

# YOUR GUIDE TO BCS ORGANISATIONAL MEMBERSHIP



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# WELCOME TO YOUR ROLE AS SENIOR SPONSOR AND/OR COORDINATOR

We know starting something new can be a daunting prospect, at BCS, we want to make sure your role as a Senior Sponsor and/or Coordinator goes as smoothly as possible and that you and your members get the most out of your organisation's membership.

To make things easy, we have created a webpage specifically for you. Here you will find a collection of useful links, tools and ideas you can use to help your members develop and expand their IT knowledge. This page will be regularly updated with new content and upcoming events.

Simply follow this link: [bcs.org/category/18948](https://bcs.org/category/18948)

If you can't find what you're looking for in this guide, please feel free to give us a call or send an email and one of our team will give you a hand.

01793 417 426      [bcsmemberschemes@bcs.uk](mailto:bcsmemberschemes@bcs.uk)

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## The importance of your role

Your role is instrumental to the success of your Organisational Membership. As part of this, communication with members and potential members is vital in maintaining uptake, enthusiasm and use of the benefits available. We recommend regular communications are sent to all eligible staff and members about your Organisational Membership and benefits available; we will work with you on these. We are here to support you, however having a senior sponsor/coordinator and champions within your workplace is the most effective way to promote you Organisational Membership and ensure its success.

## Senior Sponsor

The senior sponsor leads by example, proactively encouraging membership through presentations and internal communications. They will usually be someone in a senior position within the organisation, who is an active member of BCS.

## Coordinator

The coordinator is the day-to-day contact for BCS for operational purposes and maintains the records of all membership applications which we may need to review from time to time. The coordinator will advise new members on how to join your Organisational Membership and BCS of any leavers.

## Champion/s

The champion is an active BCS member. They will understand BCS membership, encourage colleagues to join, and talk to them about how they can get the most out of their membership.

# THE BENEFITS OF THE MEMBERSHIP PARTNERSHIP TO YOUR ORGANISATION

Organisational Membership is a cost-effective way of raising the levels of capability within your team, providing members with the resources they need to improve their skills and knowledge for business benefit. The benefits of Organisational Membership stretch far beyond the individual tools and information that are available to your members. Association with BCS can become a key differentiator between you and your competitors as membership is recognised throughout the industry as a commitment to professionalism.

## The benefits of membership to staff

Members will have access to several resources to help them improve their skills and knowledge for themselves and you, their employer. Some of the benefits available to members are mentoring and discounted training opportunities, access to SFI**Aplus** industry framework, applying for professional registration (RITTech, CITP, CEng and IEng) online career centre, branch and specialist group meetings and the latest industry reports.

# HOW TO PROMOTE MEMBERSHIP

Promotion of membership within your organisation is vital to make it a success for your organisation. Organisational Membership can take many forms and we will work with you to find the most effective way. We have promoted membership in various organisations and have plenty of ideas to share with you; for example, digital launches, presentations and drop in sessions. As staff sign up to membership, opportunities to upgrade their membership and apply for one of our standards will be made available. We can currently carry out workshops and/or webinars on Chartered IT Professional (CITP) and RITTech standards.

If you are struggling for ideas on how to promote BCS membership in your workplace, below are some tips to ensure your staff are aware of BCS membership and to ensure existing members are getting the most from their membership.

- Develop a culture of CPD and professionalism through appraisals and regular 1:1's highlighting BCS membership opportunities and tools.
- Lead by example, managers and senior managers should be members (they've paid for it after all!)
- Send regular reminders to staff to join, and to get the most out of their membership.
- Promote BCS membership as a staff benefit in job advertisements when recruiting staff.
- Let new staff know they can join as part of your department induction programme.
- Hold launch events and activities led by the sponsor and HR team to the members.
- Promote your Organisational Membership your intranet.
- Plan times to use the benefits in your package (We don't want you to forget about them).

