

# Chartered IT Professional (CITP) application guidance

## Introduction

To apply to become a Chartered IT Professional, you'll need to provide:

- A written [CITP application form](#), evidencing your experience against the [CITP standard criteria](#) through experiential statements
- your CV/Career History illustrating that you're working within the scope of the IT profession and demonstrating your level of responsibility.
- details of a supporter who can validate your experience. Your supporter must be a member of a body/institution through which they have signed up to a Code of Conduct/Practice.

The following guidance includes the CITP criteria you need to evidence and the recommended technique for presenting your evidence in your application, as well as the requirements for your application supporter(s).

## Experiential statements

The following questions have been devised to enable you to present evidence in the form of experiential statements against the CITP standard criteria:

- **Provide an example of how you have designed and planned work that required the support of others to deliver defined outcomes?**
- **Provide an example of when you have managed a complex task requiring the need for stakeholders in order to achieve a business objective?**
- **Provide an example of when you have resolved complex team or business problems, what steps did you take to reach your desired outcome?**
- **Provide an example of when you have advised the team or business to implement a new method, tool or application.**
- **What activities have you undertaken to ensure that you maintain and develop your specialist knowledge and skills?**

You only need to provide a single example per question that demonstrates your experience in relation to the CITP competencies associated with the question (noted beneath each in the application form), however you are welcome to provide more than one example. You will notice that some competencies are attributed to more than one question. You do not need to evidence the same competency multiple times, only once. For example, if question one and four both relate to competency A2, your evidence for A2 only needs to appear in your answer to question one or four, not both.

In addition to answering the above questions, you will also need to provide evidence against the Breadth of Knowledge (BoK) requirement

For breadth of knowledge, you should focus on the breadth and depth of your specialist knowledge and skills. Your statement should showcase:

- An understanding of the breadth of your specialism and the importance of collaborating with others from different specialisms. You are not required to know the intricacies of other specialisms, only how they interact with your own.
- An understanding of the legal, social and ethical factors relating to your specialism.

We strongly recommend that you present your statements using the STAR technique to clearly communicate your experience, with a focus on your actions, the result of your actions and the impact your work/project had.

### **Additional Supporting Evidence**

When you upload your application from you may also upload other documents that support your application. This could be, but is not limited to:

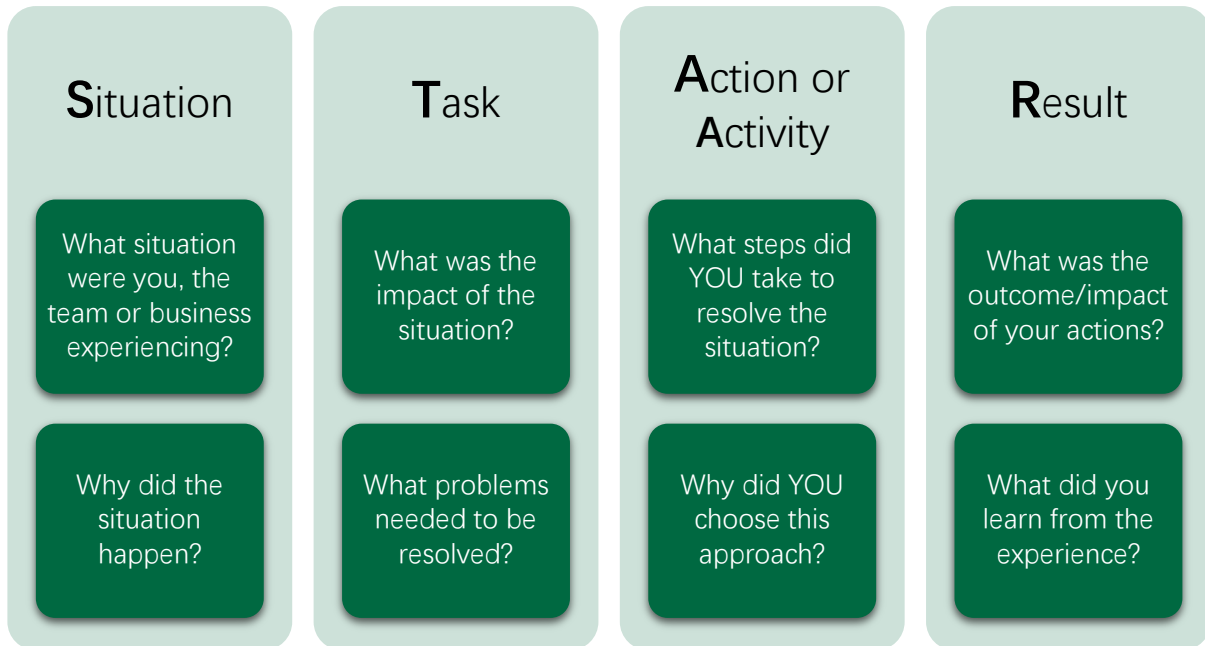
- Slides
- Project Plan
- Diagram
- Spreadsheet

You should be selective in what additional information you provide, insomuch as it must add value to your application. Also, please avoid uploading large documents as these may exceed the system limits.

