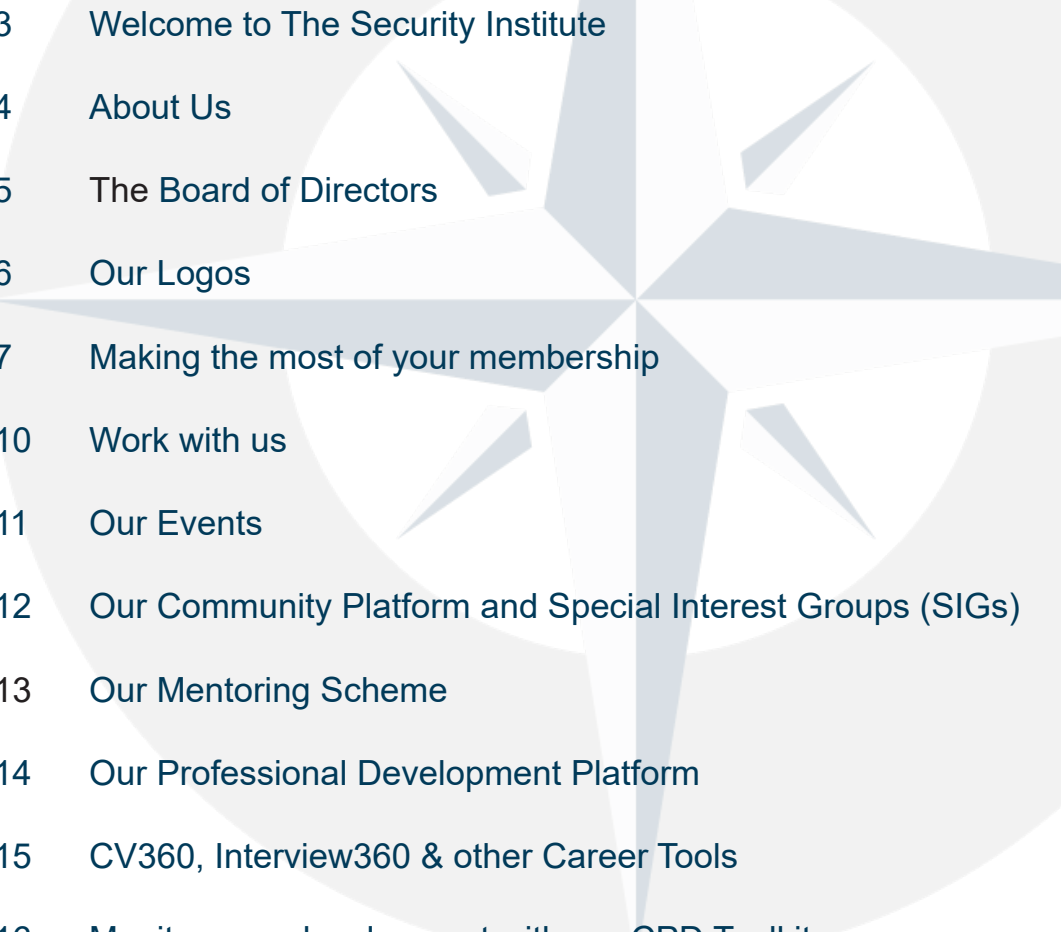


Your Membership Handbook



Respected • Recognised • Professional

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Welcome to The Security Institute



Welcome to the UK's largest professional membership body for security professionals. Gaining membership at The Security Institute is clear recognition that you are a committed security professional. We have a thorough, rigorous and objective validation process that is conducted by your peers and is based on an individual's experience, qualifications and expertise. Our Board of Directors and Head Office team would like to congratulate you on achieving your membership and being part of an evolving community of security professionals.

At The Security Institute we actively strive to raise professional standards and integrity by working with the government, public institutions, private companies as well as other security organisations to influence positive change within the industry. We also provide a plethora of personal and professional development activities and networking opportunities, as well as offering support on a range of initiatives including #NextGen, mental health and wellbeing.

We offer numerous membership benefits that we encourage you to take advantage of so that you obtain real value from the services we provide. We offer opportunities to join our committees and Special Interest Groups, as well as to participate in projects, write articles, volunteer at exhibitions, conduct research activities, mentor others, as well as attend one of our many networking events.

