Guidance for Supporters of Fellow applicants

This detailed guidance provides you with everything you need to know about supporting a BCS Fellow applicant.

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The role of a Supporter

As a Supporter, your role is to provide a supporting statement that validates the applicant’s evidence and verifies one of more of the experiential statements provided by them. Your statement will contribute to the applicant’s evidence, therefore, it’s important that you take the time to write an accurate and quality statement for the applicant you’re supporting.

If you think the applicant you’re supporting would benefit from having a second pair of eyes to look over their application and to help them select appropriate examples from their experience, please ask them to contact us via processing@bcs.uk to request a FBCS Mentor.

Once the applicant has submitted their application, if an assessor requests additional information/evidence, the applicant may get in touch with you to ask for your advice about what to submit. However, if they’ve already requested the help of a FBCS Mentor they may go to them instead.

Once the applicant has been told the outcome of their application, they may also come back to you for help understanding the assessor’s feedback and how to implement any of the developmental advice suggested. Again, if they’ve already requested the help of a FBCS Mentor they may go to them instead.

Supporter requirement

To apply for Fellowship, an applicant needs to provide the details of one Supporter, either work-related or Fellow. To act as an applicant’s Supporter, you must be one of the following:

- BCS Fellow, or
- Fellow of another professional membership body¹, or
- Work-related
  - You are a previous or current colleague/client
  - You work in a senior position above or at a similar level to the applicant

You must also have:

- Known them for a minimum of three consecutive months at some point in their career, and
- A professional understanding of one of the achievements they have stated in their application.

If you do not meet the above criteria, you cannot be the applicant’s Supporter.

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¹ List of Professional Bodies and Learned Societies on the gov.uk website. If you are overseas, the body you are a Fellow of should have a similar body within the UK.
Fellowship criteria overview
The Fellow criteria is as follows (for detailed criteria see Appendices):

<table>
<thead>
<tr>
<th>Body of work</th>
<th>Professional impact</th>
<th>Standing in the community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invention and innovation</td>
<td>Inspiring others</td>
<td>Awards</td>
</tr>
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<td>Entrepreneurship</td>
<td>Interdisciplinary collaboration</td>
<td>Governance</td>
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<td>(Inter)national policy making</td>
<td>Public influencer</td>
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<tr>
<td>Skills development</td>
<td>Diversity and inclusion</td>
<td>Assessor</td>
</tr>
<tr>
<td>Research</td>
<td>Mentoring and coaching</td>
<td></td>
</tr>
<tr>
<td>Consultancy</td>
<td>Sustainability – social or environmental</td>
<td></td>
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<tr>
<td></td>
<td>Outreach</td>
<td></td>
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</tbody>
</table>

Completing the Supporter Statement form
Your personal details

In addition to your contact details, we ask for:

- **Your LinkedIn profile.** This is to help our assessors clarify whether your role is at a similar level to the applicant’s or above, your professional understanding of the applicant’s work and, if you are a work-related supporter, where your paths crossed.

- **Length of time you’ve known the applicant.** You are required to have known the applicant for a minimum of three consecutive months, whether that’s in a personal or professional capacity.

- **Specialism.** You are required to have a professional understanding of the applicant’s work/specialism, whether you’ve worked with them or not. Our assessor will establish this through the specialism you note here, your LinkedIn profile, and the content of your Supporter Statement.

Are you a Fellow?

You do not need to be a Fellow to support the applicant if you meet the work-related supporter requirement. Only complete this section if you are supporting the applicant as a Fellow Supporter.

If you are a Fellow of another professional membership body, our assessor will look up the body on the [gov.uk website](https://www.gov.uk) or other site if the body is overseas. The membership number will be used during audits of application supporter affiliations with other membership bodies.
Have you worked with the applicant?

You do not need to have worked with the applicant if you are a BCS Fellow or Fellow of another membership body. Only complete this section if you are supporting the applicant as a Work-related Supporter.

When you complete this section, we ask for:

- **Your current/most recent role.** This is to help our assessors clarify whether your role is at a similar level to the applicant’s or above.
  - If you are retired and are no longer engaged in IT-related professional activities, enter the title of the role you held before retirement.
  - If you are retired and have continued to engage in IT-related professional activities, enter either the title of the role you held before retirement or the title you currently hold as e.g., a volunteer member of a governance board.

- **Where you worked with the applicant and when.** This is to help the assessor clarify the timeline you and the applicant worked together. The assessor will consult the applicant’s CV/LinkedIn profile, the LinkedIn profile you entered at the top of the Supporter Statement form, and the evidence provided by the applicant in their experiential statements.
  - If you are/were e.g., a client or co-researcher for/with the applicant, state the organisation you worked at and the organisation the applicant worked at during the time period noted.

