YOUR GUIDE TO BCS ORGANISATIONAL MEMBERSHIP

bcs

The Chartered Institute for IT

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WELCOME TO YOUR BCS ORGANISATIONAL MEMBERSHIP SCHEME

We know starting something new can be a daunting prospect, at BCS, we want to make sure your role as a Senior Sponsor, Coordinator or Champion goes as smoothly as possible and that you and your members get the most out of your organisation's membership.

To make things easy, we have created a webpage specifically for you. Here you will find a collection of useful links, tools and ideas you can use to help your members develop and expand their IT knowledge. This page will be regularly updated with new content and upcoming events.

Simply follow this link: **www.bcs.org/coordinators**

If you can't find what you're looking for in this guide, please feel free to give us a call or send an email and one of our team will give you a hand.

01793 417 426   **cesupport@bcs.uk**

The importance of your role

Your role is instrumental to the success of your Organisational Membership. As part of this, communication with members and potential members is vital in maintaining uptake, enthusiasm and use of the benefits available. We recommend regular communications are sent to all eligible staff and members about your Organisational Membership and benefits available; we will work with you on these. We are here to support you, however having a senior sponsor/coordinator and champions within your workplace is the most effective way to promote you Organisational Membership and ensure its success.

Senior Sponsor

The senior sponsor leads by example, proactively encouraging membership through presentations and internal communications. They will usually be someone in a senior position within the organisation, who is an active member of BCS.

Coordinator

The coordinator is the day-to-day contact for BCS for operational purposes and maintains the records of all membership applications which we may need to review from time to time. The coordinator will advise new members on how to join your Organisational Membership and BCS of any leavers.

Champion

The champion is an active BCS member. They will understand BCS membership, encourage colleagues to join, and talk to them about how they can get the most out of their membership.

THE BENEFITS OF THE MEMBERSHIP PARTNERSHIP TO YOUR ORGANISATION

Organisational Membership is a cost-effective way of raising the levels of capability within your team, providing members with the resources they need to improve their skills and knowledge for business benefit. The benefits of Organisational Membership stretch far beyond the individual tools and information that are available to your members. Association with BCS can become a key differentiator between you and your competitors as membership is recognised throughout the industry as a commitment to professionalism.

The benefits of membership to staff

Members will have access to several resources to help them improve their skills and knowledge for themselves and you, their employer. Some of the benefits available to members are mentoring and discounted training opportunities, access to SFIAplus industry framework, applying for professional registration CITP, CEng, IEng and EngTech online career centre, branch and specialist group meetings and the latest industry reports.

HOW TO PROMOTE MEMBERSHIP

Promotion of membership within your organisation is vital to make it a success for your organisation. Organisational Membership can take many forms and we will work with you to find the most effective way. We have promoted membership in various organisations and have plenty of ideas to share with you; for example, digital launches, presentations and drop in sessions. As staff sign up to membership, opportunities to upgrade their membership and apply for one of our standards will be made available. We can currently carry out workshops and/or webinars on Chartered IT Professional (CITP) and RITTech standards.

If you are struggling for ideas on how to promote BCS membership in your workplace, below are some tips to ensure your staff are aware of BCS membership and to ensure existing members are getting the most from their membership.

- Develop a culture of CPD and professionalism through appraisals and regular 1:1s highlighting BCS membership opportunities and tools.
- Lead by example, managers and senior managers should be members (they've paid for it after all!)
- Send regular reminders to staff to join, and to get the most out of their membership.
- Promote BCS membership as a staff benefit in job advertisements when recruiting staff.
- Let new staff know they can join as part of your department induction programme.
- Hold launch events and activities led by the sponsor and HR team to the members.
- Promote your Organisational Membership on your intranet.
- Plan times to use the benefits in your package (We don't want you to forget about them).