We keep you informed of changes within The Security Institute, as well as industry updates through our weekly eNews newsletter, our Institute Quarterly magazine or through direct email. Alternatively, you are welcome to contact our Head Office if you have a question you would like answering about your membership. We are here to support you as a member to help you thrive, grow and be recognised.

Thank you for joining The Security Institute!

About Us

BACKGROUND:

The Security Institute is an independent body set up in 1999 by a group of working security practitioners, and was created to support security professionals across the full spectrum of security disciplines. Our aim is to educate and promote the security industry amongst service users and the general public. The Security Institute provides a 'home' for all those who wish to improve standards and aspire to achieve professional recognition and status.

Today's security practitioners come from diverse backgrounds and their expertise, experience and qualifications must be recognised as a vital and valuable resource available to advance the interests of their employers, customers and society.

The Security Institute offers an objective validation of an individual's experience, qualifications and expertise. When you join the peer validation review provides independent benchmarking of your skills and experience against a comprehensive matrix to determine your grade of membership.

As you become more skilled and gain greater experience you have the opportunity to progress through our various membership grades.

YOU HAVE A PART TO PLAY:

The Security Institute is here to serve your interests and to provide a collective voice within the security profession.

We just ask that our members demonstrate a commitment to professionalism and to improving security standards.

As a member we want you to:

- Act in a responsible, professional and ethical manner.
- Undertake Continuous Professional Development (CPD) activities.
- Promote and engage in security best practice.
- Participate in the life of The Security Institute and support its aims and objectives.
- Promote security within your sphere of influence.
- Support other members in a professional capacity.
- Feel that you belong and that you are valued.

Our Vision, Mission and Aims

VISION

To be recognised as the leading professional body for security.

MISSION

To inspire, inform and influence professional excellence for the benefit of our members, the security community and wider society.

AIMS

- To provide an exceptional membership experience.
- To promote lifelong learning and professional development by providing accredited qualifications in Security Management.
- To recognise competence through peer review and validation of our members.
- To support networking and the exchange of knowledge, information, and best practice.
- To promote standards and ethics and make a valuable contribution to society through innovation.
- To collaborate with government organisations, academic bodies and other influential security businesses to promote positive change within the security industry.
- To enhance the reputation and understanding of the security discipline, providing a powerful unifying voice.

The Board of Directors

The Security Institute is governed by senior industry figures that make up our Board of Directors, who are elected by our members at the Annual General Meeting (AGM). The Board of Directors come from different security backgrounds and represent a wide range of interests that can support the needs of our members.

The Board will always consist of anywhere between 3 to 15 Directors at any one time. The Board may co-opt any member onto the Board between general meetings in order to fill a place that becomes available. However, anyone appointed will be required to stand for election along with other nominations at the next AGM.

Each Director serves a 3 year term and a maximum of two 3 year terms. Details of the nomination process are published each year ahead of the Annual General Meeting.

The Board of Directors appoints the Chair, Officers, and Committee Members to ensure fair and proper management of The Security Institute and its activities.

Please contact our Head Office if you have any questions or require more information about this process.



Our Logos



THE SECURITY INSTITUTE LOGO

This is our main logo which is only to be used with permission from our Head Office, when agreed with partner organisations. Our members are not eligible to use the main logo, instead we offer a range of regalia that displays the logo which you can buy from our online shop. This will let your co-workers know that you belong and helps raise our profile.



THE SECURITY INSTITUTE SUPPORTERS LOGO

This is the logo our members can use to show that you belong to the UK's largest association for professional security. You are welcome to include it on your business cards, email signature and in your corporate brochures. A PNG version of the logo is available to download in the Member area of our website, along with full details of how to use it.



OUR CORPORATE PARTNER LOGO

This is issued to any company that joins The Security Institute Corporate Partnership scheme. It signifies that the company understands and shares our company values.



OUR GROUP MEMBERSHIP LOGO

This logo identifies organisations where The Security Institute Group Membership schemes are in place. These involve detailed pre-application negotiations where The Security Institute's validation process can be in part fast-tracked due to employment criteria undertaken by the employer prior to application.



OUR YOUNG MEMBERS GROUP

Any activity that promotes our Young Members Group (professionals aged under 35) can display this logo, which includes their events and committee work.



OUR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) SCHEME LOGO

This logo highlights any activity or event that scores points in The Security Institute's CPD scheme. We use it to publicise learning opportunities and encourage participation in the scheme. Companies can use it with our permission if they offer learning opportunities to our members. Sometimes it states the number of points you can earn for a particular CPD activity.



