



RITTech 

DON'T JUST SAY IT,  
**> PROVE IT**

# A GUIDE TO GETTING STARTED

[bcs.org/rittech](https://bcs.org/rittech)



**> PROVED IT**



# What is RITTech?

## A Standard for trusted IT professionals

- Developed and provided by BCS, The Chartered Institute for IT, (RITTech) is an invaluable benchmark of standing within the IT industry.
- It enables employers to recognise and develop ambitious professionals with a specific ability and a determination to bring more.
- Created to help people outside of IT understand competence while performing a role without the need to fully understand quals/experience.
- Modern society relies on individuals to innovate, support, develop and deliver. Up to now there has not been an industry wide professional standard available at this level.

## What the RITTech Standard is looking for?

- RITTech is aligned to SFIA level 3 and above. The ability to apply technical skills and tools to enable an organisation or others within a team.
- RITTech is looking for those applying to effectively communicate and evidence responsibility.
- RITTech looks for competency and the ethical thinking required to be a technical professional.

## To apply

To get started you will need to ensure you're firstly a BCS member. Once you have membership please follow these steps.

1. Go to - [bcs.org/rittech](https://bcs.org/rittech).
2. Scroll down to the bottom and click 'apply now' as a BCS member option.
3. Log in with your BCS membership details.
4. Follow the online instructions to download and fill in the application form.
5. Reload the application form once completed. You will also supply your supporter details at the same time.

## Completing your application

There are two routes to apply for RITTech

### Experiential route:

- > You only need to fill in sections 1 and section 4.
- > This route will allow you to share your experience and competence over 3 statements.

### Accredited route (successful completion of BCS accredited apprenticeship):

If you have a BCS accredited qualification awarded in the last 12 months this route allows you to apply by evidencing the following:

- > Qualification title
- > Awarding body
- > Award date

If it's been awarded over 12 months ago please take the experiential route.





# The RITTech Professional Standard

You are being measured against the RITTech Professional Standard, please ensure you review the information below. The assessment will be reviewing your evidence against this criterion.

These professional skills and attributes will be demonstrated through the following competencies:

## > Autonomy

- A1** Works under general direction; uses discretion in identifying and resolving complex problems and assignments.
- A2** Determines when issues should be escalated to a higher level.

## > Complexity

- C1** Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.
- C2** Applies methodical approach to problem definition and resolution.

## > Influence

- B1** Interacts with and influences department/project team members.
- B2** Has working level contact with customers and suppliers (internal or external).
- B3** In predictable and structured areas may supervise others.
- B4** Makes decisions which may impact on the work assigned to individuals or phases of projects.

## > Business Skills

- D1** Understands and uses appropriate methods, tools and IT applications.
- D2** Demonstrates an analytical and systematic approach to problem solving.
- D3** Takes the initiative in identifying and negotiating appropriate personal development opportunities.
- D4** Demonstrates effective communication skills.
- D5** Contributes fully to the work of teams.
- D6** Plans, schedules, and monitors own work (and that of others where applicable) competently and to required standards within limited deadlines and according to relevant legislation and procedures.
- D7** Absorbs and applies technical information.
- D8** Appreciates the wider field of information systems, and how own role relates to other roles and to the business of the employer or client.

## > Technical Competence

- E1** Demonstrates assured and consistent application of specialist technical competence in a recognised role family.

## > Professional standards

- F1** Comply with the Code of Conduct of their licensed Institution.



## What you must highlight to meet the necessary competencies

1. Refer to your objectives or milestones/KPIs – consider what impact you have made.
2. Evidence must be personal to you.
3. Remove jargon and acronyms whenever possible. If you do use them, please clarify what you are referring to.
4. Highlight your achievements. What did you achieve, what did you learn and what you would do differently next time?
5. Understand how your own role impacts security whilst being able to demonstrate this knowledge within your workplace.
6. Continuous professional development (CPD). Show you understand the importance of this, how you record it and what you do to maintain your professional development.
7. How you share, absorb, and apply technical information in your role.

Ensure you meet all the competencies in the RITTech Standard in your application.

## What do you need to think about when writing your statements?

- How you use IT knowledge and understanding to apply technical and practical skills.
- How you contribute to the development, manufacture, operation or maintenance of IT products, equipment, or services, including stakeholder or client relationship.
- How do you exercise personal accountability for your role and responsibilities supporting your colleagues or organisation?
- How do you use appropriate and effective communication and interpersonal skills?
- How do you exhibit professional behaviours and commitment to a professional code of conduct?
- What personal achievement or professional development has taken place in your work experience that are evidenced through your statements?
- Understand your responsibilities of your role within the organisation and understand when to escalate to a higher level.
- How do you plan and schedule your own work and that of others where applicable, to make sure you maintain appropriate standards and keep to deadlines?

## A good format to writing your statements

Try STAR. This method will help you write and answer in a clear and concise manner.

The **STAR** Principles are:

**S** – Situation

**T** – Task

**A** – Activity or Action

**R** – Result

When using this method, consider your autonomy within the example, the influence you may have used, the level of complexity in your role and how you have needed to apply elements of business skill as well. Considering these things will help you provide information:

**Situation** – Think of a situation to evidence your knowledge

**Task** – Explain the task involved.

**Activity or Action** – explaining the skills/tools used.

**Result** – demonstrate the outcomes and outputs you took to achieve the task.

## Questions

### How much do I need write?

There is no word count limit – however we recommend around 2000 characters per statement.

### How long will it take to be awarded?

Once you have been supported, we would advise 7 – 14 days to process your application.

### How long will this last for?

You will need to revalidate your RITTech registration in 3 years from date of award.

### Do I need to highlight my specialism if I have one?

No, you do not need to highlight your specialism.

### What do I get when I become RITTech registered?

You will receive the Post Nominals (RITTech).

You will receive a Certificate of Current Competency – (COCC).

You will have the option to opt into a professional register as recognition of your skill.

### What happens if my application is unsuccessful?

BCS will provide feedback to help you address any areas of development needed for you to reapply later.





## What's Next?

You can apply for other Industry standards as your career progresses:

- > Chartered IT Professional
- > FEDIP
- > Chartered Engineer
- > Incorporated Engineer

Find out more by visiting:

[bcs.org/membership/get-registered](https://bcs.org/membership/get-registered)



RITTech 

## FIND OUT MORE

[Bcs.org/rittech](https://Bcs.org/rittech)  
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