

# CREGISTER OF CHARTERED SECURITY PROFESSIONALS

## COMPETENCY TABLE

- A: Knowledge:** 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:** 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:** Demonstrate effective interpersonal skills.
- C1: Communicate in English with others at all levels.
  - C2: Present and discuss proposals.
  - C3: Demonstrate personal and social skills.
- D: Leadership:** 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:** 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 to maintain and enhance competence in own area of practice.
  - E5: Contribute to wider community and/or professional interests.

A. **Knowledge:** Use a combination of specialist and generalist security knowledge and understanding to optimise the employment of existing and emerging methods and technologies.

Objective	This could include an ability to:	Evidence examples
<p><b>A1 : Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advanced methods and technologies.</b></p>	<ul style="list-style-type: none"> <li>• Identify the limits of own personal knowledge and skills.</li> <li>• Strive to extend own methodological and technological capability.</li> <li>• Broaden and deepen own knowledge base through research and experimentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify new areas for development and research through project involvement and a questioning mind.</li> <li>• Read professional journals via paper/ electronic media.</li> <li>• Engage in wider reading of general security, research and security design publications.</li> </ul>
<p><b>A2 : Engage in the creative and innovative development of security practices, methods, technologies and continuous improvement systems.</b></p>	<ul style="list-style-type: none"> <li>• Establish users' needs.</li> <li>• Assess marketing needs and contribute to marketing strategies.</li> <li>• Identify constraints and exploit opportunities for the development and transfer of methodology and technology within the security field.</li> <li>• Promote new applications when appropriate.</li> <li>• Secure the necessary intellectual property rights.</li> <li>• Develop and evaluate continuous improvement systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in contribute to multi-disciplinary project teams with other professionals including clients.</li> <li>• Evaluate proposals and plan specific tasks using contemporary schemes and solutions.</li> <li>• Read publications of other relevant professional institutions.</li> <li>• Critically compare your own and others' work.</li> <li>• Evaluate completed projects to establish whether objectives were achieved and consolidate lessons learned.</li> <li>• Take account of the commercial value of your own and others' innovative work and ideas.</li> </ul>

B. **Practice Skills:** Apply appropriate techniques, methodologies and processes to resolve security and risk related issues.

Objective	This could include an ability to:	Evidence examples
<b>B1 : Identify potential projects and opportunities.</b>	<p>Explore the territory within own responsibility for new opportunities.</p> <ul style="list-style-type: none"> <li>• Determine potential benefits and effectiveness of proposed options.</li> <li>• Review the potential for enhancing security products, processes, systems and services.</li> <li>• Use own knowledge of the customer/ client/ employer position to assess the viability of opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Investigate your customer/ client/ employer's business and understand the company objectives and business plan.</li> <li>• Participate in activities, discussions, peer group reviews to enhance knowledge and understanding.</li> <li>• Participate in proposals and presentations and contribute to knowledge transfer, investigative thinking and critical evolution.</li> <li>• Provide advice on the implications of proposal acceptance.</li> </ul>
<b>B2 : Conduct appropriate research, and undertake design and development of security solutions.</b>	<ul style="list-style-type: none"> <li>• Identify and agree appropriate research methodologies.</li> <li>• Assemble the necessary resources.</li> <li>• Carry out the necessary tests.</li> <li>• Collect, analyse and evaluate the relevant data.</li> <li>• Draft, present and agree design recommendations, taking account of cost, quality, safety, reliability, appearance, fitness for purpose and environmental impact.</li> <li>• Undertake security design.</li> </ul>	<ul style="list-style-type: none"> <li>• Take part as team/individual in early client contact e.g. meetings/presentations, initial proposals and analysis.</li> <li>• Consider options that are objective and without bias.</li> <li>• Select, use and evaluate software packages.</li> <li>• Integrate manual and computerised design techniques to achieve practical and innovative solutions.</li> <li>• Establish and agree basis of design including e.g. cost plan, deliverables and programme for implementation.</li> <li>• Engage with others to obtain specialist input including product design, testing, models, mock-ups and research.</li> <li>• Identify and record factors that may impact on proposed solutions</li> <li>• Prepare reports to include e.g. option studies, whole-life performance costings, drawing designs and other documentation to solve problems and meet objectives.</li> <li>• Implement ethical solutions to security issues.</li> </ul>
<b>B3 : Implement design solutions and methodologies, and evaluate their effectiveness.</b>	<ul style="list-style-type: none"> <li>• Ensure that the application of the design results in the appropriate practical outcome.</li> <li>• Implement design and methodological solutions, taking account of critical constraints.</li> <li>• Determine the criteria for evaluating the design and methodological solutions.</li> <li>• Evaluate the outcome against the original specification.</li> <li>• Actively learn from feedback on results to improve future design solutions and build best practice.</li> </ul>	<ul style="list-style-type: none"> <li>• In discussions with manufacturers and installers understand/evaluate their contribution to the design process.</li> <li>• Read manufacturers' literature and test data to establish understanding of product development, manufacture and application, and identify any limitations that might apply.</li> <li>• Initiate a post implementation review as an assessment tool.</li> <li>• Consult with peers to seek their views of your interpretations.</li> <li>• Establish benchmarks with similar projects as an evaluation strategy.</li> <li>• Update budgets, make comparisons and evaluate differences.</li> <li>• Prepare value added exercises and cost comparisons to proposed options.</li> <li>• Evaluate results against original targets and assumptions.</li> </ul>

