



bc<sup>s</sup>

The  
Chartered  
Institute  
for IT

# **YOUR BCS ORGANISATIONAL MEMBERSHIP**

**HOW-TO GUIDE**



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# WELCOME TO YOUR ROLE AS A BCS COORDINATOR

We know starting something new can be a daunting prospect, at BCS, we want to make sure your role as a BCS Coordinator and/or Senior Sponsor 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](http://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 on **01793 417 426** or send an email to **[bcsmemberschemes@bcs.uk](mailto:bcsmemberschemes@bcs.uk)** and one of our team will give you a hand.



# SETTING UP YOUR ACCESS TO THE OM PORTAL AND MYBCS

Being a BCS Coordinator requires you to be a BCS member.

Being a member will also give you access to the Organisational Membership (OM) portal – a dashboard giving you a great overview to help you manage the account. <https://membershipschemes.bcs.org/>.

Once signed up you will have access to MyBCS – the members only area. Through MyBCS, you and your members will find some great resources, knowledge tools and e-learning activities.

## OM PORTAL

The secure portal is a gateway where you can manage and maintain your OM scheme and its members. It is designed to give you clear visibility of member allocation and

uptake, making your role as a coordinator as easy as possible.

**01.** Our OM portal access will be set up when you are invited to register as a BCS coordinator. If not already a BCS member, you will also apply to become a BCS member at the same time.

- Once you have registered as a BCS coordinator, access to your own membership login and the coordinator portal will be through the same BCS login.

**02.** What will I see in the portal?

- View the summary of what is included in the OM scheme.
- View recent applications.

- View a list of members in the scheme.
- Export the data of applications or members in the scheme.
- Access the 'invite to scheme' link and be able to manage what grade can be applied for.

## HOW TO SIGN UP A MEMBER TO THE SCHEME

**01.** In order for your staff to apply for membership they will need to receive an 'Invite to Scheme' link.

**02.** To issue this link you will need to access the 'Invite to scheme' button in the portal, this will allow you to invite potential members to your scheme.

**03.** If you are already using any bespoke BCS collateral which includes member login details, this will now need to be changed to capture a new friendly URL for your organisation.

**04.** Your portal dashboard will allow you to monitor the take up.

**A.** Managing your membership uptake – it's important to follow this up, so we recommend you login to the portal once a week.

**05.** Through the 'invite to scheme' button, you will be able to see the membership levels that your staff can apply for. This is determined by the contract agreement with your organisation.

**A.** These grades Student/AMBCS/ MBCS can be selected by you as coordinator – Most membership applications for Organisational Membership are at Associate (AMBCS) or Professional (MBCS) level, so we recommend that these are left switched on.

**B.** Anyone wishing to apply to Fellowship (FBCS) must first be approved at a Professional (MBCS) level before applying for a Fellowship upgrade (see notes on applying for Fellowship).

**C.** You will also have up to two Affiliate memberships available to offer to other people within the organisation who have an interest in BCS but who are not working in IT e.g HR contacts.

**D.** The registration process allows members to select their applicable membership grade, however should a member not match the eligibility for the selected grade, they will automatically be directed to reselect the appropriate grade to match their experience.

**06.** Upon successful application, the member will then show in the active member tab in your dashboard.

**07.** The successful member will receive a welcome email upon submission of their application. A welcome pack including their membership card will be sent within 7-10 working days.

**08.** BCS will now be processing applications on behalf of your organisation. As part of your reconciliation, you must check any recent registrations to identify anyone not entitled to membership under your scheme. Please let [bcsmemberschemes@bcs.uk](mailto:bcsmemberschemes@bcs.uk) know names and they will advise the member, who may continue their registration as an individual member.

# MEMBERSHIP GRADES - ELIGIBILITY CRITERIA

There are three levels of BCS membership ranging from entry level Associate grade through to Fellowship. You can send your prospective members to [www.bcs.org/grades](http://www.bcs.org/grades) to help them to choose their level of membership. Fees will not be applicable.

Holding an accredited qualification can help staff meet the criteria for membership and professional registration. If you're unsure what constitutes an accredited qualification, you will find details of Higher Education Courses accredited by BCS <https://heaccreditation.bcs.org/>.

## ASSOCIATE MEMBERSHIP (AMBCS)

To qualify for AMBCS the individual will have at least one year's relevant IT experience or have a recognised qualification (depending on level of qualification).

## PROFESSIONAL MEMBERSHIP (MBCS)

To qualify for MBCS at least one of the following is required; 5 years IT work experience, or 2 - 3 years IT work experience plus relevant recognised qualifications (depending on level of qualification), or an honours degree with BCS accreditation. [View the full list here.](#)

## FELLOWSHIP (FBCS)

To achieve BCS Fellowship you'll be a leader in IT, recognised for your eminence, authority or seniority in your field. They will typically have five or more years' IT work experience.

