**Verification of Current Competence for Chartered IT Professional Registration.**

**What information will I need to supply?**

1. **An up to date CV**

Your CV needs to evidence employment using skills defined by BCS as within the scope of the IT Profession[[1]](#footnote-1);

1. **A completed Application with supporting statements**

You will need to use examples from recent experience, to evidence that you are continuing to meet the criteria for registration set out in this guidance document shown at the end of this document. Examples should relate to work undertaken within the last three years but no longer than five years ago.

**2a. Demonstration of your professional development**

As a CITP registrant you have undertaken to maintain your skills and competence and keep a record of your Continuing Professional Development (CPD). In order to verify your current competence, you are required to submit your record of CPD and describe how the CPD activities have contributed to the quality of your professional practice.

The examples of CPD activities need to include a description of how it has contributed to the quality of your professional practice. CPD may encompass a number of activities from work based learning, professional body engagement, formal education and self-directed learning.

To help you, we have created a short guide to types of activity you may have undertaken that would be relevant.

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| **Type** | **Description** |
| **Existing Role** | Performance in your current role. CPD could be the outcome of working with different technologies, different applications area, different business departments, a larger team, greater complexity. |
| **Stretch Task** | Performance of your current role but with a significant stretch  component. Much bigger team, much greater complexity, international aspects. |
| **New Role** | Performance of a new role where there is significant learning or  familiarisation necessary to become effective. |
| **Qualification – Academic** | A formal qualification awarded by a recognised establishment awarded on the basis of examination or dissertation. It may be full-time or part-time and would be typically over an extended duration, a MSc for example. |
| **Qualification – Professional** | A recognised qualification or award where there is a defined syllabus, standard, examination or acceptance criteria. This could include:   * Professional status of a professional body * Chartered status/professional registration * Practitioner qualification |
| **Short Training – Informal** | Training typically from 1 hour to 5 days with no certificate or  examination. This includes in-house workshops, group discussions,  training sessions, e-learning, m-learning and external training. |
| **Conference / Event – Attendance** | Attendance at conferences, trade shows, BCS Branch or Specialist Group events.  These generally broaden your IT knowledge. |
| **Private Study** | Learning new skills or acquiring knowledge through private/self-study.  This could include:   * Reading a book, journal or publication * Book or online research * Blog, webcast and web content * E-Learning |
| **Learning & Development –**  **Development** | Development of training programmes and courses. |
| **Learning & Development –**  **Delivery** | Delivery of training materials. |
| **Publications – Authored** | Books or publications published in journals, or online resources. |
| **Conference – Paper/Presentation** | Papers presented at conference or event. |
| **Coaching/Mentoring – as Mentor** | Activities could include specific task mentoring or career development mentoring. This can also include coaching someone. |
| **Coaching/Mentoring – as Mentee** | Activities include mentoring sessions where you receive guidance from a mentor. |
| **Staff Appraisal** | Staff appraisal and development planning. |
| **Professional Networking** | Professional networking events help to build your confidence in your field, your personal professional networks and there is much informal learning. |
| **IT Community contribution/**  **volunteering** | Community of practice participation/ leadership activities. Participation in standards development work and professional body activities (such as BCS branch, committee, specialist group organisation). |
| **Research – Formal** | Directed research where there is a significant reasoning and conclusion rather than just information gathering. |

**How will I supply this information?**

You will supply this information by completing the form *Application for verification of current competence for CITP registration* and send it with an up-to-date current CV to our Customer Service team by email to [custsupport@bcs.uk](mailto:custsupport@bcs.uk).

**What happens once I have submitted the documents?**

Your submission will be reviewed by one of our Chartered Assessors and you will be advised of the outcome via email.

A Certificate of Current Competence, valid for 5 years, will be issued to all registrants assessed as having maintained their current competence.

**Competence Definitions for Chartered IT Professional status**

The competence will be assessed against the criteria listed below:

**Autonomy** It is expected that work is often self-initiated

A1 Works under broad direction

A2 Is fully responsible for meeting allocated technical and/or project/supervisory objectives.

A3 Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities

**Influence:** Leadership ability to achieve successful business benefit

B1 Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism.

B2 Builds appropriate and effective business relationships.

B3 Makes decisions which impact the success of assigned work, i.e. results, deadlines and budget.

B4 Has significant influence over the allocation and management of resources appropriate to given assignments.

**Complexity:** The ability to succeed in roles that are multifaceted

C1 Performs an extensive range and variety of complex technical and/or professional work activities

C2 Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts.

C3 Understands the relationship between own specialism and wider customer/organisational requirements.

**Business Skills:** vision and appreciation of the overall context to achieve benefit from exploiting IT

D1 Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives.

D2 Analyses, designs, plans, executes and evaluates work to time, cost and quality targets and takes all requirements into account when making proposals.

D3 Analyses requirements and advises on scope and options for continuous operational improvement

D4 Assesses and evaluates risk

D5 Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder

D6 Communicates effectively, both formally and informally.

D7 Demonstrates leadership and facilitates collaboration between stakeholders who have diverse objectives.

D8 Maintains an awareness of developments in the industry; takes initiative to keep skills up to date and mentors colleagues.

1. Exploiting IT for business benefit in any context demonstrated by using skills included in a recognised skills framework such as the Skills Framework for the Information Age (SFIA [www.sfia.org.uk](http://www.sfia.org.uk)) or the European Competence Framework (e-CF [www.ecompetences.eu/](http://www.ecompetences.eu/)) [↑](#footnote-ref-1)