

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

For Full CPD Members (MSyl, FSyl & CSyP) You need to score a 36 points or above across a minimum of 5 different CPD categories.

Early Career CPD Members (Student, Graduate, Affiliate & ASyl) You will need to score of 18 points or above across a minimum of two CPD categories.

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

CPD Categories

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

Working Examples

Below is a non-exhaustive list of types of activity we would expect to see in each category along with recommended point allocation and suggested evidence.

Events and Formal Learning

Activity	Time	Evidence	CPD Points
Attend Syl conference	1 full day (6 hrs)	Certificate of attendance.	6
Attend external professional conference	1 full day (6 hrs)	Images of the event with lessons learnt.	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

Self-Directed or Informal Learning

Activity	Time	Evidence	CPD Points
Read a professional article / journal	30–60 min	Sort 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		2–3
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

Work-based Practice and Projects

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)	Maximum 8 hrs	Reflection (what was done, what was learned)	1 point per 2 hours (max 4)
Level 2: Developing new skills Learning new system, standard, or method through project work	Maximum 8 hrs	Reflection + manager confirmation / output summary	1 point per hour (max 8)
Level 3: Leading or innovating Leading new project, implementing new process, mentoring others	Maximum 8 hrs	Evidence of outcome (report, feedback, presentation)	1 point per hour (max 8)

- The more complex, reflective, or innovative activities earn more credit, while basic application doesn't.
- Only applies to new research, subject matter or projects CPD is not counted when projects fall under existing or day to day tasks.

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 Syl board, committee, or working group	1 hr meeting + prep	Calander invite or meeting minuets.	1
Speaking at an event / webinar	1 presentation 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	1 publication	Copy of paper / book	5
Judging industry awards	1 award	Email confirmation	1

Media interview / public advocacy	1 appearance	Images from events or links.	1
Volunteering / outreach activity	1 hr	Detailed notes of activity / images.	1
Introducing a new member to Syl Limited to 2 per year	1 introduction	Confirmation of recommendation email.	1
Represent Syl / employer on stand at a trade show or exhibition	2 hours	Images of event / exhibitor pass.	2
Deliver a presentation/training course	1 session	Presentation link or details of course	1 Pt

Qualification & Certification

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

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

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	1 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
Complete a membership assessment/interview eg: CSyP or RSES	1hr	May include certificate or reflection	1

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 is requested to do so for audit purposes.**
- **For subject matter that is sensitive, we request that notes on the lessons learnt through the activity are submitted in leu if physical evidence.**