REGISTER 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
A1 : Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advanced methods and technologies.	• Identify the limits of own personal knowledge and skills. • Strive to extend own methodological and technological capability. • Broaden and deepen own knowledge base through research and experimentation.	• Identify new areas for development and research through project involvement and a questioning mind. • Read professional journals via paper/ electronic media. • Engage in wider reading of general security, research and security design publications.
A2 : Engage in the creative and innovative development of security practices, methods, technologies and continuous improvement systems.	• Establish users' needs. • Assess marketing needs and contribute to marketing strategies. • Identify constraints and exploit opportunities for the development and transfer of methodology and technology within the security field. • Promote new applications when appropriate. • Secure the necessary intellectual property rights. • Develop and evaluate continuous improvement systems.	• Participate in contribute to multi-disciplinary project teams with other professionals including clients. • Evaluate proposals and plan specific tasks using contemporary schemes and solutions. • Read publications of other relevant professional institutions. • Critically compare your own and others' work. • Evaluate completed projects to establish whether objectives were achieved and consolidate lessons learned. • Take account of the commercial value of your own and others' innovative work and ideas.

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
B1 : Identify potential projects and opportunities.	Explore the territory within own responsibility for new opportunities. • Determine potential benefits and effectiveness of proposed options. • Review the potential for enhancing security products, processes, systems and services. • Use own knowledge of the customer/ client/ employer position to assess the viability of opportunities.	• Investigate your customer/ client/ employer's business and understand the company objectives and business plan. • Participate in activities, discussions, peer group reviews to enhance knowledge and understanding. • Participate in proposals and presentations and contribute to knowledge transfer, investigative thinking and critical evolution. • Provide advice on the implications of proposal acceptance.
B2 : Conduct appropriate research and undertake design and development of security solutions.	• Identify and agree appropriate research methodologies. • Assemble the necessary resources. • Carry out the necessary tests. • Collect, analyse and evaluate the relevant data. • Draft, present and agree design recommendations, taking account of cost, quality, safety, reliability, appearance, fitness for purpose and environmental impact. • Undertake security design.	• Take part as team/individual in early client contact e.g. meetings/presentations, initial proposals and analysis. • Consider options that are objective and without bias. • Select, use and evaluate software packages. • Integrate manual and computerised design techniques to achieve practical and innovative solutions. • Establish and agree basis of design including e.g. cost plan, deliverables and programme for implementation. • Engage with others to obtain specialist input including product design, testing, models, mock-ups and research. • Identify and record factors that may impact on proposed solutions • Prepare reports to include e.g. option studies, whole-life performance costings, drawing designs and other documentation to solve problems and meet objectives. • Implement ethical solutions to security issues.
B3 : Implement design solutions and methodologies and evaluate their effectiveness.	• Ensure that the application of the design results in the appropriate practical outcome. • Implement design and methodological solutions, taking account of critical constraints. • Determine the criteria for evaluating the design and methodological solutions. • Evaluate the outcome against the original specification. • Actively learn from feedback on results to improve future design solutions and build best practice.	• In discussions with manufacturers and installers understand/evaluate their contribution to the design process. • Read manufacturers' literature and test data to establish understanding of product development, manufacture and application, and identify any limitations that might apply. • Initiate a post implementation review as an assessment tool. • Consult with peers to seek their views of your interpretations. • Establish benchmarks with similar projects as an evaluation strategy. • Update budgets, make comparisons and evaluate differences. • Prepare value added exercises and cost comparisons to proposed options. • Evaluate results against original targets and assumptions.

C. *Communication*: Demonstrate effective interpersonal skills.

Objective	This could include an ability to:	Evidence examples
C1: Communicate in English with others at all levels.	• Contribute to, chair and record meetings and discussions. • Prepare letters, documents and reports on complex matters. • Exchange information and provide advice to security and non-security colleagues. • Respond effectively and promptly to clients/customers/employers, using appropriate methods of communication.	• Identify opportunities/constraints inherent in different site settings. • Prepare agendas and minutes for site meetings. • Identify/develop/establish formal/ informal communication channels between site personnel. • Provide written reports within agreed time frames. • Negotiate on variations and instructions. • Prepare/handle handover/closing documentation. • Participate in meetings, produce records and documentation. • Explain process and technical rationales and constraints as necessary to clients and colleagues.
C2: Present and discuss proposals.	• Prepare and deliver presentations on strategic matters. • Lead and sustain debates with audiences. • Feed the results back to improve the proposals. • Ensure that customer needs and expectations are being met as far as reasonably practicable.	• Take part in meetings with prospective clients. • Analyse client specifications. • Obtain involvement of different departments in preparing final package. • Prepare bids. • Evaluate final tender, appreciate particular tendering practices/cultural differences of particular types of client, e.g. private/public sector clients, overseas clients. • Develop practical skills in presentations (relevant software, flip charts, overheads) to small and large groups having researched and prepared material. • Attend seminars, critically evaluate their usefulness, ask questions and debate answers.
C3: Demonstrate personal and social skills.	• Know and manage own emotions, strengths and weaknesses. • Be aware of the needs and concerns of others. • Be confident and flexible in dealing with new and changing interpersonal situations. • Identify, agree and lead work towards collective goals. • Create, maintain and enhance productive working relationships and resolve conflicts.	• 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. • Exhibit effective listening skills. • Make oral presentation to small/large formal/informal groups. • Exhibit interpersonal skills e.g. assertiveness, negotiation, flexibility, dealing with conflict. • Select appropriate communication modes/approaches for different situations e.g. sell, explain, reprimand. • Communicate in a foreign language. • Effectively manage your own time.

