

GUIDANCE NOTES

RITTECH PROFESSIONAL REGISTRATION

The first step to completing your Professional Review with the Institute of Highway Engineers

Guidance notes for:

Registered Information Technology Technician
Professional Registration



About this booklet

This set of guidance notes is your first step in gaining Registered Information Technology Technician (RITTech) professional registration through the Institute of Highway Engineers. It provides you with information and guidance to ensure your application is completed to the required standard as quickly and easily as possible.

Before you begin

In order to obtain RITTech registration you will need to be an existing IHE member. Please refer to our website at www.theihe.org/membership if you need to apply for IHE membership.

To gain BCS, The Chartered Institute for IT, professional registration technicians prove their competence and commitment in a professional review of their portfolio submission. Anyone who meets the competence and responsibility standards can become an RITTech – there's a route to suit all competent technicians. Typically, you will have been working in digital industries a few years. There is not a prescriptive timeframe, but it is estimated that you'll need to have at least a year of experience working in the field (and most registrants will have more). It's current competence that matters – a threshold of quality you've crossed and are actively demonstrating.

RITTech recognises people doing a technical job well whilst demonstrating professional behaviours, attitude and the value they bring. It's an independent standard of current competence and commitment to quality for those who earn it, the employer they work for and the customer they deliver to.

There are many benefits of RITTech registration, these include:

- Tangible evidence to your employer and potential employers of your proven competence as a professional technician.
- Recognition by the worldwide engineering community.
- Ongoing career progression, as you establish your professional credentials within the industry.
- The use of the RITTech MIHE post-nominals after your name.
- Gives you an advantage over those who have no professional registration.

As a professional member of the Institute you'll have the same access to information and networking opportunities as Incorporated and Chartered Engineers.

Making your application

The British Computer Society (BCS) will undertake assessment on behalf of the IHE and you will be given a log-in to the BCS assessment system to start the formal process. However, the IHE will collect your payment and issue your certificate.

To begin your RITTech application you will first need to read this guidance booklet thoroughly. If you wish to make an application, you will need to complete the application form on the IHE members area.

This can be found in your member profile – select ‘Quick Links’, ‘Professional Registration’. Please select RITTech on the Professional Registration page and this will take you through to the online Initial Application Form.

Please note, you will only be granted access to the assessment portal once we have all the information we need from you and your payment has been successfully received.

And finally

We hope you find the pathway to RITTech application a simple process. The Institute of Highway Engineers is committed to helping you achieve the career benefits that professional registration can bring.

Please contact us on: 0203 874 3066 or email us at professionalreviews@theihe.org if we can provide any assistance or guidance at any stage of your application.

Section A

In this section we give some general guidance and background to making your RITTech submission with the IHE.

1. Getting started

It is assumed that as a member of the Institute of Highway Engineers you are working within the highway engineering sector. However, the IHE recognises that our sector is changing as the technology around us develops, particularly as traditional skills make way for emerging technologies including, increasing automation and data exchange, cyber-physical systems, physical infrastructures and products connected by a digital infrastructure supported by the internet, cloud computing and cognitive computing.

If you are currently working in IT in a technical role within highway engineering, RITTech will be the Professional Registration for you. The online assessment covers different IT roles that span the whole digital industry, from business analysis, digital marketing, IT service desk to infrastructure, software and network support.

RITTech is all about helping you to stand out and be recognised for the way you do your job. It sets you apart in the industry.

2. RITTech competencies

A Registered IT Technician is someone who applies their technical knowledge and skills in an IT work environment with competence, and who shows professional behaviours whilst doing so. Registered IT Technicians can take pride in being independently recognised for doing a technical job well and in joining the IT Profession.

Applicants for IT Technician Registration will 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 personal accountability.
- Use appropriate and effective communication and interpersonal skills.
- Exhibit professional behaviours and commit to a professional code of conduct.

These professional skills and attributes will be demonstrated through the following competencies:

A	Autonomy
A1	Works under general direction; uses discretion in identifying and resolving complex problems and assignments.
A2	Determines when issues should be escalated to a higher level.
B	Influence
B1	Interacts with and influences department / project team members.
B2	Has working level contact with customers and suppliers (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.

C	Complexity
C1	Works under general direction; uses discretion in identifying and resolving complex problems and assignments.
C2	Determines when issues should be escalated to a higher level.
D	Business skills
D1	Understands and uses appropriate methods, tools and IT applications.
D2	Demonstrates an analytical and systematic approach to problem solving.
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 and to required standards within limited deadlines and according to relevant legislation
D7	Absorbs and applies technical information.
D8	Appreciates the wider field of information systems, and how own role relates to other roles and to the business of the employer or client.
E	Technical competence
E1	Demonstrates assured and consistent application of specialist technical competence in a recognised role family.
F	Professional standards
F1	Comply with the Code of Conduct of the IHE.

