

Candidate Guidance - Process A (Interview)

Introduction

This guidance is to help candidates applying for UK Cyber Security Council Professional Registration using Process A (Interview) for the following titles:

- Chartered Cyber Security Professional (ChCSP)
- Principal Cyber Security Professional (PCSP)
- Practitioner Cyber Security Professional (PraCSP)
- Associate Cyber Security Professional (ACSP)

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

1. Membership of CII Sec

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

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

If you are applying for Associate, you must, as a minimum, be an Affiliate or Student member of CII Sec.

If you are not already a member of CII Sec, you must complete two applications, one for the appropriate membership of CII Sec and one for the appropriate UK Cyber Security Council Professional Registration.

Separate guidance is available for your application for CII Sec membership.

2. UKCSC Applications

The Application forms are specialism agnostic but are different for each UK Cyber Security Council level, **Associate**, **Practitioner**, **Principal** and **Charter**. Make sure you apply on the appropriate form.

The **Associate** level is not linked to a specialism but if you are applying for **Practitioner**, **Principal** or **Charter**, you must apply for a specific specialism. This requires you to tailor your examples to the Specialism. The links below give access to the Council's contextualised standard for each specialism:

- [Cyber Security Audit and Assurance](#),
- [Cyber Security Governance and Risk Management](#),
- [Secure System Architecture and Design](#)

Your completed application form must provide evidence against the UK Cyber Security Council Standard for Professional Competence and Commitment ([UKCSC SPCC](#)) for the appropriate level and where relevant, specialism.

Although you can apply for UKCSC Professional Registration in more than one Specialism, a separate application must be made for each one as the contextualised requirements for Knowledge, Understanding & Experience are specific to each specialism.

Standard for Professional Competence and Commitment

The [UKCSC SPCC](#) is generic across all specialisms. It provides:

- the purpose of the Standard,
- the competences associated with the four 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.

If you are applying for **Practitioner**, **Principal** or **Chartered** status, your application must reflect the Specialism for which you are applying. Examples of the types of expected knowledge for that Specialism are contained in the Contextualised Standard for the Specialism (not in the UKCSC SPCC).

Registration Process - Interview

This Registration process has four stages:

- Documentary Review
- Interview
- Final Assessment
- Council Decision

1. Documentary Review

Your completed application will be initially reviewed by one of CIISec's UK CSC approved assessors in your Specialism. They will 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 (except Associate) for which you have applied. The Assessor 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 for which you applied.
- Suggest that your application is better suited for a different Specialism (except Associate).

- Agree there is sufficient evidence for the professional title applied for and put you forward for interview.

2. Interview

Under Process A, once you have been put forward for an interview, CII Sec will make the appropriate arrangements. You will be interviewed by two CII Sec Council approved assessors, at least one of whom will be 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 using the examples in the Contextualised Standard for your Specialism as a benchmark. 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
- Practitioner - 1 hour

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. Final Assessment

Council approved Assessors from CII Sec's Accreditation Committee will then review all the evidence from your application and recommendations from the Assessors / Interviewers who have previously examined your application in order to 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 CII Sec are to the same standard. They are also responsible for the quality of the paperwork going to the Council.

4. Council Decision

At this stage, CII Sec send all the materials and their recommendation 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 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

For the proof of competence using the application form you should provide separate scenarios for each required competence at the required level. You will need to submit the application form plus your CV.

Here are some tips to help you:

- Please read the [UK SPCC](#) document for your level and any levels below.
- For Practitioner, Principal or Chartered applications, please read the contextualised standard for your Specialism. Your examples must show how you achieve the types of skills indicated in the contextualised standard for your Specialism:
 - [Cyber Security Audit and Assurance](#)
 - [Cyber Security Governance and Risk Management](#)
 - [Secure Systems Architecture & Design](#)
- Remember that the evidence required is cumulative i.e. if you are applying for Chartered you must meet the requirements of Chartered and the requirements at Principal, Practitioner and Associate.
- 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 will not come from your organisation or necessarily from your industry. Please give full, clear summaries of how you meet the evidence and don't use unnecessary jargon.
- Indicate the size and complexity of any projects or tasks you describe.
- Try not to exceed a half a page per scenario.
- Remember it is you that is being assessed, not your team or your organisation. Use "I" rather than "we" and do not use passive sentences such as "a threat assessment was produced".
- The Knowledge, Understanding & Experience requirements in A1, A2 and A3 account for 60% of the available marks. You should structure your evidence accordingly.

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 CII Sec 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.

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 CII Sec 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.