



The Chartered Institute for IT
Making IT good for society

Assessing Applications for Chartered IT Professional (CITP) Registration

Guidance Notes for Assessors

Author:	Jannette Bolton
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1 Introduction

BCS is the regulator for the Chartered IT Professional standard and publishes the register of Chartered IT Professionals. The authority for developing the standard is rooted in the BCS Royal Charter.

As well as being the regulator, BCS is a CITP awarding body and must observe the same obligations as other membership bodies licensed to admit their members to the CITP register.

The licensee obligations include:

- Establishing an assessment process that assesses applications against the CITP standard which requires the decision to award CITP status by the unanimous verdict of at least 2 assessors who have been selected and received training in order undertake the role.
 - At least one assessor must hold a valid certificate of current competence and have knowledge and experience of the applicant's area of specialism.
- Each applicant must demonstrate meeting the competence criteria through depth of knowledge in an area of IT specialism.
 - This assessment will normally include a peer review interview which may be carried out on line or face to face.
- Breadth of knowledge must be demonstrated through a method approved by BCS
- Information supplied by applicants must be verified.
 - Verification by employers, clients or colleagues working at or above the same level of experience will normally be accepted

2 CITP Assessment criteria

The CITP Standard ⁱ determines that:

On application individuals wishing to register as a Chartered IT Professional must be:

- employed using skills defined by BCS as within the scope of the IT Profession; and
- be working in a complex role or multiple roles, requiring underpinning knowledge and competence.

To be included in the register of Chartered IT Professionals an individual must also:

- be a member of a professional body licenced by BCS to award Chartered IT Professional status and have agreed to abide by the body's code of conduct which is subject to disciplinary procedures; and
- undertake to maintain and develop their knowledge and skills in the IT profession by keeping a record of professional development.

The standard details the competence criteria under headings of Autonomy, Complexity, Influence and Business Skills. The criteria are mapped to the generic competence criteria set out in SFIA ⁱⁱ (the Skills Framework for the Information Age) at level 5.

To meet the membership requirement applicants must be Professional members (MBCS or FBCS) of BCS. If the applicant is not already a Professional member of BCS the evidence they submit as part of the CITP application will be used to assess whether their qualifications and/or experience meet the criteria for admission to the grade of Member (MBCS). If they meet the

MBCS criteria they will be offered membership as a Member (MBCS) of BCS even if their CITP application is unsuccessful.

3 Routes to Award:

In order to make registration as open and as accessible to IT professionals as possible BCS endeavours to recognise qualifications and other certifications that provide evidence of meeting the CITP assessment criteria. In some cases, it is possible to remit the need for any further assessment. The routes to award are:

(1) Accredited

Higher Education qualifications with FULL CITP BCS accreditation or that have been accredited by a signatory to the Seoul Accordⁱⁱⁱ are approved as a method of evidencing of breadth of knowledge for CITP. Applicants who hold a qualification that has FULL CITP accreditation do not need to include any further evidence of breadth of knowledge in their personal statement.

(2) Individual

This is the most common route to registration. Qualifications and experience must evidence breadth of knowledge alongside experience and responsibility to enable applicants to demonstrate competence against the CITP assessment criteria.

(3) Fast Track Schemes

This route is open to applicants who hold a certification awarded by another body that has been accredited as assuring the applicant has met the competence criteria for registration. Applicants holding one of these certifications must evidence breadth of knowledge to complete the assessment process.

4 Career pathways

BCS defines the scope of the IT profession as exploiting IT for business benefit in any context demonstrated by using skills included in a recognised skills framework such as the Skills Framework for the Information Age (SFIA www.sfia.org.uk) or the European Competence Framework (e-CF www.ecompetences.eu/).

Unlike Engineering where there are a multiplicity of professional bodies offering Chartered registration who will each assess applicants within their area of specialism BCS must take steps to ensure applicants are assessed according to their specialism. To ensure applicants are assessed by people who have similar knowledge and skills BCS has arrived at a segmentation of the profession based on the skills within SFIA. The segmentation is given at Appendix C.

On application applicants are asked to indicate their area of specialism and given the opportunity to confirm their selection prior to booking their interview.

5 Responsibilities

5.1 Assessor responsibilities

All CITP assessors must be Chartered members of BCS who have volunteered, or have agreed to being nominated, for the role. Before undertaking any assessments, the volunteers and nominees must complete the training and be approved to take part in the assessment process.

The assessors work closely with the BCS Team.

Assessors will:

- Assess applications against the criteria set out in the standard
- Carry out telephone discussions with applicants and/or supporters
- Conduct Interviews either as the Lead Assessor or Second assessor
- Assess applications for award or revalidation of Current Competence
- Stay up to date with processes, procedures and assessor tools
- Complete assessment documentation
- Liaise with the BCS Team

5.2 BCS Team responsibilities

The Standards Assessment Manager leads the BCS team that supports the assessment process for applicants applying for CITP registration. Operational aspects of the process are managed by the Service Delivery Manager. The BCS Team is responsible for:

- a. Administering the application processing
- b. Notifying unsuccessful applicants of the outcome of their CITP application
- c. Recruiting and training assessors
- d. Managing the relationship with the assessors
- e. Overseeing the work of the staff Membership Service Assessment Advisors
- f. Providing guidance to assessors
- g. Providing tools to assessors eg. On-line interview tool and file transfer tool
- h. Promoting best practise amongst assessors
- i. Raising the awareness and profile of the assessment activity
- j. Ensuring BCS as an awarding body, fulfils its obligations to BCS as the regulator, for the CITP standard

6 Application and Assessment

6.1 The Application

Applicants usually apply online and are given access to their own application tracker which shows the progress of their application and, when the time is right, enables them to book their online Peer Review Interview (PRI).

The information an applicant must provide will be determined by their route to award – see Section 3.

A guide to completing an application is available to applicants on the BCS website.^{iv}

6.1.1 Accredited and Individual route to award

All applicants need to provide information to show they have appropriate experience and qualifications to show the CIPD assessor that they are going to be able demonstrate at interview that they meet the competence assessment criteria set out in the CIPD standard.

They do this by providing

1. **An up to date CV**

2. **A Personal statement** that provides an overview of their experience and responsibility in IT roles under the headings of autonomy, influence, complexity, business skills. In this overview they need to show that they have experience at the level to enable them to demonstrate competence against the CIPD assessment criteria.

- a. **Accredited route**

Applicants must provide a validated copy of their Higher Education qualification that carries FULL CIPD accreditation. These will normally be qualifications accredited by BCS but may be a qualification accredited by another Seoul Accord signatory.

- b. **Individual route**

Applicants must also provide evidence of qualifications and/or experience that can demonstrate they meet the criteria breadth of knowledge.

3. **Supporters who can verify their personal statement:**

The supporter must be working at a level equivalent level or above that of the applicant and must be able to verify IT skills and competence described by the applicant.

Supporters may be the applicant's employer, client or colleague but not be a relative or anyone who may be construed as having a conflict of interest.

