



Guidance for supporters of Fellow applicants

This detailed guidance explains the requirements for a supporter of an FBCS applicant and their role in the application process.

Contents

| | |
|---|---|
| Contents | 1 |
| The role of a supporter..... | 2 |
| Supporter requirements | 2 |
| Completing your supporter statement form..... | 2 |
| Your personal details | 3 |
| Are you a Fellow? | 3 |
| Have you worked with the applicant? | 3 |
| Professional understanding of the applicant's work..... | 4 |
| Do you support their application? | 4 |
| Reasons for selection | 5 |
| Appendices | 6 |
| Fellow criteria..... | 6 |
| Body of work | 6 |
| Professional impact | 6 |
| Standing in the community | 7 |

The role of a supporter

As a supporter of a BCS Fellowship applicant, your role is to validate the applicant's evidence.

If you're nominated by an applicant to act as their supporter, we'll ask you to review their application, before it's assessed, and to provide a supporting statement that verifies one or more of the experiential statements they've given.

If you feel the applicant would benefit from having another pair of eyes to look over their application and help them select more appropriate examples from their experience, you can ask them to contact us at processing@bcs.uk and we'll put them in touch with an FBCS mentor.

Once their application's been submitted for assessment, if the assessor requests additional information/evidence, the applicant may get in touch with you again for your advice about what to submit. If they've enlisted the help of a mentor, they may refer to them instead.

The applicant may also ask for your help when they work through any feedback or developmental advice they're given at the end of the application process. Again, they may refer to their mentor if they have one.

Supporter requirements

Fellowship applicants need to provide the details of one supporter. To act as a supporter, you must be one of the following:

- **BCS Fellow**
- **Fellow of another [professional membership body](#)** (overseas supporters should have a similar body in the UK)
- **work-related contact**
 - a current or previous colleague/client, in a senior position working at a similar level or above to the applicant

You **must** also have:

- known the applicant for a minimum of three consecutive months at some point in their career
- a professional understanding of at least one of the achievements they've stated in their application.

If you don't meet the above criteria, you won't be able to act as a supporter.

Completing your supporter statement form

The supporter statement form captures your personal and professional details and your response to the applicant's Fellowship application.

When an applicant nominates you as their application supporter, our service delivery team will forward you their application together with a supporter statement form to complete.

Assessment of their application will not proceed until we've received your completed supporter statement form so we ask that you respond as quickly as possible so as not to hold up the process.

The form is made up of the following sections:

Your personal details

In addition to your contact details, we ask you to provide:

- **your LinkedIn profile:** this helps our assessors clarify your role level compared to the applicant's, your professional understanding of their work and, if you're a work-related supporter, where your careers overlapped
- **confirmation of how long you've known the applicant:** you're required to have known them for a minimum of three consecutive months, in either a personal or professional capacity
- **details of your specialism:** whether you've worked with the applicant or not, you'll need to have a professional understanding of their work, which we'll establish from your LinkedIn profile, your area of specialism and the supporter statement you provide

Are you a Fellow?

You'll only need to complete this section of the form if you're supporting the applicant as a Fellow of BCS or another professional membership body.

(You don't need to be a Fellow to support an applicant if you meet the work-related supporter requirement instead.)

If you're a Fellow of a professional membership body other than BCS, our assessors will look up the body on the [gov.uk website](https://www.gov.uk) if in the UK, or the respective overseas site.

Your membership number will be referenced during audits of application supporter affiliations with other membership bodies.

Have you worked with the applicant?

You only need to complete this section of the form if you're supporting the applicant as a work-related supporter.

(You don't have to have worked with the applicant if you meet the Fellow supporter requirement instead.)

When completing this section, you'll need to tell us:

- **your current/most recent role:** this helps our assessors clarify whether your role is at a similar level to the applicant's or higher
 - If you're retired and no longer engaged in IT-related professional activities, enter the title of the role you held before retirement
 - If you're retired but still engaged in IT-related professional activities, enter either the title of the role you held before retirement or the title you currently hold, e.g. volunteer member of a governance board

- **when and where you worked with the applicant:** this helps us understand the timeline of your work together — our assessors will also refer to your LinkedIn profile and the applicant’s CV/LinkedIn profile and experiential statements.
 - If you are/were working with the applicant as e.g. a client or co-researcher, you should state the organisation that you worked for and the organisation the applicant worked for during that period

Professional understanding of the applicant’s work

Fellowship applicants are required to provide experiential statements evidencing **four** of the sub-criteria from the Fellowship criteria — specifically, one from each category plus an additional one from either **Body of work** or **Professional impact**.