**C. Communication: Demonstrate effective interpersonal skills.**

Objective	This could include an ability to:	Evidence examples
<p><b>C1: Communicate in English with others at all levels.</b></p>	<ul style="list-style-type: none"> <li>• Contribute to, chair and record meetings and discussions.</li> <li>• Prepare letters, documents and reports on complex matters.</li> <li>• Exchange information and provide advice to security and non-security colleagues.</li> <li>• Respond effectively and promptly to clients/customers/employers, using appropriate methods of communication.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify opportunities/constraints inherent in different site settings.</li> <li>• Prepare agendas and minutes for site meetings.</li> <li>• Identify/develop/establish formal/ informal communication channels between site personnel.</li> <li>• Provide written reports within agreed time frames.</li> <li>• Negotiate on variations and instructions.</li> <li>• Prepare/handle handover/closing documentation.</li> <li>• Participate in meetings, produce records and documentation.</li> <li>• Explain process and technical rationales and constraints as necessary to clients and colleagues.</li> </ul>
<p><b>C2: Present and discuss proposals.</b></p>	<ul style="list-style-type: none"> <li>• Prepare and deliver presentations on strategic matters.</li> <li>• Lead and sustain debates with audiences.</li> <li>• Feed the results back to improve the proposals.</li> <li>• Ensure that customer needs and expectations are being met as far as reasonably practicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Take part in meetings with prospective clients.</li> <li>• Analyse client specifications.</li> <li>• Obtain involvement of different departments in preparing final package.</li> <li>• Prepare bids.</li> <li>• Evaluate final tender, appreciate particular tendering practices/cultural differences of particular types of client, e.g. private/public sector clients, overseas clients.</li> <li>• Develop practical skills in presentations (relevant software, flip charts, overheads) to small and large groups having researched and prepared material.</li> <li>• Attend seminars, critically evaluate their usefulness, ask questions and debate answers.</li> </ul>
<p><b>C3: Demonstrate personal and social skills.</b></p>	<ul style="list-style-type: none"> <li>• Know and manage own emotions, strengths and weaknesses.</li> <li>• Be aware of the needs and concerns of others.</li> <li>• Be confident and flexible in dealing with new and changing interpersonal situations.</li> <li>• Identify, agree and lead work towards collective goals.</li> <li>• Create, maintain and enhance productive working relationships, and resolve conflicts.</li> </ul>	<ul style="list-style-type: none"> <li>• Select and use appropriate communications styles for the range of professional situations, e.g. skim/scan/study, write for notes, memos, formal letter, academic, reports, minutes.</li> <li>• Exhibit effective listening skills.</li> <li>• Make oral presentation to small/large formal/informal groups.</li> <li>• Exhibit interpersonal skills e.g. assertiveness, negotiation, flexibility, dealing with conflict.</li> <li>• Select appropriate communication modes/approaches for different situations e.g. sell, explain, reprimand.</li> <li>• Communicate in a foreign language.</li> <li>• Effectively manage your own time.</li> </ul>

