

Chartered IT Professional status

CITP Interview Report V21.2

The aim of the Skills Assessment Interview is to establish the applicant can demonstrate the following through personal examples

1. Effective Communication
2. Competence in IT
3. Depth of specialist IT knowledge
4. Breadth of IT knowledge & understanding

Important to Note:

- (1) Assessors are **encouraged to take a holistic view** of the applicant. If you consider that an applicant meets the overall standard, but some of the evidence is outside the designated specialism, then say this in the conclusion and award accordingly. You must explain your rationale. Please refer to the CITP Assessor Guidance Notes.

Please note:

Applicants right to view:

Applicants have a right to request any documentation in relation to their application including your completed assessment form. Please ensure your decisions are clearly justified with reasons and that clear explanations are provided.

This is subject to audit:

Please also be aware this documentation is subject to audit: It is essential that all comments, both positive and negative are clearly explained.

Applicant full name:	Applicant ref number:	Applicant specialism:

Presentation received in advance of interview?	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, explanation: >
What form of photo ID did you verify the applicant ID against, e.g. passport, driving license:	
It is important that each applicant can undertake the interview, feeling fully fit. Please ask the applicant whether there is anything which may affect their performance today and record that you asked the question, providing an explanation if appropriate.	Asked <input type="checkbox"/> Not asked <input type="checkbox"/> Please state: >
Interview recorded?	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, explain why: >

Peer Review Interview Assessment		
Section 1: Communication Skills		
<p>Based on the applicant's presentation and interview, give an overall assessment of the applicant's verbal communication skills providing supporting evidence and examples. The presentation should demonstrate the applicant's individual contribution 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 they influenced the direction and outcome of the work. Evidence of strategic vision, leadership, collaborative working, analytical thinking and ethical thinking should also be explored.</p> <p>The applicant must demonstrate that s/he can articulate concepts related to her/his specialism in a clear, convincing and easily understood manner.</p>		
Above Standard <input type="checkbox"/>	Meets standard <input type="checkbox"/>	Below standard <input type="checkbox"/>
Please provide specific examples:		

Section 2: IT Competence Assessment

Document and provide evidence and examples from the interview to show how the applicant demonstrated competence against the criteria in the CITP standard which are mapped to the SFIA level 5 competencies: Autonomy, Influence, Complexity and Business Skills.

Your questions should be relevant to the applicant's area of specialism and cover topics such as:

Accountability

- Leadership and delegation
- Business improvement
- Decision making
- Dealing with complexity
- Managing business relationships
- Mentoring junior colleagues
- Keeping up to date with latest methods, tools and technologies
- Delivering business benefit

Autonomy - It is expected that work is often self-initiated.

Above Standard

Meets standard

Below standard

A1 Works under broad direction.

A2 Is fully responsible for meeting allocated technical and/or project/supervisory objectives.

A3 Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities.

Please provide specific examples against each competence A1-A3:

Influence Leadership ability to achieve successful business benefit

Above Standard

Meets standard

Below standard

B1 Influences organisation, customers, suppliers, partners and peers on the contribution of their own specialism.

B2 Builds appropriate and effective business relationships.

B3 Makes decisions that impact the success of assigned work, i.e. results, deadlines and budget.

B4 Has significant influence over the allocation and management of resources appropriate to a given assignment.

Please provide specific examples against each competence B1-B4:

Complexity - The ability to succeed in roles that are multifaceted.

Above Standard

Meets standard

Below standard

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

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

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

Please provide specific examples against each competence C1-C3:

Business Skills: Does the evidence demonstrate vision and appreciation of the overall context to achieve benefit from exploiting IT?

Above Standard

Meets standard

Below standard

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

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

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

D4 Assesses and evaluates risk.

D5 Demonstrates creativity, innovation and ethical thinking when applying a solution for the benefit of a customer/stakeholder.

D6 Communicates effectively, both formally and informally.

D7 Demonstrates leadership and facilitates collaboration between stakeholders who have diverse objectives.

