CITP application guidance for level 7 digital apprentices

To apply to become a Chartered IT Professional, you'll need to provide:

- your CITP application form for level 7 apprentices, evidencing your experience against three criteria through an experiential statement
- your CV or LinkedIn profile illustrating that you're working within the scope of the IT profession
- details of one work-related supporters who can validate your experience

The following guidance includes the CITP criteria you need to evidence and the recommended technique for presenting your evidence in your application, as well as the requirements for your application supporter(s).

CITP criteria

Of the full criteria for the CITP standard you only need to evidence three as your apprenticeship covers the others. The three criteria you need to evidence are:

- **A3** Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities.
- **B4** Has significant influence over the allocation and management of resources appropriate to a given assignment.
- **D2** Analyses, designs, plans, executes and evaluates work to time, cost and quality targets and takes all requirements into account when making proposals.

To become a Chartered IT Professional (CITP) you'll need to provide evidence showing how you meet these three criteria through an experiential statement.

Providing your evidence

Within the bespoke CITP application form for level 7 digital apprentices you will find a section for you to write an experiential statement in response to the following questions. **Maximum 400 words**.

Consider a piece of work or project you have designed, proposed and implemented in a business.

- **How did you design and plan the work? (including the assignment of tasks and responsibilities).**
- **How did you allocate and manage resources? (people, money, materials or other assets).**
- **How did you evaluate the impact of the work/project? (time, cost and quality targets).**
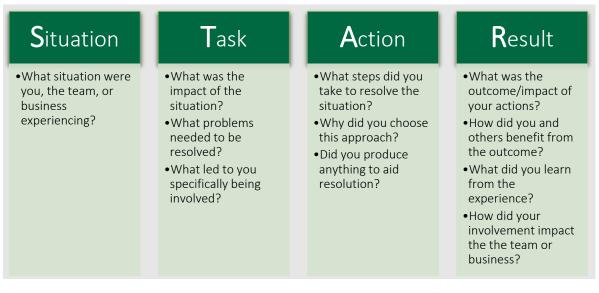
Your experiential statement

Your statement should explain what *you* have successfully and autonomously:

- Designed, planned and evaluated the project or piece of work with the business' needs and demands in mind.
- Allocated and managed resources for a given piece of work or project.
- Evaluated the impact of the work/project that you managed.

We recommend that you must present your statement using the STAR technique to clearly communicate your experience, with a focus on your actions, the result of your actions and the impact your work/project had.

The STAR technique

Situation	**T**ask	**A**ction	**R**esult
•What situation were you, the team, or business 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 the team or business?

Identifying your supporter

When you make your application, you'll need to provide details of a work-related supporter who can validate the accuracy of your evidence. Your work-related supporter should:

- have either worked with you on your apprenticeship or in your current role
- have a professional understanding of your line of work
- have recent familiarity with your work

Ensure you have an appropriate supporter to validate your evidence before completing your application form as you'll be asked to provide their contact details when you submit your application form. Make sure you've made your supporter aware that you're submitting their details and that they will be contacted for their statement of support. 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, they'll send your application to a BCS assessor for review.

Once the assessor has decided the outcome of your application you'll be notified via an automatic email. If you are unsuccessful you will also receive the assessor's feedback report.

Overall, the CITP assessment process for level 7 digital apprentices takes between 2 to 4 weeks from the point your assessors receive all relevant documentation.