

This guidance is to assist those seeking Chartered Security Professional (CSyP) status when submitting their applications for admittance to the Register of Chartered Security Professionals (RCSP).

PLEASE READ IN CONJUNCTION WITH THE FORMS PROVIDED IN THE APPLICATION PACK. Guidance on vetting and professional indemnity insurance is available at www.charteredsecurityprofessional.org

ELIGIBILITY

Any security professional, who can demonstrate the RCSP mandated competency levels over prescribed timescales and who satisfies necessary background checks may apply to be admitted to the RCSP. This includes those who may specialise in higher education/training of security and anyone employed by government or other public departments, where their role is directly related to security delivery, advice or standards.

A CSyP Registrant will need to hold professional indemnity insurance (in the majority of cases this will be through their employer). Any exception to this must be agreed by the Registrar Panel.

Important Points:

- Applicants will need to demonstrate they work or advise at a strategic level and adopt a strategic approach and view of security disciplines. This is not necessarily reliant on holding a directorial or equivalent position, but there must be clear evidence of strategic personal practical or advisory contribution at (Executive or equivalent) organisational level or within a very high-end operational security context. ***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 also be required to demonstrate a good generalist knowledge of security and foundational principles.
- 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 Professional Conduct, participation in the Security Institute's Continuous Professional Development scheme, confirmation that Professional Indemnity cover remains in place and by payment of an annual fee.

THE APPLICATION PROCESS EXPLAINED

Licensee organisations have been appointed by the Chartered Security Professionals Authority (CSPRA) to administer applications for the RCSP – currently there are two; the Security Institute and ASIS UK Chapter 208. The admittance process is centralised and managed by the Security Institute (Syl), with all applications being handled by RCSP Admin and team appointed by Syl and approved by CSPRA.

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

You will be offered to be matched with a RCSP guide, who will provide confidential support and guidance, and we strongly recommend you take advantage of this but is not obligatory. In addition, regular free CSyP Application Workshops are available to clarify requirements and support the applicant.

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

Standard Path requirements:

- A degree in a security-related discipline (Bachelor, Masters or Doctorate) or an equivalent qualification recognised by the Chartered Security Professionals Registration Authority) **OR:**
- A degree (Bachelors, Masters or Doctorate) in any subject **PLUS** a security-related academic or vocational qualification at a minimum of NQF Level 5 (examples are the Security Institute's Diploma in Security Management or the ASIS CPP - Certified Protection Professional). There are many more.
- Exceptionally the Registrar Panel may authorise the Standard Pathway for applicants who hold other academic (usually multi) combinations than those listed above but applicants are advised that this is granted rarely and is at the discretion of the Registrar panel without appeal.
- Five years' operational security experience with at least two years shown to be at the Chartered competence level.
- An interview with two interviewers preceded by a short presentation to be given by the applicant.

Individual Path requirements:

For those applying via the Individual path, a portfolio will be required **once** the initial application has been received and reviewed. Where the necessary academic qualifications are absent applicants will be required to complete a written portfolio comprising three essays totalling 7,500 words overall from a list of given questions including one title mandated by the document assessment team.

Alternatively, it may be possible for a professional contemporary Technical Report written by the applicant totalling no less than 7,500 words to be considered an appropriate portfolio by the Registrar Panel instead of three essays. This alternative **must be** agreed through the applicant seeking advice from the RCSP Management team at the earliest opportunity and in any event no later than at the point when an applicant is informed that a written portfolio will be required. If this is not done, then the three essays are the default requirement.

In addition, the following apply:

- Ten years' operational security experience with the last five years at the Chartered competence level.
- An interview with two interviewers preceded by a short presentation to be given by the applicant.

Note: Your identity will be known throughout the application process by those administrating and assessing the applicant in each phase.

Procedures:

When an application is received the RCSP team and assessors will:

- Administratively review the application (includes verification of qualifications/background checks/work experience and levels/references)
- Review documents for strategic contribution and advise appropriate pathway (document assessment)
- Request an applicant to submit a written portfolio or technical report where necessary (Individual Path)
- Assess the written portfolio – essays/technical report - prior to any interview phase (usually by interview panel)
- Arrange an interview to assess competencies, face to face, once all document checks are complete and document assessors have agreed the required pathway and the threshold standards achieved (interview assessment)

- Review results of the above outputs, and prepare a recommendation to the Registrars' Panel regarding admittance to RCSP
- Decision made by Registrars Panel and made known to the applicant

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 interview assessors have undergone appropriate training and are themselves Chartered Security Professionals. During the interview you will be expected to make a presentation (lasting no more than 15 minutes) covering how you fulfil the five competencies, concentrating in particular on security knowledge and practice skills. Separate guidance on this will be issued when an interview appointment is confirmed.

Timescales: It is anticipated that the applications made via the standard pathway will 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 Professional Conduct, silk tie or scarf, lapel pins, the handbook for new Registrants, logos 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 apply@csyp.org.uk. Please ensure payment, vetting information and personal contact details remains separate from the application form. Applications can also be submitted via iCloud file storage system such as Dropbox or WeTransfer.

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

PAYMENT OF FEES

The full Application Fee is £475, and payment methods are explained in the **RCSP Payment Form and Checklist** SY1 801-F002. Payment, or proof of payment, must be submitted with the application form. Payments made via the website online shop are preferred.

The Expression of Interest Fee is £100, 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 of £160 are payable annually on 1st January. Failure to pay annual fees when required may invalidate registration. A Direct Debit payment scheme is in operation and recommended.

Applicants who fail to meet the required competency levels on the 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 Personal Details and Prior Conduct Form** SY1 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 the interviewee's identity.

COMPLETING THE APPLICATION FORM

Personal contact data should only be included in the **RCSP Personal Data and Prior Conduct Form**.

The notes below should be read in conjunction with the **RCSP Application Form**.

| | |
|---|--|
| Section A: Your Name | Your admittance certificate will show your name as printed here. |
| Section B: Overview | Include a brief pen picture of your security role, including specialisms, period of time in post, any military service and relevant quals. |
| 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. |
| 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. Answer every 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 play 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 Chartered 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 include written statements from them with your application. These will be contacted by RCSP Admin. |
| Section K: Declaration | Electronic submission of the form is deemed to have been signed. There is no need to provide a scanned signature. |

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 dependent 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 your own area of practice.

E5: Contribute to the 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.charteredsecurityprofessional.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. The scheme can be accessed at www.security-institute.org.