**HEI application for Registered IT Technician (RITTech) accreditation**

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| **Submission document** |
| To reduce the amount of paper involved in a submission, BCS requires the documentation in electronic format, *either* via a web portal set up by the HEI *or* a file sharing service. If using a web portal, please ensure that:* a local copy of the submission, including any updates, can be downloaded easily
* it is possible for pages of *key documents* to be annotated
* any updates made subsequent to the submission date are recorded in a change log
* the documentation remains accessible after the visit to facilitate, for example, the drafting of the report and any action plan or 90-Day response.

The submission should include a hyperlinked and indexed web portal or file sharing repository in a form that can be stored locally via a single download mechanism. A detailed table of contents should be provided which is linked to the sections. Supporting documentation may be provided in the following acceptable formats: HTML, pdf, Word, Excel and/or rtf. Please ensure that all formats are readable on a range of platforms and that file extensions, filenames and directory structures are concise enough to avoid any difficulties with file transferring. The submission document should be provided at least **eight weeks** before the visit. Please ensure that campus details are included in the submission.If you would like an accessible version of this form, please contact the Education Team educ@bcs.uk. |

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| **1 General Information**  |
| **1.1** Provide details of the assessment process, together with the roles, responsibilities, and qualifications of those individuals involved. |
| **1.2** Describe the arrangements for ensuring processes are followed. |
| **1.3** Describe the arrangements for moderation of assessment outcomes. |
| **Industrial placement only****1.4** Explain the process for ensuring an industrial placement is appropriate for a student following a named programme of study. Please include the minimum period of work experience and contribution to overall achievement of the programme of study. |
| **2 Competence Criteria**  |
| **2.1** Describe how the assessment process tests the individual’s competence using skills defined by BCS as within the scope of the IT Profession[[1]](#footnote-1); using the criteria set out in the [RITTech standard](http://www.bcs.org/content/ConWebDoc/55395). |
| **2.2** Provide a mapping, evidencing how the assessment process will assure that students can demonstrate professional skills and attributes against each of the following competencies: |
| **Autonomy – Works under general direction** |
| **A1** Works under general direction; uses discretion in identifying and responding to complex issues and assignments.  |
| **A2** Determines when issues should be escalated to a higher level. |
| **Influence - Is expected to contribute to decisions related to meeting business objectives** |
| **B1** Interacts with and influences colleagues.  |
| **B2** Has working level contact with customers, suppliers, and partners (internal or external).  |
| **B3** In predictable and structured areas may supervise others.  |
| **B4** Makes decisions which may impact on the work assigned to individuals or phases of projects. |
| **Complexity - Performs a range of duties and resolves issues** |
| **C1** Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.  |
| **C2** Applies methodical approach to issue definition and resolution. |

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| **Business Skills - Contributes fully to the work of the team** |
| **D1** Understands and uses appropriate methods, tools, and applications.  |
| **D2** Demonstrates an analytical and systematic approach to issue resolution.  |
| **D3** Takes the initiative in identifying and negotiating appropriate personal development opportunities.  |
| **D4** Demonstrates effective communication skills.  |
| **D5** Contributes fully to the work of teams. |
| **D6** Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards, and procedures. |
| **D7** Absorbs and applies technical information. |
| **D8** Works to required standards. |
| **D9** Appreciates the wider business context, and how own role relates to other roles and to the business of the employer or client. |

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)