6.1.2 Fast track route to award

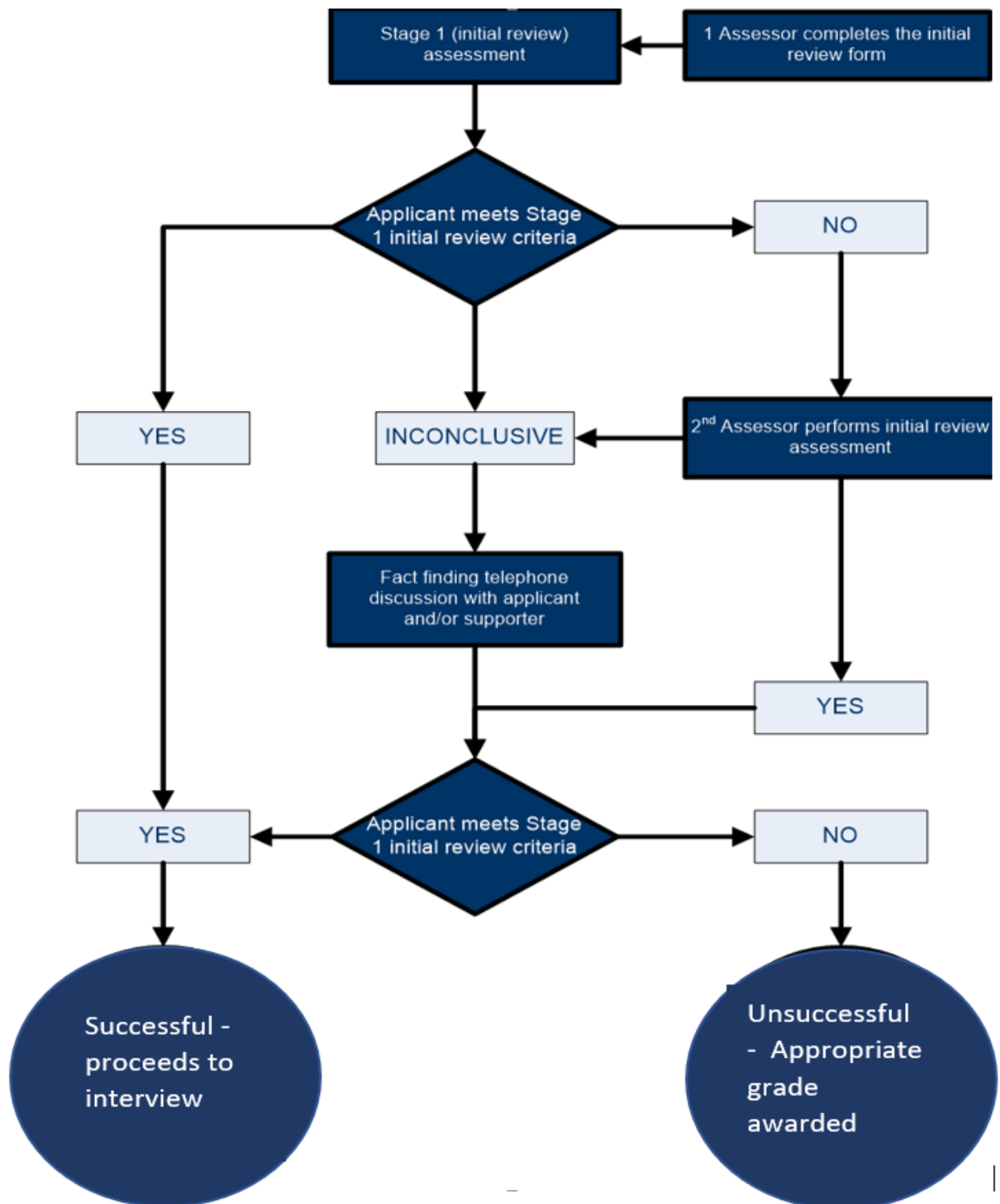
These applicants cannot submit their application online.

They will complete an application form and send it to BCS.

Applicants who apply via this route need to provide verifiable evidence of the accredited third party certification they hold and evidence of qualifications and/or experience that can demonstrate they meet the criteria breadth of knowledge.

6.2 The Initial Review Assessment

6.2.1 Process flow



On receipt each application is checked for completeness by the Service Delivery team before it is uploaded for initial review by a CIPD assessor.

The uploaded documentation will typically include:

- Service Delivery Note for assessors (SDNA) recording specific comments about the application
- A completed application form and CV provided by the applicant
- Personal Statement
- One or more completed supporters' reports
- Copies of academic certificates if provided
- Copies of some e-mails and other correspondence as appropriate.

Stage 1: Initial review – CITP initial review assessments may take up to 90 minutes.

Background information on the applicant's organisation may be sought by researching online. This should help to see the applicant's role within their organisation as well as useful information about the organisation itself, its objectives etc. Remember that the assessment is of the individual and not their organisation. The initial review checks that the applicant is:

- working in a role in the IT profession
- engaged in challenging and complex activities
- able to demonstrate influence and takes responsibility
- committed to continuing professional development

The information submitted in the application must evidence:

- Skills, competence, experience, and responsibility the applicant has described
- Breadth of Knowledge against the criteria established by BCS for CITP. The criteria are given in the guidance for completing the personal statement ¹ ie
 - a qualification with FULL CITP BCS accreditation
 - or
 - qualifications and experience that meet the criteria

Note: there is no requirement to have worked in an IT role for a specific length of time. Some people will gain skills and experience earlier than others depending on the nature of their roles or the level of exposure they have had.

A step by step guide to making the assessment is provided in Section 7

Stage 2: Skills Assessment Interview

Two assessors carry out each PRI. The lead assessor must hold a Certificate of Current Competence and have a good working knowledge of the applicant's area of specialism. The second assessor takes a generalist role. Second assessors will be CITP registrants but may not hold a Certificate of Current Competence or hold a certificate in a different area of specialism.

The interview explores:

- Presentation & Communication skills
- Depth/Specialism of knowledge
- Experience/Skills and competence
- Breadth of Knowledge

A step by step guide to making the assessment at interview is provided in Section 9

6.2.2 Fast track route to award

Certifications accredited for CITP registration will normally be subject to periodic revalidation. Certificates are normally accepted to remit the assessment of experience and responsibility and competence where there is at least 6 months remaining before the certificate falls due for revalidation.

Fast track applicants do not need to name a supporter.

The certification cited by the applicant will be verified by the BCS Team.

The assessor's role is to assess the breadth of knowledge of the applicant. The applicant must meet the same standard of breadth of knowledge as applicants through the individual or accredited routes.

The information submitted in the application must evidence:

- Breadth of Knowledge against the criteria established by BCS for CITP. The criteria are given in the guidance for completing the personal statement ¹ ie
 - a qualification with FULL CITP BCS accreditation
 - or
 - qualifications and experience that meet the criteria

7 Accredited and Individual route - Initial Review Assessment process - Step-by-step guide

Everything you need to carry out your initial review assessment is found in the CITP Huddle workspace:

1. **The application documents:** In “your named folder”
2. **The Initial Review Template:** In the “Assessor Templates” folder
3. **The Assessor Guidance:** A copy of this guidance in the “Assessor Guidance” folder.