Fellowship criteria overview

| Body of work | Professional impact | Standing in the community |
|--------------------------|--|---------------------------|
| Invention and innovation | Inspiring others | Awards |
| Entrepreneurship | Interdisciplinary collaboration | Governance |
| Responsibility | (Inter)national policy making | Public influencer |
| Skills development | Diversity and inclusion | Assessor |
| Research | Mentoring and coaching | |
| Consultancy | Sustainability – social or environmental | |
| | Outreach | |

For more information about each of these sub-criteria, see *Appendices*.

As a supporter, you need to have a professional understanding of one or more of the experiential statements provided by the applicant. You’ll be asked to confirm which one(s) you have knowledge of.

- If you’re supporting as a Fellow, we rely on your specialist knowledge to underpin your professional understanding
- If you’re a work-related supporter, we rely on your specialist knowledge and/or your time working together as a basis for your professional understanding

Do you support their application?

Having reviewed the applicant’s experience statements and other evidence in their application, you’ll be required to either confirm or deny your support. Both are valid responses, and you should not feel obliged to support an application if you think the applicant’s not ready for BCS Fellowship or the evidence they’ve provided isn’t an accurate reflection of their experience.

If you state that you do not support their application for BCS Fellowship, the applicant will be asked to provide the details of another supporter.

Reasons for selection

This part of the form is where you provide your supporting statement. The applicant won't have visibility of your statement but it will be reviewed by assessors as additional evidence, contributing to the overall application submission — so it's important you take the time to write an accurate, quality summary.

Your statement should be between **200–400 words** and cover the following:

- the name of the individual you're supporting
- if you worked together, the nature of that work
- if you're a Fellow, why you believe the applicant is right for BCS Fellowship, based on your knowledge of their experience as an IT professional and the BCS Fellowship criteria
- how the applicant has demonstrated leadership, impact and influence in the IT profession during the time you've known them
- for the statement(s) you have a professional understanding of, whether the applicant's evidence is an accurate representation of their experience as an IT professional

Appendices

You may find this additional information helpful when supporting an applicant.

Fellow criteria

Here are full details of the sub-criteria that sit under the three Fellow criteria categories.

Body of work

| Sub-criteria | Descriptor |
|---------------------------------|---|
| Invention and innovation | Inventions or innovation resulting in successful products, systems/applications, processes or practices. |
| Entrepreneurship | Creation of a successful information technology-related business, charity, or enterprise which benefits society. |
| Responsibility | Responsibility for the technical decisions taken and application of excellent practice for a significant area of information technology. For example, within an organisation, department, programme, project, product, process, or system design. |
| Research | In addition to providing evidence of a successful career in research, evidence should identify the impact of the work. |
| Skills development | In addition to providing evidence of a successful career in skills development, education and/or training, evidence should identify the impact of the work. |
| Consultancy | A thought leader who advises/assists organisations in/with the significant deployment, employment, use or development of information technology. |

Professional impact

| Sub-criteria | Descriptor |
|--|---|
| Inspiring others | Inspiring and motivating others within the industry through public engagements (speaking, writing and one-to-one). |
| Interdisciplinary collaboration | Building networks throughout different sectors to enhance the digitalisation, information technology and BCS agendas. |

| | |
|---|--|
| (Inter)national policy making | Supporting and/or delivering policy development relevant to information technology. |
| Diversity and inclusion | Being a leadership champion to promote diversity and inclusion within the field. For example, formulation of policy and/or implementation of programmes intended to improve diversity and inclusion within an organisation. |
| Mentoring or coaching | Acting as a mentor and/or coach to develop the next generation of leaders, peers or senior execs in information technology. |
| Sustainability – social or environmental | Influencing the use of technology to positively impact sustainability at a social or environmental level. |
| Outreach | Influential at the grassroots level of the information technology community through outreach engagement activities. Acting as an ambassador for the profession, engaging communities with low digital literacy and promoting the standing of information technology as a profession. |

Standing in the community

| Sub-criteria | Descriptor |
|--------------------------|--|
| Awards | Formal recognition of achievements, e.g. industry award, significant academic or corporate award, Fellow of another institute, chartered status. |
| Governance | Member/chair of important governing boards or committees. |
| Public influencer | Speaker on information technology-related topics at major events and/or influential advocate of making IT good for society, for example, through impactful content on information technology-related topics. |
| Assessor | An assessor for chartered or other high-level registration or membership applications for a professional governing body or institute. |