Chartered Institute of
Information Security

Guidance Notes for Associate & Full Membership

Version 1.2

Contents

1. Introduction

Thank you for taking the time to apply for CIISec Membership.

There are three accredited levels of membership – Associate, Full and Fellow. This guidance only applies to Associate and Full Membership. It should be noted that achievement of Associate Membership is not a prerequisite for an application for Full Membership of CIISec.

There is no single profile for CIISec Membership and the CIISec take a broad view of information security. For a successful application we would expect to see a mixed scoring profile. As a guide, if the total score across each of the 10 Skills selected supports a total of 35 or more, you might qualify for Full Membership.

1.1. Member Application Form

The information that you provide on the application form will be used and processed by CIISec and third parties for the purposes of processing your application and providing you with membership of CIISec.

To assist the Institute with its assessment of applicants, your information may be passed to appointed referees and volunteers (third parties). These third parties will only process your data as instructed by CIISec. Security measures have been taken to ensure your information is kept secure.

As outlined above, by submitting your information you consent to the processing and transfer of your data.

If you have any concerns about your information being processed in this manner, please contact the secretariat before proceeding with the submission of this form.

The information in this form will be retained for a period of 3 years post your award, after which time it will be deleted. Under no circumstances will the information you provide be used for marketing purposes.

1.2. Completing the Application Form – General Notes

The application form is made up of 4 parts:

PART 1 – Personal Information and Education and Training

PART 2 – Employment and Experience History

PART 3 – Applicant Competence Against CIISec Skills Framework and Application Checklist

PART 4 – Declarations and Referees

To complete/submit the form:

1. Type in the spaces provided
2. Ensure that you complete all 4 parts of the application form.
3. Version 2.4 of the CIISec Skills Framework must be used to complete Part 3, Applicant Competence Against CIISec Skills Framework. Against each Skill please insert the evidence and a skill level, which includes the role and duties that support the skill level claimed.
4. Sign Part 4, then scan and PDF this part only and send this with your application form. Scan and attach any certificates you feel are appropriate to support the application.
5. Mail an electronic version in an editable format, (preferably Microsoft Word) as the Secretariat will anonymise the application form before it enters the assessment phase and attach all supporting documentation.
6. Pay the appropriate fee. If you are not an existing member then a fee will also be required to join CIISec at the Affiliate level.

1.3. Completing the Application Form – Specific Notes

PART 1 – Sections C and D

Scanned copies of qualifications should be attached to the e-mail in jpeg or pdf format.

PART 2 – Section A and Part 4 – Section B

Referee - someone who can verify and testify your experience and job history.

PART 3 – Applicant Competence Against CIISec Skills Framework

For each skills group within a discipline enter a single score (see Version 2.4 of the CIISec Skills Framework for definitions).

2. Completing the Application Form - Associate

2.1. Associate Membership

Associate is the introductory level of professional membership of the Institute. This will be awarded to those who can demonstrate an appropriate level of practical experience and breadth and depth of knowledge in a range of Information Security skills.

2.2. Select 10 Skills

You need to select 10 Skills from Skill Groups A to I in the CIISec Skills Framework, complete all of the J skills and K3 (see below). In total you need to supply evidence against 14 skills. You may select more than 10 from A-I, but your application will be assessed on the evidence against the 10 Skills with the highest scores. You will need at least one score at level four in the 10 Skills selected. You will need to score a minimum of 25 points (Skill Levels) but it is expected that most applicants will exceed this minimum.

For each of the selected Skills you need to assess and record the Skill Level (0-6) which you believe you have achieved and provide two (2) separate items of evidence to support the claimed Skill Level. The evidence you provide must contain sufficient detail to enable an independent assessor to make a judgement. It is not adequate just to record bullets stating what you have done; if you do, it is likely that your application will be rejected and more detail requested.

Evidence should therefore include information about the task(s), how you approached it, any challenges and how you addressed them and the outcome. Applicants are advised to use STAR (Situation, Task, Action and Result) format. See Appendix A

Situation: Present a recent challenge and situation in which you found yourself.

