

Fellow application guidance (for OM clients)

To apply to become a BCS Fellow, you'll need to provide:

- your *Fellow application form* evidencing your experience against a selection of the criteria set for BCS Fellowship (form available from your BCS key account manager or the coordinator for your organisation)
- your CV or LinkedIn profile illustrating a minimum of 5 years' work experience within the scope of the IT profession
- details of one/two supporters who can validate and verify your experience

The following guidance includes the full set of Fellowship criteria and the recommended technique for presenting your evidence in your application, as well as the requirements for your application supporter(s).

Fellowship criteria

The Fellow criteria consists of three categories, with several sub-criteria within each category:

- **Body of work**
– work you do or have done within the information technology profession
- **Professional impact**
– how the work you do or have done has impacted the profession, including products, policies, other professionals, or members of the community
- **Standing in the community**
– how you are viewed within the information technology profession

To become a BCS Fellow you'll need to provide evidence showing how you meet **FOUR** of the sub-criteria – specifically, one from each of the three categories plus an additional one from either **Body of work** or **Professional impact**. The additional statement should be for a criterion not yet evidenced in the application, e.g., once a statement has been provided under Responsibility, the additional statement must cover a different criterion.

Here's the full list of criteria for each category:

Body of work

Sub-criteria	Descriptor
Invention and innovation	Inventions or innovation resulting in successful products, systems/applications, processes or practices.
Entrepreneurship	Creation of a successful information technology related business, charity, or enterprise which benefits society.

Responsibility	Responsibility for the technical decisions taken and application of excellent practice for a significant area of information technology. For example, within an organisation, department, programme, project, product, process or system design.
Research	In addition to providing evidence of a successful career in research, evidence should identify the impact of the work.
Skills development	In addition to providing evidence of a successful career in skills development, education and/or training, evidence should identify the impact of the work.
Consultancy	A thought leader who advises/assists organisations in/with the significant deployment, employment, use or development of information technology.

Professional impact

Sub-criteria	Descriptor
Inspiring others	Inspiring and motivating others within the industry through public engagements (speaking, writing and one-to-one).
Interdisciplinary collaboration	Building networks throughout different sectors to enhance the digitalisation, information technology and BCS agendas.
(Inter)national policy making	Supporting and/or delivering policy development relevant to information technology.
Diversity and inclusion	Being a leadership champion to promote diversity and inclusion within the field. For example, formulation of policy and/or implementation of programmes intended to improve diversity and inclusion within an organisation.
Mentoring or coaching	Acting as a mentor and/or coach to develop the next generation of leaders, peers, or senior execs in information technology.
Sustainability – social or environmental	Influencing the use of technology to positively impact sustainability at a social or environmental level.
Outreach	Influential at the grassroots level of the information technology community through outreach engagement activities. Acting as an ambassador for the profession, engaging communities with low digital literacy and promoting the standing of information technology as a profession.

Standing in the community

Sub-criteria	Descriptor
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Awards	Formal recognition of achievements e.g. industry award, significant academic or corporate award, Fellow of another institute, chartered status.
Governance	Member/Chair of important governing boards or committees.
Public influencer	Speaker on information technology related topics at major events and/or influential advocate of making IT good for society, for example, through impactful content on information technology related topics.
Assessor	An assessor for chartered or other high-level registration or membership applications for a professional governing body or institute.

Providing your evidence

The Fellow application form is designed to help you easily present information about your experience against the four sub-criteria you select. For each one, you need to provide a written statement of **maximum 400 words**.

Body of work experiential statement

Your statement(s) for **Body of work** should describe your work in relation to the selected sub-criteria, in particular highlighting evidence of your professional achievements within the scope of the information technology profession as a leader and influencer. Your evidence shouldn't duplicate your CV/LinkedIn profile.

Depending on the criteria you choose, your statement(s) may include details such as:

- length of experience working at that level/in that role
- specific and relevant roles and responsibilities
- how your role contributes to "making IT good for society"
- size of the company or team
- budget management with metrics
- how you support the development of a company, team or individuals
- outputs from your work, e.g. product, resource, practicable theory, profit etc.
- how you know your work has been impactful
- breadth of experience that led to the success of your work
- journals that your research has appeared in and number of citations

This isn't an exhaustive list and some of these points may not apply to your selected criteria, so you won't need to evidence all of them; these are just suggestions.