## ENGAGEMENT OPPORTUNITIES

Your Organisational Membership is bespoke and as such you have access to some of the engagement activities listed below. Contact your Account Manager for further information about how these can be included in the partnership:

- A workshop or webinar to support applications for Chartered IT Professional (CITP) or RITTech
- Exclusive BCS event hosted at your premises, we will source a speaker.
- Joint promotional activities including a speaker opportunity for someone from your organisation at a BCS event.
- Workshop to help members get the best use from SFI**Aplus**.
- Workshop for volunteers – 'Supporting teachers to deliver computer science'.
- Discounted advertising rates in BCS newsletters and in ITNOW magazine (print and online).

## APPLYING FOR MEMBERSHIP?

Applying for membership couldn't be easier for your staff; if you haven't already, you will receive login details to the coordinator portal but more importantly, log in details to share with your staff. These details need to be shared with all staff you would like to invite to apply for membership and who are eligible for BCS membership.

The sign-up process only takes 5 minutes of staff time, and involves completing a form with contact details, supporter details (typically their manager) and the level of membership they are applying for. You may have staff who are already members of BCS; they can apply to transfer their membership across to your Organisational Membership.

## MANAGING YOUR ORGANISATIONAL MEMBERSHIP

### Login into OM portal

When your Organisational Membership is created, we give you access to a portal, so you can monitor uptake and track your members easily. We recommend you login once a week to check on requests for membership. Just go to [wam.bcs.org/wam/gms\\_login.aspx](http://wam.bcs.org/wam/gms_login.aspx) and enter the username and password provided to you.

When you login, you will be presented with a brief overview of your Organisational Membership. You'll be able to see the total number of members, the number of members renewing and whether you have any members awaiting approval to become a part of your Organisational Membership.

### Approving applications - Affiliate, Associate (AMBCS), Professional (MBCS)

Click on your Organisational Membership name to view the applications awaiting approval. To ensure the member of staff has selected the appropriate grade, click view/edit next to their name to view their full application; additional comments relating to their application may be shown within the comments box.

If you are unable to authorise an application, you can either decline the application or leave it in the applications awaiting approval section. If you choose to decline the application or leave it, you should inform the member of staff. Applications will remain at the awaiting approval stage until they are approved or declined. You can also view a list of current members in the scheme via the view members and renewals link.

When you've decided you're happy with your member's choice, please give us a few days to complete the rest of the process. After this the member can take advantage of all our benefits, tools and services.

## Affiliate membership for non-IT coordinators or HR professionals

We like to make membership available to as many of your staff as possible. Affiliate membership is available to people who have an interest in IT and the IT profession but are not employed in IT roles. It's a way for you to stay up to date with the market, trends and regulatory developments.

## TRANSFERRING OUT MEMBERS

If you wish to transfer a member out of your Organisation Membership because, for example, they have left the organisation, send an email to [bcsmemberschemes@bcs.uk](mailto:bcsmemberschemes@bcs.uk) with their details. They will be contacted by email and notified they can continue their membership when it is due for renewal as an individual member. You can reuse this membership space immediately.

## APPLYING FOR PROFESSIONAL REGISTRATIONS (RITTECH, CITP, CENG, IENG)

If members of your Organisational Membership are interested in applying for Chartered status and other Registrations, they can do so using the Chartered application waivers provided as part of your Organisational Membership. If you don't have any Chartered application waivers, speak to your Account Manager for more information.

