

# THE PROFESSIONAL REGISTRATION PROCESS

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# The Professional Registration Process

## Contents

The Professional Registration Process.....	2
▶ ACRONYM LIST & GLOSSARY .....	2
▶ Introduction .....	3
▶ Assessment Process: .....	3
▶ Application form: .....	4
▶ Stage 1 – Documentary Review Stage .....	4
▶ Stage 2 – Professional Discussion (optional) .....	5
▶ Stage 3 – Final Assessment Panel .....	6
▶ Assessor requirements.....	6

## ▶ ACRONYM LIST & GLOSSARY

ChCSP	Chartered Cyber Security Professional
PriCSP	Principal Cyber Security Professional
PraCSP	Practitioner Cyber Security Professional
ACSP	Associate Cyber Security Professional
UKCSC SPCC	UK Cyber Security Council Standard of Professional Competence and Commitment. Available to download on our website.
Technical Assessor	A Council approved, trained and professional registered individual
Non-Technical Assessor	A Council approved and trained individual able to assess competences B-E.
Borderline Case	In cases where Assessors are not 100% clear that the applicant has fully met the Standard and title applied for, and/or the Assessors are not sure which title is suitable for the applicant, it is referred to as a borderline case. Borderline cases should be interviewed no matter which process is employed.
Competences	Requirements listed in the UKCSC SPSCC
Peers	Professionally Registered individuals trained by the Council to be Assessors. Assessors must be Professionally Registered in the same category as the applicant is applying for, or a category above and have undertaken formal Assessor training.
Referee	Referred to as either references, Referees, or Supporters. It is used to describe the individual who can confirm an individual's career history. It is someone who is supporting the applicants application for professional registration.
Attestor	Attestors is the term used to describe an individual who can verify an individual's career history, work ethic and competence to do their job. Attestors may be subject to sanctions
Sanctions	The Council retain the right to inform any third parties it reasonably believes have placed reliance on an individual's and/or Attestor's professionally registered status if they are then found to be acting contrary to professional registration requirements or the code of ethics.
Specialism	A specialism is an area of expertise within cyber security formed of a collection of related CyBOK knowledge areas and loosely aligned to typical cyber security job roles.

## ▶ Introduction

The Professional Registration process is a peer assessment model, which has been rigorously tested to ensure that those granted Professional Registration meet the requirements of the UK Cyber Security Council Standard of Professional Competence and Commitment (UKCSC SPCC). Applicants and Assessors may use the specialism specific contextualisation documents as supporting documents.

The contextualisation documents for each specialism are being developed to provide guidance and integrate the UKCSC SPCC into the specific context of that specialism.

Peer assessment provides assurance that individuals are working to the Standard. Peers provide valuable insights into an individual's competence and performance, bringing diverse perspectives and experiences to the assessment process, offering a comprehensive evaluation of an individual. Peer assessment fosters a culture of continuous improvement, constructive feedback and support which can help the industry and individuals to identify their strengths and weaknesses. It encourages professionals to support and learn from one another, fostering a culture of mutual respect and cooperation.

## ▶ Assessment Process:

To achieve Professional Registration, applicants are peer assessed via one of the two Professional Registration processes:

- **Registration Process A**

This process has a documentary review of the written evidence, a professional discussion (interview), and a final assessment. This process requires referees to support the application form.

- **Registration Process B**

This process has a documentary review of the written evidence and a final assessment. A professional discussion is required in some instances\*. This process requires an attestor to attest to the applicant's applicability to be professionally registered.

\*There are times where it is clear that the applicant meets the Standard and/or is working at a higher level than the Standard set. This is usually clear via their written assessment and using the testimony from their attestors. In these cases, the technical Assessors can use their discretion, once consensus is reached, that professional registration can be awarded. If further information is required, or the technical Assessors are not clear whether the set Standard has been met (referred to as a borderline case) the Licensed Bodies, and by extension the Assessors, reserves the right to invite an individual for a professional discussion (also referred to as an interview).

The Council are implementing the two peer assessment models for many reasons, including, inclusivity. A Licensed Body will be licensed for one or both of the processes mentioned.

## ► Application form:

The application form is an opportunity for applicants to showcase their career journey, how they built their underpinning knowledge and understanding and used that to build their competence to the point of applying for a Professional Registration title. The application form should capture the career history and competence evidence succinctly.

An applicant may only apply for one specialism per application.

Each application is expected to be tailored to showcase competence in the specialism applied for. It is unlikely, therefore, that an application for one specialism will provide the necessary detailed competence evidence for assessment in another specialism.

Assessors are selected based on several criteria, including their professional registration title, knowledge, and experience in the relevant specialism. Therefore, an application cannot cover more than one specialism.

Depending on which registration process is applied, the applicant is required to provide a referee or an attestor.

**Registration Process A** requires a referee to be named. A referee, chosen by the applicant, must verify the applicant's career history and supporting evidence. A referee will be expected to provide written support for the applicant, in the format required by the licensed body.

**Registration Process B** requires an attestor to be named. An attestor, chosen by the applicant, must attest to the applicant's career history, work ethic and competence to do their job as well as applicability for the professional registration title and specialism applied for. An attestor will be expected to provide an attestation in the format required by the licensed body. An attestor should be made aware that they can be sanctioned for inaccurate or misleading attestations, including omissions.