**Note:** Please be sure to reference within your application statements where you have provided an additional supporting document.

### **The STAR technique**

To ensure your experiential statements are concise and focused on your actions/activities and the outcome of your actions/activities, we recommended you use the STAR technique to frame your statements. Your examples should be significant, not just focused on the day-to-day.



Using the above to structure, you should end up with a statement that starts broad and only consist of a few sentences to describe the wider issue either in the organisation or industry, then how that issue impacts your business or department. You should then follow up with a detailed description of the actions you took to contribute to the resolution or development of the issue. The impact of your actions should then be evidenced through measurable means, e.g., data, changes to business objectives and priorities, adoption of new technology etc.

A list of job roles and general reference to activities, accompanied by the mention of results that do not obviously stem from your actions/activities, are unlikely to demonstrate you have achieved the relevant competencies.

Some questions to keep in mind, depending on the focus of your example, are:

- How has your knowledge of the profession influenced your approach to your work activities or people development?
- Are you presenting evidence of your own work or that of your staff? If your staff's, have you clearly shown that your role involved leadership and autonomy and that your involvement directly impacted the outcome of your staff's activity?
- The number of people or departments you have developed, either as a leader or manager, does not need to be vast, but the level of impact you have had in that role should be obvious in your statement.
- Does your role require you to work with other specialists or individuals in other organisations to influence business decisions?

### Identifying your supporter

When you make your application, you'll need to provide details of a work-related supporter who can validate the accuracy of your evidence. Your work-related supporter must:

- have a professional understanding of your line of work



- have recent familiarity with your work
- be a member of a body/institute through which they have signed up to a Code of Conduct/Practice.

Ensure you have an appropriate supporter to validate your evidence before completing your application form as you'll be asked to provide their contact details when you submit your application form.

### Submitting your application

When you're ready to make your application, go to [Chartered IT Professional \(CITP\) application](#) (on MyBCS) and submit your completed application form along with your CV and supporter details.

On receipt of your application, the BCS Service Delivery team will contact your supporter to request verification of your application.

**Note:** Please keep your supporter informed of your application progress. A delayed response from a supporter impacts the time it takes to process your application and, if they don't respond, your application will be returned to you without being assessed.

### Assessment of your application

When the BCS Service Delivery team has received the necessary documentation from you and your supporter, they'll send your application to a BCS assessor for review. The assessor will review your application using the assessment rubric (Annex A). Once the outcome of your application has been determined you'll be notified. If you are unsuccessful, you will also receive the assessor's feedback report.

## ANNEX A – The Assessment Rubric

Assessment Question	Poor Evidence	Adequate Evidence	Strong Evidence	Excellent Evidence
<p><b>What other specialisms complement their own (refer to the list of CITP specialisms)?</b> <i>(Describe actions or task they may have undertaken where they have drawn on other IT specialisms in supporting the objective.)</i> Breadth of Knowledge</p>	Very limited awareness of other specialisms within IT and how these compliment the applicants area of specialism.	A knowledge of other specialisms and evidence of consideration of how some of these compliment their own area of specialism.	A good knowledge of a number of specialisms that compliment their own are of specialism and evidence of engaging with other specialisms within tasks or projects.	A very good knowledge of a range of specialism that compliment their own and clear evidence of engaging them within projects or tasks.
<p><b>What are the legal, social, ethical and professional issues that affect their area of work?</b> <i>(Describe a situation/s within which they have had to consider such issues. What the issue was and how they managed it.)</i> Breadth of Knowledge</p>	Very limited knowledge and consideration for any of either legal, social, ethical or professional issues outlined and very limited evidence of how to act on such issues	A knowledge of some of either legal, social, ethical or professional issues and some evidence of consideration for how to act on such issues	A knowledge of each (legal, social, ethical and professional) issue and evidence of consideration and acting on such considerations	A very good knowledge of some each (legal, social, ethical and professional) issue and clear evidence of consideration and acting on such considerations
<p><b>Provide an example of how they have designed and</b></p>	Limited responsibility for	Evidence of assigning routine	Assigns tasks, sometimes	Has full accountability for