We recommend presenting your evidence for this category using the STAR technique (see below), but it's not a requirement.

Professional impact experiential statement

Your statement(s) for **Professional impact** should explain what *you* have contributed to the information technology profession and the impact *you* have made.

You must present your statement for this category using the STAR technique to clearly communicate your experience, with a focus on the impact and influence you've had on the information technology profession or community.

The STAR technique

Situation	Task	Action	Result
<ul style="list-style-type: none"> •What situation were you, the team, business or profession experiencing? 	<ul style="list-style-type: none"> •What was the impact of the situation? •What problems needed to be resolved? •What led to you specifically being involved? 	<ul style="list-style-type: none"> •What steps did you take to resolve the situation? •Why did you choose this approach? •Did you produce anything to aid resolution? 	<ul style="list-style-type: none"> •What was the outcome/impact of your actions? •How did you and others benefit from the outcome? •What did you learn from the experience? •How did your involvement impact the profession?

Standing in the community experiential statement

Your statement for **Standing in the community** should describe how your activity within the information technology profession has led to you being invited to publicly share your expert knowledge and experience with others, and/or being awarded for the work you've done and the impact you've had.

We recommend you present your evidence for this category using the STAR technique (see above), but it's not a requirement.

For this category you're also welcome to provide **one** URL to further evidence your position, e.g., a conference event schedule, public register etc. Ensure the resource you link to is publicly accessible and doesn't require login details.

Identifying your supporter(s)

When you make your application, you'll need to provide details of a work-related supporter or a BCS key account manager who can validate the accuracy of your evidence **and** a supporter who's an existing BCS Fellow to verify that you're ready for Fellowship and that your evidence is to the level expected of a BCS Fellow. They can be one and the same person.

Supporter requirements are:

- **BCS key account manager for your organisation OR**
- **Work-related supporter**
 - has worked with you for at least six months at some point in your career
 - has a professional understanding of your line of work
 - has recent familiarity with your work
- **BCS Fellow supporter**
 - currently holds BCS Fellow membership

If you have a supporter who meets both sets of criteria, you won't need a second supporter.

If you don't know a BCS Fellow to ask to be your supporter, get in touch at processing@bcs.uk and we'll put you in contact with one.

Ensure you have appropriate supporters to validate your evidence before completing your application form, as you'll need to add their details to your form as well.

Submitting your application

When you're ready to make your application, ask your BCS key account manager or the coordinator within your organisation for the application template and, once complete, submit your form along with your CV or LinkedIn profile to processing@bcs.uk with **OMFBCS Application** in the subject line.

On receipt of your application, the BCS Service Delivery team will contact your supporter(s) to request verification and validation of your application.

Note: Please keep your supporter(s) 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.

Once verified by your supporter(s), your application will be reviewed by a BCS assessor.

Assessment of your application

When the BCS Service Delivery team has received the necessary documentation from you and your supporter(s), they'll send your application to a BCS assessor for review.

Following the review, you may be asked to provide further evidence and another assessor will then review your application and the additional information you've provided.

Once the assessor has decided the outcome of your application, their decision and feedback will be shared with you and your BCS Fellow supporter. It's then your supporter's responsibility to discuss the feedback with you.

The overall Fellowship assessment process takes between 4-6 weeks.

Annex A - Fellowship assessment rubric

Body of work

Body of work focuses on the work the applicant does or has done within the information technology profession.

