Get professional recognition through BCS, The Chartered Institute for IT

CHARTERED IT PROFESSIONAL (CITP)

Standards Development Manager: Russell Friend
russell.friend@bcs.uk
Agenda

- Routes to Application
- The Process
  - The Applicant
  - BCS Service Delivery Team
  - The Assessors
- Supporting tools
- The Assessment - An Assessors Perspective
- Further Information and Support
- Summary
- Questions
Routes to Application

- **Experiential Route**
  You hold no formal qualifications, or those you do hold are not accredited by BCS.

- **Accredited Route**
  You hold a BCS accredited qualification

- **Fast Track Route**
  You have an Open Group or IBM professional certification
The Process

**Applicant**
- Begin the application process via [MyBCS](#)
- Complete and submit application form and a CV

**BCS Service Delivery**
- Check all relevant information has been provided
- Seek assessor to undertake initial review

**Assessor**
- Conduct an initial review of the application
- Conduct a Peer Review Interview to discuss applicant’s experience via a prepared presentation
What assessors look for…

**Autonomy:**
Works under broad direction
Fully responsible for meeting technical, project, supervisory objectives. Responsible for assignment of tasks

**Influence:**
How you influence the organisation, customers, suppliers etc. How you build business relations. How you make decisions impacting work, deadlines, results, budgets, resource

**Complexity**
Advising on standards, methods, tools; execute and evaluate work to time, cost and quality targets; analyse requirements, advise on scope; assess risk; show creative, innovative and ethical thinking; communicate effectively

**Business Skills:**
Knowledge of the broad scope of IT beyond what is required for your own area of specialism
Satisfactory understanding of IT complementary to your area of practise
Applying

To apply to be a Chartered IT Professional you’ll need to provide:

- A statement detailing your breadth of knowledge across the IT profession
- A series of statements describing your experience under the headings of:
  - autonomy
  - influence
  - complexity of work
  - business skills
- An up to date CV showing you are active within the scope of the IT and digital profession
- Details of a supporter who can verify your application
If you have applied through the experiential route you will need to provide evidence of Breadth of Knowledge, which covers the following criteria:

- **Principles of information technology**
  - Can you list any qualifications, training and/or other experience where you have gained this knowledge?

- **Exploitation of information technology**
  - What knowledge do you have about the exploitation of IT including management techniques and information security?
  - How is technology used to achieve objectives?

- **Legal, social and ethical factors relating to information technology**
  - What are the legal, social, ethical and professional issues that affect your area of work?
Experiential statements

Autonomy

- How is your work set?
- Are you responsible for establishing objectives and delegating responsibilities within a significant area of work, including technical, financial and quality aspects?
- What's the nature of your reporting relationship with your manager/senior colleague?
- What level of responsibility do you take for your own area of work?
- Do you contribute to your objective setting and do you ensure management and/or clients are kept informed?
- Are you accountable for your subordinates (where applicable)?
Experiential statements

Influence

- What level of interaction and influence do you have with your immediate colleagues, customers, suppliers and peers, particularly in your own area of expertise?
- Do you have influence over policy information and the contribution of your own specialism to business objectives?
- What area of work, staff and other resources are you responsible for?
- What contribution do you make to the formulation of IT strategy?
Experiential statements

Complexity of work

- Do you have to undertake a range of complex technical and professional activities; can you give examples?
- Is your work sometimes unpredictable requiring you to apply fundamental principles in a range of contexts?
- Can you give any examples where you have had to consider the relationship between your area of specialism and the wider customer/organisational requirements to meet your objective(s)?
Experiential statements

Business Skills

- Do you select appropriately from available standards, methods, tools and applications that may be used or do you advise and/or delegate responsibility to others?
- What responsibility do you have for your own professional development?
- What initiative do you take to keep your skills, and the skills of your subordinates (where applicable), up to date and to maintain awareness of developments in IT and its applications?
- What level of communication skills do you exercise?
- Do you communicate fluently, orally and in writing, particularly when communicating complex technical information to both technical and non-technical audiences?
Experiential statements

Business Skills (continued)

- What level of management and leadership skills do you exercise?
- Can you plan, execute and evaluate work to time, cost and quality targets? Do you demonstrate leadership and facilitate collaboration between stakeholders with diverse objectives?
- What degree of technical understanding do you have?
- Are you able to appreciate the wider field of IT and how does your own specialism relate to other specialisms and to the business you work in?
- Do you ensure subordinates (where applicable) maintain an awareness of developments in IT?

citp-application-guidance.pdf (bcs.org)
Process after submitting your application

