Candidate Guidance UKCSC – All Specialisms (Process A)

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V2.0

Chartered Institute of Information Security

Contents

Chartered Institute of Information Security

Record of Changes

Version	Date	Description	Actioned By
1.7		Final Version	
1.7a	29/05/2025	Rebranding and Review	Marie Herbert-White / Connor Judge
1.7b	19/06/2025	Updated following initial review	Marie Herbert-White
2.0	26/06/2025	Issued	

1. Introduction

This guidance is to help candidates applying for UK Cyber Security Council (UKCSC) Professional Registration using Process A (Professional Discussion) 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 Standard for Professional Competence and Commitment (SPCC), the registration process and provides tips for completing the application.

1.1 Membership of CIISec

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

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

If applying for Associate, candidates must, as a minimum, be an Affiliate or Student member of CIISec.

Non-members of CIISec, will need to be complete two applications. These are:

- Membership of CIISec at appropriate level.
- UKCSC Professional Registration application.

Separate guidance is available for applying for CIISec membership.

1.2 UKCSC Applications

The application forms are specialism agnostic but are different for each UK Cyber Security Council level, **Associate, Practitioner, Principal** and **Charter**. Candidates should ensure they apply on the appropriate form.

The **Associate** level is not linked to a specialism but if applying for **Practitioner**, **Principal** or **Charter,** candidates must apply for a specific specialism. This requires candidates to tailor 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

The 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 candidates 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 and Experience are specific to each specialism.

2. 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.

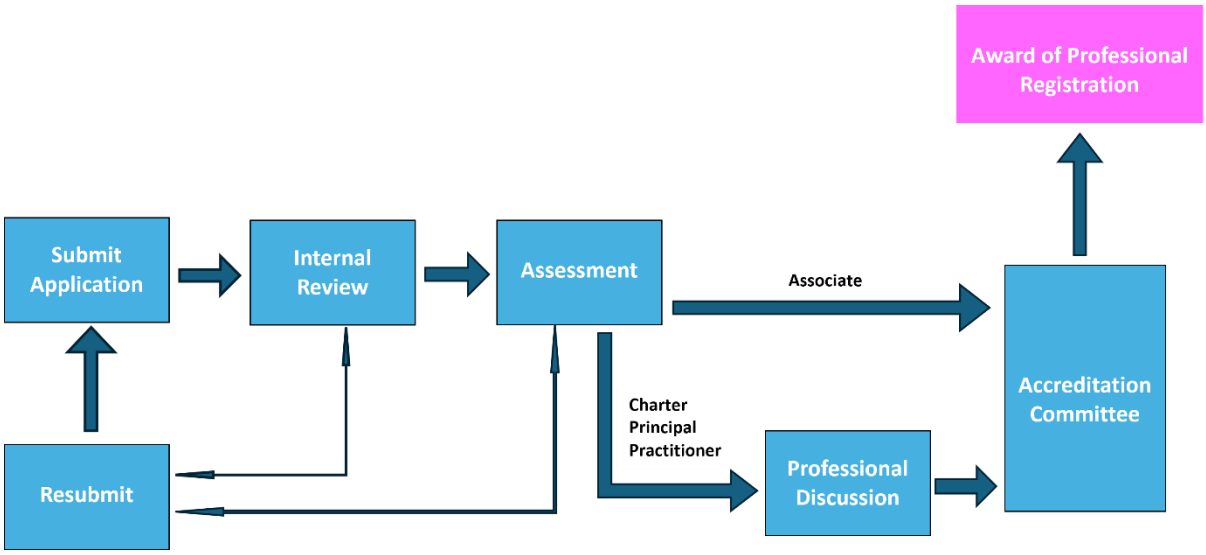
Candidates will be assessed against the competence and commitment statements in the UKCSC SPCC, and the application must be tailored to provide the required evidence of how the competences are met.

