

CPD Scoring Matrix & Guidance

This document provides a simplified and more accessible version of the Security Institute CPD Scoring Matrix for members using the new CPD app.

It outlines the recognised CPD activity categories, point allocations, evidence guidance and association-specific activities.

The aim of this guide is to make the scoring structure easier to read and reference while maintaining all existing CPD requirements and criteria.

Further Guidance & FAQs:

<https://www.security-institute.org/cpd/>

CPD Activity Table

You undertake CPD activities in order to develop yourself and enhance your skills

You need to score a minimum 36 points of activity in at least 5 different types of CPD activity/category. We only accept up to the maximum points in each category/activity.

Early Career CPD Members will need to score between 18 and 24 CPD points per year, across a minimum of two categories.

Events and Formal Learning

Activity	Description / Evidence	CPD Points
Attend SyI conference / partner event	1 full day (6 hrs) Evidence: SyI partner events no longer attract double points	6 points
Attend external professional conference	1 full day (6 hrs) Evidence: Standard points if relevant to security or management.	6 points
Attend CPD sessions / demos at trade show	1 per hour Evidence: Certificate or reflection needed	1 point
Visit exhibition as delegate (learning-focused)	1 full day (6 hours) Evidence: Must record learning outcomes	2 points per day
Attend webinar, seminar, or masterclass	1 hr Evidence: Must have	1 point

	learning objectives or certificate.	
Complete short accredited course	3–6 hrs Evidence: e.g. security leadership course, cyber update training.	3–6 points
Complete formal qualification (Levels 2–8)	See below Evidence: See qualification scale.	Variable

Qualification Scale (for Assessed Courses)

Qualification Level	Typical Example	Points Awarded
Level 2	Entry qualification / certificate	2
Level 3	Intermediate / Diploma	3
Level 4	Advanced / Foundation degree	4
Level 5	Higher Diploma / Year 2 equivalent	5
Level 6	Bachelor's degree or equivalent	6
Level 7	Master's degree or equivalent	7
Level 8	Doctorate / Fellowship / specialist	8

— This mirrors the UK Qualification Framework maintaining consistency while being transparent for members and auditors. —

Self-Directed or Informal Learning

Activity Type	Evidence: Notes	Suggested Points
Read a professional article / journal	30–60 min Evidence: Must record title and key learning.	0.5–1
Read a full book or research paper	3–4 hours Evidence: Reflect on key takeaways.	2–3
Listen to a podcast or webinar recording	45–60 min Evidence: Treated like attended webinar if relevant.	1
Watch training video / online lecture	1 hour Evidence: Only if professionally relevant.	1
Conduct structured self-study (for qualification)	1 hour Evidence: E.g. preparing for an exam or certification.	1

Undertake personal research (non-qualification)	1-4 hours Evidence: Must record aim and output (e.g., summary or insight).	1-4
Maintain reflective log or learning journal	1 hour per entry Evidence: Limited to 4 points/year.	1

Work-based Practice and Projects

Activity Type	Description	Evidence Required
	Evidence: Points Awarded	
Level 1: Applying existing knowledge	Applying established skills in a new context (e.g. updating risk plan using known model) Evidence: 1 point per 2 hours (max 4)	Reflection (what was done, what was learned)
Level 2: Developing new skills	Learning new system, standard, or method through project work Evidence: 1 point per hour (max 6)	Reflection + manager confirmation / output summary
Level 3: Leading or innovating	Leading new project, implementing new process, mentoring others Evidence: 1 point per hour (max 8)	Evidence of outcome (report, feedback, presentation)

— The more complex, reflective, or innovative activities earn more credit, while basic application doesn't. —

Contribution to the Profession

Type of Contribution	Example	Suggested Points
	Evidence: Notes	
Mentoring or coaching a colleague	1 hr per session Evidence: Reflection required from mentor or mentee	1 pt/hr
Serving on a Syl board, committee, or working group	1 hr meeting + prep Evidence: Max 6 per year	1-2 pts/meeting
Speaking at an event / webinar	1 presentation	2-3 pts

	Evidence: 1 for prep, 1-2 for delivery	
Writing a professional article or blog	1 article Evidence: Must be published or accepted by a professional outlet	2 pts
Publishing an academic paper / book	1 publication Evidence: Evidence required	5 pts
Judging industry awards	1 event Evidence: Must relate to security or management	1 point per Award Show
Media interview / public advocacy	1 appearance Evidence: Must represent Syl or professional expertise	1-2 pts
Volunteering / outreach activity	1 hr Evidence: Max 6 per year	1 pt
Introducing a new member to Syl	1 introduction Evidence: Limited to 2 per year	1 pt
Represent Syl / employer on stand at a trade show or exhibition	2 hours Evidence: Cap at 3 per event	1 Pt
Deliver a presentation/training course	1 session Maximum of 4 per year	1 Pt