FBCS Criteria	Level of competence evidenced		
	Above	Met	Insufficient evidence
Invention or innovation	<p>They have created a new invention, service, product or developed a new and innovative way of working that has led to one of the following:</p> <ul style="list-style-type: none"> • Research into a new area • Transformed the way their business functions • The arise of new business • Development of new systems/applications • Redefined practice within their industry/sector. 	<p>They have adapted a pre-existing invention, product, service or developed an innovative way of working. This has led to one of the following:</p> <ul style="list-style-type: none"> • New research by them or others • Changes to the way their business functions • The arise of new business • Development of new systems/applications • Improved practice within their industry/sector 	<p>There is no clear evidence of the impact of their invention, product, or innovative way of working. Their involvement in its development is unclear.</p>

<p>Entrepreneur</p>	<p>They have set-up a new business or charity/non-profit organisation that has been/was active for over 5 years, is directly associated with the IT/digital profession and benefits society. It is clear they led the set-up, how their business/charity fulfils a need in the industry/sector and how they went about setting it up.</p> <p>Its success can be measured through at least one of the following:</p> <ul style="list-style-type: none"> • Significant profit • Significant funds raised • Connections with/clients in well-known businesses in their industry/sector • Positive public recognition by other businesses/charities/governing bodies 	<p>They have set-up a new business or charity/non-profit organisation that has been/was active for over 2 years, impacts aspects of the IT/digital profession and Benefits society.</p> <p>It is clear how and why they led or co-led the set-up their business/charity. Its success can be measured through at least one of the following:</p> <ul style="list-style-type: none"> • Profit • Funds raised • Connections with/clients in well-known businesses in their industry/sector • Positive formal public recognition 	<p>They are not responsible for setting up the new business, only managing it. The business has been active for less than 2 years. The reasons for setting up the business is unclear as is its benefit to the digital/IT profession. Evidence of the success of the business not provided or is unclear.</p>
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<p>Responsibility</p>	<p>They hold/held one of the following positions:</p> <ul style="list-style-type: none"> • C-suite role (CEO/ CTO/CIO/COO etc) within a large organisation • Sponsor large and/or complex portfolios/programmes • An internationally recognised specialist in their chosen field <p>They are/were responsible for making and signing-off others' technical or business decisions within their business that have significant impact and are clearly evidenced.</p>	<p>They hold/held one of the following positions:</p> <ul style="list-style-type: none"> • C-suite role (CEO/ CTO/CIO/COO etc) within a small to medium organisation • Head up a large programme or department manage/sponsor high-level technical projects • A specialist for a specific product, process, or system within the business <p>They are/were responsible for making and signing-off others' technical or business decisions within their business that have significant impact and are clearly evidenced.</p>	<p>They make decisions within their business but someone else signs them off (excluding a governing board/committee or senior management team). The impact of their decisions is not provided or is unclear. They hold no or minimal responsibility or accountability for the work of others, whether it is in their department or projects, and they are not considered a specialist within their business (multiple people hold their role).</p>
