have diverse objectives</li> <li>• understands the relevance of own area of responsibility or specialism to the employing organisation</li> <li>• takes customer requirements into account when making proposals</li> <li>• takes initiative to keep skills up to date. Mentors more junior colleagues</li> <li>• maintains an awareness of developments in the industry</li> <li>• analyses requirements and advises on scope and options for operational improvement</li> <li>• demonstrates creativity and innovation in applying solutions for the benefit of the customer</li> </ul>

## SFIA Level Definitions

	Autonomy	Influence	Complexity	Business Skills
6. <b>Initiate or Influence</b>	<p>Has defined authority and responsibility for a significant area of work, including technical, financial and quality aspects.</p> <p>Establishes organisational objectives and delegates responsibilities</p> <p>Is accountable for actions and decisions taken by self and subordinates.</p>	<p>Influences policy formation on the contribution of own specialism to business objectives.</p> <p>Influences a significant part of own organisation and influences customers and suppliers and industry at senior management level.</p> <p>Makes decisions which impact the work of employing organisations, achievement of organisational objectives and financial performance.</p> <p>Develops high-level relationships with customers, suppliers and industry leaders.</p>	<p>Performs highly complex work activities covering technical, financial and quality aspects.</p> <p>Contributes to the formulation of IT strategy.</p> <p>Creatively applies a wide range of technical and/or management principles.</p>	<ul style="list-style-type: none"> <li>• absorbs complex technical information and communicates effectively at all levels to both technical and non-technical audiences. Assesses and evaluates risk</li> <li>• understands the implications of new technologies</li> <li>• demonstrates clear leadership and the ability to influence and persuade</li> <li>• has a broad understanding of all aspects of IT and deep understanding of own specialism(s).</li> <li>• understands and communicates the role and impact of IT in the employing organisation and promotes compliance with relevant legislation</li> <li>• takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in the IT industry</li> </ul>

## SFIA Level Definitions

	Autonomy	Influence	Complexity	Business Skills
<b>7. Set strategy or inspire</b>	<p>Has authority and responsibility for all aspects of a significant area of work, including policy formation and application.</p> <p>Is fully accountable for actions taken and decisions made, both by self and subordinates</p>	<p>Makes decisions critical to organisational success. Influences developments within the IT industry at the highest levels.</p> <p>Advances the knowledge and/or exploitation of IT within one or more organisations.</p> <p>Develops long-term strategic relationships with customers and industry leaders.</p>	<p>Leads on the formulation and application of strategy.</p> <p>Applies the highest level of management and leadership skills.</p> <p>Has a deep understanding of the IT industry and the implications of emerging technologies for the wider business environment.</p>	<ul style="list-style-type: none"> <li>• has a full range of strategic management and leadership skills</li> <li>• understands, explains and presents complex technical ideas to both technical and non-technical audiences at all levels up to the highest in a persuasive and convincing manner</li> <li>• has a broad and deep IT knowledge coupled with equivalent knowledge of the activities of those businesses and other organisations that use and exploit IT</li> <li>• communicates the potential impact of emerging technologies on organisations and individuals and analyses the risks of using or not using such technologies</li> <li>• assesses the impact of legislation, and actively promotes compliance</li> <li>• takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in IT in own area(s) of expertise.</li> </ul>



Adappt

ISO 27001 : 2013  
ISO 27002 : 2013  
ISO 9001 : 2015

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ISO 27002 : 2013  
ISO 9001 : 2015

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