1. BCS Service Delivery check you have submitted the necessary documents
2. BCS Service Delivery contact your supporter(s) to verify your application
3. Application, CV and supporter statement(s) sent to an assessor for the initial review
4. Additional information may be requested by the assessor via BCS Service Delivery

- Application passes or fails initial review
  - If an application passes the initial review: recommended for Peer Review Interview
  - Applicant creates a presentation detailing one piece of work that demonstrates CITP competencies
  - BCS Service Delivery source two Peer Review Interview assessors and submit your presentation ahead of the interview

- Peer Review Interview assessors ask questions about the presentation and delve deeper into your knowledge and skills
  - Peer Review Interview assessors approve or deny award of CITP
  - BCS Service Delivery communicate outcome
  - If successful, BCS Service Delivery send certificate and add applicant to public CITP register
CITP Peer Review Interview

- Assessors x 2
- Held online using video conferencing software
- The interview lasts up to 1 hour
- 10 minute presentation (must be no longer than 10 minutes)
- Should include examples of where you have had personal responsibility
- Outcome of your assessment will be notified after the interview within 10 working days
- Successful applicants will receive a certificate pack
- Can opt to go onto the public register

‘The interview was enjoyable and I felt I was being given constructive feedback rather than a grilling.’

Richard Atkinson MBCS CITP. CIO at Just Giving
Support Tools Available

- **Mentoring:**
  - Mentoring is a way for individuals to reach their potential, and can be a CPD activity for both the mentor and the mentee.
  - The BCS Career Mentoring Network enables mentees to locate potential mentors, and vice versa. This matching is controlled entirely by the user and is driven by the recording of held and desired competencies; and choosing who the individuals feel is a good match for them. [Mentoring | MyBCS](#)
  - Follow the Breadcrumb trail - MyBCS, then Career Development, then Go to Mentoring

- **SFIAplus**
  - Explore the SFIAplus skills and competency framework, so you can plot your career progression and identify training and development activities to accelerate your journey. [SFIAplus | MyBCS](#)
  - Follow the Breadcrumb trail - MyBCS, then Career Development, then Go to Browse SFIAplus
What is SFIA?

Assessors will be assessing against SFIA level 5

Look at SFIAplus in MyBCS (members’ secure area) to access granular information about your area of specialism
<table>
<thead>
<tr>
<th>Category</th>
<th>Skill</th>
<th>Code</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
<th>Level 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy and architecture</td>
<td>Strategic planning</td>
<td>ITSP</td>
<td></td>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information systems coordination</td>
<td>ISCO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information management</td>
<td>IRMG</td>
<td></td>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enterprise and business architecture</td>
<td>STPL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Solution architecture</td>
<td>ARCH</td>
<td></td>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Innovation</td>
<td>INOV</td>
<td></td>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emerging technology monitoring</td>
<td>EMRG</td>
<td></td>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td>RSCH</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demand management</td>
<td>DEMM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Investment appraisal</td>
<td>INVA</td>
<td></td>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financial management</td>
<td>EMIT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Skills Framework for the Information Age © SFIA Foundation 2020 © Copyright BCS 2020
<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Optional</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture development</td>
<td>Leads the development of solution architectures in specific business, infrastructure or functional areas. Ensures that appropriate tools and methods are available, understood and employed in architecture development. Educates and ensures an understanding of non-functional requirements by all stakeholders.</td>
<td></td>
<td>ARCH501</td>
</tr>
<tr>
<td>Change programmes</td>
<td>Within a business change programme, leads the preparation of technical plans and in liaison with business assurance and project staff, ensures that appropriate technical resources are made available.</td>
<td></td>
<td>ARCH502</td>
</tr>
<tr>
<td>Evaluation and selection</td>
<td>Develops product short-lists and evaluation criteria then uses them in product selection, in accordance with policy and strategy for the selection of solution architecture components. Translates component specifications into detailed designs for implementation using selected products.</td>
<td></td>
<td>ARCH503</td>
</tr>
<tr>
<td>Design and specification</td>
<td>Provides advice on solution architecture, including solution development methods and tools, security requirements, the operational and maintenance aspects of solutions under development, and non-functional aspects of solution design. Assists in the development of service level agreements and any associated service guarantees. Ensures that relevant technical strategies, policies, standards and practices (including security) are applied correctly.</td>
<td></td>
<td>ARCH504</td>
</tr>
<tr>
<td>Technical assurance</td>
<td>Advises on appropriate technical assurance criteria, and the conduct of quality reviews of technical products. Ensures change control is applied to specifications and designs. Ensures the adequacy and effective use of quality control procedures in relation to solution architecture components.</td>
<td></td>
<td>ARCH505</td>
</tr>
</tbody>
</table>
The Assessment
An assessors perspective
What is CITP

- An independent standard enabling IT professionals to demonstrate their competence, professionalism and commitment to the IT industry:
  - You are an expert in your field or specialism
  - You show evidence of integrity and strong business acumen
  - You follow a code of conduct and uphold best practice
  - You are committed to your profession and ongoing CPD
  - Demonstrates trusted competence

- Publicise your registration:
  - Opt into the public register of Chartered IT Professionals
  - Put it on your cv
  - Add the badges to LinkedIn / social media
What is a CITP Professional?