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<p>Research</p>	<p>They have conducted and are the Lead Author of research that has:</p> <ul style="list-style-type: none"> • Been cited by 7+ businesses (that have not funded the research) in the IT/digital industry/sector • Been cited by 7+ other academic papers • Been publicly cited by government factions <p>Impact of the research is shown through at least one of the following:</p> <ul style="list-style-type: none"> • National sample sizes that are statistically significant <ul style="list-style-type: none"> • Clear impact to their industry/government/academic field's policies, systems or process designs, product development, or ways of working 	<p>They are the Lead or Co-Author of research that has:</p> <ul style="list-style-type: none"> • Been cited by 3+ businesses (that have not funded the research) in the IT/digital industry/sector • Been cited by 3+ other academic papers • Been publicly cited by governing bodies <p>Impact of the research is shown through at least one of the following:</p> <ul style="list-style-type: none"> • Sample sizes that are statistically significant <ul style="list-style-type: none"> • Clear impact to their business/institution's policies, systems or process designs, product development, or ways of working 	<p>They have contributed research but not played a significant role in it (i.e., not the Lead or Co-Author) or it has received 2 or less citations. The sample size used in their research is not significant. The impact of their research is unclear.</p>
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<p>Skills development</p>	<p>They have a qualification or 5+ years' experience as a teacher, trainer, coach/mentor, manager, or other relevant role supporting the development of individuals in the IT/digital profession.</p> <p>They have clearly explained the skills they have employed and the approaches they have taken to develop others.</p> <p>Their work has positively impacted at least one of the following areas:</p> <ul style="list-style-type: none"> • They have supported the development of 120+ individuals • Developed a new skill development approach that has impacted practice across the industry <ul style="list-style-type: none"> • International recognition for their teaching achievements from a notable organisation 	<p>They have a qualification or 2-5 years' experience as a teacher, trainer, coach/mentor, manager, or other relevant role supporting the development of individuals in the IT/digital profession.</p> <p>They have clearly explained the skills they have employed and the approaches they have taken to develop others.</p> <p>Their work has positively impacted at least one of the following areas:</p> <ul style="list-style-type: none"> • They have supported the development of ~60-120 individuals • Improved existing skill development approaches that have impacted the practice of others <ul style="list-style-type: none"> • National recognition for their teaching achievements from a notable organisation 	<p>They do not hold a skills development related qualification or have been conducting their role for less than 2 years. The number of individuals they have supported is insignificant, i.e., less than 50. The specific skills they develop in others and the impact they have had in their role is unclear.</p>
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<p>Consultancy</p>	<p>They have worked in a consultancy role for 5+ years demonstrating specialist knowledge of an IT/digital product, process, system, or skill development. They have worked with various clients to enhance their deployment, employment, usage or development of their digital/IT products, processes, systems, or people.</p> <p>They have demonstrated impact by:</p> <ul style="list-style-type: none"> • Leading the delivery of services that have transformed how an international public or private organisation works, acts, or thinks • Produced reports that have been enacted by a government faction - changes to policy and future agendas/long term plan. <ul style="list-style-type: none"> • Lead a consultancy practice of 50+ personnel that have demonstrated excellence recognised by an industry body 	<p>They have worked in a consultancy role for 2-5 years demonstrating specialist knowledge of an IT/digital product, process, system, or skill development. They have worked with various clients to enhance their deployment, employment, usage or development of their digital/IT products, processes, systems, or people.</p> <p>They have demonstrated impact by:</p> <ul style="list-style-type: none"> • Leading the delivery of services that have positively changed the way a client organisation works, acts, or thinks • Produced reports that have been enacted by the client - changes to policy and future agendas/long term plans <ul style="list-style-type: none"> • Lead a consultancy practice of 10+ personnel that have demonstrated excellence recognised by an industry body 	<p>They are not a specialist in their field of expertise, or their consultancy work is quite general. They have worked with less than 3 clients, all of which are not well known. What they have helped their clients to enhance/improve and the impact they have had on them is unclear.</p>
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Professional impact