THE REGISTER OF CHARTERED SECURITY PROFESSIONALS LOGO

The Security Institute has been appointed by the Worshipful Company of Security Professionals to administer the Register of Chartered Security Professionals. You may see this logo on events organised by The Security Institute, which you are welcome to attend.

Making the most of your membership



Congratulations! Your membership status has been confirmed.

To get the most out of your membership we recommend you explore what benefits we have on offer to understand how we can help you in your security career now and in the future.



WEBSITE LOGIN

You should have received login details to your own page on the our website, where you will be able to access an array of membership engagement benefits. If you have not received your login details, please contact the Membership Registrar. Once you have completed the initial set up you will be able to choose your own password for future access and this can be reset via the website should you need to do this in the future.

Your Personal Member Profile is unique to you. You can choose which platforms to join and access because these will sit on your own membership page. Your individual member profile will track the events you have purchased, prompt you to renew your membership when its due and be intuitive to your profile. You can also choose whether you wish to share your contact information with other professional grade members.

SOCIAL MEDIA

You will have been pre-authorized to join our member only LinkedIn group as part of the admittance admin process. We have several LinkedIn groups, including Regional Groups in the North West and South East, the Middle East and for our Young Members.

We also have accounts on Facebook, Flickr, Instagram YouTube and X to keep you informed about news and updates.



MEMBERSHIP LOGOS:

We have a specific logo available to download for each grade of membership at the Security Institute. These logo's are for the sole use of our members and can be used in order to show your member status. For example, on your email signature or your LinkedIn profile.



CERTIFICATE:

Your certificate of membership is enclosed within the membership pack. If you require a replacement certificate please contact: info@security-institute.org.

POST NOMINALS:

The three professional membership grades demonstrate independent verification of your skills and experience and mean you are entitled to use the relevant post-nominal after your name. These are either Associate (ASyI), Member (MSyI) and Fellow (FSyI). The professional association of these letters is a great way to meet new contacts.

COMMUNICATIONS FROM THE SECURITY INSTITUTE:

We aim to contact you at least once a week with our eNews update, plus any special or urgent news as it happens. If you are not receiving weekly emails from us, please let us know. It is worth checking your spam settings or your security system so we can make sure our messages are getting through. We recommend you add info@security-institute.org to your list of safe senders.

The weekly eNews is published each Friday and includes details of future events, plus any special offers, free tickets and anything else we think might be of interest to you regarding your membership.

The Institute Quarterly magazine contains educational and interesting articles written by industry experts, and members of The Security Institute, as well as Chartered Security Professionals, and provides you with an opportunity to gain CPD points. We are always happy to include member content so if you have something to say, please contact the Magazine Editor (info@security-institute.org).

We also circulate messages from the Cross-Sector Security Communications group, which is a UK-wide initiative supported by the Metropolitan Police. You can opt in to receive messages directly from them via <https://www.thecssc.com>.

Whilst The Security Institute actively encourages informal networking, we are opposed to the use of the membership as a tool for direct marketing approaches to other members in the form of unsolicited emails. Similarly, the sharing of privileged information outside the membership such as special offers or discount codes is not permitted.

EXTERNAL ENGAGEMENT:

The Security Institute launched the Security Commonwealth in 2014, a voluntary association of over 40 organisations working in the security sector, all committed to ensuring the professionalisation of the security industry. In addition, one of the founding members of the Cyber Alliance committed to advancing the UK's Cyber Security Strategy.

The Security Institute works alongside other membership bodies serving the sector, including but not limited to the Worshipful Company of Security Professionals (WCoSP), ASIS UK Chapter 208, the Association of Security Consultants (ASC), the Defence Industry Security Association (DISA), International Professional Security Association (IPSA), the National Association of Healthcare Specialists (NAHS) and the Association of University Chief Security Officers (AUCSO). We also work closely with academia and research.

Membership with The Security Institute is officially recognised by multiple organisations including: the Metropolitan Police Service, the Home Office, the Ministry of Defence, the Security Industry Authority and the National Protective Security Authority (NPSA) formally known as the Centre for Protection of National Infrastructure (CPNI)

ANNUAL SUBSCRIPTION FEES:

An invoice for your first year's annual subscription fee is enclosed within your membership pack. Thereafter your membership will be due annually on the 1st of the month following the date you joined us. An email reminder will be sent to you approximately 4 weeks before the payment is due, and we really appreciate prompt payment as this saves us a considerable amount of admin time which can be used more effectively elsewhere.