A Licensed Body is responsible for contacting the referee or attestor and capturing the results as part of the assessment report. A Licensed Body may determine the best method of collecting, collating and storage of such application references.

## ► Stage 1 - Documentary Review Stage

The purpose of this stage is to assess the written evidence supplied by an applicant against the UKCSC SPCC and the supporting contextualisation document. The Assessor (can be either a non-technical or technical Assessor) must determine if the applicant has provided enough competence evidence to either be invited for a professional discussion and likely to be successful in the registration category applied for (registration process A), or, if the applicant has provided strong enough competence evidence to move to the final assessment stage (registration process B).

There must be at least one Assessor at this stage. The Assessor can be either a non-technical or technical Assessor. See Assessor requirements below for more information.

The Assessor(s) can make the following decisions at this stage:

- Request additional written information to support the written evidence
- Reapply for an alternative category and/or alternative specialism
- Go forward for interview for the category and specialism applied

All decisions should be documented and well justified so that it is clear why the decision was made.

The Assessor at this stage can, as part of their overall justification and assessment of the applicant, provide the technical Assessors with advice on areas to probe during the professional discussion.

## ▶ **Stage 2 - Professional Discussion (if applicable)**

The purpose of this stage is to have a professional conversation with the applicant to allow the technical Assessor to fully assess the applicant against the competence and commitment requirements in the UKCSC SPCC. This stage is not always required when Licensed Bodies are using the Registration Process B.

The technical Assessors are asked to have a professional discussion with the applicant to determine whether the candidate meets each of the competence and commitment requirements for the professional title applied for. This will include using the applicants' written evidence to form questions and discussions during the discussion. The discussion must be structured to explore all the competences.

There must be two technical Assessors at this stage for those applying for Chartered and Principal categories of professional registration. One of those technical Assessors must be professionally registered at the same category of professional registration as the applicant is applying for and registered in the same specialism as the one applied for, see the Assessor requirements below for more information.

Technical Assessors are expected to use the scoring methodology provided to them via the licensed body to score the applicants against the competences relevant to the professional registration category applied for.

Technical Assessors are expected to provide a recommendation of outcome for the applicant to the final assessment panel. This recommendation must have a full justification for the reason of individual scoring and overall recommendation.

There must be two technical Assessors at this stage. The technical Assessors must be Technical Assessors in the same professional registration title and specialism as the one the applicant has applied for. One technical Assessor must not have assessed the applicant via the documentary review stage.

The following recommendations can be made:

- Award professional registration category applied for.
- Award a preceding professional registration title.
- Decline professional registration category, further competence development required. This should include detailed feedback to the applicant to guide their development.

## ► Stage 3 – Final Assessment Panel

The final assessment panel are required to holistically review all the evidence from the applicant and recommendations from the Assessors. The panel has the responsibility to make the final decision on whether the applicant is awarded professional registration or not, therefore, Technical Assessors are required.

Assessors at this stage are expected to assess whether the applicant received a fair and just assessment on their evidence. They are expected to consider the written evidence from the applicant, the written justifications from the Assessors as to decisions made, scoring applied and recommendation made for a final decision.

The final assessment panel can make the following decisions:

- Award professional registration category applied for.
- Award a preceding professional registration title.\*
- Decline professional registration category, further competence development required. This should come with detailed feedback to the applicant to guide their development.

The Council would expect to see the final assessment panel agreeing with the technical Assessor's recommendation from the professional discussion. If a scenario arises where this is not the case, the technical Assessors who interviewed the applicant must be consulted. If a consensus cannot be reached, it would be advisable to invite the applicant to another professional discussion with different technical Assessors. The same final assessment panel assessors can be used.

If the applicant is awarded an alternative category or declined for the category applied, the panel are expected to provide a full justification and feedback that can be used to support the licensed body when writing the decision letter, to support further competence development of the applicant. The feedback must be constructive.

The final assessment panel must consist of a minimum of two Technical Assessors and must not have taken part in the assessment of the individual through the Registration process at the previous stage(s). If consensus cannot be reached between the two Technical Assessors, a third Technical Assessor must be sought. Majority consensus is acceptable.

\*e.g. Principal to someone who has applied for Chartered; Practitioner to someone who has applied for Principal; Associate to someone who has applied for Practitioner.

## ► Assessor requirements

Technical Assessors must be professionally registered in the same professional title, or higher, and specialism that the applicant has applied for. Any Technical Assessor can assess an Associate candidate, as this title is not linked with specialisms.

Technical Assessors who are professionally registered as Chartered can assess anyone applying for Chartered, Principal, Practitioner and Associate in the same specialism they are registered as.

Technical Assessors who are professionally registered as Principal, can assess anyone applying for Principal, Practitioner and Associate in the same specialism they are registered as.

Technical Assessors who are professionally registered as Practitioner, can assess anyone applying for Practitioner and Associate, in the same specialism they are registered as.

Technical Assessors who are professionally registered as Associate can assess applicants for Associate only.

Non-technical Assessors are not required to be professionally registered. They are expected to have experience in assessing competence of individuals, in relation to the requirements of competences B-E, also referred to as the 'soft skills'.

Non-technical and Technical Assessors must understand the relevant career history and experience of the applicant to successfully judge the applicant's knowledge, understanding and experience against the UKCSC SPCC.