REGISTER OF CHARTERED SECURITY PROFESSIONALS
APPLICATION GUIDANCE

This guidance is written to help you focus on what to include in your application to the Register of Chartered Security Professionals. It also describes the application process.

PLEASE READ IN CONJUNCTION WITH THE FORMS PROVIDED IN THE APPLICATION PACK. Further guidance on vetting and professional indemnity insurance is available at **www.csyp-register.org**

ELIGIBILITY

Any security practitioner, who can demonstrate the required competency levels, over the prescribed timescales, who passes the background checks and who holds professional indemnity insurance, may apply to be admitted to the Register of Chartered Security Professionals. This includes those who specialize in training/education of security practitioners, and anyone employed by government departments directly related to security standards.

Points of caution:
- You will need to demonstrate you adopt a strategic approach. This is not necessarily reliant on holding a directorial position, but there must be clear evidence of your personal contribution. *This is a core requirement for a Chartered Security Professional*.
- Whilst you may be a subject expert in a specific area of security, you will be required to demonstrate a good knowledge of security in the round.
- There are other professional Registers open to security practitioners, including RSES (Register of Security Engineers and Specialists). You should make sure before applying that RCSP is the right Register to support your career.

Once admitted, you remain on the Register by compliance with a Code of Conduct, participation in the Security Institute's Continuous Professional Development scheme, confirmation that Professional Indemnity cover remains in place and payment of an annual fee.

THE APPLICATION PROCESS EXPLAINED

Two Licensee organisations have been appointed by CSPRA to administer applications into the Register of Chartered Security Professionals – the Security Institute and ASIS UK Chapter 208. The admittance process is centralised at the Security Institute, with all applications being handled by the RCSP Manager currently based at the Security Institute.

An application must include an ***RCSP Application Form*** SyI 801-F001, copies of qualification certificates and other evidence, a job description and current CV (or similar), photo ID and copy of invoice sent to home address, a prior conduct form, and the relevant fee or proof of payment.

There are two pathways to registration - the *Standard path* and the *Individual path*.

Standard path requirements:
- A bachelors or a masters degree in a security-related discipline (or an equivalent qualification recognised by the Chartered Security Professionals Registration Authority) **OR**
- A bachelors or a masters degree in any subject **PLUS** a security-related vocational qualification at NQF Level 5 such as the Security Institute's Diploma in Security Management or the ASIS Certified Protection Professional (CPP) or similar.
- Five years' operational security experience with at least two years at the Chartered competence level.

- An interview with two reviewers, including a presentation to be given by the registrant

Individual path requirements:
Completion of a portfolio (between 4,000 - 12,000 words) demonstrating that the candidate has met the defined competence requirements.
- Ten years' operational security experience with the last five years at the Chartered competence level.
- An interview with two reviewers, including a presentation to be given by the registrant

For those applying via the Individual pathway, a portfolio of achievement will also be required once the initial application has been received and reviewed, and the portfolio content requirements confirmed.

Your identity will be known throughout the application process by those involved in each phase.

We will
- Review the application to confirm the required years of work experience at the correct levels including strategic contribution
- Verify qualifications and/or request a portfolio of further evidence where necessary
- Complete relevant background checks, including references
- Interview the applicant to confirm attainment of competence
- Collate the above outputs, and prepare a recommendation for admittance to the Register

Portfolio: Once we have reviewed your initial application, we will confirm which subjects your portfolio should cover and the maximum number of words, taking into consideration the other elements of your application pack.
We will issue separate guidance on this at the time. You will be offered to be matched with a RCSP mentor, who will provide confidential support and guidance, and we strongly recommend you take advantage of this.

Interview Assessment: You will need to attend an interview lasting no more than 60 minutes with two Interview Assessors who will be matched as closely as possible with your own experience. All Assessors have undergone training and are themselves Chartered Security Professionals. During the interview you will be expected to make a 15 minute presentation covering the five competencies, concentrating in particular on security knowledge and practice skills. We will issue separate guidance on this when confirming your interview appointment.

Timescales: It is anticipated that the applications made via the standard pathway should take around 12 weeks to complete. Interviews are held during the first week of each month. Failure to proceed to interview stage (for Individual pathway applicants) or failure to attend an interview within 3 months of call to interview (for all applicants) will result in your application being cancelled. We aim to confirm the outcome of your application within 4 weeks of the internal verification being completed. For individual pathway applicants, we aim to complete the application process within 6 weeks of your portfolio submission. Both of these timescales are dependent on your availability to attend interview.

