Candidate Guidance

Introduction

This guidance is to help candidates applying for Professional Registration to the UK Cyber Security Council for the following titles:

➢ Chartered Cyber Security Professional (ChCSP)
➢ Principal Cyber Security Professional (PCSP)
➢ Associate Cyber Security Professional (ACSP)

1. Membership of CIISec

If you are applying for Chartered status, you must as a minimum be a Full member of The Chartered Institute of Information Security (CIISec).

If you are applying for Principal or Associate, you must as a minimum be an Associate member of CIISec.

If you are not already a member of CIISec you must complete two application forms – one for the appropriate membership of CIISec and one for the appropriate accreditation in the UK Cyber Security Council.

2. Applications

The two application forms are slightly different however of course you can use the same examples for both where they are relevant to your application:

1. CIISec Membership. Candidates must submit an application that provides evidence against the CIISec Skills Framework – this is available to you once you are an Affiliate member which is the first stage of membership. The CIISec Skills Framework is looking at the depth of your skills and is not differentiated by specialism.
2. The UK Cyber Security Council. Candidates must submit an application form that provides evidence against the UK Cyber Security Council Standard for Professional Competence and Commitment (UKCSC SPCC).

   The UKCSC SPCC is generic across all specialisms, but you must apply for a specific specialism. The links below give access to the Council's contextualised standard for each specialism:

   • Cyber Security Audit and Assurance, or
   • Cyber Security Governance and Risk Management, or
   • Secure System Architecture and Design

This guidance is for those completing the application for Council registration. Separate guidance is available for your application for CIISec.

This guidance provides an overview of the UKCSC SPCC, the registration process and provide tips to completing your application.

Standard for Professional Competence and Commitment

The UKCSC SPCC provides:

- the purpose of the Standard,
- the competences associated with the three titles,
- benefits of being professionally registered,
- an overview of what competence and commitment is, and
- the process of professional registration.

You will be assessed against the competence and commitment statements in the UKCSC SPCC, and you must tailor your application to provide the required evidence of how you meet the competences.

Registration Process

The Council registration process has three stages:

- ➢ Documentary Review
- ➢ Interview
- ➢ Final Assessment

1. Documentary Review

Your completed application will be reviewed by a CIISec member who is a UK CSC approved assessor in your applied for Specialism to determine if you have given sufficient evidence to show that you are likely to meet the competence and commitment statements relevant to the title and Specialism you have applied for.

The Assessors can:

- ➢ Refer back to you if you have given insufficient evidence so you can supply additional information to support your application.
- ➢ Given the evidence provided, decide that you should be interviewed for a lower professional title to that which you applied for.
- ➢ Suggest that your application is better suited for a different Specialism.
- ➢ Agree there is sufficient evidence for the professional title applied for and put you forward for interview.

2. Interview

Once you have been put forward for an interview, CIISec will arrange your interview. You will be interviewed by two members of CIISec, at least one of which will be a Council approved assessor in your Specialism. The interview will be on-line unless you request a face-to-face interview.

The interview will be structured to explore the competences in the UKCSC SPCC. The interviewers will base their questions on the evidence you have provided but explore further if required. The interview lengths are:

- ➢ Chartered – 2 hours
- ➢ Principal – 1.5 hours
- ➢ Associate - 45 minutes

Following the interview, the assessors can:

- ➢ Recommend an Award of the Professional Registration applied for, or
- ➢ Recommend the award of a lower Professional Registration title than that applied for, or
- ➢ Decline Professional Registration – further competence development required.

3. Accreditation Committee at CIISec

The Accreditation Committee at CIISec is made up of a group of Assessors. They will review all the evidence from your application and recommendations from the Assessors / Interviewers who have examined your application and decide whether to:

- ➢ Recommend the Award of the Professional Registration applied for, or
- ➢ Recommend the Award of an alternative Professional Registration, or
- ➢ Decline Professional Registration

Their primary responsibility is to ensure that all interviews and reviews completed by CIISec are to the same standard. They are also responsible for the quality of the paperwork going to the Council.

4. Council Professional Registration Committee

At this stage, CIISec send all the materials to the Council for their final decision. The Council Professional Registration committee's primary responsibility is to ensure that the standard of the Professional Registrations is being maintained.

Application form

Your application form and your CV (and your case study if you choose that option) will be used by the assessors. **You must submit both.**

Please complete all parts of the application form, if it is not complete it may be returned to you to ask you complete the parts that are missing.

1. Competence Evidence

You have two alternatives for the proof of competence:

1. Option 1: Create a case study or two which show evidence at the required level against each of the A-E competencies. If you are taking this approach you will be submitting three documents – your CV, your case study and the application form minus the competencies.
2. Option 2: Use the application form and provide separate scenarios for each required competence at the required level. If you are taking this approach, you will be submitting two documents – the application form plus your CV.

Whichever option you choose, here are some tips to help you:

➢ Please read the [UK SPCC](#) document for your level, and any levels below. Remember that the evidence required is cumulative ie if you are applying for Chartered you must meet the requirements of Chartered and the requirements at Principal.
➢ Please read the contextualised standard for your Specialism:
   o [Cyber Security Audit and Assurance](#)
   o [Cyber Security Governance and Risk Management](#)
   o [Secure Systems Architecture & Design](#)
➢ Use a STAR (Situation, Task, Action, and Result) format for each scenario so the Assessors can clearly see the evidence against the competences.
➢ If you use acronyms or abbreviations, ensure they are explained the first time you use them.
➢ Remember that the interviewers do not come from your organisation or your industry. Please don't use unnecessary jargon, and give full, clear summaries of how you meet the evidence.
➢ Indicate the size and complexity of any projects or tasks you describe.
➢ Keep within two pages of A4 if you are providing a case study (Option 1) and don't exceed a half a page per scenario if providing a scenario per competence (Option 2).

2. Referees

You must provide two referees. These referees should be familiar with your technical knowledge and work-based experience.

Your referees will be contacted by CIISec to request their view of your eligibility for the title applied for and whether they support your application. Please inform your referees, as your application will be delayed if we cannot contact them or if they are not willing to support your application.

Your referees can be from the same organisation – some applicants who have been at one organisation for a while think that providing two referees is difficult. It's not – they can be work colleagues.

Neurodiversity

If you require a reasonable adjustment to support your application, or if you would like help to complete the application form, contact the team at CIISec on cscaccreditation@ciisec.org who will be only too pleased to help. You can also include details on the application form.

Any declaration will not impact your assessment of competence and commitment.