Your personal statement is a key part of your online application.

You need to provide a clear and concise overview of your experience against the four areas of autonomy, influence, complexity and business skills, as well as evidence to demonstrate your breadth of knowledge.

The information in your statement will be reviewed during the initial assessment stage of your CITP application. It will also help our chartered assessors to prepare for your skills assessment interview.

Your experience

In the following sections, we're looking for evidence that you've worked in one or more challenging, multifaceted roles where you've had full accountability, significant influence and the vision and appreciation of the overall context of your role and the role of IT in achieving successful results.

You'll have a maximum of 2000 characters for each of the following four sections in your online application, with the option to upload further documents.

Autonomy
– it's expected that your work is often self-initiated

Assessment criteria
A1   Works under broad direction
A2   Is fully responsible for meeting allocated technical and/or project/supervisory objectives
A3   Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities

Questions to consider:
– How is your work set?
– Are you responsible for establishing objectives and delegating responsibilities within a significant area of work, including technical, financial and quality aspects?
– What's the nature of your reporting relationship with your manager/senior colleague?
– What level of responsibility do you take for your own area of work?
– Do you contribute to your objective setting and do you ensure management and/or clients are kept informed?
– Are you accountable for your subordinates (where applicable)?

Influence
- leadership ability to achieve successful business benefit

Assessment criteria
B1   Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism
B2   Builds appropriate and effective business relationships.
B3   Makes decisions which impact the success of assigned work i.e. results, deadlines and budget.
B4   Has significant influence over the allocation and management of resources appropriate to given assignments.

Questions to consider:
– What level of interaction and influence do you have with your immediate colleagues, customers, suppliers and peers, particularly in your own area of expertise?
– Do you have influence over policy information and the contribution of your own specialism to business objectives?
– What area of work, staff and other resources are you responsible for?
– What contribution do you make to the formulation of IT strategy?

Complexity of work

- the ability to succeed in roles that are multifaceted

Assessment criteria

C1 Performs an extensive range and variety of complex technical and/or professional work activities.

C2 Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts.

C3 Understands the relationship between own specialism and wider customer/ organisational requirements.

Questions to consider:

− Do you have to undertake a range of complex technical and professional activities; can you give examples?

− Is your work sometimes unpredictable requiring you to apply fundamental principles in a range of contexts?

− Can you give any examples where you have had to consider the relationship between your area of specialism and the wider customer/organisational requirements to meet your objective(s)?

Business skills

- vision and appreciation of the overall context to achieve benefit from exploiting IT

Assessment criteria

D1 Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives.

D2 Analyses, designs, plans, executes and evaluates work to time, cost and quality targets and takes all requirements into account when making proposals.

D3 Analyses requirements and advises on scope and options for continuous operational improvement.

D4 Assesses and evaluates risk.

D5 Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder.

D6 Communicates effectively, both formally and informally.

D7 Demonstrates leadership and facilitates collaboration between stakeholders with diverse objectives.

D8 Maintains an awareness of developments in the industry; takes initiative to keep skills up to date and mentors colleagues.

Questions to consider:

– Do you select appropriately from available standards, methods, tools and applications that may be used or do you advise and/or delegate responsibility to others?

– What responsibility do you have for your own professional development?

– What initiative do you take to keep your skills, and the skills of your subordinates (where applicable), up to date and to maintain awareness of developments in IT and its applications?

– What level of communication skills do you exercise?

– Do you communicate fluently, orally and in writing, particularly when communicating complex technical information to both technical and non-technical audiences?

– What level of management and leadership skills do you exercise?

– Can you plan, executive and evaluate work to time, cost and quality targets? Do you demonstrate leadership and facilitate collaboration between stakeholders with diverse objectives?

– What degree of technical understanding do you have?

– Are you able to appreciate the wider field of IT and how does your own specialism relate to other specialisms and to the business you work in?

– Do you ensure subordinates (where applicable) maintain an awareness of developments in IT?

Your breadth of knowledge

You're required to demonstrate your breadth of knowledge across IT and computing by evidencing your educational qualifications, training and/or experience.

The definition of breadth of knowledge for CITP registrants is: *knowledge of the broad scope of IT beyond that required for the individual's area of specialism.*

If you hold a degree with full BCS CITP accreditation, you don't need to compile a breadth of knowledge statement as your qualification give us with the evidence we need.

Check your qualification – only BCS accredited qualifications are listed in this search

(Don't worry if your IT qualifications are not BCS accredited as they'll still help to demonstrate your breadth of knowledge when you provide details about them in your personal statement.)

Your breadth of knowledge statement should include details of all relevant experience, qualifications and training.

Your evidence will be personal to you and needs to complement your specialist knowledge to demonstrate you can communicate and work with other IT professionals both inside and outside your area of IT practice.

You're not expected to evidence technical knowledge related to disciplines outside your area of specialism.

Your knowledge will be assessed against the following criteria:

1   Principles of information technology

– knowledge and understanding of essential facts, concepts, principles and theories relating to information technology

This may include:
- [ ] methods and issues involved in developing and deploying systems to meet specific objectives;
- [ ] methods, techniques and tools for information modelling, software development;
- [ ] building information systems architecture and related technologies for developing information systems; or
- [ ] statistical principles related to the study of IT.

Questions to consider:
Can you list any qualifications, training and/or other experience where you have gained this knowledge?

2 Exploitation of information technology

– the commercial, economic and process aspects of the development, use and maintenance of information technology including management techniques and information security

Questions to consider:
What knowledge do you have about the exploitation of IT including management techniques and information security? How is technology used to achieve objectives?

3 Legal, social, and ethical factors relating to information technology

– the ability to recognise all aspects of the environment in which information technology resides, including regulatory frameworks, political influences and accountabilities.

Questions to consider:
What are the legal, social, ethical and professional issues that affect your area of work?

You'll have a maximum of 3000 characters for the breadth of knowledge section in your online application, with the option to upload further documents.