

## CPD Activity Table

Activity	Unit of Measure	Points Value
<b>Self Directed</b>		
Reading trade magazines, info websites, journals, books, texts, viewing podcasts	1 hour	½ point <sup>1</sup>
Security/management-related discussion forums, chat rooms, blogs, providing ad hoc advice etc.	1 hour	½ point <sup>1</sup>
Attending exhibitions/trade shows	1 show	1 point
Undertaking security/management related research (not for a qualification)	1 hour	1 point <sup>2</sup>
Management skills development (eg. leadership, finance, interview techniques, H & S, presentation skills, communication skills, project management)	1 hour	1 point
<b>Structured</b>		
Attending Institute and CPD partner organisation educational events	1 education hour	2 points <sup>3</sup>
Attending other security/management events	1 education hour	1 point <sup>3</sup>
Attending relevant training courses, conferences & webinars	1 education hour	1 point <sup>4</sup>
Studying for a recognised security/management qualification	1 hour	1 point <sup>5</sup>
Achievement of security/management qualification	Match NFQ award level	2 – 7 points <sup>5</sup>
<b>Other Contributions ( Development of Others)</b>		
Attending Institute Board Meetings	1 meeting	2 points <sup>6</sup>
Attending Institute Committees (eg. VB, AB etc.)	1 meeting	2 points <sup>6</sup>
Undertaking Board/Committee Related Activity	1 Hour	1 Point
Representing or promoting the Security Institute	1 event	1 point <sup>7</sup>
Membership of other organisations' Boards & Committees	1 meeting	1 point <sup>8</sup>
Mentoring and/or shadowing	1 session (1 hour plus)	1 point
Writing, presentations, articles or books	1 hour	1 point
Delivering presentations	1 presentation	1 point
Developing programmes & projects (including Good Practice Guides)	1 hour	1 point
Planning / organising security educational event	1 event	1 point
Assessing course work or marking examination papers	1 hour	1 point
Designing course work or examination papers	1 hour	1 point
Other relevant contributions to the fields of security or management	1 hour	1 point

### Clarification Notes:

Some activities may qualify for credit under more than one activity category, for example, documented research involved in the writing of an article can be counted under self-directed activity, and points can be gained for writing/publishing an article under Other Contributions.

<sup>1</sup> A combined total of 5 points per CPD year may be gained from these activity categories. In order to gain points in these categories, a bibliography of sources must be included, stating the source, date, article/forum title/subject matter.

<sup>2</sup> Research undertaken for a variety of purposes (article, book, presentation, Good Practice Guide) may be included here, unless it forms part of a structured course, in which case it should be added to the Structured section as part of that course. This applies to research for essays or dissertations, for example.

<sup>3</sup> All security education events are eligible for CPD points. However, where the educational content has been verified, such as the Security Institute's own events and those from organisations who have signed up to the Institute CPD scheme, the points value is doubled.

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<sup>4</sup> Security related training courses, conferences and webinars must be fully detailed. Evidence should be provided of the course duration and content, as well as a certificate/letter of completion.

<sup>5</sup> The Security Institute considers study on a security-related course to be of educational value in terms of CPD, regardless of the final course result. For example, successful completion of the first year of a degree course would not lead to a qualification, but learning has nevertheless taken place and should be recognised in CPD terms. Successful completion of the qualification attracts additional points based on the NFQ level of the course, for example, a Level 3 course will attract an additional 3 points on successful completion, and a Level 7 course 7 points, in addition to the points gained for the hours of study and any research or dissertation involved in the course.

<sup>6</sup> The Security Institute values the participation of its members on its boards and committees, and allocates points for active participation. Minutes of meetings or attendance lists should be provided as documentation of participation.

<sup>7</sup> Representing or promoting the Security Institute applies to such activities as volunteering for recruitment stands at exhibitions and trade fairs, making presentations to groups of prospective members on behalf of the Institute. Introduction/recommendation of new members does not carry CPD points.

<sup>8</sup> Membership of boards and committees may be non-security related, but must demonstrate the development of management skills.

Where activities are not listed in the above matrix, the Security Institute CPD Panel will review on a case by case basis requests from members of the scheme to allocate CPD points to activities undertaken. Any such requests should be referred to [cpd@security-institute.org](mailto:cpd@security-institute.org)