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

Objective	This could include an ability to:	Evidence examples
D1: Plan for effective project implementation.	- Identify the factors affecting the project implementation. - Provide accurate details of potential costs, benefits, effectiveness, limitations and constraints of project recommendations. - Lead on preparing and agreeing implementation plans and method statements. - Ensure that the necessary resources are secured and brief the project team. - Negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.).	- Play a key role in a major project involving other professionals and disciplines. - 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. - Engage in site meetings, conduct of negotiations, meeting deadlines. - Undertake risk analysis and be aware of statutory regulations and codes of practice. - Develop an implementation programme, identifying significant dates. - Estimate any resources required. - Answer client queries, respond to changes/requests, advise on cost/benefits ratios, propose alternative solutions. - Embrace current and proposed legislation, directives and codes of practice related to security and risk related issues. - Prepare tender and/or bid documentation.

D2 : Plan, budget, organise, direct and control tasks, people and resources.	- Set up appropriate management systems. - Agree quality standards, programme and budget within legal and statutory requirements. - Organise and lead work teams, coordinating project activities. - Ensure that variations from quality standards, programme and budgets are identified, and that corrective action is taken. - Gather and evaluate feedback and recommend improvements.	- Take part in tender analysis. - Use/compile criteria/checklists to ensure fair judgement between different tenderers. - Observe and report inconsistencies/misleading presentation of information in tenders received. - Advise and report, with recommendations, on competing tenders. - Obtain and use standard forms. - Read and refer to relevant legislation, cases, information resources e.g., periodicals, Times Law. - Report and participate in contract law training courses/seminars. - Contribute to preparing documentation for claims or disputes. - Prepare spreadsheets of costings, resources required and monitor these against agreed programmes. - Evaluate any proposed changes and make recommendations/issue instructions accordingly.
D3: Lead teams and develop staff to meet changing methodological, technical and managerial needs.	- Agree objectives and work plans with teams and individuals. - Identify team and individual needs, and plan for their development. - Exhibit management styles appropriate to the situation and personnel. - Lead and support team and individual development. - Assess team and individual performance and provide feedback.	- Have responsible experience of supervising others. - Draft job/person specifications, job adverts. - Contribute to selecting team members, coaching, training and developing team spirit and resolving workplace disputes - Participate in/develop appraisal systems. - Exhibit leadership skills, e.g. in managing a crisis. - Have responsibility in quality circles or similar. - Read books and articles on quality theory, TQM and current case studies. - Analyse the distinctive features of QA in the security environment. - Undertake a cost/benefit analysis of the QA scheme operated by your organisation. - Participate in damage limitation/ reparation when QA becomes compromised. - Participate in Investors in People Scheme or similar.

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
E1 : Comply with relevant codes of conduct.	• Comply with the rules of professional conduct of own professional body. • Lead work within all relevant legislation and regulatory frameworks, including social and employment legislation. • Understand relevant legislation and guidelines related to the security sector.	• Examine, digest and abide by the codes of conduct applicable to the sector. • Exercise all reasonable professional skill and care. • Give due regard as appropriate to the Registration Authority guidelines. • Maintain a working knowledge of current and impending legislation, standards and codes of practice that will influence, guide and regulate your work. • Maintain professional competence through research, reading and participating in the activities of the Institution.
E2: Manage and apply safe systems of work.	• Identify and take responsibility for own obligations for health, safety and welfare issues. • Ensure that systems satisfy health, safety and welfare requirements. • Develop and implement appropriate hazard identification and risk management systems. • Manage, evaluate and improve these systems.	• Be aware of health and safety policy and practice as they relate to your personal circumstances and responsibility for others. • Be familiar with safe systems of work, method statements for the execution of work and permits to work systems.
E3: Undertake security activities in a way that contributes to sustainable development.	• Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously. • 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. • Understand and secure stakeholder involvement in sustainable development.	• Actively promote the profile and implementation of security solutions and designs that embrace the principles of sustainability in materials and energy sources. • Actively engage in the process of reducing carbon emissions by reducing energy requirements using prudent design techniques and innovation. • Observe good practice with regard to aspects of sustainability in the conduct of your own work. • Help clients to embrace sound environmental principles by providing them with whole life performance information.

E4: Carry out continuing professional development necessary to maintain and enhance competence in own area of practice.	• Undertake reviews of own development needs. • Prepare development plans to meet personal and organisational objectives. • Carry out planned (and unplanned) CPD activities. • Maintain evidence of competence development. • Evaluate CPD outcomes against the development plans. • Assist others with their own CPD.	• Reading trade publications, journals and books and viewing podcasts. • Attending exhibitions/trade shows. • Undertaking research (not for a qualification). • Management skills development (e.g. leadership, finance, interview techniques, health and safety, presentation skills, communication skills, project management). • Attending educational and other security events. • Attending training courses, conferences and webinars. • Studying for recognised security qualifications.
E5: Contribute to wider community and/or professional interests.	This could include an ability to: • Support the objectives of related charitable or community bodies or the security profession. • Encourage others' entry to, or progression within, the security profession. • Disseminate good practice in presentations or publications.	• Undertake voluntary work or fundraising in related charitable areas such as victims' organisations. • Provide *pro bono* security work or advice to community organisations. • Promote the profession in visits to schools, colleges or universities. • Engage in standard setting bodies. • Give presentations to professional bodies. • Contribute to the work of a professional security organisation, for example by serving on a committee. • Write articles on security management, methods or technology. • Provide professional mentoring of individuals outside of a work setting.