The CITP standard details the competence criteria under headings of Autonomy, Complexity, Influence and Business Skills and is available [here](https://www.bcs.org/content/ConWebDoc/40911) (<https://www.bcs.org/content/ConWebDoc/40911>).

The competence assessment criteria are mapped to the generic competence criteria set out in SFIA (the Skills Framework for the Information Age) at level 5. Guidance on referring to SFIA is given at Appendix 1

7.1 Step 1: Read through the application

7.1.1 Assessment of experience and responsibility

Consider the following as you read through the application documentation:

- Try to develop a sense of the career being described, does it progress over the years?
- Do the jobs being described fall within the same overall Specialism?
- Check that the Job Title is supported by suitable activities. Job titles can sometimes be artificial, in that they really describe a *grade*, rather than a specific *job*.
- Look for overlaps in time between differing activities, ie was the applicant at University simultaneously with being employed.
- Gain a sense of the level of competence reflected by the evidence. It is useful to refer to SFIA particularly to levels 4 and 6 if the competence described is at odds with the assessment criteria set out in the CITP standard.
- Can you establish what the applicant actually does?
- Overall, does the application make sense?
- The supporter is required to validate the applicant’s experience - look at the *professional relationship to the applicant*.

7.1.2 Assessment of Breadth of knowledge

- If the applicant holds a qualification with FULL CITP BCS accreditation they do not need to enter evidence of breadth of knowledge in their personal statement. The accredited qualification will be verified the BCS Team and noted on the SDNA (Service Delivery Note for Assessors).
- If the applicant does not hold a qualification with FULL CITP BCS accreditation they must provide sufficient evidence of other qualifications and/or experience to meet the criteria for evidence of breadth of knowledge. Have they?

The criteria for demonstrating breadth of knowledge for CITP are set out in the applicant guidance for completing the personal statement ¹ and guidance for assessor on assessing the applicant’s breadth of knowledge is given at Appendix B.

Assessors should use their own skill, experience and judgement to evaluate whether the quality of the evidence raises any concerns regarding the applicant’s understanding and awareness against the 3 key areas.

- Principles of IT
- Exploitation of IT
- Legal, Social and Ethical Factors relating to IT

The relevance (to a lesser or greater degree) of these areas to the applicant's area of specialism should be taken into consideration to understand if the applicant has sufficient breadth of knowledge to meet the criteria for CITP registration.

Areas of concern should be noted on the Initial Review report to be followed up at interview. If you have significant concerns these may warrant a telephone discussion,

7.2 Step 2: Complete the assessment report

Now start to complete the "Initial Review" template, entering comments in each section as you consider and evaluate the evidence:

- Support your decision with professional comments
- Document your decision with supporting comments to justify the outcome. Applicants need to know why they are unsuccessful and where they need to improve.
- Ensure your comments are professional and can be shared openly with applicants. Under the Freedom of Information Act – the applicant can request to see the assessment.
- Be aware of differences in culture and where English may be a second language.

7.3 Step 3: Deciding the Outcome

Options:

1. Request for further information/Telephone Discussion:

- If there are gaps or inconsistencies - request more written information or a telephone discussion with the applicant or supporter.
- Make what is missing clear in your assessment report so this can be shared with the applicant.
- If your decision is to request a telephone discussion – complete the Telephone Discussion template with the questions to be covered. This will be no more than a 15-minute discussion and should only cover 2-3 questions.

2. Recommend Proceed to Interview

- Clearly justify your reasons
- Refer to the applicant's evidence
- Comment how the evidence meets the competencies A-D and the Breadth of Knowledge requirements A-C.
- Comment how the evidence meets the breadth of knowledge requirements if applicable.
- Clearly state any areas the assessors who carry out the PRI which need to explore at interview; state if you feel there are shortfalls in breadth or depth worthy of investigation
- Identify the SFIA skills/area of specialism you assess the applicant to be working in.
- Complete ALL sections on the Initial Review template
- Clearly identify your evaluation against each section "Meets", "Does Not Meet"
- Make your comments clear, concise and professional

3. Recommend Decline

- Justify your reasons for rejecting the application
- Clearly identify the shortfalls against the requirements
- Be absolutely satisfied that the evidence demonstrates the applicant is/has been working at a level below that required for CITP
- Assure yourself that a request for further information will add no value
- Be professional and constructive in your comments which may be shared with the applicant
- If you are the first assessor to decline the application, a second assessor will assess the application. Dependent upon the outcome of the 2nd assessor's review, the applicant may be declined or progressed.

8 Fast Track route - Initial Review Assessment process - Step-by-step guide

Certificates are normally accepted when there is at least 6 months remaining before the certificate falls due for revalidation

The certification cited by the applicant will be verified by the BCS Team. The assessor's role is to assess the breadth of knowledge of the applicant.

8.1 Step 1 – Assessment of breadth of knowledge

If the applicant holds a qualification accredited by BCS with FULL CITP accreditation no further information is required. CITP may be awarded.

Applicants who do not hold an accredited qualification must detail other qualification and/or experience sufficient to meet the criteria for evidence of breadth of knowledge for CTP registration. You should assess their submission as you would for applicants through the Individual route to award. Refer section 7.1.2.

8.2 Deciding the outcome

Options:

1. Request for further information/Telephone Discussion:

- If there is insufficient evidence of breadth of knowledge to meet the criteria for CITP registration you may request more written information or a telephone discussion with the applicant.
- Make it clear in your assessment report what is missing so this can be shared with the applicant.
- If your decision is to request a telephone discussion – complete the Telephone Discussion template with the questions to be covered. This will be no more than a 15 minute discussion and should only cover the applicant's evidence of breadth of knowledge.

2. Recommend Award of CITP

- Complete the Initial Review template commenting on:
 - Comment how the evidence provided by the applicant meets the breadth of knowledge requirements.
 - Note the SFIA skills/area of specialism the applicant is working in.
 - Make your comments clear, concise and professional

3. Recommend the application is declined

- Assure yourself that a request for further information will add no value
- Clearly identify the shortfall in the applicant's evidence of breadth of knowledge against the requirements
- Justify your reasons for rejecting the application
- Be professional and constructive in your comments which may be shared with the applicant
- If you are the first assessor to decline the application, a second assessor will assess the application. Dependent upon the outcome of the 2nd assessor's review, the applicant may be declined or awarded CITP.

9 CITP Telephone Discussion (with Supporter or Applicant)

9.1 Overview

If the assessor undertaking the initial review of the application concludes that there are gaps or inconsistencies in the information provided with the application the decision may be to undertake a telephone discussion with either the applicant or their supporter.

A telephone discussion should require discussion of no more than 3 concerns in the application. The discussion should last no longer than 10-15 minutes. You should expect to put aside 30-40 minutes for this exercise.

