RITTech application guidance

When applying to become a RITTech professional you will be asked to supply the following information:

- A written application detailing your experience against the RITTech professional registration criteria
- Details of 1 supporter that can verify your experience

You may also wish to supply a written CV as evidence of your experience, but this is not a requirement.

This guidance will explain how we expect evidence of experience to be presented for applicants applying via the experiential route and the requirement for a supporter. We have also included details on the assessment process.

What is RITTech?

Registered IT Technician (RITTech) is a professional registration that recognises you have excellent technical knowledge and skills in an IT work environment and can apply those competently and professionally. Registered IT Technicians can take pride in joining the information technology and digital profession and being independently recognised for doing their technical job well. Individuals that have been awarded RITTech will also be publicly recognised by appearing on the RITTech register maintained by BCS - The Chartered Institute for IT.

An RITTech registered professional is entitled to use post-nominal letters 'RITTech'. Individuals usually note their post-nominals in their email signature, professional social media platforms and research papers.

What is RITTech assessed against?

The RITTech professional registration criteria is a competency-based criteria. When applying to become a RITTech professional your application will be assessed against these criteria.

P1 AUTONOMY

P1.1   Works under general direction; uses discretion in identifying and resolving complex problems and assignments.

P1.2   Determines when issues should be escalated to a higher level.

P2 INFLUENCE

P2.1   Interacts with and influences department/project team members.

P2.2   Has working level contact with customers and suppliers.

P2.3   Makes decisions which may impact on the work assigned to individuals or phases of projects.

P3 COMPLEXITY

P3.1   Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.

P3.2   Demonstrates an analytical and systematic approach to problem solving.

P4 BUSINESS SKILLS

P4.1   Communicates effectively with customers, suppliers and partners using appropriate methods and terminology.

P4.2   Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation and procedures.

P4.3   Identifies and applies technical information.

P4.4   Appreciates how own role relates to other stakeholders and contributes fully to the work of teams.

P4.5   Understands and uses appropriate methods, tools and IT applications.

P4.6   Understands how own role impacts security and demonstrates routine security practice and knowledge required for own work.

Applying to become a RITTech professional?

There are two routes to apply for RITTech, accredited and experiential.

Accredited route – this route requires evidence of completion of a BCS [accredited qualification](#) within the last 12 months. If your qualification was awarded over 12 months ago you will need to complete the experiential route.

Experiential route - this route requires evidence of your work experience. No qualifications are necessary for this route, accredited or otherwise.

How to evidence your current competence

The information you include in your application form is used to assess your application for registration. To assess your application we need to see how your experience relates to the RITTech criteria. **You should only refer to relevant experience gained within the last three years.**
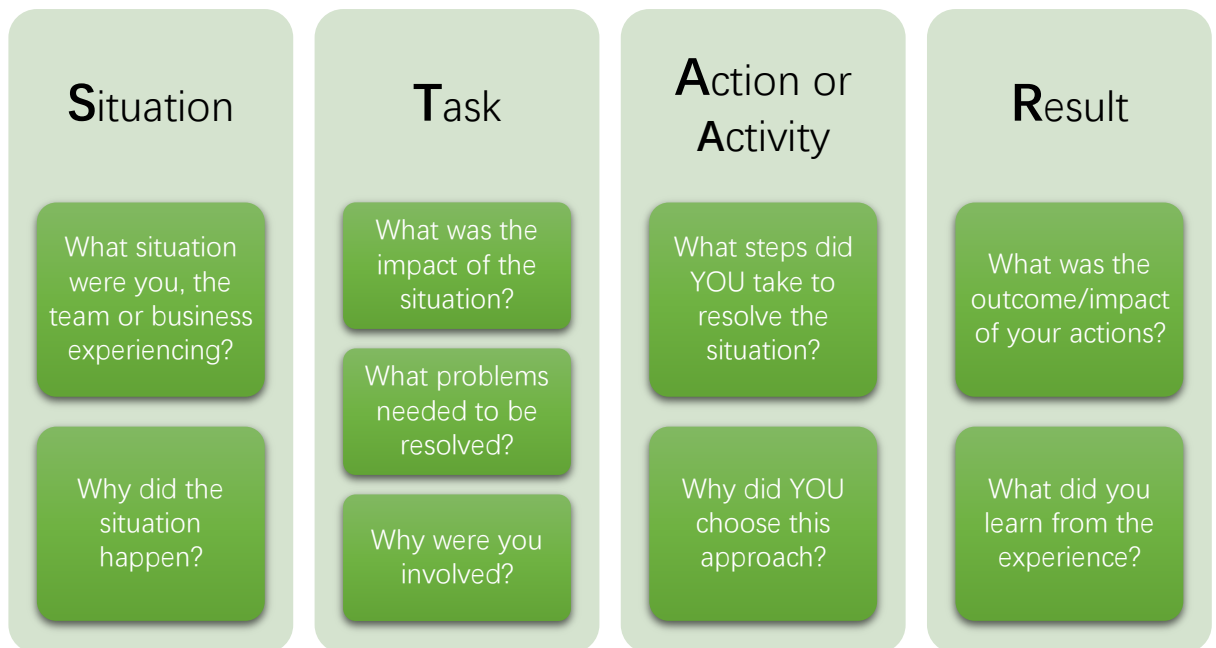
Within the application form you are asked to respond to a series of questions that seek to gather relevant evidence of your experience. For each question we have noted the relevant