Section B

In this section we will guide you through completing the IHE RITTech application process.

1. Initial Application Form

To begin the process of applying for RITTech Professional Registration please complete the Initial Application Form. This captures some personal information from you and enables us to check we have the correct information on our records.

To complete the form, you will need to log in to the IHE members area. Within your member profile, select 'Quick Links' from the top toolbar, then click 'Professional Registration' from the pull down list. On this page you will find all the Professional Registration levels the IHE offer. RITTech can be found in a yellow box towards the bottom of the page. This will take you through to the online Initial Application Form.

Please note, you will only be granted access to the assessment portal once we have all the information we need from you and your payment has been successfully received.

2. Payment

On the Initial Assessment Form we will ask if you prefer to pay by Credit/Debit Card or by invoice.

The payment amount comprises of (2019 rates):

RITTech Professional Review fee: £85.00

An additional upgrade to your membership fee might also be required. If you are currently a Student, Apprentice or Associate member, you will be required to pay the difference between your current annual membership fee and the annual fee for IHE Member grade of £128.00.

3. Online application

The British Computer society (BCS) will undertake assessment on behalf of the IHE and you will be given a log-in to the BCS assessment system that can be accessed through the IHE members area to start the formal process.

Once you have access to the BCS assessment system, applying for RITTech is through an online process to be taken at your own speed. You can save your progress as you move through each stage if you wish. You will be asked a series of online questions which will need to be backed up with a few short free text statements about your work and experience.

The online application gives the assessors evidence of meeting the RITTech standard in three sections:

1. Multiple choice questions covering your business skills in a technical environment
2. Multiple choice questions covering your technical expertise in your chosen field
3. Free text statements evidencing your technical competence and capability

In all sections, be honest but do not underplay your skills and value. Consider the thrust of the question rather than get bogged down by specific words. We need you to tell us what you do and how you do it.

Before starting, we suggest that you might want to prepare answers to the following free text questions (which form the final section of the application):

1. Describe three things that have made you proud and which demonstrate your skills.
2. Describe a piece of work requiring use of your technical skills and what you've learnt from it.
3. Give an example of how you have personally made a difference within a team delivery project.

In this section the assessors will need to see brief personal evidence for each answer, with technical examples, to support your multiple-choice responses and illustrate how you perform in your technical role. Be honest, but do not underplay your activity. Document your evidence as 'I' not 'we'. Space is limited to 1,000 characters per question, so be clear and concise.

BCS assesses your application alongside your supported verification, and a decision is made in a couple of weeks.

BCS have provided an online video to explain about the online application for RITTech:
www.bcs.org/content/ConWebDoc/55336

4. Supporter information

You will need to have a supporter (someone who knows your work well and can verify that what you've supplied is a true reflection) in order to apply for RITTech.

As part of the application process you will also be asked to provide information about a supporter who can back up what you say and verify your consistent technical capability. This should be your line manager, department head, team leader or person in authority who has first-hand and recent experience of your work and technical ability.

Your supporter cannot be a relative, a friend, a colleague (unless in authority) or someone who does not have direct, extended and recent experience of your technical work (by recent we mean within the last three years).

You'll need to provide their email address and contact details.

You should speak to your supporter in advance to confirm they are happy to support your application and that their details will be held with BCS only for the purposes of RITTech assessment and quality control.

When you submit your application, your supporter needs to approve (or decline) before any further assessment action is taken at BCS.

Be aware that if your supporter declines your online application there will be a three month wait before you can reapply for RITTech, so it is well worth speaking to them first.

5. After submitting your application

Once your supporter's approval is submitted, your RITTech application is scrutinised by BCS assessors to ensure you've met all our requirements to demonstrate the RITTech standard. You will be notified by BCS within 10 working days of your supporter confirming approval of your application. If additional information is required during our assessment, this will obviously take longer.

BCS will also notify the IHE of the outcome of your RITTech application. Your result will then put before the next IHE Membership & Qualifications Committee who will acknowledge the result of your assessment. If you are successful, after the Committee has met the IHE will issue your RITTech certificate and certificates for your membership upgrade where applicable.

Once you have received your certificate you get to use the post-nominals "RITTech" after your name and your name will be published on a public register (you can opt out if you wish).

6. Ongoing revalidation

Continuing Professional Development is the systematic maintaining, improving and broadening of your knowledge and skills and the development of personal qualities necessary for the execution of professional duties throughout your working life. Most employers require you to keep a personal CPD record. If your employer does not require this, a blank CPD record form can be downloaded from the members area of our website at

<https://members.theihe.org/login.aspx> (log in required). The IHE recommends you record your CPD using the Engineering Council Mycareerpath tool.

To remain a Registered IT Technician you will need to 'revalidate' your competence every three years. After successful re-validation you will receive a new Certificate of Current Competence for a further three year period.

More information on CPD can be found in the members area of our website at

<https://members.theihe.org/login.aspx> (log in required)