

CITP application guidance for streamlined route

Recent changes to BCS membership criteria provide a clearer distinction between membership and professional registration. The experience you demonstrated to become a member under the previous MBCS criteria enables us to now offer you a streamlined application route to CITP registration. This opportunity is open to members who became MBCS on or before 10 October 2022.

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

- your CV showing that you're working in the IT profession and have the appropriate level of responsibility and autonomy
- your [CITP application form](#) complete with written evidence of your experience in line with the [CITP standard](#)
- details of a supporter who can verify your application accurately reflects your role and experience — they must themselves be a member of a professional body with a code of conduct that they follow

The following guidance gives an overview of the CITP criteria you need to demonstrate and the recommended technique for presenting your evidence in your application — as well as the requirements for your application supporter(s).

Demonstrating your experience

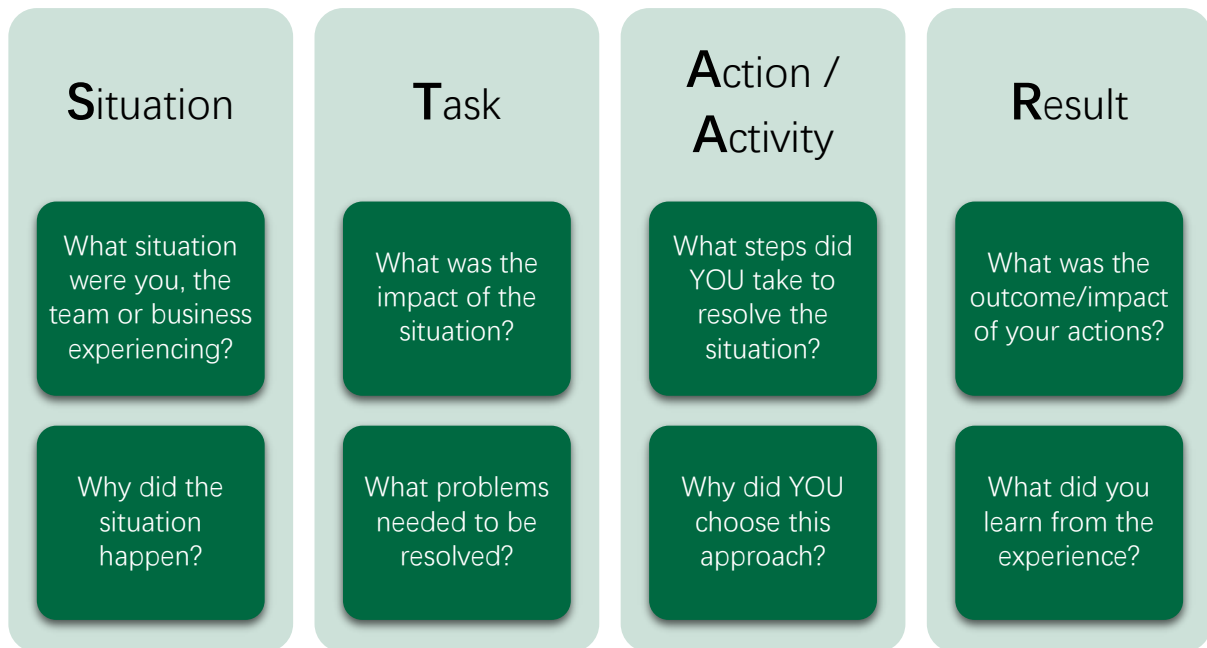
The CITP application form provides the following sections designed for you to effectively set out your written evidence against the criteria in the CITP standard:

- Provide an example of how you've designed and planned work that required the support of others to deliver defined outcomes
- Provide an example of how you've managed a complex task involving the need for stakeholders in order to achieve a business objective
- Provide an example of where you've resolved complex team or business problems — what steps did you take to reach your desired outcome
- Provide an example of when you've advised the team or business to implement a new method, tool or application.
- Please tell us about the activities you've undertaken to ensure you maintain and develop your specialist knowledge and skills.

The form lists the CITP competencies associated with each of these sections. You only need to provide one example demonstrating each competency, although you're welcome to provide more.

The STAR technique

We recommend presenting your experience statements using the STAR technique as this will ensure your evidence is concise and focused on your actions, their results and the impact of your work.



Using the STAR structure, your statement should start broad, consisting of just a few sentences describing the wider issue, either in the organisation or industry, and how that issue impacts your business or department.

You should then follow up with a detailed description of the actions you took to contribute to the resolution or development of the issue. Then evidence the impact of your actions through measurable means, e.g. data, changes to business objectives and priorities, adoption of new technology, etc.

Your examples should be significant and not just focused on the day-to-day. A list of job roles and general activities, accompanied by results that don't clearly stem from your actions, are unlikely to demonstrate you've achieved the relevant competencies.

Depending on the focus of your example, you should bear these points in mind —

- How has your knowledge of the profession influenced your approach to your work activities or people development?
- Are you presenting evidence of your own work or that of your staff? If it's your staff's, have you clearly shown that your role involved leadership and autonomy and that your involvement directly impacted the outcome of their activity?
- The number of people or departments you've developed, either as a leader or manager, doesn't need to be vast but the level of impact you've had in that role should be obvious in your statement
- Does your role require you to work with other specialists or individuals in other organisations to influence business decisions?

Demonstrating your breadth of knowledge

In addition to your experiential statements, you'll also need to provide statements demonstrating your breadth of knowledge (BoK). These should focus on the breadth and depth of your specialist knowledge and skills. You need to showcase:

- your understanding of the breadth of your specialism and the importance of collaborating with others from different specialisms — you're not required to know the intricacies of other specialisms, only how they interact with your own
- how you've exploited your specialist knowledge and skills in practice, and when leading or collaborating with others
- your understanding of the legal, social and ethical factors relating to your specialism

Additional supporting evidence

When you upload your application form, you can upload other documents in support of your application. These could be (but are not limited to):

- slides
- project plans
- diagrams
- spreadsheets

You should be selective when providing any additional information. Be sure that it adds value to your application. And please avoid uploading large documents as they may exceed the system limit.

Note: if you do provide additional documentation, be sure to reference it in your application statement(s).

Identifying your supporter

You'll need a work-related supporter who can validate the accuracy of your evidence. Your supporter must:

- have a professional understanding of your line of work
- have recent familiarity with your work
- be a member of a body/institute through which they follow a code of conduct or practice

Be sure you've identified an appropriate supporter before completing your application as you'll be asked to provide their contact details when you apply.

Submitting your application

When you're ready to make your application, go to [Chartered IT Professional \(CITP\) application](#) in MyBCS and submit your completed application form along with your CV and supporter details.

On receipt of your application, the BCS Service Delivery team will contact your supporter to request verification of your application.

Note: Please keep your supporter 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.

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.

You'll be notified once the outcome of your application has been determined. CITP assessment outcomes are usually released on a quarterly basis. We'll keep you informed of the timeframes and when to expect your result.

If your application is unsuccessful, you'll receive a copy of the assessor's feedback report.