

# New Member Champion Support Pack

Enabling engagement with potential new members

**BCS**

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## 1. Copyright and confidentiality statement

This document and its contents may not be disclosed to any third party without the express prior written consent of BCS and must be returned to BCS upon request. It should not be reproduced for general distribution and is intended for use by BCS committee members and their nominated representatives only.

The contents do not form part of a contract and elements are subject to change.

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Version	Date	Revision Description
v1.00	6 November 2012	First External Draft
v1.01	22 November 2012	Proof-reading adjustments
v1.02	19 February 2013	Final changes pre general release.
v1.03	20 March 2013	Revised subscriptions for 2013/14

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## 2. Introduction

This document has been created to enable committee members and nominated representatives to have a handy reference to guide engagement with potential members and answer frequently asked questions.

Where potential members require additional information, please refer them to online resources (as indicated) or standard literature. Please do not copy this document or part of this document for distribution to a potential member.

### 2.1 Support Pack Sections

This document has been divided into sections for quick and easy reference:

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<a href="#">Membership grades</a>	Details of each grade, guidance in how to identify the most likely entry grade for a prospective member, coupled with additional core details for each grade.
<a href="#">Annual membership subscriptions and fees</a>	Primary fees and where to obtain additional information.
<a href="#">Profiles of potential members</a>	Details of some key potential member profiles and the benefits BCS membership has to offer them to satisfy their objectives.
<a href="#">Key benefits</a>	Details of a selection of key benefits.
<a href="#">Frequently asked questions</a>	Commonly asked questions from prospective members.
<a href="#">Primary recruitment literature and resources</a>	Details of literature and resources that can assist in the recruitment of members.
<a href="#">Application requirements</a>	The information needed to complete the online application for each grade.
<a href="#">Benefits grid by grade</a>	A matrix of all major benefits and grades.

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### 2.2 Key to symbols



This symbol indicates the most relevant links to online material that will provide further information and guidance for the prospective member.



This symbol indicates you will need to log in (or already be logged in) to the Member Secure Area to access this content.

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### 3. Membership grades



[www.bcs.org/grades](http://www.bcs.org/grades)

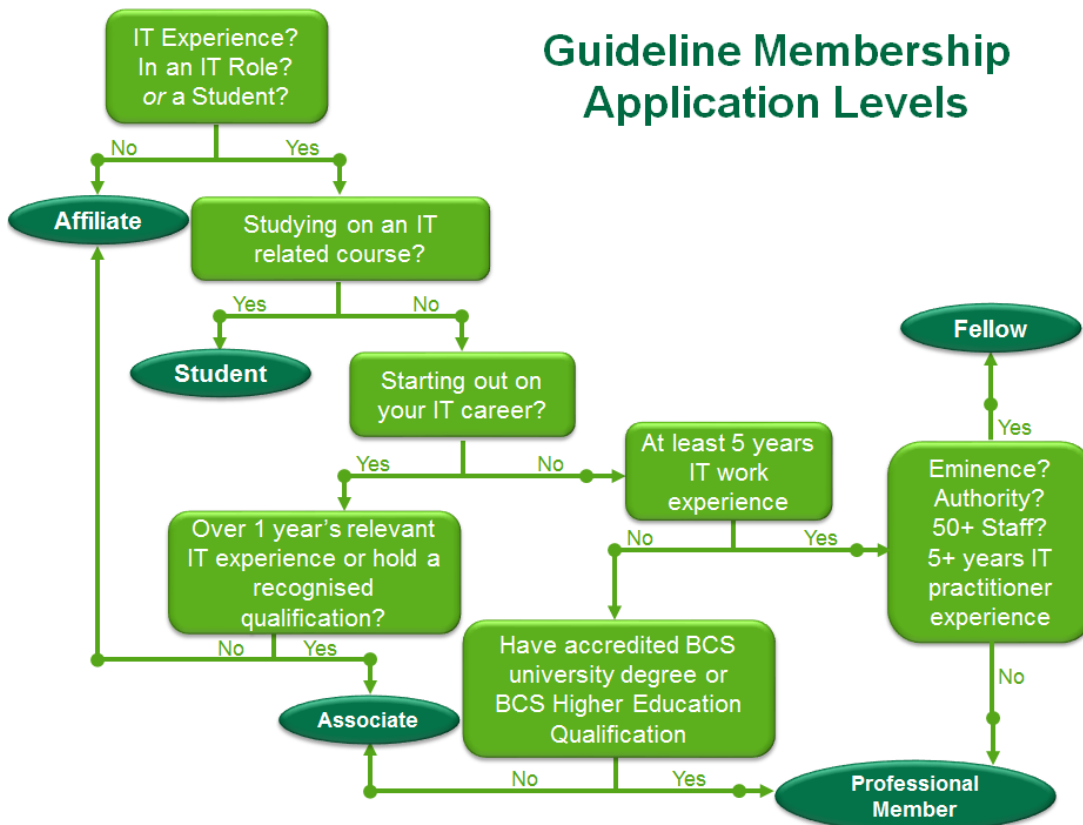
**Chartered IT Professional (CITP) status**

To achieve CITP status, you will have spent at least three of the past five years in IT roles carrying significant responsibility, full accountability and presenting a challenging range of complex work activities. You will demonstrate depth of knowledge and competence in one or more IT specialisms, personal influence and well developed business skills.

[www.bcs.org/citp](http://www.bcs.org/citp)



### Guideline Membership Application Levels






This diagram indicates the likely entry grade for a new member but does not illustrate a guarantee to enter at that level. Possession of Professional Certifications can lessen the need to strictly meet the minimum duration of work experience shown. Further details can be obtained from customer services. Visit [www.bcs.org/contact](http://www.bcs.org/contact) for details of how to contact Customer Services. A list of accredited courses can be found [here](#).