We recognise IT professionals who demonstrate high levels of competency in disciplines other than IT, such as Engineering (CEng) and IEng). The process for becoming CEng/IEng registered differs slightly to that of CITP, so to ensure you have all the relevant information necessary to apply please click here. [bcs.org/category/10966](https://bcs.org/category/10966)

## Chartered IT Professional (CITP)

Chartered IT Professional (CITP) status is an independent standard which enables members to demonstrate competence, professionalism and commitment to the IT industry. Those who are able to demonstrate they meet the CITP Standard should be encouraged to be CITP registered. It is an internationally recognised standard of excellence which is a sign of commitment and integrity. Achieving CITP enables individuals to:

- benchmark their knowledge and skills against the recognised industry standard
- demonstrate current competence and value to the organisation and their colleagues
- set themselves apart as a highly-skilled IT professional with integrity and dedication to their work
- use the letters CITP after their name for greater recognition in the industry and beyond
- receive a Certificate of Current Competence\*
- take the opportunity to be included in the BCS register for CITP members.

\* The Certificate of Current Competence is valid for 5 years. To revalidate, members are required to show proof of maintaining CPD and that they're still at the cutting edge. Applicants complete an online application, which can be found in the 'Manage your membership' section of MyBCS.

**CITP application support and guidance** can be found here on the BCS website.

Qualifications may advance the application - a **course search facility** is available here on the BCS website.

## CITP workshops/webinars

If you have several staff interested in applying for CITP, contact your Account Manager to find out more about arranging a workshop/webinar. The aim of this is to provide guidance covering the application submission through to the interview. It is also an ideal opportunity for those interested in CITP to ask any questions.

## Chartered Engineer (CEng)

Chartered Engineers are recognised by their ability to develop solutions to engineering problems by using new or existing technology, innovation, creative thinking and change.

Chartered Engineers promote advanced designs and design methods to introduce more efficient techniques to support construction concepts, new engineering services and management methods. A Chartered Engineer is engaged in both technical and commercial leadership using effective interpersonal skills. Achieving CEng enables individuals to:

- Benchmark and recognition of their expertise and hard work
- Demonstrate current competence to the organisation and colleagues
- Use the letters CEng after their name for greater recognition in the engineering industry
- Access to lifelong learning.

**CEng application support and guidance** can be found on the BCS website.

Staff with BCS Professional membership can request to have their Chartered Engineering subscriptions through BCS paid by their employer. As this process is outside your Organisational Membership we would need you to contact us to authorise this for everyone. Contact your BCS Key Account Manager if you're unsure.

## CEng workshops/webinars

If you have several staff interested in applying for CEng, contact your Account Manager to find out more about arranging a workshop/webinar. The aim of this is to details of CEng membership and guidance covering the application process. It is also an ideal opportunity for those interested in CEng to ask any questions.

## Incorporated Engineer (IEng)

Incorporated Engineers are recognised by their ability to maintain and manage current applications and developing technology. This may undertake engineering design, development, manufacturing, construction and operation. IEng demonstrates a commitment to a professional standard to develop and enhance competence in the industry. Achieving IEng enables individuals to:

- Benchmark and recognition of competence, commitment, skill and experience
- Demonstrate current competence to the organisation and colleagues
- Improved career prospects
- Use the letters IEng after their name for greater recognition in the engineering industry
- Access to lifelong learning.

**IEng application support and guidance** can be found on the BCS website.

## REGISTERED IT TECHNICIAN (RITTECH)

RITTech gives technicians the opportunity to be independently recognised for their professional ability. RITTech is for members of staff who have achieved competence in their role (assessed against SFIA level 3 and 4). Applicants must be able to provide evidence that they:

- use IT knowledge and understanding to apply technical and practical skills
- contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of IT products, equipment, processes, systems or services
- accept and exercise responsibility in their role
- use appropriate and effective communication and interpersonal skills
- exhibit professional behaviours and commit to a professional code of conduct.

Applicants will be given a voucher code for their online application. Organisational members must be signed up and accepted for BCS membership before starting RITTech; please note that membership will not be activated until you have approved it.

If you have a staff member who wishes to apply for RITTech, or you would like more information about RITTech, please follow the link [bcs.org/category/19293](https://www.bcs.org/category/19293).

## RITTech workshops/webinars

If you have several staff interested in applying for RITTech, contact your Account Manager to find out more about how to arrange a workshop/webinar. The aim of the workshop/webinar is to provide guidance to submit their application for assessment.