Professional impact focuses the impact of the work the applicant does or has done on the profession. This could be in terms of the development of products, policies, other professionals, or members of the community.

FBCS Criteria	Level of competence evidenced		
	Above	Met	Insufficient evidence
Inspiring others	<p>They have inspired changes to the digital/IT practice in a national or international organisation through mediums such as:</p> <ul style="list-style-type: none"> • Public Speaking • Writing • Mentoring/advising clients • They have positively impacted at least one of the following areas: • Senior leaders • Professional institutions • Changes in the digital/IT profession 	<p>They have inspired changes to the digital/IT practice in an organisation, theirs or others, by engaging through mediums such as:</p> <ul style="list-style-type: none"> • Public Speaking • Writing • Mentoring/advising clients • They have positively impacted at least one of the following areas: • Junior professionals • Professional institutions • Changes in the digital/IT profession in general within their business or externally 	<p>The changes they have inspired are not clear or are not related to digital/IT professional practice in general. How they inspired others is unclear.</p>

<p>Interdisciplinary collaboration</p>	<p>They have strong knowledge of the public and BCS agendas for enhancing digitisation and IT either nationally or internationally.</p> <p>They have built a network or community of 5+ businesses from different industries/sectors to advance these agendas.</p> <p>The positive impact of the network/community is clear.</p>	<p>They have strong knowledge of the public or BCS agendas for enhancing digitisation and IT either nationally or internationally.</p> <p>They have built a network or community of 2+ businesses from different industries/sectors to advance these agendas.</p> <p>The positive impact of the network/community is clear.</p>	<p>The community or network they have established is not linked to a digital/IT public or the BCS' agenda or related to the digital/IT profession. The representatives within their network are only from one industry/sector. The impact of their work is unclear.</p>
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<p>(Inter)national policy making</p>	<p>They have had an advisory or hands-on role in the development of national or international IT/digital related policies that impact one of the following:</p> <ul style="list-style-type: none"> • Government agendas • The widespread practice of digital/IT professionals • Widespread outreach work • The digital/IT practice of businesses <p>The details of their involvement in the development of the policy are clearly evidenced. Their involvement in the development is publicly documented.</p>	<p>They have had an advisory or hands-on role in the development of national or international IT/digital related policies that impact one of the following:</p> <ul style="list-style-type: none"> • Localised business agendas • Localised practice of digital/IT professionals • Localised outreach work • The digital/IT practice within their business <p>The details of their involvement in the development of the policy are clearly evidenced.</p>	<p>The policies they have helped to develop are not IT/digital related or linked to national or international agenda, either in their business or the public sphere. Their involvement and the impact of the policy is unclear.</p>
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<p>Diversity and inclusion</p>	<p>They have publicly promoted and engaged in national activities to improve national/international diversity and inclusion in the IT/digital profession. Their contributions may include one of the following:</p> <ul style="list-style-type: none"> • Policy development • Public speaking or writing • Widespread grassroots/outreach activities • Collaboration with multiple businesses across different sectors • Working with influential organisations to initiate change <p>The impact of their work is clearly evidenced.</p>	<p>They have led on initiatives and engaged in localised activities to improve diversity and inclusion in the IT/digital profession. Their contributions may include one of the following:</p> <ul style="list-style-type: none"> • Policy development • Public speaking or writing • Collaboration with multiple businesses across the digital/IT industry • Grassroots/outreach activities <p>The impact of their work is clearly evidenced.</p>	<p>They have not led on initiatives directly related to diversity and inclusion in the IT/digital profession. How they have championed inclusion and diversity and the impact of their involvement is unclear.</p>
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<p>Mentoring and coaching</p>	<p>They have predominantly mentored or coached individuals or teams in senior roles, within their own business and others in the digital/IT profession. The impact of their involvement is clear and may include their mentee/coachee:</p> <ul style="list-style-type: none"> • Gaining a promotion to a C-Suite position • Improving employee satisfaction or performance across their business • Starting a new business • Gaining an award or public recognition • Providing consultancy to other organisations or government 	<p>They have mentored or coached multiple individuals, either within their own business or others in the digital/IT profession. The impact of their involvement is clear and may include their mentee/coachee:</p> <ul style="list-style-type: none"> • Gaining a promotion • Improving their performance • Growing their team/department to meet a business need • Gaining an award • Taking on more responsibility • Becoming a mentor/coach for others • Contributing to significant projects or pieces of work across the business 	<p>They have mentored/coached few people or the impact of their support is unclear. Evidence of how and what they supported others in has not been provided or the topics are not relevant to digital/IT.</p>
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<p>Sustainability – social or environmental</p>	<p>They have strong knowledge of the impact digital/IT has on social or environmental sustainability. They are publicly known for their contributions to the use of IT/digital to positively impact social or environmental sustainability, through their involvement in one of the following:</p> <ul style="list-style-type: none"> • Policy development • Public speaking or writing • Grassroots/outreach activities • Projects focused on sustainable practice within the digital/IT profession or across sectors <p>They have led on national/international initiatives to champion change on the use of IT/digital to positively impact social or environmental sustainability on a large scale. The impact of their work is clearly evidenced.</p>	<p>They understand the impact digital/IT has on social or environmental sustainability. They have led on initiatives to champion change on the use of IT/digital to positively impact social or environmental sustainability within their business or externally, through involvement in one of the following:</p> <ul style="list-style-type: none"> • Policy development • Public speaking or writing • Grassroots/outreach activities • Projects focused on digital/IT sustainable practice within their business <p>The impact of their work is clearly evidenced.</p>	<p>Their understanding of the role digital/IT plays or can play in social or environmental sustainability is weak or unclear. The initiatives they have worked on are not led by or initiated by them. The initiatives are not related to or have had limited impact on the use of IT/digital to impact social/environmental sustainability. How the initiative was implemented or championed, and its impact is unclear.</p>
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Outreach	<p>They have held an influential role within a digital/IT-related charity, leading on initiatives to change the perception and usage of digital/IT in local communities for the benefit of society.</p> <p>Their work has impacted digital/IT skill development across more than one demographic.</p> <p>They are publicly known for their contributions to the digital/IT profession at community level. The impact of their work is clear.</p>	<p>They have held an influential or ambassador-like role at the grassroots level or within a charity, leading on an initiative to change the perception and usage of digital/IT in local communities for the benefit of society.</p> <p>Their work has impacted digital/IT skill development across one specific demographic. The impact of their work is clear.</p>	<p>They are not involved in the work of a charity or grassroots-level activities/initiatives that relate to digital/IT. How their work benefits society from a digital/IT perspective is unclear.</p>
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Standing in the community