### 3.1 Affiliate

This grade is for those who have an interest in IT but little direct experience. It is also relevant for those working in an IT business in a non IT role, or someone who has regular contact with IT professionals but are not directly involved in IT. It enables the member to stay in tune with the market, technology, social trends and regulatory developments in IT.




Educational Affiliate status is offered by BCS for Higher Education institutions that are running programmes that are accredited by BCS. These are not available to the general public.

	<a href="http://www.bcs.org/grades">www.bcs.org/grades</a>	This link provides an overview of the grades, including a link to more information regarding Affiliate membership.
	<a href="http://www.bcs.org/affiliates">www.bcs.org/affiliates</a>	This link provides detail on the Affiliate grade. It is available from the /grades link shown above.
	<a href="http://www.bcs.org/join">www.bcs.org/join</a>	This link is to the online application facilities

### 3.2 Student

This grade is for those who are studying an IT-related course. There are options for annual membership or a Full Course fee which covers a maximum of four years. After graduation (if they have obtained a BCS accredited university degree) they could be entitled to Professional Membership (MBCS), at a reduced rate for the first year. To establish if their course is an accredited BCS university degree course visit [www.bcs.org/student](http://www.bcs.org/student) and use the [Accredited HE Course Search tool](#).



It enables the member to keep up-to-date with the latest market, technology, social trends and regulatory developments in IT. It also provides them with useful, free resources (eBooks, journals and publications) and valuable networking opportunities through Branches, International Sections and Specialist Groups (in addition to online groups). Towards the end of their course, the member can use the CPD Portal, Browse SFI**Aplus** and Career Path information to help prepare them for employment. Throughout their membership the member can record their achievements in the BCS Personal Development Plan, as many students engage in Activities that complement their studies and can be a valuable CPD record element to share with future employers.

	<a href="http://www.bcs.org/student">www.bcs.org/student</a>	This link is the landing page for those interested in Student Membership.
	<a href="http://www.bcs.org/studentmembership">www.bcs.org/studentmembership</a>	This link enables a Student Member to request a membership information pack.
	<a href="http://www.bcs.org/join">www.bcs.org/join</a>	This link is to the online application facilities.

### 3.3 Associate (AMBCS)

Associate Membership is the first step to Professional Membership and is aimed at those who are at the start of their career in IT. They will need to have 1 year or more experience in an IT role or hold a recognised qualification equivalent to HNC or above. They can use AMBCS after their name on CVs and business cards (for example).

It enables the member to keep up-to-date with the latest market, technology, social trends and regulatory developments in IT. It also provides them with useful, free resources (eBooks, journals and publications) and valuable networking opportunities through Branches, International Sections and Specialist Groups (in addition to online groups). To assist in the early stages of their career, the member can use the CPD Portal, Browse SFI**Aplus** and Career Path information to help prepare them for their next steps, and the many resources available to BCS members to enhance their knowledge build their skills for faster career progression. They can use the BCS Personal Development Plan to manage their Development Goals and the Activities that enable them to reach their Development Goals. They may seek to be Mentored.

	<a href="http://www.bcs.org/associate">www.bcs.org/associate</a>	This link is the landing page for those interested in Associate Membership.
	<a href="http://www.bcs.org/join">www.bcs.org/join</a>	This link is to the online application facilities.



### 3.4 Professional Member (MBCS)

Professional Members will have:

- 5 or more years experience in an IT role (IT work experience), or
- An Honours degree with BCS exemption (see Student (above) for more details), or
- 2-3 years IT work experience plus recognised qualifications (depending on level of qualification)

It enables the member to keep up-to-date with the latest market, technology, social trends and regulatory developments in IT. It also provides them with useful, free resources (eBooks, journals and publications including Forrester Reports) and valuable networking opportunities through Branches, International Sections and Specialist Groups (in addition to online groups) to enhance their knowledge. To assist in their career progression, the member can use the CPD Portal, Browse SFIA<sup>plus</sup> and Career Path information to help prepare them for their next steps, and the many resources available to BCS members to enhance their knowledge build their skills for faster career progression. They can use the BCS Personal Development Plan to manage their Development Goals and the Activities that enable them to reach their Development Goals. They may choose to become Mentors and to draw on senior contacts to be mentored.

If at a suitable level of seniority, they may choose to embark on a path towards Chartered IT Professional (CITP) status (see [www.bcs.org/citp](http://www.bcs.org/citp)).

	<a href="http://www.bcs.org/professional">www.bcs.org/professional</a>	This link is the landing page for those interested in Professional Membership.
	<a href="http://www.bcs.org/join">www.bcs.org/join</a>	This link is to the online application facilities.

### 3.5 Fellow (FBCS)



Fellows are our highest grade of Member, representing the most senior and respected professionals in the field of IT. They must meet one or more of the following criteria:

- Eminence – general recognition and acknowledgement across the IT community and beyond
- Authority – recognised and respected for their knowledge and expertise in a particular specialism
- Seniority – in a senior IT position managing (for example) 50 or more staff and/or responsibility for a large project team or project design

Applicants will typically have a minimum of 5 years IT practitioner experience.

It enables the member to keep up-to-date with the latest market, technology, social trends and regulatory developments in IT. It also provides them with useful, free resources (eBooks, journals and publications including Forrester Reports) and valuable networking opportunities through Branches, International Sections and Specialist Groups (in addition to online groups) to enhance their knowledge and debate with others. They may choose to become Mentors and seek to take a more active role in the governance of BCS, including roles on committees.

If at a suitable level of seniority, they may choose to embark on a path towards Chartered IT Professional (CITP) status.

	<a href="http://www.bcs.org/fellow">www.bcs.org/fellow</a>	This link is the landing page for those interested in becoming a Fellow.
	<a href="http://www.bcs.org/join">www.bcs.org/join</a>	This link is to the online application facilities.

#### 4. Annual membership subscriptions and fees

From 1 May 2013 to 30 April 2014, the following represent the most common subscriptions and fees. Please see the [website](#) for the prevailing rates.