## FEDERATION FOR INFORMATICS PROFESSIONALS (FEDIP)

Individuals working in a health informatics role with patient care as their top priority, can apply for **FEDIP** and gain wider recognition of their skills and experience. **FEDIP**'s purpose, to pull communities together, to build a health centred professional standards that offers greater confidence

to employers, clients, colleagues, government and the wider society. Ultimately building trust in the public and recognising capability in the health and care workforce.



To achieve the standard applicants provide evidence in a series of statements which are designed to evidence knowledge in:

- How their role impacts upon patient care
- How they sit in the wider organisation and interact with departments
- Use of health and care terminology
- Use of data protection, information governance and cyber security in relation to their role.

When applying for **FEDIP** applicants will need to download a **document** which is then submitted back to BCS. **Organisational members must state they are part of an NHS Organisational Membership.** Additional guidance can be found [here](#).

## FEDIP workshops/webinars

If you have several staff interested in applying for **FEDIP**, contact your Account Manager to find out more about how to arrange a workshop/webinar. The aim of the workshop/webinar is to provide guidance to submit their application for assessment.

## FELLOWSHIP (FBCS)

FBCS has been awarded to some of the most senior IT leaders and respected professionals in their field. The grade demonstrates eminence, authority and seniority. Applicants or nominees for FBCS are assessed in the same way as applicants for CIP and can apply or be nominated by a current Fellow through MyBCS.

## Upgrading to FBCS

The process of upgrading to FBCS is the same as outlined previously. Members simply go through the online application process in MyBCS by logging in and clicking on 'Manage your membership'.

Then on the panel to the left of the screen they will see the option to upgrade your membership. We'll then contact you and let you know whether they are eligible or not.

## AUDIT REQUIREMENTS FOR YOUR ORGANISATIONAL MEMBERSHIP

As an Organisational member you become a trusted source and individuals you recommend for admission as members at the grades of AMBCS or MBCS will be admitted without further assessment. To retain this trusted source status we carry out an annual check of the methods you are using to promote and award membership. We advise you to maintain a record of how you assess applicants for membership so that when we send the survey each year it will be easy to complete. We will also ask how you have promoted membership over the previous 12 months.

## DATA PROTECTION

Both the client and BCS must comply with the relevant requirements of the Data Protection Act 2018, Regulation (EU) 2016/679 and any directions issued by the Information Commissioner in their processing of such personal data.

# MEMBERSHIP GRADES - ELIGIBILITY CRITERIA

There are three levels of BCS membership ranging from entry level Associate grade through to Fellowship. Part of your role as a Coordinator will be to assess and verify applications for these levels, we have broken the levels down to help you decide, see [bcs.org/category/5779](https://www.bcs.org/category/5779) for the criteria.

To make this process easier you can send your prospective members the following tool, to help them to choose their level of membership.

[bcs.org/category/5788](https://www.bcs.org/category/5788)

Holding an accredited qualification can help staff meet the criteria for membership and professional registration. If you're unsure what constitutes an accredited qualification, you will find details of Higher Education Courses accredited by BCS here. [wam.bcs.org/wam/coursesearch.aspx](https://www.wam.bcs.org/wam/coursesearch.aspx)

## Associate membership (AMBCS)

If they're just starting out, Associate Membership will provide the opportunity to network with others and add structure and clarity to their career path; it will also help them to learn and build new skills. To qualify for AMBCS the individual will have at least one year's relevant IT experience or have a recognised qualification (depending on level of qualification).

## Professional membership (MBCS)

If they are looking to develop their career, Professional Membership will help them to stand out from the crowd by giving them letters after their name, opportunities to further their career through networking and skill building, and a chance to keep up-to-date with the latest trends and thinking from thought leaders.