The assessor will be provided with:

- The applicant's complete application form, with supporting documents
- The applicant's or Supporter's telephone contact details, along with the appointment details
- A completed Initial Review Assessment Reports -
- Telephone Discussion Report with the discussion points completed by the original assessor

9.2 The process

- Read the complete application and the areas of concern noted on the initial review assessment report, prior to making the telephone call.
- Begin the conversation by informing the applicant/supporter that further clarification is required on a particular area of the application. It may be useful to ask them to describe the present job for a couple of minutes. This may well give the information that is needed.
- If necessary, ask the applicant to expand on their experience relating to the specific element which is in question.
- Talk through the areas of concern and address each discussion point. Form an objective and factual view, using open and closed questions as necessary.
- At this point, the assessor is effectively deciding if the Applicant meets the experience and responsibility criteria for CITP registration and is likely, on a balance of probabilities, to be able to demonstrate meeting the competence assessment criteria set out in ten CITP standard.
- Complete telephone discussion report noting the responses to the discussion points and recommend the outcome of the application

9.3 Complete the assessment report

Complete the "Initial Review" template and include your decision about the outcome of the initial review following the instruction at Section 7 – step 2.

10 CITP Interview - Step-by-step guide

The Peer Review Interview is a mandatory part of the application process. You should expect to put aside up to an hour for prep and wrap up. The interview itself can take up to an hour, typically 45 minutes is the average duration.

10.1 Inputs to the process

The interviewers will be provided the following 7 days in advance of the interview:

- The applicant's completed application form, with supporting documents which will include their personal statement and should include an advance copy of their presentation.
- The completed Initial Review report. Where the first assessor decided the application should be declined there will be a second Initial Review Report if the second assessor decided the applicant should be allowed to progress to interview.
- Where appropriate a completed Telephone Discussion Report

10.2 The process

Interviews are held remotely.

The applicant will have chosen an interview slot by going on-line via the interview booking system. The date and time will be subject to the availability of assessors in their area of IT specialism^v

Each interview must be carried out by 2 assessors. The Lead assessor must hold a valid Certificate of Current Competence in a similar area of competence to the applicant.

10.3 Assessor Roles

Lead Assessor	Second Assessor
Has experience of/practise in the applicant's specialism	May or may not have specialist experience/ practise in the specialism
Holds CITP with a certificate of current competence	Doesn't have to hold <u>CoCC</u> registration
Explores technical depth of the specialist area	Assists in exploring depth and assessing comms skills
Opens and leads the interview	Assists with questioning on IT competence and IT breadth
Drafts & agrees the interview report with second assessor	Agrees final report content with Lead assessor
Submits the final report to BCS	

10.4 Preparing for the interview

The Peer Review interview is the last stage in the assessment process where the applicant can provide further evidence to support their application. The applicant should be made aware of this and encouraged to present the best case they can CITP registration.

Each interview will take up to one hour. You should prepare thoroughly and engage with assessors who were involved in the initial review or any subsequent telephone discussions if necessary.

The interviewers are encouraged to get background information on the applicant's organisation, where applicable, by researching online. This will help give the application a context.

The applicant will have been asked to submit a copy of their presentation in advance of the interview. Any submission received will be made available to the assessors to review prior to the interview.

The applicant is expected to present using examples of work they have undertaken to demonstrate their competence to meet the CIPD assessment criteria. The presentation should be about them and not their organisation or the project or work they use as evidence. Their presentation should last no longer than 10 minutes.

The remainder of the interview is taken up by your questions to assure yourself that the applicant has met the criteria for registration. You should pay attention to any issues noted by the initial review of the application.

10.5 Areas of Questioning

The aim of the interview is to determine whether applicant is competent in their chosen specialism and has sufficient interpersonal and communication skills to use their competence to deliver business advantage as well as a satisfactory understanding of the scope of the IT profession.

A number of areas for questioning are suggested below.

1. Questions about the presentation. The aim is to determine exactly what the applicant's individual contribution was to the work described:
 - what was done well,
 - what could have been improved,
 - what was learned,
 - what was done (or will be done) differently next time, and to
 - what extent did s/he influence the direction and outcome of the work?

Look for evidence of strategic vision, leadership, collaborative working, analytical thinking, creativity and innovation, pragmatism, commitment and flexibility.

2. Methods and tools used in the specialism. Is the applicant using appropriate and up to date methods and tools? Does s/he understand their value and their limitations?
3. Professional toolkit.
What is the applicant's approach to planning and monitoring (both his/her own work and the work of others), risk management, prioritisation, quality assurance, people management, coping with change, managing conflicting requirements, client relationship management and recognition and communication of benefits.
4. Business orientation.
 - a. *Value of the specialism to the employer/client/customer.*
Is the applicant able to explain how his/her particular specialism delivers value to the business?
 - b. *Benefits realisation.*
Can the applicant give examples of business benefits which were actually realised from any of the work that s/he has done?

- c. *Customer focus.*
Is the applicant focussed on the customer as well as the technology? Has s/he worked in multi-functional teams? What role does s/he tend to adopt? Can s/he give examples?
5. Relationship to other IT specialisms
Does the applicant understand how his/her specialism relates to the other IT specialisms and how those from different specialisms can work effectively together?
 6. Leadership
Does the applicant understand what leadership is? Can s/he give examples of where s/he has displayed leadership?
 7. Professional development and training
Does the applicant take responsibility for his/her own development. How does s/he do this?
 8. Professional Conduct
Does the applicant understand the range of professional responsibilities as laid out in the code of conduct? Can s/he give any examples of situations in which professional conduct considerations have determined or modified his/her course of action?

10.6 Specialism assessment

Assessors should ensure that they are quite familiar with the range of skill codes which comprise each Specialism and the similarity between some of these. Refer to Appendix C

CITP is not awarded for competence in a defined area of specialism rather for competence in delivering in roles in the IT profession at a level commensurate with the competence assessment criteria set out in the CITP standard. Specialisms are used primarily for administrative purposes to ensure applicants are interviewed by assessors familiar with their area of specialism.

Applicants may provide evidence to demonstrate their competence in a single skill or may extend their evidence over 2 – 3 individual skills at the required level. Assessors must take a holistic view of applicants and if they consider that an applicant meets the overall standard although some of the evidence is outside the designated area of Specialism the decision on whether to award or not to award CITP registration should be successful.

For CITP registration applicants must be able to demonstrate:

- They are working in an IT role and are meeting the competence criteria set out in the CITP standard
- They have a depth of IT knowledge in one or more specialist areas.
- They have breadth of knowledge of the broad scope of IT beyond their own area of specialism sufficient work in multidisciplinary teams and deliver business benefit.
- They have good communication skills.

The acid test is 'would I trust this person'; 'do I have confidence in this person'.

Ask yourself:

- Has the applicant demonstrated competence in a role or roles requiring skills defined as within the IT profession that meets the competence criteria set out in the CITP standard.

Assessors may show consideration to applicants who are considered **marginal** in one of the sections of the interview assessment. Assessors must document their reasons for award in these instances in the Interview report.

Applicants who extend their evidence to reference more than 3 skills might not be straight forward to assess. This can occur in unusual technical and advanced roles such as Satellite Software Engineer. Other examples are contractors, academics and those who now manage their old job role.

10.7 Generic Skills

Refer at the generic skill descriptions in SFIA or Browse SFIAPlus to ensure the applicant's coverage of:

People Management –Resourcing, Professional Development and Performance Management have been demonstrated satisfactorily.