ENGAGEMENT OPPORTUNITIES

Your Organisational Membership is bespoke and as such you have access to some of the engagement activities listed below. Contact your Account Manager for further information about how these can be included in the partnership:

- A workshop or webinar to support applications for Chartered IT Professional (CITP) or RITTech
- Exclusive BCS event hosted at your premises, we will source a speaker.
- Joint promotional activities including a speaker opportunity for someone from your organisation at a BCS event.
- Workshop to help members get the best use from SFIAplus.
- Workshop for volunteers – 'Supporting teachers to deliver computer science'.
- Discounted advertising rates in BCS newsletters and in ITNOW magazine (print and online).

APPLYING FOR MEMBERSHIP?

Applying for membership couldn't be easier for your staff; if you haven't already, you will receive login details to the coordinator portal but more importantly, login details to share with your staff. These details need to be shared with all staff you would like to invite to apply for membership and who are eligible for BCS membership.

The sign-up process only takes 5 minutes of staff time, and involves completing a form with contact details and choosing the level of membership they are applying for. You may have staff who are already members of BCS; they can apply to transfer their membership across to your Organisational Membership.

MANAGING YOUR ORGANISATIONAL MEMBERSHIP

Login into OM portal

When your Organisational Membership is created, we give you access to a portal, so you can monitor uptake and track your members easily. We recommend you log in once a week to check on requests for membership. Just go to **membershipschemes.bcs.org** and enter the username and password provided to you.

When you login, you will be presented with a brief overview of your Organisational Membership. You'll be able to see the total number of members, the number of members renewing and whether you have any members awaiting approval to become a part of your Organisational Membership.

Approving applications – Affiliate, Associate (AMBCS), Professional (MBCS)

Click on your Organisational Membership name to view the applications awaiting approval. To ensure the member of staff has selected the appropriate grade, click view/edit next to their name to view their full application; additional comments relating to their application may be shown within the comments box.

If you are unable to authorise an application, you can either decline the application or leave it in the applications awaiting approval section. If you choose to decline the application or leave it, you should inform the member of staff. Applications will remain at the awaiting approval stage until they are approved or declined. You can also view a list of current members in the scheme via the

view members and renewals link.
When you've decided you're happy with your member's choice, please give us a few days to complete the rest of the process. After this the member can take advantage of all our benefits, tools and services.

Affiliate membership for non-IT coordinators or HR professionals

We like to make membership available to as many of your staff as possible. Affiliate membership is available to people who have an interest in IT and the IT profession but are not employed in IT roles. It's a way for you to stay up to date with the market, trends and regulatory developments.

TRANSFERRING OUT MEMBERS

If you wish to transfer a member out of your Organisation Membership because, for example, they have left the organisation, send an email to **bcsmemberschemes@bcs.uk with their details.** They will be contacted by email and notified they can continue their membership when it is due for renewal as an individual member. You can reuse this membership space immediately.

Please note this email is to only be used for transferring members out. For all other enquiries, contact **cesupport@bcs.uk.**

APPLYING FOR PROFESSIONAL REGISTRATIONS (CITP, CENG, IENG, ENGTECH, RITTECH AND FEDIP)

If members of your Organisational Membership are interested in applying for Chartered status and other registrations, they can do so using the Chartered application waivers provided as part of your Organisational Membership. If you don't have any Chartered application waivers, speak to your Account Manager for more information.

We recognise IT professionals who demonstrate high levels of competency in disciplines other than IT, such as engineering (CEng and IEng). The process for becoming CEng/IEng registered differs slightly to that of CITP, so to ensure you have all the relevant information necessary to apply please click here.

bcs.org/get-registered

Chartered IT Professional (CITP)

Chartered IT Professional (CITP) registration validates technical expertise, professional behaviours and the integrity with which they are applied. Developed in partnership with employers and government, it's a powerful endorsement of not just the broad and transferable skillset you bring to a digital role, but also your accountability and commitment.

Employees who are able to demonstrate they meet the CITP standard should be encouraged to become registered. It's an internationally-recognised standard of excellence enabling them to:

- benchmark their knowledge and skills against the recognised industry standard
- demonstrate current competence and value to the organisation and their colleagues
- set themselves apart as a highly-skilled IT professional with integrity and dedication to their work
- use the letters CITP after their name for greater recognition in the industry and beyond
- feature on the BCS register for CITP members.