To qualify for MBCS at least one of the following is required;

5 years IT work experience, or 2 - 3 years IT work experience plus relevant recognised qualifications (depending on level of qualification), or an Honours degree with BCS accreditation.

## Chartered, CEng and IEng

We also recognise IT professionals who demonstrate high levels of competency in disciplines other than IT, such as Engineering (CEng) and (IEng). The process for becoming CEng/IEng registered differs slightly to that of CIPD, so to ensure you have all the relevant information necessary to apply please click here.

[bcs.org/category/10966](https://www.bcs.org/category/10966)

## Professional Certifications

If you require any further assistance, or have any questions regarding professional certifications, please contact [certifications@bcs.uk](mailto:certifications@bcs.uk) or refer to [certifications.bcs.org](https://www.certifications.bcs.org)

# APPENDIX

## 1. ELIGIBLE QUALIFICATIONS AND TRUSTEE BOARD REGULATIONS.

Table 1 - Academic qualifications

BCS HIGHER EDUCATION QUALIFICATIONS		YEARS' EXPERIENCE EQUIVALENT
PGD in IT	4 passed modules + project	5 years
PGD examinations	4 passed modules	3 years
Diploma in IT	3 passed modules + Core module PRISS + project	3 years
Diploma examinations	3 passed modules + Core module PRISS	2 years
Certificate in IT	3 passed modules	1 year

BCS HIGHER EDUCATION QUALIFICATIONS	NATIONAL QUALIFICATION FRAMEWORK LEVEL	YEARS' EXPERIENCE EQUIVALENT
<b>BCS Accredited degree</b>		
Honours Degree e.g. BSc Hons, MEng Hons	Level 6 with Honours	5 years
Ordinary Degree e.g. BSc, BA	Level 6	3 years
Masters e.g. MSc	Level 7	3 years
Diplomas of higher education, foundation degrees e.g. HNC/HND	Level 5	3 years

BCS HIGHER EDUCATION QUALIFICATIONS	NATIONAL QUALIFICATION FRAMEWORK LEVEL	YEARS' EXPERIENCE EQUIVALENT
<b>IT Relevant subject</b>		
Honours Degree e.g. BSc Hons, MEng Hons	Level 6 with Honours	3 years
Ordinary Degree e.g. BSc, BA	Level 6	2 years
Masters e.g. MSc	Level 7	2 years
Diplomas of higher education, foundation degrees e.g. HNC/HND	Level 5	2 years
Certificates of Higher Education	Level 4	1 year
<b>Any subject</b>		
Doctorate - PhD	Level 8	2 years
Honours Degree e.g. BSc Hons, MEng Hons	Level 6 with Honours	2 years
Ordinary Degree e.g. BSc, BA	Level 6	1 year
Masters e.g. MSc	Level 7	1 year
Diplomas of higher education, foundation degrees e.g. HNC/HND	Level 5	1 year
<b>Higher Education Qualification not gained in the United Kingdom</b>		
Each case will be considered individually. Guidance on equivalence of the award will be sought through the National Recognition Information Centre for the United Kingdom. (UK NARIC)		

**Table 2 - Other certifications**

<b>OTHER CERTIFICATIONS</b>	<b>YEARS' EXPERIENCE EQUIVALENT</b>
<b>BCS Professional Certifications</b>	
<b>Foundation Certificates</b>	<b>2 years Qualification contribution</b>
<b>Practitioner / Intermediate Certificates</b>	<b>6 years (3 years work experience plus 3 years qualifications contribution)</b>
<b>High Level Certificates</b>	<b>7 years (3 years work experience plus 4 years qualifications contribution)</b>
Applicants wishing to gain remission for practical experience through qualifications or certifications not listed here should contact the Membership Department for guidance.	

For further information please contact:

**BCS**

The Chartered Institute for IT  
First Floor Block D  
North Star House  
North Star Avenue  
Swindon  
SN2 1FA

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[www.bcs.org](http://www.bcs.org)

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