Grade	Application Fee	Annual Fee
Affiliate		£55
Student (single year)		£32
Student (4 year Full Course, one-off fee)		£52 <sup>1</sup>
Associate (AMBCS)		£74
Professional Member (first year following graduation) <sup>2</sup>		£66
Professional Member (MBCS)		£118
Professional Fellow (FBCS)	£160	£158

<sup>1</sup> Full Course fee to cover 4 years

<sup>2</sup> First year subscription for graduates (during first year following graduation)

Additional fees are payable for Chartered members.

Fees for residents of Sri Lanka, Pakistan, India and Mauritius differ from those shown above. See online for appropriate rates.



[www.bcs.org/membership/fees](http://www.bcs.org/membership/fees)

This link takes you to the online tariff.



[www.bcs.org/membership](http://www.bcs.org/membership)

This link is to the main landing page for Membership.

After the initial year, most members can benefit from a discount by paying by direct debit.



[www.bcs.org/ddonline](http://www.bcs.org/ddonline)

This link (when you are logged in) will enable you to sign-up to Direct Debit payments.

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## 5. Profiles of potential members

Membership of BCS, The Chartered Institute for IT, offers many benefits. The benefits that will be of most importance to a prospective member can differ depending on their employment status and the level they have reached in the IT profession. Whilst there is no rule or formula that can apply to all, in this section the most common profiles are shown with some typical attributes.

### 5.1 Those whose work touches IT (but is not an integral part of it) including HR and hobbyists

Typical Grade	Affiliate
Typical Drivers	To have access to latest information and trends. Have access to news and policy progress.
Key Benefits	<p>Receiving ITNOW enables the member to get a suitable level of breadth of knowledge. Monitoring social networks will help identify some of the trending hot topics and pick up on relevant information.</p> <p>eBCS pushes information to the member regarding the latest advancements, policy changes and on-going work to set policy. They have an opportunity to attend Events where the topic is of interest to them.</p> <p>Should they consider embarking on a career in IT, they have access to top-class resources to enable this. Should it be of relevance to them, they can value access to the free publications available, including Forrester reports, which would otherwise carry significant cost. Free eBooks may also be of interest to them.</p>

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### 5.2 Students

Typical Grade	Student
Typical Drivers	Free tools and facilities that will initially help them in their studies. As they progress they will want to meet influencers that will help them in their career progression and to locate employment opportunities.
Key Benefits	<p>Free resources (books, reports, publications). Ability to meet contacts that may help them onto their career ladder (Member Network, Branches, International Sections, Specialist Groups). Identifying what the market will require of them (career paths and Browse SFIA<i>plus</i>).</p> <p>Using the BCS Personal Development Plan they may record CPD Activities they complete that complement their studies. A list of such Activities can then be used when applying for jobs or placements.</p> <p>Overseas students often opt to pay to receive a Membership Card, which they value as a status symbol.</p> <p>As students approach graduation, they will focus more on BCSRecruit to identify potential employment opportunities and to call upon the networks available to them to discover other opportunities.</p> <p>They may also wish to look towards Certifications (<a href="http://www.bcs.org/certifications">www.bcs.org/certifications</a>) where these are needed to embark on a career in specific roles.</p> <p>Being able to access legal assistance online could be of benefit to some students.</p> <p>When the end of their course is in sight, they may benefit from seeking a Mentor to prepare them for their first full-time position. They may seek Mentors at an earlier stage, should they be pursuing a specific development path where real-life experience can enable them to advance further (within ethical boundaries).</p>

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5.3 Early in career

Typical Grade	Associate Member
Typical Drivers	Easy access to career development materials. Access to networking opportunities for learning and establishing contacts for career advancement and improvement. Access to guidance that will help them plan their career and make the right choices in their development activities. Use Post Nominal letters to help them stand out.
Key Benefits	<p>Associate Members can value their Post Nominal letters (AMBCS) and look to use them for recognition and to distinguish themselves from their peers, especially when seeking new positions.</p> <p>They can maintain a reasonable breadth of knowledge by reading ITNOW and more regular eBCS bulletins.</p> <p>They can utilise the CPD Portal facilities to plan their Development Goals and get inspiration for CPD Activities, in conjunction with Browse SFI<b>Aplus</b> and recording their plans on the BCS Personal Development Plan. They may also benefit from the available Career Paths guidance, making the identification of Development Goals easier, and ensuring they stay on track.</p> <p>Attending Branch/International Section or Specialist Group meetings, or BCS Events can further build their knowledge and enable them to network with peers and industry influencers. This can build their knowledge and skills, whilst potentially enabling them to further their careers through opportunities they may otherwise not discover. Such networking can lead to getting advanced knowledge of up-coming vacancies. Some will value networking opportunities above all others.</p> <p>Those at early stages in their career can benefit from the advice of others who have “been there”, so may seek opportunities to be coached or mentored. Being a mentee can be a boost to their career, enabling them to progress more rapidly.</p> <p>Training discounts can interest them, allowing them to identify potential CPD Activities that may be more affordable to their employer (where budget is an issue).</p> <p>A wide range of free reference materials (such as Books 24x7 eBooks, EBSCO) enables easy and cost-effective self-study/self-improvement, so enabling faster career advancement and potentially opening doors to other IT profession pathway opportunities.</p> <p>When faced with potentially challenging technical problems, especially where their line management may be looking for the way in which the Member handles such situations, the Member may seek to show outstanding forward-thinking and initiative by seeking advice by engaging industry thought leaders and specialists through the “Ask an Expert” facility.</p>

