



A Guide to Joining the SFEDI Directory

SFEDI® DIRECTORY



"When you transfer knowledge to someone, you're not giving them everything but rather a foundation to build upon and to make greater"

Terry Mark

Foreword



We are delighted that you have decided to join the SFEDI Directory, the national directory of accredited business and enterprise support professionals.

With an increasing number of people entering the market place it is often difficult to stand out from the crowd and this is as true of the business and enterprise support sector as any other.

The SFEDI Directory is your complete solution for additional credibility within the marketplace making sure your experience and credentials can be searched and verified by organisations.

The SFEDI Directory is central to the drive towards a more competitive enterprise landscape with increased employment opportunities, improved productivity and, ultimately, greater prosperity locally, regionally and nationally.

It is designed and maintained to enable organisations to verify the credentials of the advisers, coaches, consultants, mentors and trainers they choose to ensure they have up-to-date, relevant qualifications and valuable experience.

We look forward to working in partnership with you to support businesses and their owners through their entrepreneurial journey as together we create a truly enterprising community.

Regards

A handwritten signature in black ink that reads "Ruth Lowbridge". The signature is written in a cursive, flowing style.

Ruth Lowbridge MBE

Executive Chair
SFEDI Group

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TEAMWORK



MANAGEMENT



PLANNING



STRATEGY



VISION



Meet SFEDI

Passionate about what we do, SFEDI is the government recognised Sector Skills Body for Enterprise and Enterprise Support and since 1996 we have supported businesses in developing the skills they need to start, survive and grow.

For over two decades, the Small Firms Enterprise Development Initiative (SFEDI) has engaged with key enterprise stakeholders, business support practitioners, employers and the self-employed to improve their involvement in developing skills.

We have consistently consulted with a broad range of organisations within the sector to make best use of their advice and contributions in researching and developing sectoral skills solutions and policy recommendations.

Our combined experiences have provided the team with in-depth knowledge and understanding of the people development needs of businesses and the requirements of learning and skills support initiatives that seek to achieve public policy objectives.

Guided by our Advisory Council, comprised of representatives from the major national membership and representative organisations for enterprise and enterprise support, SFEDI has played major roles in national and international projects, including:

- **Get Mentoring** – a £1.8 million project to recruit and train over 15,000 volunteer business mentors
- **Business Support standards and qualifications** – developing a suite of national occupational standards and qualifications for advisers, coaches, mentors and enterprise educators
- **International projects** – to include leading on a project to create standards, training and support materials for community based business advisers in Germany, Portugal, Spain and the Czech Republic

And what's next ...

The SFEDI Directory, working with you to support the development and growth of business to provide the bedrock of a truly entrepreneurial culture and economy.



How to get listed

The business and enterprise support industry is made up of individuals from many different walks of life and to reflect this, the SFEDI Directory provides a dynamic national quality assured framework built to meet the challenges of a fast paced industry.

With a long standing history in both supporting businesses to start, survive and thrive and supporting the development of high quality business and enterprise support professionals, the SFEDI Directory provides a national accreditation service.

Accreditation Process

Since 1996, SFEDI has provided qualifications targeted at developing the skills and knowledge required to support businesses to start, survive and thrive. Those who have achieved a SFEDI qualification and can evidence that they have kept their Continuous Professional Development (CPD) up to date can gain accreditation through the SFEDI Directory.

To be listed on the SFEDI Directory simply complete the online application form on the SFEDI Directory website and enter your personal details and the unique identifying number found on the certificate you received on successful completion of your SFEDI qualification. In addition, you will be required to upload evidence of up-to-date CPD.

If you have not already completed a SFEDI qualification, don't worry, we have a range of qualifications to suit your particular needs. Contact customerservice@sfedidirectory.co.uk to speak to one of our quality team or visit <https://sfediawards.co.uk/types/business-support/> to see which qualifications are on offer.



Ongoing approval

In order to ensure professionals' skills are up-to-date, SFEDI operates an annual approval process.

SFEDI Directory accredited status is available only to those who have successfully completed a SFEDI Approved qualification and are able to demonstrate evidence of ongoing Continuous Professional Development (CPD).

Accredited status enables the professional to:

- Use the SFEDI Directory Accredited Professional logo
- Gain certification as a SFEDI Directory Accredited Professional

To renew your status simply complete the application form, accessible once logged into the SFEDI Directory, and supply evidence of appropriate CPD activities.

On successful completion of the application process, a member of the SFEDI Directory team will provide access to the SFEDI Directory Accredited Professional logo and certification.

Fees and Prices

The fees and prices below relate to the accreditation process for the SFEDI Directory and the ongoing fees for maintaining that accredited status.

If you have any questions relating to the fees and prices detailed below please contact a member of the SFEDI Directory team who will be more than happy to support.

Accreditation Fees

| | Fee (VAT inclusive) |
|------------------------------------|---------------------|
| 12-Months Listing (inc. CPD check) | £114 |



"Alone we can do so little, together we can do so much"

Helen Keller

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