



ORGANISATIONAL MEMBERSHIP SCHEME

These Service Specific Terms will apply between BCS and the Client for the Organisational Membership Scheme.

For the purpose of these Service Specific Terms and the applicable Order Form, the following definitions will apply:

1 DEFINITIONS

“**AMBCS**” means Associate Member of BCS.

“**CITP**” means Chartered IT Professional.

“**Code of Conduct**” means the rules and professional standards to direct the behaviour of members issued by BCS from time to time.

“**Designations**” means AMBCS, MBCS, FBCS, CITP, RITTech and FEDIP.

“**FBCS**” means Fellow of BCS.

“**FEDIP**” means the Federation for Informatics Professionals.

“**Guide for Membership Leads**” means a guide provided by BCS to assist the Client to gain full benefit from the Agreement.

“**MBCS**” means Professional Member of BCS.

“**Membership Lead Portal**” means the online management tool for the Organisational Membership Scheme.

“**Organisational Membership Lead**” means the BCS employee who will be a point of contact for the Client in accordance with Clause 3 of these Service Specific Terms.

“**Organisational Membership Scheme**” means the scheme offered by BCS to the Client under this Agreement which enables the Client to offer BCS membership to its employees and which includes the benefits set out in the Order Form.

“**Proposal**” means the PDF or Word document titled “Organisational Membership Proposal” sent to the Client by email, prior to the term of an Order Form, which lists the available benefits to the Client under the Organisational Membership Scheme. Any benefits agreed by the parties will be set out in the Order Form.

“**Qualifying Criteria**” means the criteria for membership of BCS set out in Annex 1 to these Service Specific Terms as may be amended in accordance with Clause 5.1 of these Service Specific Terms.

“**RITTech**” means Registered IT Technician.

“**SFIA**” means Skills Framework for the Information Age (see <https://sfia-online.org/en>).

“**SFIAplus**” means the IT skills, development and training standard developed and owned by L&D.

2 RIGHTS GRANTED TO THE CLIENT

2.1 BCS shall grant to the Client access to the Services set out in the Order Form for the Organisational Membership Scheme.

2.2 This Agreement does not transfer to the Client title to the Designations.

3 OBLIGATIONS OF THE CLIENT

3.1 The Client will:

- (a) assign individuals who are employed by the Client to act in the following roles as described in Annex 1 to these Service Specific Terms:
 - Executive Sponsor
 - Engagement Champion
 - Membership Lead
 - (b) provide BCS with the names and contact details for individuals assigned to the roles described in Clause (a) and promptly inform BCS of any replacements of such individuals. In the event that only one individual is appointed to fulfil the roles outlined in Clause (a), the Client will provide to BCS the name and contact details of another employee should the named contact not be available;
 - (c) liaise with BCS from time to time as appropriate to ensure the successful day to day operation of the Agreement;
 - (d) satisfy the criteria set out in Annex 1 to these Service Specific Terms as may be amended and updated by BCS from time to time in accordance with Clause 5.1 of these Service Specific Terms;
 - (e) provide, upon request of BCS, a self-assessment and activity report of the Client's systems and controls to assure the Client's compliance with Annex 1 of Schedule 1;
 - (f) use reasonable endeavours to procure that individuals employed by the Client in IT roles who are admitted to membership of BCS comply with all requests for the submission of evidence to support the information given in their application concerning their qualifications and/or experience if their application record is selected for review by BCS;
 - (g) comply with the Guide for Membership Leads, as amended from time to time by BCS, a copy of which has been provided to the Client;
 - (h) promote membership of BCS to individuals employed by the Client in IT roles whom it considers to be eligible to be admitted as members of BCS throughout the Term, in accordance with the Guide for Membership Leads; and
 - (i) inform all individuals employed by the Client assigned membership under the Agreement that the individual's membership is contingent on this Agreement continuing in force and the individual remaining an employee of the Client. Should the individual leave the Client's employment, or the Agreement be terminated, the individual's membership will be cancelled and the individual will be invited to join BCS membership as an independent person.
- 3.2 BCS grants the Client permission to use the BCS Trade Mark for the purpose of announcing and promoting their Organisational Membership Scheme to individuals and clients. Employees of the Client who become BCS members may use the appropriate logo for their membership grade or registration as set out by the BCS Member Regulations. The Client is not permitted to use any other logo or names owned by BCS.

4 **OBLIGATIONS OF BCS**

4.1 BCS will:

- (a) assign roles to individuals who are employed by or volunteers of BCS to provide the benefits listed in the Order Form;
- (b) liaise with the Client from time to time and ensure the day-to-day operation of the Agreement;
- (c) ensure a representative from BCS is reasonably available during Business Days to discuss any questions arising from this Agreement; and
- (d) make available to the Client an Organisational Membership Scheme and grant it access to the Co-ordinator Portal within 10 days of the agreed written start date of the Organisational Membership Scheme.