**Professional understanding of the applicant’s work**

Applicants are required to provide experiential statements for four sub-criteria from the Fellowship criteria:

- one from Body of work
- one from Professional impact
- one additional criterion from either Body of work or Professional impact
- one from Standing in the community

As the applicant’s supporter, you are required to have a professional understanding of one or more of the experiential statements provided by the applicant. For ease, we have asked you to state which statement(s).

- If you are a Fellow Supporter, we are relying on your specialist knowledge to underpin your professional understanding.
- If you are a Work-related Supporter, we are relying on either your specialist knowledge or the overlap of when you worked together to underpin your professional understanding.

**Do you support their application?**

We are relying on you to verify and validate the applicant’s experience and need you to either confirm or deny your support. Both are valid options, therefore do not feel obliged to support an application if you do not feel the applicant is right for BCS Fellowship or the evidence provided is not an accurate reflection of their experience. If you state that you...
do not support their application for BCS Fellowship, the applicant will be asked to provide the details of another supporter.

Reasons for selection

This is where you will write your supporting statement. Your statement will be used by assessors as additional evidence that contributes to the overall application submitted by the applicant. The applicant will not have visibility of your statement.

Your statement should be between **200-400 words** and cover the following:

- The name of the individual you are supporting.
- If you worked together, the nature of the work you did together.
- If you are a Fellow, how you know they are right for BCS Fellowship based on your knowledge of their experience as an IT professional and the BCS Fellowship criteria.
- How they have demonstrated leadership, impact and influence within the IT profession during the time you've known them.
- Whether the evidence provided by the applicant for the statement(s) you've declared as having a professional understanding of, is an accurate representation of their experience as an IT professional.
Appendices
You may find this additional information helpful when supporting an applicant.

Fellow criteria

Here are full details of the sub-criteria that sit under the three Fellow criteria categories.

Body of work

<table>
<thead>
<tr>
<th>Sub-criteria</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invention and innovation</td>
<td>Inventions or innovation resulting in successful products, systems/applications, processes or practices.</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>Creation of a successful information technology-related business, charity, or enterprise which benefits society.</td>
</tr>
<tr>
<td>Responsibility</td>
<td>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.</td>
</tr>
<tr>
<td>Research</td>
<td>In addition to providing evidence of a successful career in research, evidence should identify the impact of the work.</td>
</tr>
<tr>
<td>Skills development</td>
<td>In addition to providing evidence of a successful career in skills development, education and/or training, evidence should identify the impact of the work.</td>
</tr>
<tr>
<td>Consultancy</td>
<td>A thought leader who advises/assists organisations in/with the significant deployment, employment, use or development of information technology.</td>
</tr>
</tbody>
</table>

Professional impact

<table>
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<tr>
<th>Sub-criteria</th>
<th>Descriptor</th>
</tr>
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<tbody>
<tr>
<td>Inspiring others</td>
<td>Inspiring and motivating others within the industry through public engagements (speaking, writing and one-to-one).</td>
</tr>
<tr>
<td>Interdisciplinary collaboration</td>
<td>Building networks throughout different sectors to enhance the digitalisation, information technology and BCS agendas.</td>
</tr>
<tr>
<td>(Inter)national policy making</td>
<td>Supporting and/or delivering policy development relevant to information technology.</td>
</tr>
<tr>
<td>Diversity and inclusion</td>
<td>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.</td>
</tr>
<tr>
<td>Mentoring or coaching</td>
<td>Acting as a mentor and/or coach to develop the next generation of leaders, peers or senior execs in information technology.</td>
</tr>
<tr>
<td>Sustainability – social or environmental</td>
<td>Influencing the use of technology to positively impact sustainability at a social or environmental level.</td>
</tr>
<tr>
<td>Outreach</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Standing in the community**

<table>
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</tr>
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<tr>
<td>Awards</td>
<td>Formal recognition of achievements, e.g. industry award, significant academic or corporate award, Fellow of another institute, chartered status.</td>
</tr>
<tr>
<td>Governance</td>
<td>Member/chair of important governing boards or committees.</td>
</tr>
<tr>
<td>Public influencer</td>
<td>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.</td>
</tr>
<tr>
<td>Assessor</td>
<td>An assessor for chartered or other high-level registration or membership applications for a professional governing body or institute.</td>
</tr>
</tbody>
</table>