Task: What did you have to achieve? CIISec will be looking to see what you were trying to achieve from the situation. (1-2 lines for Situation and Task)

Action: What did you do? CIISec will be looking for information on what you did, why you did it and what the alternatives were. (6-8 lines)

Result: What was the outcome of your actions? What did you achieve through your actions and did you meet your objectives? What did you learn from this experience and have you used this learning since? (2-3 lines).

2.3. Demonstrate Broad Knowledge

By holding one of the following certificates you are demonstrating breadth of knowledge. You need to record the relevant certification(s) in Part 1, Section B and attach to the e-mail in jpeg or pdf format. You still need to provide evidence against 10 Skills (A-I), although you do not need to cover three skill groups.

- Certified Information Systems Security Professional (CISSP) – ISC(2)
- Certified Information Systems Auditor (CISA) – ISACA
- Certified Information Systems Manager (CISM) – ISACA
- Certified Chief Information Security Officer (C/CISO) – EC-Council
- Certified in Risk and Information Systems Control (CRISC) – ISACA
- Certificate in Information Security Management Principles (CISMP) – BCS
- Certificate in EC-Council Information Security Management (EISM) EC-Council
- Certified Cyber Security Practitioner - Cert-CSP
- Graduate of Cyber Security – CapsLock

If you do not hold any of the above certificates, then you will need to provide evidence that you have broad knowledge (minimum of level 1) of the principles for at least one skill, in at least three Skill Groups; this includes the Skill Groups covered by your selected 10 skills.

If you have attended a training course or courses accredited by CIISec, you need to record the course(s) and the Skills which the course(s) have been accredited against (this will be available from the CIISec website) in Part 1, Section B and attach to the e-mail a scanned/jpeg of the certificates of attendance. Alternatively, you will need to provide evidence demonstrating that you understand the basic principles of the Skill (Skill Level 1) in Part 3. Again, detail will be required; it will not be sufficient merely to claim that you have the relevant knowledge.

2.4. J and K Skills

You will need to provide evidence to support an average score of two across the three J Skills. You will need to provide evidence to support a score of one in Skill K3.

2.5. Submit the Form

Please use the checklist in PART 4 to ensure you have supplied all the relevant information, then submit your completed form to accreditation@ciisec.org

3. Completing the Application Form – Full

3.1. Full Membership

Full Membership is the authoritative level of professional membership of the Institute. This will be awarded to those who can demonstrate breadth and depth of knowledge and substantial practical experience in a range of Information Security skills.

3.2. Select 10 Skills

You need to select 10 Skills from Skill Groups A to I in the CIISec Skills Framework and complete all of the J skills and K3 (see below) so in total you need to supply evidence against 14 skills. You may select more than 10 from A-I, but your application will be assessed on the evidence against the 10 Skills with the highest scores. You will need **at least one score at level five** in the 10 Skills selected. You will need to score a minimum of 35 points (Skill Levels) but it is expected that most applicants will exceed this minimum.

For each of the selected Skills you need to assess and record the Skill Level (0-6) which you believe that you have achieved and provide two (2) separate items of evidence to support the claimed Skill Level. The evidence you provide must contain sufficient detail to enable an independent assessor to make a judgement. It is not adequate just to record bullets stating what you have done; if you do, it is likely that your application will be rejected and more detail requested.

Evidence should therefore include information about the task(s), how you approached it, any challenges and how you addressed them, and the outcome. Applicants are advised to use STAR (Situation, Task, Action and Result) format. See Appendix A

> **Situation:** Present a recent challenge and situation in which you found yourself.
>
> **Task:** What did you have to achieve? CIISec will be looking to see what you were trying to achieve from the situation. (1-2 lines for Situation and Task)
>
> **Action:** What did you do? CIISec will be looking for information on what you did, why you did it and what the alternatives were. (6-8 lines)
>
> **Result:** What was the outcome of your actions? What did you achieve through your actions and did you meet your objectives? What did you learn from this experience and have you used this learning since? (2-3 lines)

3.3. Demonstrate Broad Knowledge

By holding one of the following certificates you are demonstrating breadth of knowledge. You need to record the relevant certification(s) in Part 1, Section B and attach to the e-mail in jpeg or pdf format. You still need to provide evidence against 10 Skills (A-I), although you do not need to cover five skill groups.