<p><b>planned work that required the support of others to deliver defined outcomes?</b></p> <p><i>(Include in their answer how they assigned tasks and responsibilities to others and allocated and managed resources – people, money, or materials).</i></p> <p>CITP Criteria - A1, A3, B4, D2</p>	<p>the assignment of tasks to others. Limited input into the allocation of resources.</p> <p>Task failed to achieve deadlines and was outside budget.</p>	<p>tasks to colleagues and setting deadlines. Manages and allocates resources to support specific routine tasks.</p> <p>Task delivered most of defined outcomes within deadlines and was within budget.</p>	<p>complex and has authority to manage and allocate resources across the task/project.</p> <p>Task achieved all outcomes within deadlines and within budget.</p>	<p>the task, assigning complex work across the entire activity, with full authority to allocate, manage and acquire resources.</p> <p>Task achieved outcomes ahead of deadlines and within/below budget.</p>
<p><b>Provide an example of when they have managed a complex task requiring the need for stakeholders in order to achieve a business objective?</b></p> <p><i>(Include in their answer what the complexity was (business, technical or both), how they identified, managed and communicated to the stakeholders)</i></p> <p>CITP Criteria - A1, A2, B1, B2, C1, D6, D7</p>	<p>Task was routine, with limited or no degree of complexity. Limited evidence of stakeholder management or engagement. Outcome did not meet the needs of the business objective. Limited evidence of responsibility or ownership of the task.</p>	<p>Task was complex from either a technical or business perspective. Applicant engaged with predetermined stakeholders to deliver the desired outcome against the business objective. Evidence of responsibility for achieving the desired outcome.</p>	<p>Task was complex both from a business and technical perspective. Applicant identified and engaged stakeholders to achieve the business outcome. Clear evidence of responsibility and accountability for delivering the required outcome.</p>	<p>A significant, complex task, both from a business and technical perspective. Applicant identified and managed stakeholders to achieve the business outcome. Fully responsible and accountable for achieving the required outcome.</p>

<p><b>Provide an example of when they have resolved complex team or business problems, what steps did they take to reach their desired outcome?</b></p> <p><i>(Include in their answer how they analysed the requirements, assessed any associated risk and drew on their knowledge of fundamental principles and applied them in determining the solution)</i></p> <p><i>CITP Criteria - A1, C2, D3, D4</i></p>	<p>Limited evidence of analysing the issue, identifying a solution and assessing risk. Little evidence of applying fundamental principles associated with their specialism.</p>	<p>Evidence of analysing the problem and identifying a solution, however reliance on others' advice. Risks identified and captured. Evidence of applying fundamental principles of their specialism, but with limited complexity or range of contexts.</p>	<p>Clear evidence of analysing the problem and identifying solutions to deliver desired outcome. Used other specialists to improve the solution. Risks captured and managed. Evidence of applying fundamental principles of their specialism in a range of contexts, some of which are complex.</p>	<p>Clear evidence of analysing the problem and identifying solutions ensuring solutions are aligned with organisational objectives. Used other specialists to improve and pilot the solution. Risks captured, managed and where possible mitigated. Evidence of applying complex fundamental principles of their specialism in a range of contexts.</p>
<p><b>Provide an example of when they have advised the team or business to implement a new method, tool or application.</b></p> <p><i>(Include examples that directly relate to their specialism, are innovative and consider the ethical</i></p>	<p>Limited evidence of the method, tool or application relating to their specialism. Ethical implications and sustainability not considered.</p>	<p>Method, tool or application relates to their specialism, but was not innovative. Some consideration of the ethical implications or sustainability.</p>	<p>Method, tool or application directly relates to their specialism and is somewhat innovative. Clear evidence of ethical implications and</p>	<p>Innovative method, tool or application directly related to their specialism was selected with the business need in mind. Clear evidence of ethical implications and sustainability being</p>

<p><i>implications and sustainability)</i></p> <p><i>CITP Criteria - B3, C3, D1, D3, D5, D8</i></p>			<p>sustainability being considered.</p>	<p>considered and documented.</p>
<p><b>What activities have they undertaken to ensure that they maintain and develop their specialist knowledge and skills?</b></p> <p><i>(Include examples of continuous professional development that they have undertaken and the impact that has had on their practice)</i></p> <p><i>D8</i></p>	<p>No or limited evidence of undertaking activities to maintain skills.</p>	<p>Evidence of undertaking relevant activities to ensure skills remain up to date.</p>	<p>Evidence of identifying and undertaking relevant activities to ensure skills remain up to date and enhanced. Considers business needs when selecting development opportunities.</p>	<p>Evidence of identifying, undertaking and supporting others to undertake development activities to ensure skills are up to date and occasionally beyond the scope of the role, both from a technical and business perspective.</p>