Fellow application guidance (for OM clients)

To apply to become a BCS Fellow, you'll need to provide:

- your Fellow application form evidencing your experience against a selection of the criteria set for BCS Fellowship (form available from your BCS Key Account Manager or the coordinator for your organisation)
- your CV or LinkedIn profile illustrating a minimum of 5 years' work experience within the scope of the IT profession
- details of one/two supporters who can validate and verify your experience

The following guidance includes the full set of Fellowship criteria and the recommended technique for presenting your evidence in your application, as well as the requirements for your application supporter(s).

Fellowship criteria

The Fellow criteria consists of three categories, with several sub-criteria within each category:

- **Body of work**
  – work you do or have done within the information technology profession
- **Professional impact**
  – how the work you do or have done has impacted the profession, including products, policies, other professionals, or members of the community
- **Standing in the community**
  – how you are viewed within the information technology profession

To become a BCS Fellow you'll need to provide evidence showing how you meet FOUR of the sub-criteria – specifically, one from each of the three categories plus an additional one from either **Body of work** or **Professional impact**.

Here's the full list of criteria for each category:

Body of work

Sub-criteria	Descriptor
Invention and innovation	Inventions or innovation resulting in successful products, systems/applications, processes or practices.
Entrepreneurship	Creation of a successful information technology related business, charity, or enterprise which benefits society.

Responsibility	Responsibility for the technical decisions taken and application of excellent practice for a significant area of information technology. For example, within an organisation, department, programme, project, product, process or system design.
Research	In addition to providing evidence of a successful career in research, evidence should identify the impact of the work.
Skills development	In addition to providing evidence of a successful career in skills development, education and/or training, evidence should identify the impact of the work.
Consultancy	A thought leader who advises/assists organisations in/with the significant deployment, employment, use or development of information technology.

Professional impact

Sub-criteria	Descriptor
Inspiring others	Inspiring and motivating others within the industry through public engagements (speaking, writing and one-to-one).
Interdisciplinary collaboration	Building networks throughout different sectors to enhance the digitalisation, information technology and BCS agendas.
(Inter)national policy making	Supporting and/or delivering policy development relevant to information technology.
Diversity and inclusion	Being a leadership champion to promote diversity and inclusion within the field. For example, formulation of policy and/or implementation of programmes intended to improve diversity and inclusion within an organisation.
Mentoring or coaching	Acting as a mentor and/or coach to develop the next generation of leaders, peers, or senior execs in information technology.
Sustainability – social or environmental	Influencing the use of technology to positively impact sustainability at a social or environmental level.
Outreach	Influential at the grassroots level of the information technology community through outreach engagement activities. Acting as an ambassador for the profession, engaging communities with low digital literacy and promoting the standing of information technology as a profession.

Standing in the community

Sub-criteria	Descriptor
Awards	Formal recognition of achievements e.g. industry award, significant academic or corporate award, Fellow of another institute, chartered status.
Governance	Member/Chair of important governing boards or committees.
Public influencer	Speaker on information technology related topics at major events and/or influential advocate of making IT good for society, for example, through impactful content on information technology related topics.
Assessor	An assessor for chartered or other high-level registration or membership applications for a professional governing body or institute.

Providing your evidence

The Fellow application form is designed to help you easily present information about your experience against the four sub-criteria you select. For each one, you need to provide a written statement of **maximum 250 words**.

Body of work experiential statement

Your statement(s) for **Body of work** should describe your work in relation to the selected sub-criteria, in particular highlighting evidence of your professional achievements within the scope of the information technology profession as a leader and influencer. Your evidence shouldn't duplicate your CV/LinkedIn profile.

Depending on the criteria you choose, your statement(s) may include details such as:

- length of experience working at that level/in that role
- specific and relevant roles and responsibilities
- how your role contributes to "making IT good for society"
- size of the company or team
- budget management with metrics
- how you support the development of a company, team or individuals
- outputs from your work, e.g. product, resource, practicable theory, profit etc.
- how you know your work has been impactful
- breadth of experience that led to the success of your work
- journals that your research has appeared in and number of citations

This isn't an exhaustive list and some of these points may not apply to your selected criteria, so you won't need to evidence all of them; these are just suggestions.

We recommend presenting your evidence for this category using the STAR technique (see below), but it's not a requirement.

Professional impact experiential statement

Your statement(s) for **Professional impact** should explain what *you* have contributed to the information technology profession and the impact *you* have made.

You must present your statement for this category using the STAR technique to clearly communicate your experience, with a focus on the impact and influence you've had on the information technology profession or community.

The STAR technique

Situation	**T**ask	**A**ction	**R**esult
•What situation were you, the team, business or profession experiencing?	•What was the impact of the situation? •What problems needed to be resolved? •What led to you specifically being involved?	•What steps did you take to resolve the situation? •Why did you choose this approach? •Did you produce anything to aid resolution?	•What was the outcome/impact of your actions? •How did you and others benefit from the outcome? •What did you learn from the experience? •How did your involvement impact the profession?

Standing in the community experiential statement

Your statement for **Standing in the community** should describe how your activity within the information technology profession has led to you being invited to publicly share your expert knowledge and experience with others, and/or being awarded for the work you've done and the impact you've had.

We recommend you present your evidence for this category using the STAR technique (see above), but it's not a requirement.

For this category you're also welcome to provide **one** URL to further evidence your position, e.g. a conference event schedule, public register etc. Ensure the resource you link to is publicly accessible and doesn't require login details.

Identifying your supporter(s)

When you make your application, you'll need to provide details of a work-related supporter or a BCS key account manager who can validate the accuracy of your evidence ***and*** a supporter who's an existing BCS Fellow to verify that you're ready for Fellowship and that your evidence is to the level expected of a BCS Fellow. They can be one and the same person.

Supporter requirements are:

- **BCS Key Account Manager for your organisation OR**
- **Work-related supporter**
    - has worked with you for at least six months at some point in your career
    - has a professional understanding of your line of work
    - has recent familiarity with your work

- **BCS Fellow supporter**
    - currently holds BCS Fellow membership

If you have a supporter who meets both sets of criteria, you won't need a second supporter.

If you don't know a BCS Fellow to ask to be your supporter, get in touch at processing@bcs.uk and we'll put you in contact with one.

Ensure you have appropriate supporters to validate your evidence before completing your application form, as you'll need to add their details to your form as well.

Submitting your application

When you're ready to make your application, ask your BCS Key Account Manager or the coordinator within your organisation for the application template and, once complete, submit your form along with your CV or LinkedIn profile to processing@bcs.uk.

On receipt of your application, the BCS Service Delivery team will contact your supporter(s) to request verification and validation of your application.

Note: Please keep your supporter(s) informed of your application progress. A delayed response from a supporter impacts the time it takes to process your application and, if they don't respond, your application will be returned to you without being assessed.

Once verified by your supporter(s), your application will be reviewed by a BCS assessor.

Assessment of your application

When the BCS Service Delivery team has received the necessary documentation from you and your supporter(s), they'll send your application to a BCS assessor for review.

Following the review, you may be asked to provide further evidence and another assessor will then review your application and the additional information you've provided.

Once the assessor has decided the outcome of your application, their decision and feedback will be shared with you and your BCS Fellow supporter. It's then your supporter's responsibility to discuss the feedback with you.

The overall Fellowship assessment process takes between 4-6 weeks.