A Chartered IT Professional must be:

- Employed using skills that are within the scope of the IT Profession
- Be working in a complex role or multiple roles, requiring knowledge and competence
- Undertake to maintain and develop their knowledge and skills in the profession by keeping a record of professional development
Before you start your application

- Familiarise yourself with:
  - CITP Standard
  - SFIAPlus Level 5 (or above) in your area of specialism

- Mandatory documents required for your application:
  - Current CV or employment history
  - Experience statement
  - Details of a supporter
CV and Experience Statement

- Give an answer against every CITP assessment criteria
- Focus on the outcomes:
  - What did you achieve?
  - What impact did you make?
- Align your content to the CITP Standard
  - Give relevant examples, refer to the cv as necessary
- Check if your qualifications are accredited
Interview Preparation

- Practise the presentation:
  - Keep it to 10 minutes
  - Do not read the slides, the assessors will have received them in advance
- Focus the interview content on “you” not “we”
- Avoid the acronym soup
- Do not assume the assessors understand your business
The Interview

Before you start:
- Have your application form and cv to hand
- Have Government issued Photo ID to verify identity
- Have a (soft) drink to hand

Remember:
- This is not a job interview, the assessors aim for a relaxed setting
- The assessors are looking to help you in demonstrating that you have achieved the standard
- Keep the conversation about 'you' not 'we'
- Do not read anything into the length of time the interview takes
CITP Revalidation & CPD

Certificate of Current Competence (CoCC)
- Every 5 years you will need to re-validate your competence
- You will need to re-submit an updated CV and CPD evidence

Maintaining your competence:
- Undertake reviews of own development needs
- Plan how to meet personal and organisational objectives
- Carry out planned (and unplanned) CPD activities
- Maintain evidence of competence development
- Evaluate CPD outcomes against any plans made
- Assist others with their own CPD, if possible
Remember this is about YOU

Be very careful to make your evidence relate specifically to what you did, NOT what your organisation or the project you were involved did.

The assessors are looking for evidence of:
- your specific contribution
- how you make decisions
- how you use resources
- how you communicate
- what you personally have learnt from failures or mistakes,
- what you personally achieved
- how and what methods and techniques you have decided to apply and why
- how you have mentored or coached other staff
Chartered IT Professional (CITP)

Chartered IT Professional is the independent standard of competence and professionalism in the technology industry.

- Benchmark your knowledge and skills against the recognised industry standard
- Set yourself apart as a highly-skilled IT professional with a place on the public CITP register
- Demonstrate your current competence to clients and employers, and the value you bring
- Help to raise the profile of your profession and play a part in shaping its development

Further information/support

Mentoring

The BCS mentoring network is a service run by members who volunteer their time to mentor other members.

Whether you're new to IT, looking for advice on your career move, or a more experienced professional looking for feedback or support, the BCS's mentoring programme provides bespoke advice tailored to your needs.

If you're interested, you will receive a mentor that understands your needs and provides support and guidance throughout your journey in the IT industry.

Visit our mentoring network

Browse SFIPlus

Browse SFIPlus gives you the opportunity to explore the SFI Plus skills and competency framework, so you can plot your career progression and identify training and development activities to accelerate your journey.

How does it work?

1. During your SFI certification, we'll explain how the SFI skills relate to your profession.
2. We'll provide you with a personal skills profile for you to update as you progress.
3. You'll be able to see the skills and knowledge you need to achieve your next level.
4. We'll help you develop these skills through training and development activities.
Summary
Helpful Links

- CITP Standard - chartered-it-professional-standard.pdf (bcs.org)
- CITP Application Form - citp-application-form.docx (live.com)
- CITP Application Guidance - citp-application-guidance.pdf (bcs.org)
- SFIAPlus - Browse SFIAplus | MyBCS
  Follow the Breadcrumb trail - MyBCS, then Career Development, then Go to Mentoring
- Mentoring Network - Mentoring | MyBCS
  Follow the Breadcrumb trail - MyBCS, then Career Development, then Go to Mentoring
Evidence your skills – with a standard of excellence!