Performance management (PEMT): The optimisation of performance of people, including determination of capabilities, integration into teams, allocation of tasks, direction, support, guidance, motivation, and management of performance.

Resourcing (RESC): The overall resource management of the workforce to enable effective operation of the organisation. Provision of advice on any aspect of acquiring resources, including employees, consultants and contractors.

Professional Development (PDSV): The facilitation of the professional development of individuals, including initiation, monitoring, review and validation of learning and development plans in line with organisational or business requirements. The counselling of participants in all relevant aspects of their continual professional development. The identification of appropriate learning/development resources. Liaison with internal and external training providers. The evaluation of the benefits of continual professional development activities.

10.8 Assessing Breadth of Knowledge for CITP at interview

The breadth of knowledge of all applicants should be probed at interview.

- **Applicants who have applied through the Accredited route:**
These applicants will not have provided any evidence beyond holding a qualification with FULL CITP accreditation.
 - Where the exemplifying qualifications given as evidence by the applicant were gained more than three years before the interview, look for evidence of CPD to satisfy yourself that the applicant's breadth of knowledge is up to date.
- **Applicants who have applied through the individual route:**
These will have provided evidence of qualifications and/or experience to demonstrate breadth of knowledge against the criteria see Appendix B.

Assessors do not need to seek discrete evidence of breadth of knowledge at the interview. Breadth of Knowledge is very likely to be evidenced through the applicant's presentation and subsequent questioning used to assure they have depth of knowledge and have reached the level of competence for registration.

Remember the evidence each applicant may provide will vary depending on their specialist knowledge. Their breadth of knowledge should complement their specialist knowledge and assure their ability to communicate and work with other IT specialists they would most likely interact with in their specialist role.

10.8.1 The breadth of knowledge needed

The criteria for breadth of knowledge acknowledges the broad scope of the IT profession. Each applicant will present differently based on their qualifications and experience. Technical

knowledge outside the applicant's area of specialism is not expected. The assessment should seek to establish that the applicant:

- Appreciates the scope of the IT profession
- They should know where their area of specialism 'fits' in the spectrum of the profession and the boundaries of their professional competence.
- Can demonstrate knowledge and understanding of areas outside of their own specialism that allows them to communicate and work with other IT specialists they would most likely interact with given their area of specialism

10.8.2 Knowledge of Legal Social and Ethical Factors for IT Professionals

These matters should include the function of professional bodies, including the role of the BCS Codes of Conduct.

Applicants should have an awareness of external factors which may affect the work of the IT professional. These may vary but examples could include:

- acceptance of responsibility for work which affects the public well-being
- computer security
- principles of management including change and project management
- industrial relations
- environmental and sustainability aspects
- economic and commercial factors
- globalisation
- accessibility
- Intellectual Property and related issues
- design, implementation and maintenance of trustworthy software

Applicants should not perceive legal, social, ethical and professional issues as peripheral to, or less significant than, technical skills.

10.8.3 The Overall BOK outcome:

Consider the applicant's IT breadth in the round remembering they are not required to demonstrate technical knowledge outside their own discipline. Take a holistic view; use your peer judgement to provide an overall assessment about whether the applicant understands the scope of the profession and has sufficient knowledge and understanding to enable them to communicate and work with other specialists across the IT profession.

10.9 Completing the assessment report and deciding the assessment outcome

After the interview the lead assessor is required to complete all sections of the CITP Interview template which needs to be agreed with the 2nd assessor. The lead assessor then submits to BCS within 7 days.

There are two options available to the assessors. Where there are two assessors the decision must be unanimous. If there are more than 2 assessors a majority decision is acceptable.

Options

- To award CITP status
- or

- Not to award CITP status

All sections of the report must be completed.

- Support the assessment decision with professional comments
- Document the decision with supporting comments to justify the outcome. Applicants need to know why they are unsuccessful and where they need to improve.
- Ensure the comments are professional and can be shared openly with applicants. Under the Freedom of Information Act – the applicant can request to see the assessment.
- Be aware of differences in culture and where English may be a second language.

If the applicant is unsuccessful detailed feedback is needed which will be passed on to the applicant. Explain why the applicant has not met the standard and provide guidance and recommendations for further development to work towards gaining the standard.

Comments must be truthful and helpful to the applicant. If specific feedback about a particular area would help the applicant prepare for a future application, then the assessors should say so. If the applicant's work isn't as Level 5 in particular areas, then the assessors should articulate this clearly in the feedback. Just stating that the application is below the required level will not be of any value to the applicant.

Where feedback from an assessor is sparse or non-specific, further clarification will be requested by the BCS Team.

10.9.1 Assessor Discretion

Applicants may be allowed a second attempt at their interview at the discretion of the assessors. The circumstances are limited to circumstances that might otherwise lead to the applicant lodging an appeal^{vi} against the decision:

- Evidence that the proper processes and procedures have not been followed.
- Extenuating circumstances (such as illness or personal circumstances) at the time of interview which may have adversely affected the applicant's performance.

Evidence that proper processes have not been followed will include technical failure that impacts on the conduct of the interview.

These incidences can be reduced if you make sure you ask the applicant at the start of interview if they are aware of extenuating circumstances (such as illness or personal circumstances) which may adversely affect their performance.

Technical problems may occur during an interview in which case a second interview will be justified if your view is that the problems might reasonably be judged as having adversely affected the performance of the applicant.

11 Other actions connected to the assessment decision

Assessors may consider it appropriate to:

- Recommend that the applicant consider an application for Chartered Engineer registration
- Nominate the applicant to volunteer as an assessor
 - Registrants nominated by Assessors as part of the interview assessment are not required to apply for the role of assessor and will not have to go through the selection process. They will have to complete the usual assessor training.
 - Nominations are followed up by the BCS Team.
- Recommend that the applicant applies to upgrade their membership to FBCS
 - When applicants are identified as suitable for admission to the grade of Fellow their application is processed via the nomination route as long as at least one of the assessors making the nomination is a Fellow of the Institute. The applicant will not need to provide a supporter to verify their application.
 - If neither assessor is a Fellow of BCS but feels the applicant may be a strong candidate for Fellowship, the assessor should check the criteria when preparing the final interview report for BCS and enter comments in the assessment report accordingly.

The link to the criteria for Fellowship is given at end note ^{vii} in Appendix D
- Karen Burt award ^{viii}: BCS can nominate a newly Chartered female member for this award given each year by the Women's Engineering Society. Assessors should indicate if any female applicants might be eligible for nomination.

Applicants will be informed of any of these recommendations and will be encouraged to make appropriate applications.

12 General Data Protection Regulations (GDPR) and Conflict of Interest

12.1 GDPR

BCS has an obligation to comply with data protection regulations in the handling of applicant and assessor data and information. Please be aware of the following when assessing applications for CITP:

- Personal data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
- Personal data shall be processed in accordance with government regulations in the handling of data subjects.

The Institute's professional standards are important and compliance with data protection law should not compromise those standards. Applicants (as data subjects) have the right of access to all personal data held on them by the Institute. This includes access to any comments on an individual by assessors and supporters and the Institute must provide copies of data requested by individuals as their right.