Applicants complete an online application, which can be found in the *Manage your membership* section of MyBCS. CITP application support and guidance can be found here on the BCS website. Accredited qualifications will advance the application — a course search facility is available here on the BCS website.

CITP registration is valid for three years, after which revalidation is required. To revalidate, members are required to show proof of maintaining CPD, and that they're still at the cutting edge.

CITP workshops/webinars

If you have several staff interested in applying for CITP, contact your Account Manager to find out more about arranging a workshop/webinar. The aim of this is to provide guidance covering the application submission through to the interview. It is also an ideal opportunity for those interested in CITP to ask any questions.

Chartered Engineer (CEng)

Chartered Engineers are recognised by their ability to develop solutions to engineering problems by using new or existing technology, innovation, creative thinking and change.

Chartered Engineers promote advanced designs and design methods to introduce more efficient techniques to support construction concepts, new engineering services and management methods A Chartered Engineer is engaged in both technical and commercial leadership using effective interpersonal skills. Achieving CEng enables individuals to:

- benchmark their skills and expertise
- demonstrate current competence to the organisation and colleagues
- use the letters CEng after their name for greater recognition in the engineering industry
- access lifelong learning.

CEng application support and guidance can be found on the BCS website.

Staff with BCS Professional membership can request to have their Chartered Engineering subscriptions through BCS paid by their employer. As this process is outside your Organisational Membership we would need you to contact us to authorise this for everyone. Contact your BCS Key Account Manager if you're unsure.

CEng workshops/webinars

If you have several staff interested in applying for CEng, contact your Account Manager to find out more about arranging a workshop/webinar. The aim of this is to provide details of CEng membership and guidance covering the application process. It is also an ideal opportunity for those interested in CEng to ask any questions.

Incorporated Engineer (IEng)

Incorporated Engineers are recognised by their ability to maintain and manage current applications and developing technology. They may undertake engineering design, development, manufacturing, construction and operation. IEng demonstrates a commitment to a professional standard to develop and enhance competence in the industry. Achieving IEng enables individuals to:
- benchmark their competence, commitment, skill and experience
- demonstrate current competence to the organisation and colleagues
- improved career prospects
- use the letters IEng after their name for greater recognition in the engineering industry
- access to lifelong learning.

IEng application support and guidance can be found on the BCS website.

Engineering Technician (EngTech)

Engineering Technicians apply proven techniques and procedures to deliver practical engineering technology solutions with professionalism and integrity. And they show a commitment to developing their competence throughout their career. Achieving EngTech enables individuals to:

- benchmark their skills and experience against the industry standard
- demonstrate current competence to their organisation and colleagues
- add the letters EngTech after their name for greater recognition in the engineering industry
- access development tools and resources for lifelong learning
- improve their long-term career prospects

Visit the BCS website for **EngTech application support and guidance.**

Registered IT technician (RITTECH)

RITTech gives technicians the opportunity to be independently recognised for their professional ability. RITTech is for members of staff who have achieved competence in their role (assessed against SFIA level 3 and 4). Applicants must be able to provide evidence that they:

- use IT knowledge and understanding to apply technical and practical skills
- contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of IT products, equipment, processes, systems or services
- accept and exercise responsibility in their role
- use appropriate and effective communication and interpersonal skills
- exhibit professional behaviours and commit to a professional code of conduct.

Applicants will be given a voucher code for their online application. Organisational members must be signed up and accepted for BCS membership before starting RITTech; please note that membership will not be activated until you have approved it.

If you have a staff member who wishes to apply for RITTech, or you would like more information about RITTech, please follow the link **bcs.org/rittech.**

RITTech workshops/webinars

If you have several staff interested in applying for RITTech, contact your Account Manager to find out more about how to arrange a workshop/webinar. The aim of the workshop/webinar is to provide guidance to submit their application for assessment.