5 **RIGHTS OF BCS**

5.1 BCS will be entitled from time to time on giving reasonable notice in writing to:

- (a) issue the Client with updated Qualifying Criteria for the admission of individuals to Associate or Professional Membership of BCS as set out in Annex 2 of these Service Specific Terms;
- (b) issue the Client with amendments to the Guide for Membership Leads; and

- (c) modify or substitute any of the benefits or services (as set out in the Order Form) or any portion thereof.
- 5.2 In the event of the need to substitute a benefit or service as set out in the Order Form, BCS will use reasonable endeavours to provide a benefit or service of equivalent value to the original benefit or service.
- 5.3 BCS reserves the right:
- (a) to refuse admission of any individual as a member of BCS;
 - (b) to withdraw membership from any individual admitted to BCS membership, following an application under this Agreement. Reasons for taking this action may include but are not limited to:
 - (i) breach of the Code of Conduct by the individual which results in disciplinary proceedings;
 - (ii) where evidence stated by an individual in their application for membership cannot be substantiated; and
 - (iii) failure by any individual admitted to BCS membership to provide evidence of their qualifications and or work experience claimed in their application when requested.
 - (c) not to renew the membership of any individual admitted to membership of BCS under this Agreement. Reasons for taking this action include but are not limited to the circumstances referred to in Clause (b) of these Service Specific Terms and the failure of the Client to make payment of annual membership subscriptions as part of the Fees due under this Agreement and required as a condition of BCS membership.

6 ORGANISATIONAL MEMBERSHIP SCHEME FEES

- 6.1 The Client will pay BCS the applicable Fees as set out in the Order Form for each individual who are employees of the Client and who wish to be admitted to membership of BCS.
- 6.2 The Client's employees may only be admitted to membership of BCS after the completion of this Agreement and the receipt by BCS of payment by the Client of the Fees.
- ## 7 TERMINATION
- 7.1 On termination (or part termination) of or an Order Form for the Organisational Membership Scheme, the Client will promptly inform all individuals who have been admitted to membership of BCS under the Agreement that their memberships are now cancelled. In such cases, BCS will contact each individual to offer them the opportunity to renew their BCS membership as an independent person.

ANNEX 1 – CRITERIA FOR ASSESSMENT OF THE CLIENT

1. THE ORGANISATION:

Should employ IT practitioners whose skills and competence fall within the scope of the IT Profession as defined by BCS as skills and competence contained within the SFIA framework.

Should be committed to the development of its employees and reflect this commitment in its HR policies and procedures.

Should support the continuing professional development of its employees.

Assigns the following roles:

Executive Sponsor: The sponsor should act as a top-level champion for the scheme promoting and supporting BCS membership;

Engagement Champion: The champion will be an advocate of membership of BCS responsible for promoting the relevance and importance of BCS membership to their colleagues; and

Membership Lead: a minimum of two individuals should be assigned the role of membership lead who will:

- communicate with individuals employed by the Client in IT roles whom it considers are eligible for membership of BCS; and

- liaise with BCS to assist the Client to gain full benefit from the Agreement.

2. OPERATION AND RENEWAL

The continuance of the Agreement will be subject to periodic meetings between representatives of the parties during the Term.

Prior to each renewal of the Agreement the operation of the Agreement will be reviewed. The purpose of the review will be to assure continuing compliance with the terms of the Agreement including but not limited to the promotion of membership of BCS.

In connection with this review the Client will, on BCS' written request, provide electronic copies of any documents that BCS reasonably request.

ANNEX 2– QUALIFYING CRITERIA FOR THE AWARD OF MEMBERSHIP OF BCS

Individuals employed by the Client in IT roles may be admitted to membership of BCS subject to them meeting the criteria set out in the BCS Trustee Board Regulations Section II – Classes of membership for admission to membership of BCS.

Individuals may be requested to provide copies of qualifications or further evidence of experience given in their application for membership. Failure to provide any evidence requested may result in membership being withdrawn.

Individuals admitted to membership of BCS will be required to agree to comply with the Code of Conduct (www.bcs.org/codeofconduct).

Membership Class: Professional Grade: Member

Records must evidence that each application recommended for membership of BCS at the grade of Member has met the following assessment criteria. Individuals granted membership at this grade are entitled to use the postnominals MBCS.

Applicants will be considered eligible for the grade of Member when they:

- Are active within the scope of the IT profession; or
- Hold qualifications determined as equipping the learner to undertake roles within the scope of the IT profession.

Membership Class: Ordinary Grade: Associate

- Applicants will be considered eligible for the grade of Associate Member when they are in an apprenticeship position.

ANNEX 3 – MEMBERSHIP AND BENEFITS

As specified in the Order Form, the following services may be provided to the Client by BCS:

- Remission of membership subscriptions for individuals employed by the Client in IT roles who are admitted to membership of BCS at the grade of AMBCS or MBCS (or other levels if agreed) - whichever is applicable to the individual;
- Associated benefits with membership.

Note

- Membership is not subject to VAT.
- Any additional benefits and services as described in this Annex, the Proposal or the Order Form may be subject to VAT. This will be confirmed in the Order Form.

Individuals employed by the Client in IT roles admitted to membership of BCS will be eligible to receive all benefits associated with membership of BCS applicable to their individual grade of membership. See <https://www.bcs.org/membership-and-registrations/become-a-member/> for more details.