5.4 Climbing the “career ladder” / Middle management

Typical Grade	Professional Member
Typical Drivers	<p>Opportunities to expand their knowledge and get access to thought leaders and industry shapers. Focused on career advancement and improvement; ways that will enable them to positively exploit facilities and opportunities to gain promotion and additional recognition. Access to information and resources can boost their professional confidence. Use Post Nominal letters to help them stand out.</p>
Key Benefits	<p>Professional Members can value their Post Nominal letters (MBCS), that (especially where they have taken a vocational route into IT) can help demonstrate to others their commitment to professionalism and their status in the IT profession.</p> <p>Networking opportunities, both online and face-to-face through Branches/International Sections and Specialist Groups, help build their knowledge and professional confidence. Such interactions, especially when combined with seeking opportunities to be mentored, can boost the number of their valuable career contacts when looking for new challenges in alternative employers and to gain advanced knowledge of potential future vacancies or development opportunities. They may also be looking to build upon wider “soft skills” outside of IT, so better placing them to be better managers. Seeking Mentors can assist them in this.</p> <p>Professional Members could see the benefit in seeking Chartered IT Professional status, reading ITNOW articles and further investigating topics introduced to them through eBCS to provide them with some breadth of knowledge materials.</p> <p>At this stage there is likely to be a heightened opinion of the importance of Professionalism. CITP will be one way in which they can outwardly display this, as can participating in the Policy Hub and monitoring the activities within it.</p> <p>They may often refer to the CPD Portal and to the BCS Personal Development Plan to help them record their Development Goals and CPD Activities. They may also subscribe to the RSS feeds therein to receive updates of the latest resources and opportunities available. In conjunction with Browse SFIAP<sup>plus</sup> they can ensure they are efficiently setting their Development Goals (in accordance with those of their employer) and maximising their opportunities to engage in the best CPD Activities to reach those goals.</p> <p>Such Members will often have reached such a level of expertise that they can help boost their confidence, and raise their perception and feeling of recognition by answering questions posed on the “Ask an Expert” facility. They may also seek to offer their services as a Mentor or Coach to those who are embarking on the early stages of their career.</p> <p>Utilising cut-price training can help them gain access to training that may otherwise be beyond their financial budget.</p> <p>These Members may benefit from the discounts available through Membership Extras. Travel discounts, gym membership and other financial benefits may benefit them both commercially and in their lifestyle pursuits.</p> <p>Business focused resources, such as free access to Forrester Reports, can give them a real advantage and opportunity to get valuable market insights that will help them further enhance their standing to an employer.</p>

**5.5 Senior Management / top of their game**

Typical Grade	Fellow
Typical Drivers	To have the opportunity to engage in intelligent debate with peers. To share their knowledge and experience. To give back to the IT community with additional role and responsibilities.
Key Benefits	<p>These Members, whilst understanding the importance of career improvement and CPD, may not have this as their primary interest, unlike many other profiles. They are likely to value their FBCS Post Nominal letters and how they demonstrate their senior standing in the IT Profession, their commitment to professionalism. They can get rewards through their participation in professional networks (such as online and face-to-face at Branches/International Sections and Specialist Groups) debating topics and positively challenging thinking. Their level of expertise enables them to have valuable experience and insight to share with others, sharing this through offering their services as a Mentor, actively participating in the Policy Hub, and potentially presenting at Branch/International Section and Specialist Group events. They may also seek to publicise their valid and relevant expertise through ITNOW articles and BCS Blogs, in addition to contributing and starting vibrant debates on the BCS LinkedIn Group (for example). Should time permit, they may also wish to seek positions on committees. They may find themselves being an active contributor to answering questions on the “Ask an Expert” facility, and engaging with others in niche groups on the Member Network. At this stage there is likely to be a heightened opinion of the importance of Professionalism. If they have not already done so, they may consider becoming a Chartered IT Professional, which helps display their commitment to professionalism and their further standing in the IT Profession as one of the elite. Time permitting, they may wish to become a BCS assessor. They may gain important strategic information from their free Forrester Reports access that enables them to make further informed important strategic decisions within their organisation. Personally, they may benefit from the discounts offered by Membership Extras, some of which may also be of benefit to their commercial activities.</p>

## 5.6 Contractors / Self Employed

Typical Grade	Fellow, Professional Member
Typical Drivers	They need to show they stand out from others, showing that they stand above the competition and can be trusted and relied upon. To have access to information that enables them to keep their skills up to date. To have access to networking opportunities that both inform and potentially enable them to be less isolated; such networking opportunities can also help secure the next contract.
Key Benefits	<p>Using their MBCS and FBCS Post Nominal letters helps Professional Members and Fellows to show their standing in the IT Profession. This can effectively be further enhanced by becoming a Chartered IT Professional. This enables the prospective employer to understand the holder is amongst the elite in the IT Profession.</p> <p>Use of facilities in the London Office can be of significant benefit, allowing them to have a location in London where they can use facilities pre and post meetings, and have access to reasonably priced room hire in a good location.</p> <p>Discounted Professional Indemnity Insurance can be of benefit to some members who require it; even to the point that the discount can represent a significant percentage of the membership fee they pay (so offering an excellent return on their investment).</p> <p>Where the legal services are not available to them through other subscriptions or contacts, the legal services offered as part of the annual membership subscriptions can be beneficial. These Members may benefit from the discounts available through Membership Extras.</p> <p>Travel discounts, discounts on office supplies and communications, insurance (private medical insurance and life insurance), gym membership and other financial benefits may benefit them both commercially and in their lifestyle pursuits.</p> <p>Networking, both online and face-to-face (Branches/International Sections and Specialist Groups) can offer diverse benefits. Networking helps them stay up-to-date with the latest thinking and approaches, but can also help reduce professional isolation where the member works (as part of the service they provide) amongst those who may not be IT professionals at all. Further, contacts made through networking can assist in securing on-going contracts when the current contract is within sight of ending.</p> <p>Recording Continuing Professional Development (CPD) can be of benefit to them using the BCS Personal Development Plan, as there is likely to be no other solution available to them (being self-employed). Its use overall may differ, as they will more likely be using it to keep track (retrospectively) of what they have achieved, using this information to support their portfolio and potentially to gain endorsement of their achievements. Facilities available in the CPD Portal, including the three RSS feeds for new Watch/Listen, Articles/Blogs and upcoming Events, will be useful to them in ensuring their skills are refreshed and up-to-date. It will help give them insight into new methods, advances and approaches (as will ITNOW and eBCS) to ensure they remain current and employable.</p> <p>Discounts on training may be of interest, as where training is needed the greater the saving that can be made the more directly beneficial to them it will be.</p>

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## 6. Featured benefits

A matrix of benefits for each grade can be found in the [Benefits grid by grade](#) towards the end of this pack. There are many benefits available, with some featured (and lesser known) ones listed below.

