

CPD Scoring Matrix & Guidance 2026

This document provides additional information to support members undertaking Continuing Professional Development (CPD) using the new CPD app. It provides suggestions for activities under each CPD category, recommended point allocations, and required evidence guidance. Further Guidance & FAQs: <https://www.security-institute.org/cpd/>

CPD Requirements

Members undertake CPD activities to develop themselves and enhance their skills.

For full CPD members (FSyl & CSyP), and those MSyls who have opted to participate this year, you need to score **36 points** or above across a minimum of **5 different** CPD categories.

Early career CPD members (Student, Graduate, Affiliate & ASyl) who have opted in this year, need to score **18 points** or above across a minimum of **two different** CPD categories.

Members who join throughout the CPD year, your minimum point will be calculated pro rata among the required categories.

CPD Categories

There are six CPD category headings

1	Events and Formal Learning
2	Contribution to the Profession
3	Work-based Practice and Projects
4	Ethics, Leadership & Professional Values
5	Self-Directed or Informal Learning
6	Qualification & Certification

Working Examples

The tables below are **examples** of types of activity you might expect to see in each category along with suggested timescales as a guide, recommended point allocation and suggested evidence requirements. If you are unsure as to whether an activity counts, a suggestion for more examples, or which heading it might sit under, please contact cpd@security-institute.org

1: Events and Formal Learning

Suggested Activity	Time	Evidence examples	CPD Points
Attend a professional conference	1 full day (6 hrs)	Certificate of attendance.	6
Attend CPD sessions / demos at trade show	1 per hour	Certificate of attendance	1

Visit exhibition as delegate (learning-focused)	1 full day (6 hours)	Images of the event with lessons learnt.	2 pts per day
Attend webinar, seminar, or masterclass	1 per hour	Certificate of attendance	1
Complete short, accredited course	3–6 hrs	certificate of completion	3–6
Conduct structured self-study (for qualification)	1 hour	Details of work completed or lessons learnt.	1

2: Contribution to the Profession

Activity	Time	Evidence	CPD Points
Mentoring or coaching a colleague	1 hour per session	Reflection required from mentor or mentee	1
Serving on a board, committee, or working group	1 hr meeting + prep	Calander invite or meeting minuets.	1
Speaking at an event / webinar	1hr for prep, 1–2hrs for delivery	Presentation, images from the event.	2–3
Writing a professional article or blog	1 article	Copy of published article	2
Publishing an academic paper / book	Per publication	Copy of paper / book	5
Judging industry awards	Per award	Email confirmation	1
Media interview / public advocacy	Per appearance	Images from events or links.	1
Volunteering / outreach activity	1 hr	Detailed notes of activity / images.	1
Introducing a new member to Syl or other security association	Per introduction Limited to 2 per year	Confirmation of recommendation email.	1
Represent Syl / employer on stand at a trade show or exhibition	1 hr	Images of event / exhibitor pass.	1
Deliver a presentation/training course	1 hr	Presentation link or details of course	1

3: Work-based Practice and Projects

- Work-based CPD is learning gained through your professional role. This may include developing new skills, applying knowledge in a different context, addressing unfamiliar challenges or reflecting on experience to improve your practice. Activities can form part of new projects or existing responsibilities, provided you can demonstrate learning or development. Completing familiar tasks without additional learning does not count as CPD. Use the scoring table below to claim for the learning element of the activity, rather than the full duration of the task or project. Include a short reflection explaining what you learned and how it will inform your practice. Supporting evidence must not disclose sensitive or confidential information.

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

4: Ethics, Leadership & Professional Values

Activity	Time	Evidence	CPD Points
Attend ethics or EDI workshop	1 hr	Provide certificate or reflection	1
Complete leadership or values training	1 hr	Certificate of completion	1
Participate in ethical case study review or roundtable	1 hr	Reflection required	1
Undertake 360° feedback or leadership coaching	1 hr	Reflection or summary output	1
Gaining a new level of membership	Per application	Certificate of revalidation	2
Serving on Security Board, committee, or working group	1hr meeting + prep	Must show evidence of learning and impact	1-2
Reflective learning on ethics or leadership	1 hr	May include journal entry or essay	1

5: Self-Directed or Informal Learning

Suggested Activity	Time	Evidence	CPD Points
Read a professional article / journal	30–60 min	Short reflection of lessons learnt must be supplied for all Self Directed / Informal Learning	0.5–1
Read a full book or research paper	3–4 hours		3–4
Listen to a podcast or webinar recording	45–60 min		1
Watch training video / online lecture	1 hour		1
Undertake personal research (non-qualification)	1–4 hours		1–4
Maintain reflective log or learning journal	1 hour per entry		1

6: Qualification & Certification (This mirrors the UK Qualification Framework maintaining consistency while being transparent for members and auditors)

Activity	Evidence	CPD Points
Level 2 Entry qualification / certificate	Certificate of Completion	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

Notes

- **Social functions within the industry that do not involve a learning element, for example, Summer/Winter Socials, Gala Dinners & Award ceremonies are not counted as CPD Actives.**
- **You are responsible for keeping evidence for the CPD activity you have done and must be able to submit further evidence if requested to do so for audit purposes.**
- **We recognise that for some, the subject matter of their CPD may be sensitive. The addition of self-reflection/lessons learned should enable you to provide adequate evidence without the need to divulge anything sensitive.**