Once admitted to the Register, you will receive a Registration certificate, the Code of Conduct, silk tie, lapel pin, the handbook for new Registrants and details of the CPD scheme.

Should you be unsuccessful in your application, or should we require further information or corroboration, then you will be contacted by a representative of Registration Administration.

Submission: Applications should be submitted to **manager@csyp-register.org** or **di@security-institute.org** . Please ensure payment and vetting information remains separate from the application form. Alternatively, you may save your files to an icloud file storage system such as Dropbox.

If you cannot submit electronically, you can send your application pack to the address below, however this will incur an additional delay whilst your file is scanned and the original papers destroyed.

> The RCSP Manager
> c/o The Security Institute
> 1 The Courtyard
> Caldecote
> Warwickshire CV10 0AS

For the purpose of this Register:

Security means the protection, guarding or defence of persons, property (real and/or intellectual) or the Realm from threats posed by crime, terrorism, or business malpractice. It is the business of dealing with the risks presented by such threats and the creation of a response and/or defence to them. It will encompass everything that works towards the provision of protection, guarding or defence, including intelligence gathering, research and information technology.

Security professional shall be one who is employed in, or is independently practising, the delivery of security services or provision. It shall also include those who are engaged primarily in teaching, or in public or private organisations involved in, security activity as regulated by the Registration Authority.

EXPRESSION OF INTEREST

Applicants may submit their application pack under an "Expression of Interest". This option is aimed at those who are uncertain if they possess the relevant qualifications and experience to make a full application.

The outcome of the Expression of Interest will be a written recommendation to proceed (or not) which would be communicated by RCSP Admin to the applicant. ***There is no guarantee that any subsequent formal application will succeed based on the outcome of the Expression of Interest assessment and this should be treated as a guide only.***

A nominal non-refundable fee applies for this service, which must be paid on submission of the request.

PAYMENT OF FEES

The full Application Fee is £300, and payment methods are explained in the ***RCSP Payment Form and Checklist*** SyI 801-F002. Payment, or proof of payment, must be submitted with the application form.

The Expression of Interest Fee is £30, which is deducted from the overall application fee if a subsequent full application is made within 3 months of feedback being given.

You will receive an invoice for your First Year Annual Registration Fee when your admittance to the Register is confirmed, pro-rata'd for the remainder of the calendar year. Your registration pack, including Certificate of Admittance, will not be released until this invoice is paid.

Annual Registration Fees are payable annually on 1st January. Failure to pay annual fees when required may invalidate registration.

Applicants who fail to meet the required competency levels on first attempt may re-apply after twelve months or as recommended by the Registrar. The fee for re-application is £50.

BACKGROUND CHECK INFORMATION

The purpose of background checks is to confirm identity and probity. The probity check confirms you are of unquestionable integrity and honesty, and that you are likely to adhere to a code of conduct based on undeviating honesty.

You should complete the **RCSP Prior Conduct Form** SyI 801-F003 which is a self-declaration in respect of criminal records, bankruptcy, County Court judgements, Individual Voluntary Arrangement, disqualified directors and other professional association applications. Failure to complete the form will prevent processing of the application.

The Security Institute may carry out further checks to verify some or all of the data provided, or to provide additional levels of confidence.

You will be asked to produce the original identity document at your interview. This confirms the copy document is legitimate, and also the interviewee's identity.

COMPLETING THE APPLICATION FORM

These notes should be read in conjunction with the **RCSP Application Form** SyI 803-F001.

Section A: Your Details	Your admittance certificate will show your name as printed here.
Section B: Communications	We will use your business email and phone, unless you specify otherwise.
Section C: Current Employment	Include a copy of your job description. If you do not have a formal document, please provide a description of your current role.
Section D: Employment History	Be specific about the roles you have undertaken during your employment history, particularly with regard to knowledge, practice skills, leadership, communication and professional commitment. The minimum requirements for work experience are shown on the Application Form, and differ between the Standard and Individual pathways.
Section E: Qualifications	Include all higher education qualifications, including non-security subjects. You must supply copy certificates for these, and bring originals along to the interview.
Section F: Training	Add details of training courses you have undertaken, including "in-house". Provide attendance certificates if possible.
Section G: Competencies	This is the core of your application. Please include here details of how you can demonstrate compliance with each element. You will have to reach minimum levels, which will largely be identified by your Interview Assessors from your application pack and response to interview questions. Competencies must be demonstrable for 2 years (for Standard pathway) or 5 years (Individual pathway) – more is useful, but not essential.
Section H: Additional Evidence	Be specific about which competencies each piece of evidence demonstrates, to help them prepare and assessors to assess. We suggest you submit between three and ten pieces of evidence at the application stage. Clearly referenced evidence enables your Interview Assessors to confirm you meet the required competency levels. Additional evidence could include presentations, articles you have written or that are about your achievements, your participation in security organisations, the role you pay in the wider security

