

HEI application for Registered IT Technician (RITTech) accreditation

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.

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 ; using the criteria set out in the RITTech standard .
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.

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) or the European Competence Framework (e-CF www.ecompetences.eu/)

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.