Due care and diligence must be taken to avoid bringing the Institute into disrepute and avoid any kind of prosecution. Assessors should therefore undertake to ensure that all comments they commit to paper against an individual are:

- Factually accurate
- Objective
- Relevant
- Non-discriminatory
- Justifiable

This means that all assessment of individuals should avoid personal opinions, wholly subjective comments which do not assist the assessment and comments which could be construed to be of a libellous or defamatory nature.

All original application documentation is kept by the BCS team. Copies of applicant data or information held by assessors must be destroyed on completion of application review and assessment. Local copies of applicant information must not be saved to personal devices.

12.2 Conflict of Interest

Assessors must inform BCS and decline an assessment if they feel that they have, or may appear to have, a conflict of interest or other issue that could prejudice an assessment. For example:

- The applicant is known to them personally
- The applicant is employed by a competitor of the company which employs the assessor
- They work in the same part of an organisation as the applicant
- They are unfamiliar with the applicant's field of work

13 Determining Current Competence for CITP

All registrants admitted to the register of CITP since September 2009 have been awarded a Certificate of Current Competence valid for five years.

Registrants undertake to maintain their skills and knowledge and keep a record of Continuous Professional Development.

Registrants who submit evidence of continuing employment and a record of continuous professional development that satisfies the BCS Policy for Determining Current Competence for CITP^{ix} at least every five years are awarded a Certificate of Current Competence.

Once awarded a Certificate of Current Competence, registrants may revalidate their certificates up to six months before the fifth anniversary of their current certificate.

13.1 The criteria for assessment of current competence

Registrants are required to demonstrate that they are still active in the IT profession using skills defined by BCS as within IT and that their level of competence is commensurate with the competence assessment criteria set out in the CITP standard current at the time of revalidation.

Employment does not have to have been continuous, but gaps should be explained. You must be comfortable that the registrant still maintains a suitable position of responsibility in the IT profession.

Gaps in employment may include:

- Ill health
- Career break eg. maternity or paternity leave
- Redundancy / Unemployment
- Undertaking further education.

Registrants must also submit evidence of CPD to demonstrate how they have maintained their skills. If the registrant's area of specialism has changed it is particularly important that they demonstrate they have gained qualifications or experience to enable them to be competent in that new area of specialism.

13.2 How is the evidence provided by the registrant?

If the registrant has previously held a Certificate of Current Competence they complete the "*Application for verification of current competence for CITP registration*" available through the MyBCS portal

Registrants awarded CITP before September 2009 and who have never applied for a certificate must contact Customer Service at custsupport@bcs.uk. The application form will be sent to them.

The application form requires registrants to give examples from recent experience to evidence that they are continuing to meet the criteria for registration. Examples should relate to work undertaken within the last three years but no longer than five years ago.

Registrants must also provide:

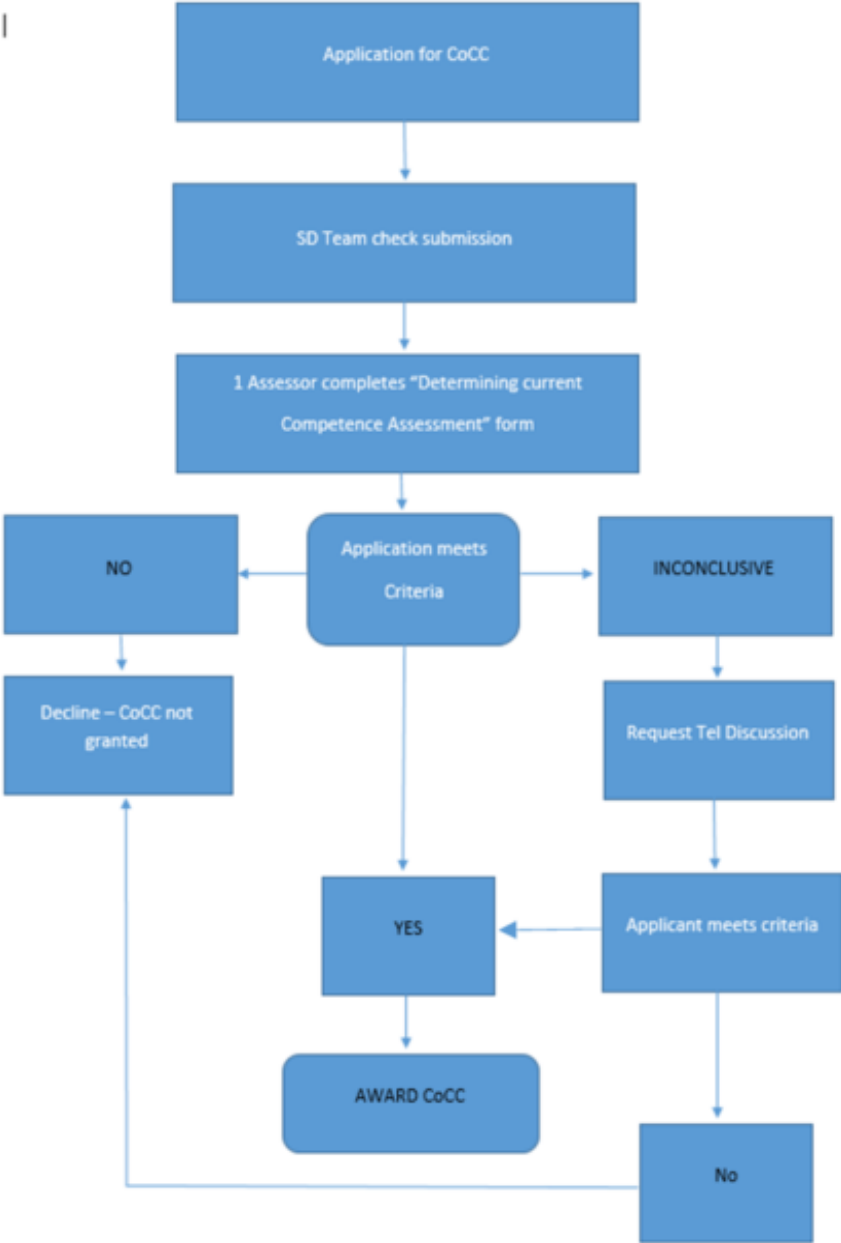
- **An up to date CV** - The CV needs to evidence employment using skills defined by BCS as within the scope of the IT Profession¹;
- **Evidence of CPD to support their application:** the chosen CPD activities should be described to show how they have contributed to the quality of the registrant's professional practice.

13.3 A guide to CPD activities.

Type	Description
Existing Role	Performance in your current role. CPD could be the outcome of working with different technologies, different applications area, different business departments, a larger team, greater complexity.
Stretch Task	Performance of your current role but with a significant stretch component. Much bigger team, much greater complexity, international aspects.
New Role	Performance of a new role where there is significant learning or familiarisation necessary to become effective.
Qualification – Academic	A formal qualification awarded by a recognised establishment awarded on the basis of examination or dissertation. It may be full-time or part-time and would be typically over an extended duration, a MSc for example.
Qualification – Professional	A recognised qualification or award where there is a defined syllabus, standard, examination or acceptance criteria. This could include: <ul style="list-style-type: none"> •Professional status of a professional body •Chartered status/professional registration •Practitioner qualification
Short Training – Informal	Training typically from 1 hour to 5 days with no certificate or examination. This includes in-house workshops, group discussions, training sessions, e-learning, m-learning and external training.
Conference / Event – Attendance	Attendance at conferences, trade shows, BCS Branch or Specialist Group events. These generally broaden your IT knowledge.
Private Study	Learning new skills or acquiring knowledge through private/self-study. This could include: <ul style="list-style-type: none"> •Reading a book, journal or publication •Book or online research •Blog, webcast and web content •E-Learning
Learning & Development – Development	Development of training programmes and courses.

