**RPCiT COMPETENCIES REPORT FORM**

***PLEASE READ GUIDANCE NOTES FOR APPLICANTS BEFORE FILLING IN THIS FORM***

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| **Full Name:** |  |
| **Role:** |  |
| **Organisation:** |  |
| **\*(Ofqual) Level 5 qualification:** |  |

*\*Note: if applicants do not possess a level 5 qualification an Equivalence Report will need to be submitted along with this Competencies Report*

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| **Applicant Information** |
| **Registered Practitioner in Creative Industries & Technologies (RPCiT)**Professional registration with the ISTis an internationally recognised mark of quality. It demonstrates that an individual creative practitioner or technician has reached an external standard, set by the creative industries and technologies profession. Unlike a purely academic qualification, professional registration demonstrates a person’s competence (gained through experience) as well as their knowledge and understanding.The practitioners and technicians who achieve professional registration (registrants) are skilled professionals who have chosen to have their expertise independently verified. Professional titles mark a person out as a competent and committed creative professional. Society, employers and customers can have confidence that professionally registered practitioners and technicians have had their competence independently assessed. Registrants also commit to ongoing learning through Personal and Professional Development (PPD), and to working in an ethical and sustainable way. An Registered Practitioner in Creative Industries & Technologies (RPCiT) can maintain and manage applications of current and developing technology. They might undertake creative design, development, manufacture, construction and operation. The knowledge and understanding a person must demonstrate to become an RPCiT is equivalent to a Bachelor’s degree (level 5 Ofqual qualification).Good luck completing your RPCiT competency report. Please feel free to use our resources on our website, including the Competence Report Planner to assist you when completing this document. If you require extra assistance, please contact the IST who will be more than happy to assist you. |

**All evidence you submit for professional registration must be endorsed by your supervisor/manager within their reference**

**A: Application of knowledge and understanding:**

### *The individual can identify and use creative technologies, design and media-based knowledge/understanding relevant to current applications within the creative sector. They can use specialist practices and skills to complete tasks, as well as addressing well defined problems by providing suggestions and/or solutions to problems and issues.*

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| **Competency** |
| **A1** | **Apply knowledge of underlying concepts and principles.** |
| **Guidance** |
| This means that you should be able to explain the application of knowledge and understanding within the context of your role/responsibilities. You should be able to demonstrate competency in working in technologies, such as multimedia / creative arts and applying multiple techniques within a project. Why, what and how you utilize your expertise. |
| **Evidence Chosen** |
| Why:  |
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| **Competency** |
| **A2** | **Review and select appropriate approaches, procedures and practices to undertake tasks.** |
| **Guidance** |
| This means that you can explain the major underlying reasons for undertaking your work and why a particular procedure, approach, or process is appropriate. The individual should have and be able to demonstrate an appreciation of the history and development of appropriate practice used in their workplace. |
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| **Competency** |
| **A3** | **Interpret and reflect on outcomes / decisions and can make sound judgements in relation to a particular technical concept.** |
| **Guidance** |
| This means you can explain how you recognise when your activity appears to have been successfully carried out, or not. You can explain how your outcomes, skills-set and decisions, relate to the underlying principles. You should also be able to describe how you present information in an appropriate manner in order to explain your judgement. |
| **Evidence Chosen** |
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**B: Personal responsibility:**

### *Exercise personal responsibility in planning and implementing tasks according to accepted or approved practices. The applicant should work with minimal supervision and follow and instruct on safe working practices, such as risk assessments and approved techniques. The applicant should be able to demonstrate an understanding of the risks associated with implementation of creative technologies practices and needs to be able to reflect on the specific technicalities of the equipment used and needs to acknowledge responsibility for their use.*

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| **Competency** |
| **B1** | **Work consistently and effectively with minimal supervision to appropriate standards and procedures.** |
| **Guidance** |
| This means that you can show how you carry out work with minimal input from your supervisor for certain key tasks, experiments or procedures associated with your role and complete them to the appropriate standards and within a suitable time frame.  |
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| **Competency** |
| **B2** | **Manage, apply and ensure safe working practices.** |
| **Guidance** |
| This means that you can explain the safe working practices applicable to your area of work and describe how you follow them and support others to follow them. Follow and instruct on safe working practices and approved techniques. There should be clear evidence that risk has been assessed and suitable working practices developed, including any specific technicalities associated with equipment being used. |
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| **Competency** |
| **B3** | **Accept responsibility for the quality of work of self and others.** |
| **Guidance** |
| This means that you can describe how you accept responsibility for the facilitation of work that you undertake and that of others – including if an activity or system does not work in the way that you expect. This also requires that the applicant can demonstrate that they take responsibility for and risk associated with specific technical issues associated with the equipment used. |
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| **Competency** |
| **B4** | **Take responsibility for completing tasks and procedures as well as using judgement within defined timelines or constraints.** |
| **Guidance** |
| This means that you can give an example that describes how you accept responsibility for completing a task or procedure within the required constraints. This may include how you are proactive if deadlines or timelines are not met. |
| **Evidence Chosen** |
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**C: Communication and teamwork:**