### 6.1 Use of Post Nominal letters & use of BCS logo

Associate Members can use AMBCS after their name, Professional Members can use MBCS after their name and Fellows can use FBCS after their name. There are no Post Nominal letters for Students or Affiliate members. Using post nominal letters helps demonstrate the holders standing in the IT profession and wider IT community, which for many profiles of members can be an important benefit.

There are also specific BCS logos for Professional Members, Chartered IT Professionals and Fellows, which they may wish to use on their personal stationery, CVs or any form of written or electronic communications, further demonstrating their professionalism. At this time there are no logos for Associate Members, Students or Affiliates.



[www.bcs.org/login](http://www.bcs.org/login) and select **My Membership** and **BCS Logo and your post nominals**

### 6.2 Membership Extras

Professional Members and Fellows can benefit from a wide range of Membership Extras discounts. These offers and promotions are designed to save time and money and cover many different areas such as insurance, travel and leisure discounts. There are three levels of price promise:

- Provider Price Promise, where you should get the best deal available for that company
- National Price Promise – where you should get the best deal available in the UK for the chosen product or service
- Free Price Promise – where you get the service for free

The most popular and relevant deals include:

- Discounted office supplies
- Travel discounts including airport lounges and car parking, car hire and accommodation discounts
- Mobiles, broadband and landlines
- Discounts on life, travel, home and car insurance



[www.bcs.org/membershipextras](http://www.bcs.org/membershipextras)

### 6.3 Browse SFIAplus

SFIA is the Skills Framework for the Information Age, the UK government-backed high-level IT skills standard. SFIAplus builds on the SFIA framework and defines the skills for the IT professional plus the training and development required to nurture and maintain them.

Members use Browse SFIAplus as an interactive tool that maps current skills within an IT job role and to help map their career path. Using the detailed information within Browse SFIAplus they can ascertain the most appropriate Development Goals to help them further their career and the CPD Activities that will enable them to realise those goals.

For those members who are seeking to further their careers in their current area or looking to transfer their skills into a new path, Browse SFIAplus can prove to be an invaluable tool.



[www.bcs.org/browsesfiaplus](http://www.bcs.org/browsesfiaplus)

#### 6.4 Forrester Reports

Forrester research focuses on providing strategic insight into technology trends. The wide area of coverage makes the research applicable to any decision maker within an organisation.

A new article is added to the library every month and the library contains the back-catalogue of those we have featured since 2005. Titles have included How Customers Value IaaS Cloud Channels, Navigate the Future of Identity and Access Management, Understanding Legal and Regulatory Risks in Social Media, and The Seven Qualities of Wildly Desirable Software.



[www.bcs.org/cpd](http://www.bcs.org/cpd) and select **Forrester Reports**

#### 6.5 Books 24x7

There are 250 IT and business related books in our online library. This includes full contents of premium reference books, reports and white papers from industry publishers covering topics such as programming, website engineering and security. Access is free, and ideal for all grades of members who are seeking to expand their knowledge.



[www.bcs.org/cpd](http://www.bcs.org/cpd) and select **Books 24x7**

#### 6.6 EBSCO

With a worldwide reputation for providing information access and management solution, EBSCO databases provide a range of academic journals and magazines on the subjects of IT, science and technology.

Members can access a range of content for free, covering areas such as programme management, project management, service management, and systems engineering and integration.

The thousands of articles offer excellent CPD Activity opportunities for Members at any stage of their career who are seeking to expand their knowledge.



[www.bcs.org/cpd](http://www.bcs.org/cpd) and select **EBSCO**

#### 6.7 ITIL books from TSO

BCS Members can receive a 15% discount from The Stationery Office (TSO) on core ITIL books from OGC (Office of Government Commerce). The ITIL suite of books make an invaluable resource for anyone working in (or looking to move into) Service Management.



[www.bcs.org/offers](http://www.bcs.org/offers)

#### 6.8 Use of the London Office facilities

BCS London offers a “touch down” area for its members. 3 PCs and 5 internet connections are available on a first come first served basis. Members can also organise informal meetings with up to 3 guests in the Atrium, subject to space availability. We also offer competitive rates to Members for room hire within the London office, including on an hourly basis.



[www.bcs.org/londonoffice](http://www.bcs.org/londonoffice)

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## 7. Frequently asked questions

### 7.1 Fees

#### 7.1.1 Do I pay full price when I graduate?

If the graduate is eligible for Professional Membership (MBCS), there is a reduced rate for the first year. Details can be found in the earlier [Annual membership subscriptions and Fees](#) section.

#### 7.1.2 Are there reduced rates for the unemployed and those on lower incomes?

An existing member may be eligible for a reduced rate if they are:

- On a career break
- On maternity or paternity leave
- A mature student in full time education
- Unemployed
- Off work due to ill health
- On a low income

An application for temporary reduced rate is available in the Member Secure Area under [www.bcs.org/savings](http://www.bcs.org/savings) or contact Customer Services on +44 (0)1793 417424.

### 7.2 What happens if I apply for the wrong grade?

If a member applies for a grade that is higher than they are assessed to be eligible, they will be informed and will receive a refund for the difference. They will be notified in writing what further requirements are needed so they will be able to upgrade their membership at a later date.

