
Overview

The Consultancy sub-discipline (206) involves the competencies required to provide objective advice and assistance on the strategy, structure and management of IT operations of an organisation, in support of identified business purposes and objectives. It may focus on a specified business topic, such as new business ventures, cost reduction, mergers or product launches. Consultancy is usually contracted between a Consultancy provider and a client.

Working in the Associate Professional role (2063) involves:

- **Contributing to consultancy assignments for IT enabled systems, under supervision (2063.01);**
- Collating information to inform consultancy assignments for IT enabled systems, under supervision (2063.02)
- Communicating information during consultancy assignments for IT enabled systems, under supervision (2063.03)

Performance criteria

You must be able to:

- P1 follow the strategy, policies, plans, and standards relating to a specific customer/client consultancy assignment for IT enabled systems
- P2 correctly use and apply the procedures, tools, and techniques that may be used for consultancy activities for IT enabled systems
- P3 comply with any relevant legislation, regulations, and external standards relating to consultancy activities for IT enabled systems and the specific consultancy assignment
- P4 operate with integrity and confidentiality and according to professional standards during consultancy activities for IT enabled systems
- P5 plan own consultancy activities to meet with the timeframes and dependencies of the consultancy assignment
- P6 identify when and how to seek advice and guidance from other individuals engaged in a consultancy assignment for IT enabled systems
- P7 complete own assigned consultancy tasks and activities and the production of required deliverables to meet the timeframes and dependencies of the consultancy assignment

Knowledge and understanding

You need to know and understand:

- K1 how to use and apply the processes, procedures, methods, tools, and techniques relating to consultancy activities and their deliverables for IT enabled systems
- K2 how to operate with reference to the organisational strategy and policies of both the client and the provider during consultancy activities for IT enabled systems
- K3 how to represent the brand and reputation of the consultancy provider appropriately during consultancy assignments for IT enabled systems
- K4 how to comply with all relevant and applicable legislation, regulations, and external standards relating to consultancy activities for IT enabled systems and the specific consultancy assignment
- K5 how to operate in accordance with any codes of conduct and standards that apply within an organisation, and in line with the equivalent standards operated by customer or client organisations during consultancy assignments for IT enabled systems
- K6 what is meant by consultancy and the consultancy life cycle
- K7 what is involved in consultancy provision and that it may be complex involving a wide range of diverse activities
- K8 what are the range of consultancy services that can be offered to a customer or client organisation
- K9 the processes, procedures, methods, tools, and techniques used to conduct and document consultancy assignments for IT enabled systems
- K10 the value to a customer or client of introducing new objective and/or independent thinking on business strategy, structure, operations and new ventures/propositions to an organisation through consultancy activity
- K11 the importance of brand and reputation to the success of a

ESKITP2063.01

Contribute to consultancy assignments for IT enabled systems, under supervision

consultancy firm/provider for IT enabled systems

- K12 the importance of the knowledge and skills within a consultancy firm/practice to its brand and reputation
- K13 the difference between business consultancy, management consultancy, and IT/technology consultancy
- K14 that differing account consultancy assignments may have diverse characteristics
- K15 the need for consultancy activities to be carried out in accordance with any codes of conduct and organisational standards that apply within an organisation, and in line with the equivalent standards operated by customer or client organisations
- K16 that the impact of any relevant legislation, regulation, and internal and external standards need to be reflected in consultancy activities and their deliverables

ESKITP2063.01

Contribute to consultancy assignments for IT enabled systems, under supervision

Developed by	e-skills UK
Version number	1
Date approved	August 2013
Indicative review date	December 2015
Validity	Current
Status	Original
Originating organisation	e-skills UK
Original URN	ESKITP2063.01
Relevant occupations	Information and Communication Technology; Information and Communication Technology Professionals; Information and Communication Technology Officer; IT Service Delivery Occupations; Software Development
Suite	IT and Telecoms
Key words	Consultancy; Business Analysis; Business Change