Continuing Professional Development Scheme

In partnership with The Security Institute

Introduction

DISA is delighted to announce a partnership with the Security Institute to offer formal recognition of Continual Professional Development (CPD). DISA encourages everyone working in security to actively and continually seek to develop their knowledge, competence and expertise.

CPD is an essential way to keep up-to-date with the latest issues and developments in the security and management arena, giving those who participate in the scheme a competitive edge over other practitioners and enhancing confidence and competence. Our scheme is a structured method of encouraging participants to achieve a minimum level of development over a set period of time.

All recognised CPD activity has a unit of measure with an associated points value.

This activity is listed in the CPD Activity Table. Each year, the CPD scheme participants need to score at least 36 points, scoring a minimum of 5 points in each of the 2 categories (Formal/Informal Learning).

Definition

CPD is any activity that contributes to learning and development of your skills

Types of Activity

A diverse range of activities are recognised, and these are divided into two sections. Further details are shown in the table below, but CPD activity falls into two broad categories:

- **Formal** learning, including member events, seminars, conferences, courses, and qualifications
- **Informal** learning such as committee work, research, presentations, papers, and other activities often aimed at educating or supporting the development of others

All CPD activity must directly relate to the development of security and/or management proficiency. It should expand and update competence and expertise in security and/or management and can be 'on the job' growth as part of an everyday job.

Scheme Management

The scheme runs from January to December each year and participants are required to submit their annual records within one month of completion (ie, by 31st January of the following year). All records must be completed with the required 36 points (or more) of CPD activity. A minimum of 5 points must be scored in each of the two categories (shown above). Monitoring of the scheme is undertaken by the DISA Administration Office.

What is CPD?

Continuing Professional Development (CPD) is the process of continuing learning throughout our professional careers by acquiring job-related competence and expertise. These skills can be gained from many different sources.

Who should undertake CPD?

All security professionals should be involved in CPD. It provides a quantifiable and demonstrable means of updating your professional skills and competencies.

What kinds of activity count towards my CPD points?

Anything which expands and updates your competence and/or expertise in security and/or management. Examples include courses, seminars, reading, attendance at relevant conferences or meetings, participation in the work of DISA, the Security Institute or other relevant bodies or committees, promoting or representing DISA, writing articles or Good Practice Guides, mentoring, etc. For a full list of activity categories, see the CPD Activity Table (available via the website).

How many CPD points do I need to accrue each year?

You will need at least 36 points each year, of which a minimum of 5 must come from each of the 2 categories: Formal and Informal. The CPD Activity Table provides a full breakdown of what types of activity fall into each category and how many points they accrue. Please make sure you read the clarification notes, as these provide further detail as to what counts towards your annual total. The total points required will be pro-rata for part of a CPD year, including any period of inactivity (for example due to long-term absence) in excess of 3 months or more in any CPD year.

Who is responsible for maintaining my CPD record?

You are responsible for your own CPD record

Every submission is checked for accuracy, amended if needed and any learning points noted for future submissions. Once verified, a certificate of completion is issued.

At the end of each CPD year, the CPD lead will audit a random sample of 5% of completed annual CPD records. The audit will include a check of CPD evidence which must be submitted if requested.

Can I add activity undertaken as part of my employment to the CPD Record of Activity?

Yes. Any activity that contributes to your learning and the development of your skills can be added. It does not have to be DISA or Security Institute activity, however, it should not be activity that is part of your normal everyday work. For example, you might want to claim for a presentation that you have put together and presented at work, but this would only be appropriate if giving presentations is not a regular part of your role or if you had to undertake significant research to develop the content. You would be able to claim for courses, seminars or workshops you have attended as part of your workplace activities.

I attended a seminar but forgot to collect my certificate/I am not sure whether it was approved. Can I still claim the CPD points?

Yes. You can claim points for attending any relevant meeting or conference, regardless of whether it is from DISA/ The Security Institute/a partner organisation or not. Participants must be prepared to submit the supporting evidence for their Record of Achievement if requested to do so.

You can only claim points for the time you were in the meeting/training and not for coffee/lunch breaks, or any activity that is purely social. Any proof of attendance will work as evidence.

How do I register for the DISA CPD scheme?

There is no need to pre-register for the CPD scheme – just download the current CPD Toolkit and get started. We recommend you update your CPD activity as soon after the activity as possible, including adding the evidence.