### 7.3 Can I upgrade to a higher level?

When the Member is eligible, they can upgrade to an appropriate grade. This is achieved (once they are a member) through [www.bcs.org/upgrade](http://www.bcs.org/upgrade).

### 7.4 How can I join a Branch or Group

Some Specialist Groups have eligibility criteria that need to be met. For most, the Member can login to the Member Secure Area and adjust their Branches, Specialist Groups and International Sections in the “My network” area ([www.bcs.org/joingroups](http://www.bcs.org/joingroups)).

### 7.5 How long does it take to process my application

We process applications as quickly as we can, but there are many factors that can impact the time it takes to process applications, including the quality and accuracy of the information we receive within the application and how long it takes Supporters of applications to respond to us. For Affiliate, Student, Associate and Professional Member applications, we hope to complete the process within 10 working days. For applications to become a Fellow, the process is longer and can take between one and two months to complete. These figures are for guidance only and are subject to change.



[www.bcs.org/faqs](http://www.bcs.org/faqs)

There are answers to a large number of frequently asked questions on our FAQ pages. Select the Membership category for questions specifically related to Membership.









[www.bcs.org/contact](http://www.bcs.org/contact)

This link provides details on the many ways to contact us for further details.



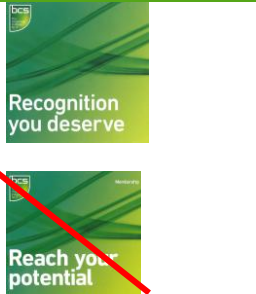



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## 8. Primary recruitment literature and resources

Whilst it is often most appropriate to direct prospective members to the BCS website for the latest information and guidance, it can be beneficial to aid recruitment of members through the use of literature and resources. This section details the most relevant literature and resources available to assist in the recruitment of new members.

	Title	Grades
	<p><b>8.1 Being a student member with BCS – it's never too early to become part of your industry body</b>  A6 (14.8cm x 10cm postcard) – Part of the “Assortment of opportunities” approach  This postcard highlights 3 core reasons why students should join BCS, encouraging them to look online for more details, where a growing amount of linked literature and messaging will be available.</p> <ul style="list-style-type: none"> <li>✓ <b>This item is good for engaging students and is cost effective and easy to carry.</b> It is well suited for use at exhibitions and as a prompt to engage the prospective member. Supporting banners and posters are available.</li> <li>✗ It does not cover any element in detail, as its primary purpose is to drive online traffic to pages where up to date messaging is given.</li> </ul> <p> <a href="http://www.bcs.org/bcsstudent">www.bcs.org/bcsstudent</a></p>	<p><b>Student</b></p>
	<p><b>8.2 Starting your career in IT with BCS – everyone deserves the best possible start to their career</b>  A6 (14.8cm x 10cm postcard) – Part of the “Assortment of opportunities” approach  This postcard highlights 3 core reasons why those embarking on their IT career should join BCS, encouraging them to look online for more details, where a growing amount of linked literature and messaging will be available.</p> <ul style="list-style-type: none"> <li>✓ <b>This item is good for engaging those embarking on an IT career and is cost effective and easy to carry.</b> It is well suited for use at exhibitions and as a prompt to engage the prospective member. Supporting banners and posters are available.</li> <li>✗ It does not cover any element in detail, as its primary purpose is to drive online traffic to pages where up to date messaging is given.</li> </ul> <p> <a href="http://www.bcs.org/startingout">www.bcs.org/startingout</a></p>	<p><b>Associate</b></p>
	<p><b>8.3 Developing your career in IT with BCS – reach your career goals with the right direction and support</b>  A6 (14.8cm x 10cm postcard) – Part of the “Assortment of opportunities” approach  This postcard highlights 3 core reasons why those wishing to develop and further their IT career should join BCS, encouraging them to look online for more details, where a growing amount of linked literature and messaging will be available.</p> <ul style="list-style-type: none"> <li>✓ <b>This item is good for engaging those developing their IT career and is cost effective and easy to carry.</b> It is well suited for use at exhibitions and as a prompt to engage the prospective member. Supporting banners and posters are available.</li> <li>✗ It does not cover any element in detail, as its primary purpose is to drive online traffic to pages where up to date messaging is given.</li> </ul> <p> <a href="http://www.bcs.org/developing">www.bcs.org/developing</a></p>	<p><b>Professional</b></p>



	Title	Grades
	<p><b>8.4 Make your mark on the IT industry with BCS – share your knowledge and shape the IT profession</b>                      A6 (14.8cm x 10cm postcard) – Part of the “Assortment of opportunities” approach                      This postcard highlights 3 core reasons why those who are at the pinnacle of their IT career and are seeking to help shape the IT policy and encourage others, should join BCS, encouraging them to look online for more details, where a growing amount of linked literature and messaging will be available.</p> <ul style="list-style-type: none"> <li>✓ <b>This item is good for engaging those of eminence and is cost effective and easy to carry.</b> It is well suited for use at exhibitions and as a prompt to engage the prospective member. Supporting banners and posters are available.</li> <li>✗ It does not cover any element in detail, as its primary purpose is to drive online traffic to pages where up to date messaging is given.</li> </ul> <p> <a href="http://www.bcs.org/makeyourmark">www.bcs.org/makeyourmark</a></p>	<p><b>Professional Fellow</b></p>
	<p><b>8.5 Recognition you deserve</b>                      18cm x 15cm gate fold (providing 8 pages) light leaflet                      Clear, defensible statistics relating to the benefits of membership, 6 key reasons to join, Continuing Professional Development and Events, Branches and Specialist Groups. It offers a good call to action to join BCS in an easy to digest format. This supersedes “Reach your potential”.</p> <ul style="list-style-type: none"> <li>✓ <b>This item is good for engaging professionals – those who are in the earlier stages of their career (including post-graduates) and those who are seasoned IT workers.</b> It is well suited for use at exhibitions and as a prompt to engage the prospective member.</li> <li>✗ It does not, by design, cover CITP. Where the seniority of the audience dictates the CITP will be their primary interest, this brochure may not be suitable.</li> </ul> <p> <a href="http://www.bcs.org/whyjoin">www.bcs.org/whyjoin</a></p>	<p><b>All</b></p>
	<p><b>8.6 BCS Membership – Is it for me?</b>                      A4 12 page heavy card brochure with penultimate insert envelope.                      Graphical and with quotes, this item covers who BCS are, why they should join, turning a job into a career, graphical representation of the grades (your route to the summit). It provides a brief description of CITP and corporate membership.</p> <ul style="list-style-type: none"> <li>✓ <b>This item is good for corporate engagement.</b></li> <li>✗ This item is bulky and expensive to produce. It should be used where a corporate approach will be successful in recruiting the potential member.</li> </ul> <p> <a href="http://www.bcs.org/membership">www.bcs.org/membership</a> <a href="http://www.bcs.org/benefits">www.bcs.org/benefits</a> <a href="http://www.bcs.org/citp">www.bcs.org/citp</a></p>	<p><b>Associate Professional Fellow</b></p>

