**RPCiT COMPETENCIES REPORT GUIDANCE**

This document should provide guidance for members of the professional and technical workforce operating within creative industries and technologies who wish to apply for Professional Practitioner accreditation.

The RPCIT (Registered Practitioner in the Creative Industries & Technologies) registration grade is considered suitable for individuals who have level 5 knowledge and who have worked within their role for a minimum of 3 years. Whilst level 5 knowledge can be evidenced through a recognised qualification, it is also acceptable that such knowledge has been acquired through relevant work experience. If you do not hold a level 5 qualification, you can submit an equivalence report.

Applications for RPCIT will require the following:

* Membership of the IST
* Curriculum vitae
* RPCIT Application Form
* RPCIT Competencies Report  
  PPD (Personal & Professional Development) Report Form detailing development activities carried out in the 12 months prior to application
* Payment of the necessary fee

**In Summary**

The registration process should provide a mechanism for applicants to review their work and reflect on their skill and contributions to their workplace, whether that is within a larger organisation or with a small individual professional practice, or indeed a combination of both.

The reflection process is considered to be a positive experience by most applicants and often allows individuals to gain a better perspective on their current role and potential career pathways moving forward.

The application process will not necessarily provide a pass/fail outcome in the first instance and where assessors deem that there is not sufficient detail included in the application they will provide feedback as to what is missing and will allow applicants to update their application, where appropriate.

The new creative industries and technologies professional registers are intended to provide individuals operating within those sectors parity of opportunity for skills and expertise recognition in the same way as has been the case in science, engineering and IT for many years.

**Competencies Report Guidance Notes**

Competence can be defined as an individual’ s ability to conduct professional activities successfully and safely within their field. It is an appraisal of their professional effectiveness, robustness of their work, interpersonal skills, analytical qualities and professionalism. This includes the individual’ s professional judgement, awareness of limitations and ability to consult and seek assistance appropriately, when appropriate. Important aspects of competence include risk awareness and management, personal responsibility and a commitment to sharing best practice and continues development. The completion of the Competencies Report provides the applicant to detail how they can demonstrate the following:

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| **A: Subject 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. |
| **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. |
| **C: Communications & 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.) |
| **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. |
| **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. |

Following is guidance relating to the specific competency standards that applicants need to demonstrate. In general terms applicants will need to provide examples of their work activities and responsibilities that demonstrate the specific competency standard defined. Applicants should focus on what they do, how they do it and why they make decisions they do.

* For each standard, applicants will need to provide at least 2 clear examples of the role they have and the contribution that they bring to the task or activity described
* Applicants shouldn’t just list the things they do, but should provide evidence that demonstrates the specific competency
* The examples provided should include sufficient detail for the assessor to be able to visualise and understand what the individual does, how they carry out their activities and the reasons why decisions are made
* Examples can be used more than once, providing that they are relevant to the competency being demonstrated
* Most examples should be recent (i.e. within the last 2 years) but older examples can be described if they are still relevant overall to the performance of your current role
* Applications should treat their competencies report as an opportunity to ‘sell’ themselves and reflect on their skills, experience and achievements
* Applicants should talk about ‘I’ rather ‘we’ in order for the assessor to understand their contribution
* PPD Reports (covering the preceding 12 months) will need to be supplied in order to support statements made within the Competencies Report

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| **Section A Subject Knowledge and Understanding:** |

**A1. Apply knowledge of underlying concepts and principles.**

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. What, how and when you utilize your expertise.

Examples could include:

To be added

**A2. Review and select appropriate approaches, procedures and practices to undertake tasks.**

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.

Examples could include:

To be added

#### **A3. Interpret and reflect on outcomes / decisions and can make sound judgements in relation to a particular technical concept.**

#### 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.

Examples could include:

To be added

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| **Section B Personal Responsibility:** |

#### **B1. Work consistently and effectively with minimal supervision to appropriate standards and procedures.**

#### 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. You should demonstrate that you can judge when you need to seek advice or to escalate an issue/problem.

Examples could include:

To be added

**B2. Manage, apply and ensure safe working practices.**

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.

Examples could include:

To be added

#### **B3. Accept responsibility for the quality of work of self and others.**

#### 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.

Examples could include:

To be added

#### **B4. Take responsibility for completing tasks and procedures as well as using judgement within defined timelines or constraints.**

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.

Examples could include:

To be added

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| **Section C**  **Communications & Teamwork:** |

#### **C1. Demonstrate effective and appropriate communication skills.**

#### This means that you can show that you are an effective communicator through using appropriate oral, written and electronic means.

Examples could include:

To be added

**C2. Demonstrate interpersonal skills and behaviours.**

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.

Examples could include:

To be added

**C3. Demonstrate an ability to work effectively with others.**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.

Examples could include:

To be added

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| **Section D**  **Professional Practice:** |

**D1. Recognise problems and apply appropriate methods to identify causes and achieve solutions.**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.

Examples could include:

To be added

**D2. Identify, organise and use resources effectively to complete tasks.**

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.

Examples could include:

To be added

#### **D3. Participate in continuous performance improvement.**

#### 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.

Examples could include:

To be added

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| **Section E**  **Personal and Professional Development:** |

**E1. Comply with relevant codes of conduct and practice.**

This means that you can give examples of how you comply with the codes of professional conduct (eg 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.

Examples could include:

Safety legislation

IST Code of Conduct  
other to be added

#### **E2. Maintain and enhance competence in own area of practice within a structured and managed environment.**

#### 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

Examples could include:

To be added

#### **E3. Appreciate and develop an understanding of the wider environment.**

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.

Examples could include:

To be added