Ethics, Leadership & Professional Values

Type of Activity	Typical Time / Input	Suggested Points
	Evidence: Notes	
Attend ethics or EDI workshop	1 hr Evidence: Provide certificate or reflection	1pt
Complete leadership or values training	1 hr Evidence: Must have learning objectives	1 pt
Participate in ethical case study review or roundtable	1 hr Evidence: Reflection required	1 pt
Undertake 360° feedback or leadership coaching	1 hr Evidence: Reflection or summary output	1 pt

Gaining a new level of membership	1 application Must relate to security	2-3 pts/level
Serving on Security Board, committee, or working group	1hr meeting + prep Evidence: Must show evidence of learning and impact	1-2 pts/meeting pts
Reflective learning on ethics or leadership	1 hr Evidence: May include journal entry or essay	1 pt

— **NOTE A:** All security and/or management education events are eligible for CPD points. Social functions such as dinners are not classed as CPD activity. Any new 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 25% of your points can relate to this activity. —

— **NOTE C:** Studying on a course, where learning has taken place without completion of the qualification is very much of value and should be counted for CPD. —

— **NOTE D:** We value participation on boards and committees, which may or may not be security related, as this helps develop management and leadership skills. Ideally these should be voluntary and not part of your core day job. —

— **NOTE E:** We encourage you to think about splitting your CPD activity between helping yourself and helping others —

— **NOTE F:** You can only claim up to the maximum for each category as detailed in column E — 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. —

Partners

Partner Information, 2025 Current CPD Partners.

List correct as at 22nd October 2025

Any UK Police Force
Any UK Government Department
Any UK Government Agency
Associations and Organisations
Aerospace Defece Security (ADS)
ASIS International & all Chapters (ASIS)
Association of Security Consultants (ASC)
BRE, incorporating LPCB and SABRE
City of London Crime Preventional Association (CoLCPA)
City Security And Resilience Network (CSARN)
City Security Council (CSC)
Defence Industry Security Association (DISA)
FDSA - Food and Drink Security Association
International Professional Security Association (IPSA)
Security Awareness Specialist Interest Group (SASIG)
Security Commonwealth (SyCom)
Security Commonwealth (SyCom)
Security Industry Authority (SIA)
Security Industry Regulatory Agency (SIRA Dubai)
Special Awareness Interest Group (SASIG)
TINYg
UK Cyber Security Council
Women Security Society (WSS)
Worshipful Company of Security Professionals (WCoSP)
Worshipful Company of Security Professionals (WCoSP)
Conference Organisers
International Security Expo
The Security Event
SJUK Thought Leadership Summit & Webinars
Security Twenty25 (Professional Security)
IFSEC Global
Intersec
Security & Policing Expo
Cloud & Cyber Expo
Counter Terrorism Expo
Security Institute Partners - Subject To Change & Update
ASEL
ATG Access
Beaverfit
Business Insights 3Ltd.
BKS Training
Blacksmiths
Carlilse Support
CBM Worldwide
Coventry Building Society
Dallmeier Electronic UK Ltd
Esoteric Ltd

Excellentia Ltd
Fastline Steel Ltd
G4S
G6 Global communications
HZL
ICTS Consult
Linev Systems UK
MAST
Mercury Training
Minimal Risk
Mitie
MPDFM
MS Webb
National Nuclear Laboratory
Nedap
Next PLC
Northcott Global Solutions Ltd
Premier Security Ballistic & Blast Ltd
ResponSec
Specialist K9s Limited
Surelock McGill Group
Third Millennium Systems Ltd.
Toro Solution
Vicon Industries Ltd
Ward Security Ltd
West End Security Group
Westminster Security Ltd
Wilson James
365 Group

Abbreviations

Abbreviation	Meaning
AGM	Annual General Meeting
ASC	Association of Security Consultants
ATP	Approved Training Provider
CPD	Continuing Professional Development
CSyP	Chartered Security Professional
ChCSP	Chartered Cyber Security Professional
CTX	Counter Terror Expo
DAR	Document Assessment Report
DISA	Defence Industry Security Association
EOI	Expression of Interest
IAR	Interview Assessment Report
IFSEC	International Fire and Security Exhibition
IPSA	International Professional Security Association
ISE	International Security Expo
MEMG	Middle East Membership Group
MOOC	Massive Open Online Course
NAHS	National Association for Healthcare Security
NextGen	Next Generation Programme

QCF	Qualification and Credit Framework
RCSP	Register of Chartered Security Professionals
RSES	Register of Security Engineers and Specialists
RQF	Regulated Qualifications Framework
SIG	Special Interest Group
ST25	Security Twenty 25 Exhibition
SyI	Security Institute
TSE	The Security Event
UKCSC	UK Cyber Security Council
VAWG	Violence Against Women & Girls
VB	Security Institute Validation Board
WCoSP	Worshipful Company of Security Professionals
YMG	Young Members Group