*Demonstrate effective communication, facilitation and interpersonal skills and have a proven track record of working successfully with colleagues from a variety of roles (e.g. students, apprentices, technicians, designers, senior creative/technical specialists, academics etc.)*

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| **Competency** |
| **C1** | **Demonstrate effective and appropriate communication skills.** |
| **Guidance** |
| This means that you can show that you are an effective communicator through using appropriate oral, written and electronic means. |
| **Evidence Chosen** |
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| **Competency** |
| **C2** | **Demonstrate interpersonal skills and behaviours.** |
| **Guidance** |
| This means that you can demonstrate skills that enhance your ability to interact with colleagues, students, senior staff, clients or other individuals in the work setting. |
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| **Competency** |
| **C3** | **Demonstrate an ability to work effectively with others.** |
| **Guidance** |
| This means ‘team work’, which can be in a large team or on a 1-to-1 basis. You should have a proven track record of working successfully with individuals in a wide variety of roles. |
| **Evidence Chosen** |
| Why:  |
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**D: Professional practice:**

*Apply appropriate theoretical and practical approaches according to specific protocols. Advise on appropriate practices and proposes innovative solution to problems and issues and make suggestions for improvements to practice and policy.*

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| **Competency** |
| **D1** | **Recognise problems and apply appropriate methods to identify causes and achieve solutions.** |
| **Guidance** |
| This means you can describe an example which will demonstrate your understanding of the underlying principles of an activity and how, because of this understanding, you are then able to modify a process to improve the outcome or to ensure completion. Advise on appropriate practices and propose innovative solutions to problems. |
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| **Competency** |
| **D2** | **Identify, organise and use resources effectively to complete tasks.** |
| **Guidance** |
| This means that you can give examples of work that you have undertaken where the method, programme, equipment, or materials used was chosen as the best (or most relevant) to use. |
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| Why:  |
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| **Competency** |
| **D3** | **Participate in continuous performance improvement.** |
| **Guidance** |
| This means that you can give an example, which shows how you are aware of progress in your area and seek ways of improving the efficiency of your work. It should describe how you seek to discuss with your supervisor or clients, colleagues etc. the strategy for achieving this. Makes suggestions for improvements to practice, policy or procedures. |
| **Evidence Chosen** |
| Why:  |
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**E: Personal and professional development:**

*Demonstrate a personal commitment to professional standards. Attends any mandatory training courses required to fulfil and enhance your role and identify, with support, areas of development on which to focus to enhance self and organisation/environment. The individual should be able to demonstrate a commitment to enhancing professionalism and sharing best practice.*

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| **Competency** |
| **E1** | **Comply with relevant codes of conduct and practice.** |
| **Guidance** |
| This means that you can give examples of how you comply with the codes of professional conduct (e.g. IST Code of Conduct). You can also give examples of how you manage your work within all relevant legislative, regulatory and local requirements and frameworks, such as Health and Safety Legislation, Home Office Regulations, good practice as well as local Codes of Practice, etc. This should also include any codes of practice associated with support work as well as individual professional practice, where that exists. |
| **Evidence Chosen** |
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| **Competency** |
| **E2** | **Maintain and enhance competence in own area of practice within a structured and managed environment.** |
| **Guidance** |
| This means that you undertake activities to enhance your competence in your own area of practice i.e. Continuing Professional Development (CPD).* Attends mandatory training courses which are required to fulfil their role.
* Identifies, with support, areas of development to focus on which will enhance self and their workplace.
* Where individuals have a professional practice in their own right, it will be important to reflect on how that practice is developed/enhanced
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| **Evidence Chosen** |
| Why:  |
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| **Competency** |
| **E3** | **Appreciate and develop an understanding of the wider environment.** |
| **Guidance** |
| This means that you understand how your work fits into the wider sector and are aware of the business, management, safety, social and economic context. |
| **Evidence Chosen** |
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**END OF COMPETENCY FORM**

**PLEASE SEND YOUR COMPLETED DOCUMENTS AND ANY COMMENTS/QUERIES ABOUT**

**YOUR FORM TO:** registrations@istonline.org.uk or 0114 553 1401

