

# The Security Institute

## CPD Scheme User Guide *(Paper based)*



The Security Institute Continuing Professional Development (CPD) Scheme is self-administered and available to everyone. We actively encourage other security organisations and individuals to support and adopt this system, with an aim to provide a consolidated CPD scheme for the profession; not solely Institute members and Chartered Security Professionals.

This guide will help you understand what you need to do to use the paper-based scheme.

**To make best use of the CPD Scheme you need to understand how it works. Full details can be found in the [CPD Scheme Overview](#).**

- CPD activity is any activity which expands and updates your competence and/or expertise in security and/or management, but which is not part of your everyday job.
- You need to score a total of 36 points or more each year. A year (CPD Cycle) is January to December.
- You must score a minimum of 5 points in each of the three CPD categories – Self-Directed Learning, Structured Learning and Other Contributions.
- Participants must be prepared to submit the supporting evidence for their Record of Achievement if requested to do so.
- This is a self-administrated scheme, you are responsible for your own records.

## Getting Started

To register for the scheme, contact the CPD Administrator: [cpd@security-institute.org](mailto:cpd@security-institute.org), you will then be provided with the following documents:

- CPD Overview.
- CPD Record of Activity template, together with a worked example.
- CPD Activity Table.
- CPD Code of Conduct.

## Recording CPD Activity

Consider whether your activity is: Self Directed, Structured Learning or Other. You need to identify what you have done by adding a short description to your record and then allocating points for the activity, using the CPD Activity Table.

As the Security Institute CPD scheme is a self administered scheme, you are responsible for keeping your own records and proportionate evidence of your activities. Evidence may be requested as part of the CPD Scheme audit process and you must be able to submit this if required to do so.

## Submitting

Once your record is complete, you must summarise your year's activity in the Evaluation box shown at the bottom of your record. Your record must be sent to [cpd@security-institute.org](mailto:cpd@security-institute.org) or posted to: *CPD Administrator, Security Institute, Unit 1, The Courtyard, Caldecote, Warwickshire, CV10 0AS.* Please only send your evidence if requested to do so. A Certificate of Participation will be issued to you following the close of cycle (31<sup>st</sup> March). **All records must be received by 31<sup>st</sup> March annually.**