

# Advanced RITTech application guidance

We are pleased that you have made the decision to apply for Advanced RITTech. This document will provide you with guidance in completing your application.

Before getting into the details:

- If you are unsure if Advanced RITTech (SFIA level 4) is right for you, [explore our professional registrations](#) to assist in your decision. We would recommend taking a look at [RITTech](#) (SFIA level 3) and [CITP](#) (SFIA level 5).
- If you would like to hear from our Standards Engagement Manager for application guidance, including the opportunity to ask questions, [sign up to one of our webinars here](#).

## Introduction

This guidance will explain the two application routes, what applications are assessed against and the requirement for a supporter. We have also included details on the process in which your application will be assessed.

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

1. A written application detailing your experience against the RITTech Standard criteria  
AND  
Details of 1 supporter that can verify your experience

OR

2. Details of your accredited qualification

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

## Applying to become an Advanced RITTech registered professional?

There are two routes to apply for Advanced 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 within the last 12 months you need to provide evidence of your qualification, but you do not need to complete the experiential part of the application form. 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. This is demonstrated by answering six competency-based questions. No qualifications are necessary for this route, accredited or otherwise.

## What is Advanced RITTech assessed against?

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

### AUTONOMY

- P1.1 Works under general direction within a clear framework of accountability.
- P1.2 Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes.

### INFLUENCE

- P2.1 Influences customers, suppliers and partners including colleagues at more senior levels.
- P2.2 Participates in external activities related to own specialism. Engages to ensure that user needs are being met throughout.
- P2.3 Makes decisions which influence the success of projects and team objectives. Collaborates regularly with team members, users, and customers.

### COMPLEXITY

- P3.1 Work includes a broad range of complex technical or professional activities, in a variety of contexts. Investigates, defines, and resolves complex issues.
- P3.2 Demonstrates an analytical and systematic approach to complex problem solving.

### BUSINESS SKILLS

- P4.1 Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences.
- P4.2 Plans, schedules and monitors work of self and others to meet time and quality targets of agreed targets.
- P4.3 Investigates and applies technical information.
- P4.4 Facilitates collaboration between stakeholders who share common objectives.
- P4.5 Selects appropriately from applicable standards, methods, tools, and applications.
- P4.6 Fully understands the importance of security to own work and the operation of the organisation. Seeks specialist security knowledge or advice when required to support own work or work of immediate colleagues.

## 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 Advanced 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 Advanced 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 six both relate to competency 4.3, your evidence for 4.3 only needs to appear in your answer to question one or six, not both.

## Tips for writing an effective application form

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

- For each question, read the relevant Advanced 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.
  - When using this method, consider your autonomy within the example, the influence you may have used, the level of complexity in your role and how you have needed to apply elements of business skill as well. Considering these things will help you provide information:
    - **Situation – Think of a situation to evidence your knowledge**
    - **Task – Explain the task involved.**
    - **Activity or Action – explaining the skills/ tools used.**
    - **Result – demonstrate the outcomes and outputs you took to achieve the task**
- 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.

- Attending events that broaden your IT knowledge such as conferences, trade shows, webinars, BCS branch or specialist group events.
  - Volunteering-participating in activities to support and promote the use of IT in your community.
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- 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.
  - Each question has a guided word limit of 200 words per answer. Try to be concise in your answer, while detailing your experience to demonstrate how the Advanced RITTech competencies are met.
  - Refer to your objectives or milestones/ KPIs – consider what impact you have made.
  - Remove jargon and acronyms whenever possible. If you do use them, please clarify what you are referring to.
  - Evidence must be personal to you, highlight YOUR achievements. What did you achieve, what did you learn and what would you do differently next time?
  - When reviewing your application, try mapping all your evidence directly to the Advanced RITTech criteria to make sure you haven't missed anything.

## Your supporter

To apply to become an Advanced 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
- 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 after you have submitted your application?

Once you've sent your application form, you'll receive an acknowledgement email.

### Accreditation route

We'll verify your qualification has been achieved within the required timescale and Advanced RITTech will be awarded. You'll be notified via email.

### Experiential route

First, BCS will contact your supporter. They will receive an email and a copy of your completed application form to verify. If contact cannot be made with your supporter, you will receive communication to either give them a nudge or to provide an alternate supporter.

Once your supporter has verified, your application will go to a BCS assessor for your answers to be reviewed against the Advanced RITTech criteria. If additional information is required, you will be contacted.

You will receive the outcome of your application via email along with feedback if unsuccessful.

The time to process your application can vary depending on contact with your supporter and if additional information is required. We advise that your results will be awarded between 3-7 weeks.