Title		Grades
	<p><b>8.7 Open the door to a brighter future in IT</b> A5 double-sided card flyer. Aimed specifically at Students, this flyer highlights the importance of membership to keep them at the cutting edge (access to free information services), networking opportunities (who you know) and how students can progress to get Post Nominal letters (AMBCS and MBCS).</p> <ul style="list-style-type: none"> <li>✓ <b>This item is good for engaging potential student members where they will benefit from having a leaflet to take away.</b></li> <li>✗ This item offers only an overview and, by design, does not focus on the detail of the benefits. Consider using this in conjunction with the Membership Benefits and Services leaflet (above). The “Being a student member” postcard is more attractive.</li> </ul> <p> <a href="http://www.bcs.org/student">www.bcs.org/student</a> <b>This is the landing page that focuses on Student Membership, including case studies and the accredited HE Course Search.</b></p> <p> <a href="http://www.bcs.org/students">www.bcs.org/students</a> <b>This is the landing page for qualifications and training information of relevance to students. It also covers other key areas of interest to students, such as the latest student articles and YPG article.</b></p> <p> <a href="http://www.bcs.org/studentmembership">www.bcs.org/studentmembership</a> <b>This link enables a Student Member to request a membership information pack.</b></p>	<p><b>Students</b></p>
	<p><b>8.8 Meet the standard</b> A5 dual-fold card flyer. Aimed at the IT Professional who wishes to demonstrate their competence, professionalism and commitment to the IT industry. CITP status is the benchmark of IT excellence; a recognisable sign of integrity and dedication. This leaflet mixes industry quotes and background information to engage the reader to aspire to become a Chartered IT Professional.</p> <ul style="list-style-type: none"> <li>✓ <b>This item is good for engaging potential Professional Member and Fellow applicants (and existing members at that grade) to aspire to become Chartered IT Professionals. For those who are non-members, this can be a drive to join BCS and start the journey.</b></li> <li>✗ This item is designed to only focus on CITP, so does not deliver other compelling messages to become a member for those who are not in sight of starting the process to become a Chartered IT Professional.</li> </ul> <p> <a href="http://www.bcs.org/citp">www.bcs.org/citp</a> <b>This is the landing page that focuses CITP status.</b></p>	<p>MBCS FBCS</p>

## 9. Application requirements

When a potential member chooses to complete an application form, there are details that are required which can differ depending on the grade being applied for. It can help the prospective member to understand what will be required in advance of making their application, so they can gather the information needed in advance.



[www.bcs.org/join](http://www.bcs.org/join)

	Affiliate	Student	Associate	Professional	Fellow
<b>Declaration (agree to Code of Conduct, Charter, Bye-laws and regulations)</b>	✓	✓	✓	✓	✓
<b>About You (name and contact details)</b>	✓	✓	✓	✓	✓
<b>Details of Course/Study (course level, start and finish year)</b>		✓			
<b>Term Time Address</b>		✓			
<b>Work Address</b>	✓		✓	✓	✓
<b>Employment Experience/History<sup>1</sup></b>	Years of only		✓	✓	✓
<b>Qualification details including course provider<sup>2</sup></b>			✓	✓	✓
<b>Supporter<sup>3</sup></b>			✓	✓	✓
<b>Communication Preferences</b>	✓	✓	✓	✓	✓
<b>Interests (up to four of your primary interest areas)</b>	✓	✓	✓	✓	✓
<b>Payment</b>	✓	✓	✓	✓	✓

<sup>1</sup> Uploading the latest copy of your CV can save time completing the application. Please note this does not have to be the very latest up-to-date CV. We require it to ascertain employment history and duration, and qualifications.

<sup>2</sup> Where the applicant identifies they have an honours degree, an IT related degree or a BCS Professional Examination.

<sup>3</sup> The Supporter will need to be someone who is known to the applicant and can vouch for their recent experience. This could be an employer, colleague or a client. They will need to obtain their permission before supplying their details to us, as we will require their Name, BCS Membership Number (if they are a Member), their Email Address and Telephone Number (the telephone number is not mandatory). We will contact the Supporter to validate the application.

The Fellows application process is more in-depth and requires two supporters who should ideally be Fellows or of fellow status.

### Nominations

A Professional Member (MBCS), Fellow (FBCS) or a Committee member can act as a Trusted Source. In this scenario, they can nominate an individual for the same grade of membership that they hold, without the need for a supporter (other than themselves). Click [here](#) to login and for details or visit the Member Secure Area and select "My membership" and "Nominate or recommend a colleague".

## 10. Benefits grid by grade

Please note that many of the below links require you to be logged in to the Member Secure Area before you use them.