D. **Leadership:** Provide technical and commercial leadership.

Objective	This could include an ability to:	Evidence examples
<p><b>D1: Plan for effective project implementation.</b></p>	<ul style="list-style-type: none"> <li>• Identify the factors affecting the project implementation.</li> <li>• Provide accurate details of potential costs, benefits, effectiveness, limitations and constraints of project recommendations.</li> <li>• Lead on preparing and agreeing implementation plans and method statements.</li> <li>• Ensure that the necessary resources are secured and brief the project team.</li> <li>• Negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• Play a key role in a major project involving other professionals and disciplines.</li> <li>• Discuss and agree the key objectives and scope of the proposed project and the available resources with the project sponsor(s) and any key stakeholders.</li> <li>• Engage in site meetings, conduct of negotiations, meeting deadlines.</li> <li>• Undertake risk analysis and be aware of statutory regulations and codes of practice.</li> <li>• Develop an implementation programme, identifying significant dates.</li> <li>• Estimate any resources required.</li> <li>• Answer client queries, respond to changes/requests, advise on cost/benefits ratios, propose alternative solutions.</li> <li>• Embrace current and proposed legislation, directives and codes of practice related to security and risk related issues.</li> <li>• Prepare tender and/or bid documentation.</li> </ul>
<p><b>D2 : Plan, budget, organise, direct and control tasks, people and resources.</b></p>	<ul style="list-style-type: none"> <li>• Set up appropriate management systems.</li> <li>• Agree quality standards, programme and budget within legal and statutory requirements.</li> <li>• Organise and lead work teams, coordinating project activities.</li> <li>• Ensure that variations from quality standards, programme and budgets are identified, and that corrective action is taken.</li> <li>• Gather and evaluate feedback, and recommend improvements.</li> </ul>	<ul style="list-style-type: none"> <li>• Take part in tender analysis.</li> <li>• Use/compile criteria/checklists to ensure fair judgement between different tenderers.</li> <li>• Observe and report inconsistencies/misleading presentation of information in tenders received.</li> <li>• Advise and report, with recommendations, on competing tenders.</li> <li>• Obtain and use standard forms.</li> <li>• Read and refer to relevant legislation, cases, information resources e.g., periodicals, Times Law.</li> <li>• Report and participate in contract law training courses/seminars.</li> <li>• Contribute to preparing documentation for claims or disputes.</li> <li>• Prepare spreadsheets of costings, resources required and monitor these against agreed programmes.</li> <li>• Evaluate any proposed changes and make recommendations/issue instructions accordingly.</li> </ul>

<p><b>D3: Lead teams and develop staff to meet changing methodological, technical and managerial needs.</b></p>	<ul style="list-style-type: none"> <li>• Agree objectives and work plans with teams and individuals.</li> <li>• Identify team and individual needs, and plan for their development.</li> <li>• Exhibit management styles appropriate to the situation and personnel.</li> <li>• Lead and support team and individual development.</li> <li>• Assess team and individual performance, and provide feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Have responsible experience of supervising others.</li> <li>• Draft job/person specifications, job adverts.</li> <li>• Contribute to selecting team members, coaching, training and developing team spirit and resolving workplace disputes</li> <li>• Participate in/develop appraisal systems.</li> <li>• Exhibit leadership skills, e.g. in managing a crisis.</li> <li>• Have responsibility in quality circles or similar.</li> <li>• Read books and articles on quality theory, TQM and current case studies.</li> <li>• Analyse the distinctive features of QA in the security environment.</li> <li>• Undertake a cost/benefit analysis of the QA scheme operated by your organisation.</li> <li>• Participate in damage limitation/ reparation when QA becomes compromised.</li> <li>• Participate in Investors in People Scheme or similar.</li> </ul>
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**E. Professional Commitment: Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.**