Learning & Development – Delivery	Delivery of training materials.
Publications – Authored	Books or publications published in journals, or online resources.
Conference – Paper/Presentation	Papers presented at conference or event.
Coaching/Mentoring – as Mentor	Activities could include specific task mentoring or career development mentoring. This can also include coaching someone.
Coaching/Mentoring – as Mentee	Activities include mentoring sessions where you receive guidance from a mentor.
Staff Appraisal	Staff appraisal and development planning.
Professional Networking	Professional networking events help to build your confidence in your field, your personal professional networks and there is much informal learning.
IT Community contribution/ volunteering	Community of practice participation/ leadership activities. Participation in standards development work and professional body activities (such as BCS branch, committee, specialist group organisation).
Research – Formal	Directed research where there is a significant reasoning and conclusion rather than just information gathering.

13.4 Verification of Current Competence – Process Flow



13.5 The Assessment

Assessment of current competence for CITP may take around 40 minutes.

The registrant’s application and CV and any other evidence will be available online.

You may research background information on the registrant’s employer online. This can help understand the registrant’s role but remember that the assessment is of the individual and not their employer.

The way you make your assessment is not prescribed but the step by step guide is provided for guidance. You will use your experience and judgement to decide whether the evidence submitted demonstrates continuing competence as an IT professional and whether the registrant has maintained and developed their knowledge and skills sufficiently.

14 Assessment of current competence for CITP – step-by-step guide

14.1 Step 1 Read through the application

Consider the following as you read through the application documentation:

- Is the registrant still working in IT?
- Is the career history reasonably recent?
- Check that the Job Title is supported by suitable activities. Job titles can sometimes be artificial, in that they really describe a *grade*, rather than a specific *job* so take care but get an overall picture before formulating a conclusion.
- Are there gaps between the jobs? Periods of unemployment or employment in roles not requiring CITP level of competence can be accommodated as long as the registrant had maintained their knowledge and skills at the right level.
- For the period of employment, determine whether the correct level is met using the CV and supplementary documentation. This may be a lengthier task if the registrant has changed jobs a lot; say a contractor, for example.
- Take care place undue importance to one area of the registrant's career. This can easily occur when a lengthy description is given of an area which you may be interested in personally or is currently in the news. One lengthy description can mask the actual level of competence of a registrant.
- Do you know what the registrant actually does? As in any area, if you don't understand what is being described, either through lack of your own knowledge, or lack of information being described, comment on this and act accordingly. You don't have to be omniscient.
- Has the registrant provided examples of professional development activities they have undertaken in the last 3-5 years and have they articulated how these have contributed to their role as an IT professional?
- Overall, does the submission make sense?

14.2 Step 2: Complete the assessment report

Having completed your assessment, you should complete the Determining Current Competence for CITP Assessment report.

- Look at the evidence – which areas of IT are covered in the submission? Say over the last 3-5 years it may be that several apply, so jot these down. If you start to form a list, then consider if the person is really working in IT. (A list would suggest that there are aspects which are IT, but overall, they may not represent a whole).
- Consider each of your Competence markings – are all 'Meets..' or Better..'? If there any 'Below..' then have another look at these and check that there is no evidence to justify a 'Meets..' marking.
- When completing the assessment report if any evidence is unclear or missing then it should be rated as "No Evidence to support".
- Make your decision on your confidence that on "balance of probabilities" and in "your judgement" the registrant has current competence in IT commensurate with the competence criteria for CITP registration.
- if any evidence is unclear or missing then it should be rated as "No Evidence to support".
- Be objective. Make a note about the level of confidence you have in the application. The purpose is to summarise two aspects:

- Was the amount and quality of the information supplied by the registrant adequate to come to a reliable decision?
- In your view does the registrant's information look credible and realistic?
- If you believe there is an anomaly in the rules that mean your decision might be questioned say so. It is unusual but there may be special cases which merit adjustments to the rules.
- Always comment liberally to justify your assessment. If the assessment has not reached the correct level, writing comments such as: "Doesn't meet the standard", isn't helpful to the Registrant.
- Registrants need to know why their submission was unsuccessful. Ensure your comments are given in a business-like manner and are free from derogatory terms or phrases; remember the Freedom of Information Act – the registrant can request to see the assessment, so act professionally. Particularly be aware of differences in culture. We represent the standard bearers of quality and an adherence to a standard. Assessing isn't like job recruiting; all the registrants can be successful.

14.3 Deciding the Outcome

Options:

1. Request further information/telephone discussion

If you feel there is a lack of evidence or if further clarification is required about a specific element of the evidence provided in the submission, then request the registrant undertakes a telephone Interview with a second assessor.

Highlight the points to be covered in the interview enabling the Service Delivery Advisor to contact the registrant with details about what they will need to cover.

The second assessor will complete the CoCC telephone interview report and make the decision about whether to award.

2. To award a Certificate of Current Competence

A new Certificate of Current Competence valid for 5 years from the date of expiry of the current certificate held by the registrant, if it hasn't expired, or from the date of the successful assessment will be issued.

3. Not to award a Certificate of Current Competence

If the decision is not to award and you have carried out the first assessment of the application the application will be reviewed by a second assessor.

When a registrant is assessed as not reaching the right level to be awarded a Certificate of Current Competence they will retain the right to remain on the register and use the CITP post nominals as long as they have remained a member of a body licenced to award CITP status.

15 Appendix A – SFIA (Skills Framework for the Information Age)

SFIA sets out to define the skills of people working in IT. The framework provides a matrix of skills described at levels 1 – 7.

The levels describe the behaviours, values, knowledge and characteristics that an individual should have to be identified as competent at the level.

The levels are precisely written to be progressive, distinct and consistently described.

Each of the seven levels is also labelled with a guiding phrase to summarise the level of responsibility.

Level 7	Set strategy, inspire, mobilise
Level 6	Initiate, influence
Level 5	Ensure, advise
Level 4	Enable
Level 3	Apply
Level 2	Assist
Level 1	Follow

Underpinning the skill levels are generic descriptions of competence in terms of autonomy, complexity, influence and business skills. Competence for CITP registration is required at SFIA level 5 and you should refer to the CITP standard for the competence criteria to be used for assessment

The framework is available at <https://www.sfia-online.org/en/framework/sfia-7/skills-home> BCS members are provided with access to the BCS product SFIAplus which is based on the SFIA framework and adds typical work activities, technical and behavioural skills, training activities and more to help plan, map and accelerate career development. You can access BrowseSFIAplus through MyBCS <https://mybcs.bcs.org/career-development/browse-sfiaplus/>.