	community.
Section I: Interview Assessment	Separate guidance will be issued on this. One of your interviewers should match elements of your own career path to date. Both will be highly trained, successful security professionals.
Section J: Background Checks	You should include a copy of photographic ID, such as a 10-year passport or drivers licence. In addition, you should also provide a copy of a utility invoice or council tax invoice (less than 3 months old), confirming your home address. You should provide original documents at your interview. Include contact details of two referees on the Application Form – there is no need to included written statements from them with your application. These will be contacted by the Registration Administration department.
Section K: Declaration	Electronic submission of the form is deemed to have been signed, but a scanned copy of a signed form is better.

Typically, we recommend your Application Form should be between 10 -12 pages once completed.

PROOF OF COMPETENCE

Qualifications and experience jointly reflect the competencies that a member of the Register of Chartered Security Professionals must be able to demonstrate for the minimum number of years.

In addition to these specific requirements, there is an overall need to prove that you are making a strategic impact in the work that you do. This is not dependant on seniority or job title.

Proof of competence is confirmed in three ways:
- By reviewing your application form and supporting documentation
- By consideration of a portfolio (Individual Pathway applicants only)
- By your Interview Assessment

Up to one hundred points can be scored in recognising your competencies, and you must score at least seventy to be admitted to the Register.

These points are allocated across the five competencies, so that there is a maximum score that can obtain for each skill, but also a minimum score that must be achieved.
These scores are:

	Maximum	Minimum
Knowledge	30	20
Practice Skills	35	25
Communication	15	10
Leadership	10	5
Professional Commitment	10	5
Totals	**100**	**65**

The interview process itself is a major safeguard and test for competency and probity which are essential factors in admittance to the Register.

You must prove you can:

A: **KNOWLEDGE** *(Maximum score 30 points, with 20 points minimum required)* Use a combination of specialist and generalist security knowledge and understanding to optimise the employment of existing and emerging methods and technologies.

A1: Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advanced methods and technologies and other relevant developments.

A2: Engage in the creative and innovative development of security practices, methods, technologies and continuous improvement systems.

B: **PRACTICE SKILLS** *(Maximum score 35 points, with 25 points minimum required)* Apply appropriate techniques, methodologies and processes to resolve security and risk related issues.

B1: Identify potential projects and opportunities.

B2: Conduct appropriate research, and undertake design and development of security solutions.

B3: Implement design solutions, and evaluate their effectiveness.

C: **COMMUNICATION** *(Maximum score 15 points, with 10 points minimum required)* Demonstrate effective interpersonal skills.

C1: Communicate effectively in English with others at all levels.

C2: Present and discuss proposals.

C3: Demonstrate personal and social skills.

D: **LEADERSHIP** *(Maximum score 10 points, with 5 points minimum required)* Provide technical and commercial leadership.

D1: Plan for effective project implementation.

D2: Plan, budget, organise, direct and control tasks, people and resources.

D3: Lead teams and develop staff to meet changing methodological, technical and managerial needs.

E: **PROFESSIONAL COMMITMENT** *(Maximum score 10 points, with 5 points minimum required)* Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.

E1: Comply with relevant codes of conduct.

E2: Manage and apply safe systems of work.

E3: Undertake security activities in a way that contributes to sustainable development.

E4: Carry out continuing professional development necessary to maintain and enhance competence in own area of practice.

E5: Contribute to wider community and/or professional interests.

A bibliography of articles and presentations and other supporting evidence should be included in your application form, together with a minimum of three examples. These should clearly state to which competence they refer.

A comprehensive list of evidence examples is available at **www.csyp-register.org**

CONTINUING PROFESSIONAL DEVELOPMENT

Participating in the Security Institute's Continuing Professional Development scheme is compulsory for registrants. Full details of the scheme will be sent to you once you have been admitted to the Register, including how the scheme works, how to plan for and monitor your CPD progress, and how to submit annual returns.