Assessor job description and application requirements

This document details the criteria we use for recruiting an assessor and how we would like you to evidence how you're the right person for the role of a BCS assessor.

To apply to become a BCS Membership Assessor, please complete and submit the form, along with your CV, to **assessrecruitment@bcs.uk**.

If you have any questions about becoming an assessor, please contact us at **assessments@bcs.uk**.

BCS assessor recruitment criteria

The base level of experience we require from our assessors are:
- You hold a BCS registration relevant for the registration(s) you wish to assess (see requirements table below).
- You have experience of conducting interviews or professional discussions (e.g., appraisals) (CITP, IEng and CEng only).
- You have experience of either formally or informally assessing/grading/quality assuring another's work.
- You have experience of providing written CPD framed feedback. For example, as a mentor, manager, or consultant.

Assessor holds	What you can assess							
	RITTech	Advanced RITTech	EngTech	IEng	CEng	CITP	FEDIP	FBCS
Adv RITTech	x	x						
CEng			x	x	x			
CITP	x	x				x		
FEDIP							x	
Fellow (FBCS)								x

Provision of evidence by an applicant

Within your application you will need to provide:
- Your name

- What you would like to assess (RITTech, Advanced RITTech, CITP, EC registrations, FEDIP, FBCS)
- If interested in assessing CITP applications, the specialism(s)/expertise you would be comfortable assessing.

You will also need to answer three questions to evidence previous experience that relates to the base experiential criteria mentioned above.

- **Why would you like to become a BCS assessor?**
  Consider the benefits of becoming a BCS assessor, for you, BCS, the profession, and society.
- **What experience can you bring to the role?**
  - Experience of conducting interviews or professional discussions (CITP and Engineering Council registrations only).
  - Experience of either formally or informally assessing/grading/quality assuring another's work.
  - Experience of providing written CPD framed feedback to another individual. For example, as a mentor, manager, or consultant.
- **How would you incorporate the assessor role into your existing commitments?**
  As an assessor you may be asked to assess up to 5 applications every three months and, if assessing CITP, IEng or CEng registrations, conduct one interview every month. Depending on the type of registration the applicant is applying for, each application could take between 1-5 hours to assess. For example, RITTech, EngTech and lower grades of FEDIP applications can take up to an hour to assess. CITP, IEng, CEng, FBCS and higher grades of FEDIP can take up to five hours to assess due to the complexity of the responses. Interviews are one hour plus time to collaborate with the other assessor and to complete the assessor report.

Additional requirements

In addition to experience, you'll need to:
- Have a PC, good high-speed access to the internet and a secure physical location suitable for conducting remote assessments/interviews.
- Be available to carry out 1-3 interviews per month (CITP, IEng and CEng only) and 4-5 initial application reviews per quarter.
- Be able to use SharePoint to access files and maintain communications with the BCS team and Assessor community.
- Inform BCS Service Delivery team where there are any conflicts of interest between you and the applicant to maintain integrity and independence.
- Keep up to date with and adhere to BCS guidance and good practice related to assessment and data protection.

- Complete assessor feedback reports to document the reasons and outcome of your assessment for application reviews and interviews. The report will be made available to the applicant.
- If assessing Chartered IT Professional registrations as Lead assessor, hold a Certificate of Current Competence.
- Attend assessor training and refreshers when required. In some cases, you will need to attend refresher training before you can continue as an assessor if there have been significant changes to the process.

Specialisms

Information management and security

- Analytics
- Digital forensics
- Financial management
- Information assurance
- Information content publishing
- Information management
- Information security
- Information systems co-ordination
- IT governance
- IT management

Service management

- Applications support
- Asset management
- Availability management
- Capacity management
- Change management
- Configuration management
- Database administration
- Facilities management
- Incident management
- IT infrastructure
- Network support
- Penetration testing
- Problem management
- Radio frequency engineering
- Release and deployment
- Security administration
- Service acceptance
- Service level management
- Storage administration
- System software

Portfolio, programme and, project management

- Portfolio management
- Portfolio programme and project support
- Programme management
- Project management

Supply, quality and, resource management

- Quality management
- Quality assurance
- Quality standards
- Conformance review
- Safety assessment
- Sourcing
- Contract management
- Relationship management
- Customer service support

Solution development and implementation

- Animation development
- Data analysis
- Database design
- Hardware design
- Information content authoring
- Network design
- Porting/software configuration
- Programming/software development
- Safety engineering
- Sustainability engineering
- Solution architecture
- Systems development management
- Systems installation/decommissioning
- Systems integration
- Testing
- User experience analysis
- User experience design
- User experience evaluation

Sales and marketing

- Digital marketing
- Product management
- Sales support
- Selling

Strategy and architecture

- Business process improvement
- Business risk management
- Consultancy
- Continuity management
- Data management
- Emerging technology monitoring
- Enterprise and business architecture
- Innovation
- IT strategy and planning
- Methods and tools
- Network planning
- Research
- Solution architecture
- Sustainability management
- Sustainability strategy
- Technical specialism

Learning and development

- Learning and development management
- Learning assessment and evaluation
- Learning delivery
- Learning design and development
- Teaching and subject formation

Business change

- Benefits management
- Business analysis
- Business modelling
- Business process testing
- Change implementation planning and management
- Organisation design and implementation
- Requirements definition and management
- Sustainability assessment