		Affiliate	Student	Associate	Professional	Fellow
<b>Professionalism, Core Benefits and Governance</b>						
Academy website, access to	<a href="#">here</a>	✓	✓	✓	✓	✓
BCS Annual Review	Posted					✓ <sup>1</sup>
BCS logo, use of	<a href="#">here</a>				✓	✓
Certificate	Posted			✓	✓	✓
Code of Conduct	<a href="#">here</a>	✓	✓	✓	✓	✓
Email Forwarding	<a href="#">here</a>	✓	✓	✓	✓	✓
International Register of Members, listing on	<a href="#">here</a>					Chartered
London office facilities, use of	via <a href="#">here</a>	✓	✓	✓	✓	✓
Membership Card	Posted	✓	£	✓	✓	✓
Member Secure Area, access to	<a href="#">here</a>	✓	✓	✓	✓	✓
Post Nominal Letters	<a href="#">here</a>			AMBCS	MBCS	FBCS
<b>Networking &amp; online communities</b>						
Ask an Expert (online)	<a href="#">here</a>	✓	✓	✓	✓	✓
BCS LinkedIn Group	<a href="#">here</a>	✓	✓	✓	✓	✓
BCS Facebook Group	<a href="#">here</a>	✓	✓	✓	✓	✓
BCS Twitter Group	<a href="#">here</a>	✓	✓	✓	✓	✓
BCS Events	<a href="#">here</a>	✓	✓	✓	✓	✓
Branches, access to	<a href="#">here</a> & <a href="#">here</a>	✓	✓	✓	✓	✓
Corporate IT forum Best Practice Portal	<a href="#">here</a>				Chartered	Chartered
ELITE (Effective Leadership Information Technology) Specialist Group	via <a href="#">here</a>					✓
International Sections, access to	<a href="#">here</a> & <a href="#">here</a>	✓	✓	✓	✓	✓
Specialist Groups, access to	<a href="#">here</a> & <a href="#">here</a>	✓	✓	✓	✓	✓
Member Network	<a href="#">here</a>	✓	✓	✓	✓	✓
Mentoring Programme	<a href="#">here</a>	✓	✓	✓	✓	✓
<b>Training, Professional Development and Publications</b>						
ACM digital library, discounts on	via <a href="#">here</a>				✓	✓
BCS Bookshops, discounts on books	<a href="#">here</a> & <a href="#">here</a>	✓	✓	✓	✓	✓
BCS Recruit	<a href="#">here</a>	✓	✓	✓	✓	✓
Best Practice Portal	<a href="#">here</a>				Chartered	Chartered
Books 24x7 online library	via <a href="#">here</a>	✓	✓	✓	✓	✓
Browse SFIA <sup>plus</sup>	via <a href="#">here</a>	✓	✓	✓	✓	✓
Career Services – CV tips, jobs advice and profiles	<a href="#">here</a> & <a href="#">here</a>	✓	✓	✓	✓	✓
Continuing Professional Development (CPD) Portal	<a href="#">here</a>	✓	✓	✓	✓	✓

NOT FOR GENERAL DISTRIBUTION

		Affiliate	Student	Associate	Professional	Fellow
Computing, digital version, free subscription	subscribe <a href="#">here</a> £	✓	✓	✓	✓	✓
Computer Journal, discount on subscription	via <a href="#">here</a> £	✓	✓	✓	✓	✓
eBCS regular email news	subscribe <a href="#">here</a> £	✓	✓	✓	✓	✓
EBSCO	via <a href="#">here</a>	✓	✓	✓	✓	✓
Forrester Reports	via <a href="#">here</a>	✓	✓	✓	✓	✓
Globalization Today by email	subscribe <a href="#">here</a> £		✓	✓	✓	✓
IEEE Intelligent Systems Magazine discount, 27% off	via <a href="#">here</a> £	✓	✓	✓	✓	✓
ITNOW (printed copy)	Posted				✓	✓
ITNOW (electronic copy)	<a href="#">here</a> £	✓	✓	✓		
Personal Development Plan	<a href="#">here</a> £	✓	✓	✓	✓	✓
Training, discounts with selected third parties	via <a href="#">here</a> £	✓	✓	✓	✓	✓
ITIL books, discounts on core books	via <a href="#">here</a> £	✓	✓	✓	✓	✓
VNU/Computing mi <sup>2</sup> (previously known as Computing Directories)	via <a href="#">here</a> £	✓	✓	✓	✓	✓
<b>Discounts and Services</b>						
BCS Membership Extras	via <a href="#">here</a> £				✓	✓
Discount on office supplies	via <a href="#">here</a> £				✓	✓
Discount on mobile phones and landlines	via <a href="#">here</a> £				✓	✓
Discount on website and accountancy software	via <a href="#">here</a> £				✓	✓
Discount on travel, foreign exchange, car rental and airport parking	via <a href="#">here</a> £				✓	✓
Discount on insurance, private medical insurance and life insurance	via <a href="#">here</a> £				✓	✓
Advice on energy savings for home and business	via <a href="#">here</a> £				✓	✓
Advice on financial planning	via <a href="#">here</a> £				✓	✓
Discounted gym membership	via <a href="#">here</a> £				✓	✓
Cashback gift cards for shopping	via <a href="#">here</a> £				✓	✓
Employment dispute resolution services	via <a href="#">here</a> £					✓
Legal Services (Online)	via <a href="#">here</a> £		✓	✓	✓	✓
Legal Services (Phone)	via <a href="#">here</a> £				✓	✓
Professional Indemnity Insurance, discounts on	via <a href="#">here</a> £	✓	✓	✓	✓	✓

<sup>1</sup> Mailed to members of the ELITE group only. Copies available to those who attend the AGM.

<sup>2</sup> 20% off products, including list rental opportunities, online access to IT users and IT suppliers database.

£ denotes chargeable.

Benefits and services subject to change. For latest information, please check online.

Correct March 2013. E&OE.