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

3. Registration Process

3.1 Professional Discussion (Process A)

The Registration process has a number of stages depending on the status being applied for, the various stages are shown in the following diagram:



- Internal Review – conducted by CIISec's accreditation team.
- Assessment – Documentary Review
- Professional Discussion following a successful assessment and not appropriate to all levels.
- Accreditation Committee - Final Assessment

3.1.1 Documentary Review

The completed application will be initially reviewed by CIISec's UKCSC approved assessors in the specialism. The assessors will determine if there is sufficient evidence to meet the competence and commitment statements relevant to the title and specialism (except Associate) being applied for. The Assessor can:

- Refer back to the candidate if there is insufficient evidence. Enabling for the supply of additional information to support the application.
- Given the evidence provided, decide that the candidate should be put forward for a professional discussion for a lower professional title to that applied for.
- Suggest that the application is better suited for a different Specialism (except Associate).
- Agree there is sufficient evidence for the professional title applied for and put the candidate forward for a professional discussion.

3.1.2 Professional Discussion

Under Process A, once the candidate has been put forward for a professional discussion, CIISec will make the appropriate arrangements. The professional discussion will be undertaken by two CIISec Council approved assessors, at least one of whom will be in the

specialism applied for. The professional discussion will be on-line unless face-to-face is requested.

The professional discussion will be structured to explore the competences in the UKCSC SPCC using the examples in the Contextualised Standard for the specialism as a benchmark. The assessors will base their discussion on the evidence provided but may explore further if required. The professional discussion lengths are:

- Chartered - 2 hours
- Principal - 1.5 hours
- Practitioner – 1 hour

Following the professional discussion, 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
- Recommend an award of a different specialism only if one of the assessor completing the professional discussion holds the specialism being recommended, or
- Decline professional registration – as further competence development is required.

3.1.3 Final Assessment

Council approved assessors from CIISec's Accreditation Committee (AC) will then review all the evidence from the application and recommendations from the assessors who have previously examined the application in order to decide whether to:

- Recommend the award of the professional registration applied for, or
- Recommend the award of a lower professional registration, or
- Recommend the award of a different specialism, only if members of the AC hold that specialism, or
- Decline professional registration

The AC's primary responsibility is to ensure that all reviews and professional discussions completed by CIISec are to the same standard. They are also responsible for the quality of the paperwork going to the Council.

3.1.4 Council Decision

At this stage, CIISec send all the materials and the 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.

4. Application form

The candidate's application form and CV will be used by the assessors. **Both must be submitted.**

Candidates should complete all parts of the application form, if it is not complete it will be returned for the parts that are missing to be completed.

4.1.1 Competence Evidence

For the proof of competence using the application form the candidate should provide separate scenarios for each required competence at the required level. Candidates need to submit the application form and CV.

Here are some tips to help:

- Read the UK SPCC document for the level being applied for and any levels below.
- For Practitioner, Principal or Chartered applications, read the contextualised standard for the specialism. The examples supplied must show how the candidate achieved the types of skills indicated in the contextualised standard for the specialism:
    - Cyber Security Audit and Assurance
    - Cyber Security Governance and Risk Management
    - Secure Systems Architecture & Design
- Remember, the evidence required is cumulative i.e. if applying for Chartered the candidate must meet the requirements of Chartered and the requirements at Principal, Practitioner and Associate.
- Use the STAR (Situation, Task, Action, and Result) format for each scenario so the assessors can clearly see the evidence against the competences.
- If using acronyms or abbreviations, ensure they are explained the first time they are used.
- Remember that the assessors will not come from the candidates organisation or maybe industry. The candidate should give full, clear summaries of how they meet the evidence and should refrain from using non-standard terminology.
- Indicate the size and complexity of any projects or tasks being described.
- Try not to exceed a half a page per scenario.
- Remember it is the candidate that is being assessed, not a team or the 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. Candidates should structure their evidence accordingly.

4.1.2 Referees

Candidates must provide two referees. These referees should be familiar with the candidate's technical knowledge and work-based experience.

The referees will be contacted by CIISec to request a view of the candidate's eligibility for the title and specialism applied for and whether they support the application. The candidate should ensure they inform the referees, as the application will be delayed if CIISec cannot contact them or if they are not willing to support the application.

5 Neurodiversity

Should a candidate require a reasonable adjustment to support the application, or would like help to complete the application form, email cscaccreditation@ciisec.org the team will be only too pleased to help. Details can also be included on the application form.

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