CITP Assessor Training:
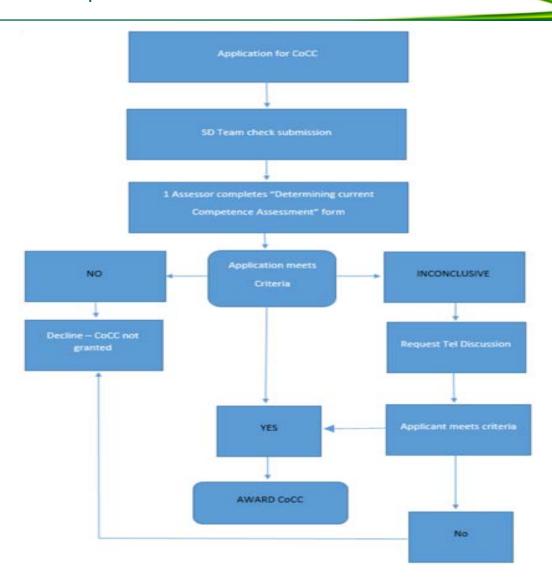# 8. Verifying current competence

Process Flow

The submission

The registrant will be asked to provide the following information :

- **Application Form** with specific examples of IT work for which s/he has been personally responsible:

- **CV** - An up to date CV

- **Examples of professional development activities –** This will capture activities the registrant has undertaken in the last 3-5 years to keep their skills and IT experience up to date. They're asked to explain how a particular CPD activity has improved the quality of their professional practise. The personal statement and professional development examples will be recorded as a PDF document.

The Assessment

Plan for the assessment to take around 40 minutes

Do some background research to help build picture of the registrant if it helps

The submission is assessed against the criteria set out in the CITP standard covering the competencies below and the registrant's CPD:

- Autonomy
- Influence
- Complexity
- Business skills

Refer to the Assessor Guidance Notes and work through the assessment template

The Assessment

Consider the following:

- Is the registrant still working in IT?
- Is the career history reasonably recent?
- Are there gaps between the jobs?
- Are job titles backed up with relevant tasks and activities?
- Has the applicant provided examples of CPD in the last 3-5 years?
- Is it clear how the CPD has contributed to their role as an IT practitioner?

The assessment is on "balance of probabilities" and "your judgement" if you believe it is right or wrong either way or the rules are failing an individual you can say this. It is unusual but there may be special cases which merit adjustments to the rules

The Assessment

Key points:

- Try to gain a sense of the skills used by the registrant.
  - Are they skills BCS would accept as being in the scope of the IT profession ie included in SFIA or another recognised IT Skills framework

- Does the registrant's role require competence that meets the criteria for CITP assessment? (As set out in the standard which is mapped to SFIA level 5)

- Can you establish what the applicant has been doing within IT?

- Overall, does the application make sense?

- Does the CPD look strong and relevant?

- Would further information from the applicant be of value?

The Assessment – the Assessor report

- Complete ALL sections assessing each of the competences and the registrant's CPD
- Be satisfied that there is enough evidence to recertify the registrant
- Support your decision with professional comments
- Justify the outcome - Applicants need to know why they're unsuccessful and where they need to improve
- Ensure your comments are professional and can be openly shared with registrants. Under the Freedom of Information Act – the registrant can request to see the assessment
- Be aware of differences in culture and where English may be a second language
- If there are shortfalls, recommend follow-up with the registrant with telephone interview
    - If the shortfalls are significant or too many, the submission should be declined
- Submit your completed assessment to BCS within 7 days

How to deal with weak evidence:

What if the evidence is clearly weak in some areas?

Do we fail them?

Do we pass along for a telephone interview?

If you're not sufficiently convinced by the evidence; maybe the CPD evidence is sparse or the strength of practise doesn't support the competency criteria set out in the CITP standard:

- Ask for more details to be sought from the applicant via telephone interview

- Clearly document in your assessment report, where there are shortfalls in evidence

- Make it clear to the interviewing assessor what you believe is missing and what further supporting evidence is needed