## SIGNING UP ANY EXISTING BCS MEMBERS TO YOUR SCHEME

If you already have existing BCS members in your company, they can make use of your OM member allocations.

They won't be automatically allocated to your scheme – please contact [bcsmemberscheme@bcs.uk](mailto:bcsmemberscheme@bcs.uk) and request that they are transferred into the OM and that the member has approved the transfer.

01. Follow the steps above and they will be recognised and allocated to the scheme.
02. If existing members hold other registrations with BCS such as CEng or IEng it will be assumed that these will also be transferred into the OM unless BCS are told otherwise.

## UPGRADING A MEMBER

01. If your member is either at AMBCS or MBCS grade, you will need to email [bcsmemberschemes@bcs.uk](mailto:bcsmemberschemes@bcs.uk) and give details of the individual to upgrade.
02. Members will need to upgrade to Professional if they are interested in applying for Chartered status.
03. To upgrade to Fellowship:
  - A. This requires an assessment process and is based on evidence and is not an automatic upgrade.
  - B. Please note you have a limited number of Fellowship allocations this is shown in your OM Dashboard.
  - C. Please contact [bcsmemberschemes@bcs.uk](mailto:bcsmemberschemes@bcs.uk) The applicant will receive a Fellowship form which when completed will need to be returned to [bcsmemberschemes@bcs.uk](mailto:bcsmemberschemes@bcs.uk), the applicant will also need to nominate a supporter to validate their application.
  - D. The OM scheme Fellowship allocation will be updated automatically in the OM portal.
  - E. If the Fellowship allocation has been already used the applicant will receive notification to contact their coordinator.
  - F. Please speak to your BCS Key Account Manager about further allocation.

02. Once a member leaves your employment they will be contacted by email and advised how they can continue their membership as an individual member.
03. You can reuse this member allocation immediately.

## ALLOCATING AND APPLYING FOR PROFESSIONAL STANDARDS

- A standard is additional to BCS membership. A standard validates skill and evidences competency.
- Once awarded a member, who holds a professional standard, will receive the relevant postnominal it carries to be used with their professional BCS membership postnominal.
- Please check the allocation of each Standard in your OM portal. The amount of Standards allocated to your scheme is determined by the contract agreement with your organisation. Contact your BCS Key Account Manager to request additional Standards.

(please note that this excludes the CCP scheme – please contact your account manager if you have interest in this registration).

## TRANSFERRING OUT A MEMBER FROM THE SCHEME

01. If you wish to transfer a member out of your Organisational Membership, send an email to [bcsmemberschemes@bcs.uk](mailto:bcsmemberschemes@bcs.uk) with their details and reason for leaving. We expect you do this at least quarterly, however, in the event of the death, BCS should be informed at the earliest opportunity.



See below information about application support provided by BCS for Standards.

## FOR MEMBERS APPLYING FOR A STANDARD

01. You will need to ensure the relevant Standards radio button is active on the 'invite to scheme' page in the portal.
  - A. Only Professional and Fellowship graded members can apply for CITP or Engineering Council registration.
  - B. RITTech is open for Associate, Professional and Fellows.
  - C. FEDIP will be assigned to your scheme if you staff work in the health and care sector.
02. Your members will be able to download the appropriate application form which, when completed, will need to be uploaded through MyBCS.
03. Applications for standards will appear on your dashboard as 'Under Review' until the application has been approved or declined. Your Standards allocation will update when a member applies.
04. If you don't have sufficient Standards left from your allocation, the applicant will still be able to apply. Please contact your BCS Key Account Manager to discuss reassessing your Standards allocation.
05. An instant email is sent to applicants when they submit their standard application. If successful, the member will then receive another email and the relevant post-nominals, which will be displayed beside their name in the OM portal.
  - A. Once approved for the relevant standard, applicants can manage their choices for public registers via MyBCS. They are also given the option on the application form.

## UK IT AWARDS

- Tables are available for the prestigious annual UK IT Awards. To book a table or for more details, please contact your BCS Key Account Manager.

# UK IT INDUSTRY AWARDS

## MAINTENANCE

- Please check your membership list regularly and let us know if there is anyone who needs to be transferred out. Your BCS Key Account Manager will discuss renewal options with you towards the end of your contract period.
- An addendum will be forwarded prior to each renewal and a purchase order will be required.
- Recruit champions from amongst your colleagues to promote BCS membership within your organisation.

Contact us for any queries on [bcsmemberschemes@bcs.uk](mailto:bcsmemberschemes@bcs.uk)



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