Standing in the community focuses on how the applicant is viewed within the information technology profession.

	Level of competence evidenced		
FBCS Criteria	Above	Met	Insufficient evidence

<p>Awards</p>	<p>They have all the following:</p> <ul style="list-style-type: none"> • A Fellow membership of another institution • A nationally recognised IT/Digital related award for their personal work (either for a single event or career long) • Chartered status with BCS or another institution relevant to their field of expertise <p>A record of these achievements is publicly available. Clear evidence presented on how this has supported their career.</p>	<p>They have one of the following:</p> <ul style="list-style-type: none"> • A Fellow membership of another institution • A nationally recognised IT/Digital related award for their personal work (either for a single event or career long) • Chartered status with BCS or another institution relevant to their field of expertise <p>A record of these achievements is publicly available. Clear evidence presented on how this has supported their career.</p>	<p>They are not a Fellow of a membership institution, they have not received an award that is recognised beyond the business they work in, and they do not hold chartership with BCS or another institution. The impact of the award has had on their practice is unclear.</p>
<p>Governance</p>	<p>They are the Chair of a governing board or committee in their business, another membership institution, or other body relevant to their field of expertise.</p> <p>Evidence of their membership of said board/committee is publicly available. How they have used this role to impact the digital/IT profession is clear.</p>	<p>They are a member of a governing board or committee in their business, another membership institution, or other body relevant to their field of expertise.</p> <p>How they have used this role to impact the digital/IT profession within their business or beyond is clear.</p>	<p>The board or committee they are part of does not have a governance focus. It is unclear how they have used their role to influence or impact the digital/IT profession, either at an organisational level or beyond.</p>

<p>Public influencer</p>	<p>They have all the following:</p> <ul style="list-style-type: none"> • Been a keynote speaker at a well-known external event • Written multiple pieces of content on digital/IT related topics for a well-regarded blog, journal, etc. <p>Evidence of their influence is publicly available through multiple platforms/mediums, whether it is noted on social media, blogs or articles, research papers etc.</p>	<p>They have one of the following:</p> <ul style="list-style-type: none"> • Been a speaker at multiple external events • Written content on digital/IT related topics for a well-regarded blog, journal, etc. <p>Evidence of their influence is publicly available through multiple platforms/mediums, whether it is noted on social media, blogs or articles, research papers etc.</p>	<p>They have only been the speaker at a few unknown events. The articles they have written are either not directly related to digital/IT or have been for unknown blogs, journals etc. Evidence of their influence is not publicly available or is limited.</p>
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<p>Assessor</p>	<p>They are all the following:</p> <ul style="list-style-type: none"> • Membership or Chartered registration assessor at BCS or other membership institution/governing body relevant to their field of expertise for 5+ years • A responsibility for the development of other assessors through mentoring or training <p>How they have used this role to impact the digital/IT profession is clear.</p>	<p>Membership or Chartered registration assessor at BCS or other membership institution/governing body relevant to their field of expertise for over a year.</p> <p>How they have used this role to impact the digital/IT profession is clear.</p>	<p>They are not an assessor for BCS or other membership institution/governing body or the body is not relevant to their field of expertise. Evidence of their impact as an assessor is unclear.</p>
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