16 Appendix B: Criteria for Breadth of Knowledge for CITP registration

This Appendix seeks to provide guidance to assessors on how to explore and establish an applicant's breadth of knowledge to satisfy the requirements of the CITP registration.

CITP standard touches on the following in relation to **knowledge**:

- “individuals must be working in a complex role or multiple roles, requiring **underpinning knowledge** and competence”
- “Registration validates **knowledge** and experience gained **through formal and informal education and training** and the ability to **apply fundamental principles** in a wide and often unpredictable range of contexts”
- “A breadth of knowledge of IT that allows individuals to communicate and work with specialists across the IT profession”

1. Definition and Criteria

BCS has agreed the following definition of breadth of knowledge for CITP:

“Knowledge of the broad scope of IT beyond that required for the individual's area of specialism. “

2. Evaluating an applicant's breadth of IT knowledge

The most important thing to be aware of is that this is your peer assessment of the applicant's IT breadth of knowledge.

Each applicant's evidence will differ and will depend on their specialism. Knowledge should complement their depth of knowledge to assure their ability to communicate and work with the other IT specialists they would most likely interact with in their specialist role.

Consider whether the evidence presents the applicant's broad understanding of the areas **with** which they work, interact, rely upon, service, support etc. by using your own skill, judgement and experience to apply the following guidance:

Explore the outline areas in the table above:

- Does the evidence indicate a satisfactory understanding of the principles of IT; eg. methods and issues; techniques and tools; information modelling, IT management and security, systems architecture, statistical principles. Consider each of these areas, and others, if you feel there are other relevant areas, and how they might relate to the applicant's area of practise to a lesser or greater degree dependent on relevance to their area.
- Consider how well the applicant has evidenced their understanding of the exploitation of IT including management techniques and information security.
- Explore the applicant's understanding of how technology is used to achieve objectives in a variety of contexts.

- Have they demonstrated an ability to recognise the legal, social, ethical and professional issues involved in using information technology and how they are accountable as an IT professional?

Look for examples throughout the written evidence which relate specifically to breadth of knowledge. It may appear in all sections of the application as well as the one relating specifically to breadth of knowledge.

The evidence will vary depending on the applicant's specialism and needs to complement the applicant's own area of practise as far as supporting their ability to communicate and interact with other IT specialists with whom they are most likely to interact.

Further evidence should be requested where details are scant. If insufficient evidence is forthcoming this can be justification to fail the assessment. If your overall assessment is that the applicant is likely to succeed at PRI although evidence of breadth of knowledge is not well grounded, make a note of this in the initial review assessment and be sure to highlight this in the IR report for the PRI assessors to pick up at interview.

17 Appendix C – CITP Specialisms

CITP Specialism	SFIA Skill
Information Management and Security	Analytics
	Digital Forensics
	Financial management
	Information assurance
	Information content publishing
	Information management
	Information security
	Information systems co-ordination
	IT Governance
	IT Management
Strategy and Architecture	Business process improvement
	Business risk management
	Consultancy
	Continuity management
	Data Management
	Emerging technology monitoring
	Enterprise and business architecture
	Innovation
	IT Strategy and planning
	Methods and tools
	Network planning
	Research
	Solution architecture
	Sustainability management
	Sustainability strategy
Technical specialism	
Portfolio, Programme and Project Management	Portfolio management
	Portfolio Programme and Project support
	Programme management
	Project management
Business Change	Benefits management
	Business analysis
	Business modelling
	Business process testing
	Change implementation planning and management
	Organisation design and implementation

	Requirements definition and management	
	Sustainability assessment	
Solution Development and Implementation	Animation development	
	Data analysis	
	Database design	
	Hardware design	
	Information content authoring	
	Network design	
	Porting/software configuration	
	Programming/software development	
	Safety engineering	
	Sustainability engineering	
	System design	
	Systems development management	
	Systems installation/ decommissioning	
	Systems integration	
	Testing	
	User experience analysis	
	User experience design	
	User experience evaluation	
	Service Management	Applications support
		Asset management
Availability management		
Capacity management		
Change management		
Configuration management		
Database administration		
Facilities Management		
Incident management		
IT infrastructure		
Network support		
Penetration Testing		
Problem management		
Radio frequency engineering		
Release and deployment		
Security administration		
Service acceptance		
Service level management		
Storage administration		

	System software
Learning and Development	Learning and development management
	Learning Assessment and evaluation
	Learning delivery
	Learning design and development
	Teaching and subject formation
Supply, Quality and Resource Management	Quality management
	Quality assurance
	Quality standards
	Conformance review
	Safety assessment
	Sourcing
	Contract management
	Relationship Management
	Customer Service Support
Sales and Marketing	Digital Marketing
	Product Management
	Sales support
	Selling

Generic skills - Skills that any Manager who has staff reporting to them, or manages staff within a matrix environment will be expected to have	Performance Management
	Professional development
	Resourcing

18 Appendix D – References and Definitions

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- | | | |
|------|--|---|
| i | CITP Standard
Scope of the Profession: | see https://www.bcs.org/content/ConWebDoc/40911
Exploiting IT for business benefit in any context demonstrated by using skills included in a recognised skills framework such as the Skills Framework for the Information Age (SFIA www.sfia.org.uk) or the European Competence Framework (e-CF www.ecompetences.eu/) |
| ii | SFIA - | https://www.sfia-online.org/en/framework/sfia-7 |
| iii | BCS accredited qualifications
Seoul Accord | http://wam.bcs.org/wam/coursesearch.aspx
https://www.seoulaccord.org/signatories.php |
| iv | Guidance for completing the personal statement | https://www.bcs.org/upload/pdf/personal-statement-guidance.pdf |
| v | IT specialism – | refer Appendix C |
| vi | BCS Membership Appeal policy | - https://mybcs.bcs.org/manage-your-membership/membership-policies/ |
| vii | FBCS – | criteria for admission as a Fellow of the Institute
https://www.bcs.org/content/ConCertification/113 |
| viii | Karen Burt award: | The award recognizes the candidate's excellence and potential in the practice of engineering and highlights the importance of Chartered status, as well as offering recognition to contributions made by the candidate to the promotion of the engineering profession. (https://www.wes.org.uk/awards/karen-burt-award) |
| ix | BCS Policy for Determining Current Competence for CITP | https://mybcs.bcs.org/manage-your-membership/membership-policies/#collapse-2654-1 |

Definitions

Certificate of Current Competence (CoCC) a certificate awarded to successful registrants valid for 5 years.

IT Specialism Specialist area of competence determined by an applicant's career pathway. The pathways used for the assessment of CITP at included at Appendix C

Personal statement: statement submitted by the applicant setting out their how their experience and responsibility evidences their competence against the competence assessment criteria set out in the CITP standard. See <https://www.bcs.org/upload/pdf/personal-statement-guidance.pdf>

Peer Review Interview (PRI) Interview booked by the applicant to complete the assessment of their application for CITP registration. At least 2 assessors will conduct the interview. The lead assessor must hold a Certificate of Current Competence in an area of specialism the same as, or similar, to the applicant.