Federation for informatics professionals (FEDIP)

Individuals working in a health and care informatics role with patient care as their top priority, can apply for **FEDIP** and gain wider recognition of their skills and experience. **FEDIP** registration brings communities together to raise professional standards in digital health and care, providing greater confidence to employers, clients, colleagues and government – ultimately building public trust and recognising digital capability in the health and care workforce.

To achieve the standard, applicants provide a series of statements designed to evidence their knowledge in:

- how their role impacts upon patient care
- how they sit in the wider organisation and interact with departments
- use of health and care terminology
- use of data protection, information governance and cyber security in relation to their role.

When applying for FEDIP applicants will need to download a **document** which is then submitted back to BCS. Organisational members must state they are part of an NHS Organisational Membership. Additional guidance can be found **here.**

FEDIP workshops/webinars

If you have several staff interested in applying for **FEDIP**, contact your Account Manager to find out more about how to arrange a workshop/webinar. The aim of the workshop/webinar is to provide guidance to submit their application for assessment.

AUDIT REQUIREMENTS FOR YOUR ORGANISATIONAL MEMBERSHIP

As an Organisational member you become a trusted source and individuals you recommend for admission as members at the grades of AMBCS or MBCS will be admitted without further assessment. To retain this trusted source status we carry out an annual check of the methods you are using to promote and award membership. We advise you to maintain a record of how you assess applicants for membership so that when we send the survey each year it will be easy to complete. We will also ask how you have promoted membership over the previous 12 months.

DATA PROTECTION

Both the client and BCS must comply with the relevant requirements of the Data Protection Act 2018, Regulation (EU) 2016/679 and any directions issued by the Information Commissioner in their processing of such personal data.

MEMBERSHIP GRADES – ELIGIBILITY CRITERIA

There are three levels of BCS membership ranging from entry level Associate grade through to Fellowship. Part of your role as a Coordinator will be to assess and verify applications for each level. Find out more about our membership grades.

Associate membership (AMBCS)

Associate membership is designed specifically for IT apprentices and trainees. Our professional development tools, career services, mentoring and industry networks help them build strong foundations for their tech career. To become AMBCS, you need to be on an IT apprenticeship or training programme based in the workplace.

Professional membership (MBCS)

Professional MBCS members are the driving force behind the global tech industry. Becoming MBCS shows you are an ethical, accountable professional, committed to high standards in your work and to continually developing your skills and knowledge.

Professional members enjoy full access to our CPD portal, elearning library, skills framework, mentoring network and more. They'll receive all the latest industry news and research to their inbox and even get to contribute their views to our government policy consultations. And they'll be able to connect with the global BCS community for debate, idea-sharing and collaboration – perhaps raising their profile by speaking at a BCS branch or specialist group event or contributing an article to our ITNOW member magazine.

To join as a Professional member, they'll need to be working in an IT or digital role, or hold a relevant qualification such as a BCS Higher Education Qualification or BCS-accredited degree.

Fellowship (FBCS)

BCS Fellowship celebrates a diverse and inclusive community from a broad range of backgrounds. The grade demonstrates a significant contribution to the IT industry and your standing within the community. Applicants need to complete the application form and provide the details of two supporters - a work related supporter (this can be your Key Account Manager) and an existing BCS Fellow. If you don't know a BCS Fellow, get in touch at **processing@bcs. uk** and we'll put you in contact with one.

Upgrading to FBCS

The process of applying for FBCS has been updated in line with the new criteria. You can send the application form and guide to potential applicants or they can ask your Key Account Manager for a copy of them.

Once they've completed the application, applicants need to submit their form with a copy of their CV or LinkedIn profile to **processing@bcs.uk**.

BCS professional certification

BCS delivers professional IT qualifications in fields spanning the digital industry, from agile to AI, software testing to business analysis.

If anyone in your team is interested in studying a certification with BCS, you can find out more at **bcs.org/certification** - if you have any questions, drop us an email at certification@bcs.uk.

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