The CPD cycle runs from January to December each year. There is no cost to join the scheme.

Is the DISA/Security Institute scheme compulsory?

No, the scheme is not compulsory and will not affect your DISA Membership in any way.

I want to add an activity that I believe is relevant to my CPD activity, but I cannot see it on the Table of Activity and I am not sure if it will count towards my total. What should I do?
Contact the CPD scheme administrator at contact@thedisa.org and each individual request will be considered on a case by case basis. You will then be notified whether you can submit the activity in question as part of your CPD submission, as well as how many points it will attract.

What counts as evidence?
The whole purpose of evidence is to confirm that you have participated in CPD activity. As a consequence, evidence may be many different types of documents, such as research/magazine articles/websites visited (Informal) certificates of attendance (Formal), minutes of meetings/copies of presentations (Informal). Participants must be prepared to submit the supporting evidence for their Record of Achievement if requested to do so. The amount of evidence should be proportionate. You can also use electronic diary entries as a record of participation, but that shouldn't be relied on for every item of proof.

Ideas of suitable evidence are shown below. If there are restrictions on the production of evidence for certain types of activity (e.g. Government/MOD related) please contact the DISA Administration office.

Formal

Attending DISA, Security Institute or other partner organisation educational events
- ✓ CPD Certificate or record of attendance from organiser

Attending other security/management events
- ✓ CPD Certificate or record of attendance from organiser with programme content

Attending training courses, conferences & webinars
- ✓ Certificate of Attainment, CPD Certificate or record of completion/achievement from provider

Studying for recognised security/management qualification
- ✓ Registration documents, transcript of modules/units completed, letter of attendance/confirmation of student status from institution

Achievement of security/management qualification
- ✓ Certificate of Attainment

Informal

Reading trade magazines, info websites, journals, books, texts, viewing podcasts
- ✓ Bibliography referencing source publication or website, author, date, article/forum, title/subject matter

Security-related discussion forums, chat rooms, blogs, providing ad hoc advice etc.
- ✓ Documented details of sites/internet group membership

Attending exhibitions/trade shows
- ✓ Details of exhibition/trade show with registration or other evidence demonstrating attendance

Undertaking research (not for a qualification)
- ✓ Bibliography of source publications/websites, author, date, title/subject matter

Management skills development (eg, leadership, finance, interview techniques, H&S, presentation skills, communication skills, project management)

- ✓ Documentary account of skills or competency gained – evidence: presentation, certificate or record of attendance from training provider

Active involvement in DISA Board

- ✓ Official record of Board membership, attendance list, meeting minutes

Active involvement in DISA Committees

- ✓ Attendance list or meeting minutes, details of activity undertaken on behalf of committee

Representing or promoting DISA

- ✓ Records of presentations undertaken, attendance records, copy of presentation, minutes of meetings

Membership of other organisations' Boards & Committees

- ✓ Attendance list or meeting minutes, details of activity undertaken on behalf of committee

Mentoring and/or shadowing

- ✓ Completed mentoring contract and signed mentoring log detailing meetings undertaken and development areas covered, description of shadowing activity undertaken and competency/experience gained

Writing presentations, articles or books

- ✓ Copy of text

Delivering presentations

- ✓ Copy of presentation, details of where presented, such as agenda/programme

Developing programmes & projects (including Good Practice Guides)

- ✓ Co-authorship acknowledgement, notes of participation, records of attendance, minutes, attendance lists, details of correspondence

Planning / organising security event

- ✓ Programme details, attendance details, organisational notes, meeting minutes, post-event evaluation

Assessing course work or marking examination papers

- ✓ Correspondence/documentation from the institution work is being undertaken for

Designing course work or examination papers

- ✓ Notes from institution or Academic Board detailing activity undertaken, meeting minutes, attestation from institution

Other relevant contributions to the fields of security or management

- ✓ Any relevant documentary evidence demonstrating the nature and scope of the activity undertaken and giving a clear indication of the relevance to the fields of either security or management.

CPD activities are undertaken by you to develop yourself and enhance your skills **outside of your day to day job.** Each year you need 36 points of activity, scoring a minimum of 5 points in each of the 2 categories.