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

Please provide specific examples against each competence D1-D8:

People Management – Generic Skills:

Refer to the SFIA skill descriptors for

- Performance management (PEMT)
- Resourcing (RESC)
- Professional Development (PDSV)

Consider these areas "in the round" – has the applicant met them within the context of their specialism? If you feel the evidence falls so far short in this area so as to affect the competence of the applicant within their specialism, then you **must** support this with comments below.

Yes No

Add relevant comments:

Section 3: Depth of specialist IT knowledge

Document and provide evidence and examples from the interview to show how the applicant demonstrated depth of knowledge in their declared area of IT specialism, how they have sought to develop knowledge and how they keep up to date in their area of specialism:

Above Standard

Meets standard

Below standard

Please provide specific examples:

Section 4: Breadth of Knowledge Assessment

For applicants who DO NOT hold an academic qualification with Full CITP accreditation

Evidence of knowledge **equivalent** to that gained from an academic qualification with Full CITP accreditation needs to be submitted and assessed. Refer to the CITP Assessor Guidance Notes – “How to assess breadth of IT knowledge”

<p>Principles of IT: Knowledge & understanding of essential facts, concepts, principles and theories relating to IT</p> <p>A1 methods and issues A2 methods, techniques and tools for information modelling, software development A3 building information systems architecture and related technologies for developing information systems A4 statistical principles related to the study of IT</p>	<p>Satisfactory breadth</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please provide specific examples against each competence A1-A4:</p>	

<p>Exploitation of IT. The commercial, economic and process aspects of the development, use and maintenance of information technology including management techniques and information security</p> <p>B1 knowledge about the exploitation of IT including management techniques and information security. B2 Use of technology to achieve objectives in a variety of context</p>	<p>Satisfactory breadth</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please provide specific examples against each competence B1 & B2:</p>	

<p>Legal, Social and Ethical Factors relating to IT: The ability to recognise all aspects of the environment in which information technology resides including regulatory frameworks, political influences and accountabilities.</p> <p>C1 Recognition and awareness of the legal, social, ethical and professional issues involved in the exploitation of computer technology. C2 Recognition of all aspects of the environment including frameworks, political influences and accountabilities.</p>	<p>Satisfactory breadth</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please provide specific examples against each competence C1 & C2:</p>	

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 and use your peer judgement to provide an overall assessment of their ability to communicate and work with specialists across the IT profession. Does the evidence indicate that the applicant's breadth of knowledge complements their specialist knowledge and satisfy you of their ability to communicate with, and have an understanding and awareness of other roles and challenges faced in other areas of IT practise?

Satisfies overall BOK requirements?

Yes No

Summarise your assessment:

Stage 1 Concerns

Do you feel that the Stage 1 assessment of the applicant's experience and responsibility and evidence of breadth of knowledge was sufficiently rigorous?

Yes No

If No, state why:

Were there any areas of concern raised by the Stage 1 assessors?

Yes No

Have they been satisfactorily addressed?

Yes No

Explanation:

Any further information

Was the applicant asked if they wished to provide any further evidence in support of their application which may not have come to light as a result of your questioning?

Yes No

Please document any supplementary information provided:

Interview Outcome

Please indicate in which SFIA skill(s) areas you believe this applicant to be practising by stating the SFIA code(s):

Successful

Provide an overall summary of the interview providing reasons for your decision

Explanation:

Unsuccessful

Provide reasons for your decision as well as recommendations for Improvement: Identify any development the applicant could undertake in order to work towards achieving CITP status.

Explanation and areas for improvement:

Recommendations

Select any additional awards/areas you think the candidate should be considered. Please provide reasoning and HQ will follow up.

Chartered Engineer

Fellowship

Assessor

Explanation:

Interview details

If online, do you have any feedback regarding the technology?

Yes No

Feedback:

Assessors Details

Lead Assessor

Assessor full name:

Assessor membership number:

Assessor BCS/EC/SC grade:

Second Assessor

Assessor full name:

Assessor membership number:

Assessor BCS/EC/SC grade:

Interview Assessment completion Date