RITTech competencies (e.g., 1.1, 3.2, 4.4) that we would expect to see evidenced in your answer. You will notice that some competencies are attributed to more than one question. You do not need to evidence the same competency multiple times, only once. For example, if question one and four both relate to competency 4.2, your evidence for 4.2 only needs to appear in your answer to question one or four, not both.

Tips for writing an effective application form

Within the application form you need to ensure each of your answers evidence several RITTech competencies. Here are some tips for writing quality answers:

- For each question, read the relevant RITTech competencies attributed to it. Identify a piece of work you have done that would evidence most of those competencies.
- We recommend using the STAR technique – Situation, Task, Action, Result - to present well-structured evidence that is concise and focused on the actions/activities you undertook and the result of your actions. This is a common approach used in job interviews.

Situation	**T**ask	**A**ction or **A**ctivity	**R**esult
What situation were you, the team or business experiencing?	What was the impact of the situation?	What steps did YOU take to resolve the situation?	What was the outcome/impact of your actions?
Why did the situation happen?	What problems needed to be resolved?	Why did YOU choose this approach?	What did you learn from the experience?
	Why were you involved?		

- Ensure you're using relevant and specific work-related activities to showcase your experience. Your work-related activities may be:
    - Working with different technologies, different applications, different business departments, or a larger team.
    - Taking on a new job role or responsibility with greater complexity.
    - Gaining academic or professional qualifications, or completing a short course in how to use a particular technology or business skills.

- o Attending events that broaden your IT knowledge such as conferences, trade shows, webinars, BCS branch or specialist group events.
    - o Volunteering - participating in activities to support and promote the use of IT in your community.
- There is no requirement to use a different piece of work to answer each question in the application form. Depending on the complexity of the piece of work you are using, you may find that one piece of work can be used to answer multiple questions, for example, a large complex project that you led. If this is the case, answer each relevant question with a focus on the aspect of the work that answers that specific question and the relevant competencies attributed to it. For example, you may have used technological software, e.g., computer aided design (CAD), to produce a detailed design as part of a project. For one question you may focus on the technical aspect of this piece of work. For another question you might focus on how you collaborated with the project team.
- When reviewing your application, try mapping all your evidence directly to the RITTech criteria to make sure you haven't missed anything.

Your supporter

To apply to become a RITTech professional, you need a work-related supporter to verify your experience and confirm their support of your application.

The criteria for your work-related supporter:

- In a senior position e.g., line manager, department head, team leader
- Recent first-hand experience of your work and technical ability

You will be asked to supply the details of your supporter upon submitting your application via the BCS website. Before you complete the application form, ensure you have a suitable supporter to verify your evidence. After submitting your application form the BCS Service Delivery team will contact your supporter to request a statement confirming their support of your application. After receiving confirmation, the Service Delivery team will send your application to a BCS assessor to review.

Note: It is highly recommended that you keep your supporter informed of your application progress as a delayed response from them will affect the time it takes to process and assess your application. If your supporter does not respond, your application will be returned to you without being assessed.

What happens to my application?

Once you have submitted your application the BCS Service Delivery team will contact your supporter for confirmation of their support and then a BCS assessor will carry out an initial assessment of the information you've provided.

The assessor will read through your evidence and decide whether you have been successful or unsuccessful. As part of this process, the assessor may ask you for more information to clarify a point to help them make their judgement. In this instance a member of the BCS Service Delivery team will contact you to request the additional information. Your application form and additional information will then be sent to another assessor for review and a final decision.

You will be notified of the outcome of your application between 7-14 working days after you submit your form. Following a successful outcome, you will receive a RITTech certificate of current competence, which is valid for three years, and be entered onto the public RITTech register (if you give permission for us to do so).

Maintaining registration

To maintain registration, an RITTech professional must remain a member of a body licensed to award RITTech status and to keep a record of continuous professional development. You will need to revalidate your RITTech registration every three years from the date of award or last revalidation.

To revalidate you will need to submit evidence of continuing professional development (CPD) that you've undertaken over the last three years. Your revalidation evidence will then be assessed and, if successful, we will send you a new, up to date certificate confirming your current competence.

We will send you a reminder three months before your registration is due to lapse, along with the relevant form to complete.