Objective	This could include an ability to:	Evidence examples
<b>E1 : Comply with relevant codes of conduct.</b>	<ul style="list-style-type: none"> <li>Comply with the rules of professional conduct of own professional body.</li> <li>Lead work within all relevant legislation and regulatory frameworks, including social and employment legislation.</li> <li>Understand relevant legislation and guidelines related to the security sector.</li> </ul>	<ul style="list-style-type: none"> <li>Examine, digest and abide by the codes of conduct applicable to the sector.</li> <li>Exercise all reasonable professional skill and care.</li> <li>Give due regard as appropriate to the Registration Authority guidelines.</li> <li>Maintain a working knowledge of current and impending legislation, standards and codes of practice that will influence, guide and regulate your work.</li> <li>Maintain professional competence through research, reading and participating in the activities of the Institution.</li> </ul>
<b>E2: Manage and apply safe systems of work.</b>	<ul style="list-style-type: none"> <li>Identify and take responsibility for own obligations for health, safety and welfare issues.</li> <li>Ensure that systems satisfy health, safety and welfare requirements.</li> <li>Develop and implement appropriate hazard identification and risk management systems.</li> <li>Manage, evaluate and improve these systems.</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of health and safety policy and practice as they relate to your personal circumstances and responsibility for others.</li> <li>Be familiar with safe systems of work, method statements for the execution of work and permits to work systems.</li> </ul>
<b>E3: Undertake security activities in a way that contributes to sustainable development.</b>	<ul style="list-style-type: none"> <li>Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously.</li> <li>Use imagination, creativity and innovation to provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives.</li> <li>Understand and secure stakeholder involvement in sustainable development.</li> </ul>	<ul style="list-style-type: none"> <li>Actively promote the profile and implementation of security solutions and designs that embrace the principles of sustainability in materials and energy sources.</li> <li>Actively engage in the process of reducing carbon emissions by reducing energy requirements using prudent design techniques and innovation.</li> <li>Observe good practice with regard to aspects of sustainability in the conduct of your own work.</li> <li>Help clients to embrace sound environmental principles by providing them with whole life performance information.</li> </ul>

<p><b>E4: Carry out continuing professional development necessary to maintain and enhance competence in own area of practice.</b></p>	<ul style="list-style-type: none"> <li>• Undertake reviews of own development needs.</li> <li>• Prepare development plans to meet personal and organisational objectives.</li> <li>• Carry out planned (and unplanned) CPD activities.</li> <li>• Maintain evidence of competence development.</li> <li>• Evaluate CPD outcomes against the development plans.</li> <li>• Assist others with their own CPD.</li> </ul>	<ul style="list-style-type: none"> <li>• Reading trade publications, journals and books and viewing podcasts.</li> <li>• Attending exhibitions/trade shows.</li> <li>• Undertaking research (not for a qualification).</li> <li>• Management skills development (e.g. leadership, finance, interview techniques, health and safety, presentation skills, communication skills, project management).</li> <li>• Attending educational and other security events.</li> <li>• Attending training courses, conferences and webinars.</li> <li>• Studying for recognised security qualifications.</li> </ul>
<p><b>E5: Contribute to wider community and/or professional interests.</b></p>	<p>This could include an ability to:</p> <ul style="list-style-type: none"> <li>• Support the objectives of related charitable or community bodies or the security profession.</li> <li>• Encourage others' entry to, or progression within, the security profession.</li> <li>• Disseminate good practice in presentations or publications.</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake voluntary work or fundraising in related charitable areas such as victims organisations.</li> <li>• Provide <i>pro bono</i> security work or advice to community organisations.</li> <li>• Promote the profession in visits to schools, colleges or universities.</li> <li>• Engage in standard setting bodies.</li> <li>• Give presentations to professional bodies.</li> <li>• Contribute to the work of a professional security organisation, for example by serving on a committee.</li> <li>• Write articles on security management, methods or technology.</li> <li>• Provide professional mentoring of individuals outside of a work setting.</li> </ul>