- Certified Information Systems Security Professional (CISSP) – ISC(2)
- Certified Information Systems Auditor (CISA) – ISACA
- Certified Information Systems Manager (CISM) – ISACA
- Certified Chief Information Security Officer (C/CISO) – EC-Council
- Certified in Risk and Information Systems Control (CRISC) – ISACA
- Certificate in Information Security Management Principles (CISMP) – BCS
- Certificate in EC-Council Information Security Management (EISM) EC-Council
- Graduate of Cyber Security – CapsLock

If you do not hold any of the above certificates, then you will need to provide evidence that you have broad knowledge (minimum of level 1) of the principles for at least one skill, in at least five Skill Groups; this includes the Skill Groups covered by your selected 10 Skills.

If you have attended a training course or courses accredited by CIISec, you need to record the course(s) and the Skills which the course(s) have been accredited against (this will be available from the CIISec website) in Part 1, Section B and attach to the e-mail a scanned/jpeg of the certificates of attendance. Alternatively, you will need to provide evidence demonstrating that you understand the basic principles of the Skill (Skill Level 1) in Part 3. Again, detail will be required; it will not be sufficient merely to claim that you have the relevant knowledge.

3.4. J and K Skills

You will need to provide evidence to support an average score of four across the three J Skills. You will need to provide evidence to support a score of three in Skill K3.

3.5. Submit the Form

Please use the checklist in PART 4 to ensure you have supplied all the relevant information, then submit your completed form to accreditation@ciisec.org

Appendix A

In this appendix we have provided two examples of how to use STAR (Situation, Task, Action and Result) in a non-cyber digital environment to maximise the illustration of how to apply the methodology. For each example we have also provided a skills statement that the STAR example is intended to meet.

Example 1

Skill Statement

Demonstrates the ability to produce a bespoke meal that meets the dietary requirements of all attendees and is able to plan and prepare the meal in advance of the event. Secures the feedback and support guests as part of the quality assurance of food and in completing the process.

Situation

Having moved into my first home I am hosting my first Sunday lunch for my family.

Task

I needed to cook a meal that was big enough to feed the whole family but provide food that everyone would enjoy. A traditional roast beef dinner wouldn't be suitable as my parents, sister and her husband are all vegetarians.

Action

At first when faced with the daunting task of catering for unfamiliar dietary requirements (my cat and I are proud meat eaters) I considered booking a table and letting the professionals take on the task! But then after a quick search online I came across a delicious nut roast recipe that I knew would be a success. The recipe seemed overly elaborate so I decided to cut out what I considered to be additional ingredients such as 'green olives' and 'pomegranate seeds'. This recipe took more prepping than actually cooking so I decided to have it all prepped the night before ready to cook 15-20 minutes before serving. By prepping it the night before and storing it in the fridge it meant I also had time to prepare a small beef dish for me and the cat.

Result

Surprisingly I had managed to create two dishes to cater towards both my vegetarian family's requirements and my own with little to no stress. This is something I am quite proud of as cooking does not come naturally to me. I enjoyed everyone's reactions to my cooking and also having my sister and her partner offer to wash up afterwards!

Example 2

Skill Statement

Demonstrates an understanding of the challenges of undertaking the role of tour representative. Providing briefings to guests across all languages, utilising a wide range of communication methods and equipment. To ensure that the information provided was appropriate and understood by the audience.

Situation

Whilst working as a tour representative at a hotel a group of non-English speakers arrived.

Task

I had to explain to all the visitors the hotel registration procedure to ensure that all the rooms were allocated correctly and they could get into their rooms.

Action

I found their tour leader and established that they could speak a little English. The tour leader agreed to translate. I stood on a chair so that the whole group could see me. I smiled and made eye contact with the group. I kept my language very simple and gave regular pauses for the tour guide to translate. I checked often that the tour guide had understood what I was saying. I used props to aid understanding. For example, I indicated where visitors should sign the forms by holding up the form and pointing. I also showed visitors how the hotel room key system worked through a practical demonstration.

Result

All the visitors successfully completed the hotel registration procedure and were allocated rooms as per their booking arrangements. The check-in process took only 10 minutes. All the visitors could also successfully get into their rooms.