2020 CPD TABLE OF ACTIVITY

You undertake CPD activities in order to develop yourself and enhance your skills.
This list is not definitive. Anything that teaches you something new in security or management, or helps educate others, can count.
You need to score at least **36 points** of activity, with a minimum of 5 points in each of the **TWO** categories

FORMAL CPD (Training & Qualifications) Minimum 5 points per year	**UNIT**	**POINTS**	**NOTE**
Attending DCISA/Security Institute and CPD Partner organisational events	1 learning hour	2	A
Attending security/management events, training courses, lectures, workshops, conferences	1 learning hour	1	
Attending webinars/MOOCs	1 learning hour	1	
Deliver a training course	1 learning hour	1	B
Deliver a presentation	1 presentation	1	
Studying for a recognised security/management qualification	1 hour	1	C
Gaining a security/management qualification	Match the QCF award level	02-Jul	C
Receiving official recognition or award	1 award	1	
Become a Chartered professional (such as RCSP, RSES etc.)	Admitted	1	
INFORMAL (Reading, Research & Development of Others) Minimum 5 points per year	**UNIT**	**POINTS**	**NOTE**
Reading trade magazines, information websites, journals, books, texts, podcasts	2 hours	1	D
Participating remotely in discussion forums, online customer/student surveys etc.	1 hour	0.5	
Visiting exhibitions / trade shows (such as IFSEC, SCTX, UKSX, ST17 etc.)	1 exhibition day	1	
Representing/promoting security organisations at exhibitions (IFSEC, SCTX, ISX, ST18 etc.)	2 hours	1	E

Planning/organising security or management educational event or exhibition stand	1 event	1	
Participate in committee work on a voluntary basis	1 hour	1	F
Undertaking security/management research (not for a qualification)	1 hour	1	G
Developing programmes and projects aimed at helping/educating others	1 hour	1	
Mentoring and/or shadowing	1 hour	1	
Having published newsletter articles, blogs, web page content	1 article	1	
Researching/writing presentations	1 hour	1	
Writing reference books/papers	1 hour	1	
Giving a magazine interview	1 interview	1	
Designing/assessing course work or designing/marking examination papers	1 hour	1	
Preparing references/award nominations	1 reference	1	
Other contributions to security or management	1 hour	1	
Judging industry sector awards	1 hours	1	
Introducing a new member to the organisation/association	1 joiner	1	
Providing ad hoc security/management/specialist advice	1 hour	1	
Serving as a member of the Army Reserves, as a Special Constable or similar	1 hour	1	
ACTIVITY UNIQUE TO DISA			
Attending the DISA Conference	I learning hour	2	
Attending a Regional Meeting	1 hour	2	
Attending a DISA Training course	1 learning hour	1	
Attending a DISA Seminar	1 learning hour	2	
Visiting the DISA Conference exhibition	1 exhibition day	1	
Recommending a New Member to DISA	1 accepted New Member	1	

NOTES

You are responsible for keeping evidence for the CPD activity you have done and must be able to submit it if requested to do so for audit purposes.

If you use an electronic calendar, then a note of when informal CPD activity has been completed will be sufficient.

NOTE A: All security and/or management education events are eligible for CPD points. This is doubled there where there is an agreement in place with a Security Institute partner. Social functions such as dinners are not classed as CPD activity. See separate tab for the list of CPD partners as at 01.03.18. Any new CPD partners are published on www.security-institute.org throughout the year.

NOTE B: If your day job involves educating others (as a trainer, author etc.) no more than 50% of your points should relate to this activity.

NOTE C: Studying on Year 1 of a 3-year course, where learning has taken place without completion of the qualification is very much of value and should be counted for CPD. An extra number of CPD points can be claimed when the qualification is awarded, based on its QCF level.

NOTE D: You can claim up to 2 hours reading per month, maximum 12 months. No further evidence is required.

NOTE E: We value participation on boards and committees, which may or may not be security related, as this helps develop management and leadership skills.

NOTE F: Representing or promoting Security Commonwealth members includes such activities as helping on recruitment stands and/or presenting to a group of potential members.

NOTE G: Research can be for a variety of purposes (including, but not limited to, articles, books, presentations, white papers, guidance etc.)

If you have any questions about whether an activity is eligible for CPD points, please contact the DISA Administration office, email : contact@thedisa.org

DEVELOPING IN YOUR CURRENT ROLE

DEVELOPMENT FOR CAREER PROGRESSION