Our preferred method of payment is via Direct Debit, which you can use to pay on either a monthly or annual basis. This can easily be set up via your personal page on the website. Using this method ensures that your membership renewal is not overlooked.

Membership Credits can also be used towards The Security Institute membership fees exclusively through the website. You can also make your subscription payment via The Security Institute shop.

Please note that if the payment is not received within 60 days of the renewal date, your membership will be suspended and you will be required to pay a reinstatement fee to rejoin.

UPDATING YOUR DETAILS:

To ensure we keep our membership records updated and our communications with you flowing, we just ask that whenever there is a change to your home or work contact details that you kindly update this information via your member page on our website. Alternatively, you can send us the new information to: updates@security-institute.org.

OVERSEAS:

If you are based outside the British Isles for the majority of the year, then you pay the reduced overseas subscription rate regardless of your membership grade. Once you return to the British Isles you will revert back to the rate of your membership grade, when it is next due for renewal.

STUDENT MEMBERSHIP:

You are only eligible for student membership for the duration of your studies. Once completed, you will be required to apply for full membership. If you choose not to apply, then your membership will cease.

LAPEL PINS and REGALIA:

Lapel pins are issued free of charge to all new members and yours has been included within your membership pack. We also sell a number of branded items via our website, including stationery, branded silk ties and various other items to promote our brand and show others you belong.



Work with us

THE VALIDATION BOARD:

This consists of a group of around 40 members, who are responsible for processing all applications of membership and revalidation. We have a cross-section of knowledge, skills and experience in those appointed to validate, to ensure a balanced team. The meetings are held monthly and if you join the Validation Board you are expected to attend a minimum of 3 meetings a year. If you are interested in joining the Validation Board, please email paula@security-institute.org.

YOUNG MEMBERS FORUM:

Any member who is aged under 35 is welcome to join this professional networking group. The group is run by young members and is for young members. They arrange their own CPD and social events, and have a committee who take on organising events and arranging other activities of interest. They have their own mailing list and LinkedIn group. Contact info@security-institute.org for more information.

SPECIAL INTEREST GROUPS (SIGs):

At The Security Institute we have a wide range of groups established that we hope you will be interested in joining that cover a range of security topics. For example, we have a Middle East Members Group for any member working in or based in the Middle East, as well as many more. A full list of all the Special Interest Groups we have available are on our Community Platform.

MEMBERSHIP MATTERS ADVISORY GROUP (MMAG):

The MMAG is made up of a selection of our members, with committee meetings being held remotely every 8 weeks enabling members to join from any location. The purpose of the MMAG committee is to discuss and propose improvements to the benefits and service currently offered, to the Board of Directors for their consideration. For further information please contact: info@security-institute.org.

#NEXTGEN INITIATIVE

Our Next Generation initiative has been established to inspire and attract young people into a career in security. This has been backed by an ambitious 10 year plan designed to change perceptions of the security industry, ensuring that 13–18 year olds are aware of the opportunities available to them.



The initiative also includes supporting and working with the EY Foundation on the bespoke 'Secure Futures' programme, which helps to organise 2 weeks of security related work experience for 16-17 year olds, as well as 10 months of mentoring thanks to the support of our sponsors.



Our Events

We offer a mixture of social, educational and charity fundraiser events, with a purpose of supporting you with your security career or keeping you up-to-date on the latest industry developments. The varied annual programme of events includes those organised by CPD partnering organisations.

All events are publicised through the weekly eNews and listed on our website, and include online webinars or in person events. Although we use an online booking system for our events, you can always ring our Head Office to book and pay over the phone. No booking is confirmed until payment is received. The details of our cancellation policy can be found on our website. Importantly, all our events accrue CPD points.

Our annual events:

- The Annual General Meeting provides updates and developments about The Security Institute, as well as the election of our Directors.
- The Gala Awards Dinner recognises the achievements of our members.
- We host tables at various industry awards.
- We attend exhibitions around the UK.
- We offer free admission to some third party events.
- We provide networking lunch events in various locations.
- We offer access to CPD workshops hosted by our corporate partners or educational partners.

If you can only attend one event in a year, we recommend you go to our Annual Conference. This is popular with members, sponsors, exhibitors and speakers. You will also be able to meet some of the Board of Directors and Head Office staff. The Annual Conference will enable you to have a much better understanding of the challenges facing today's security professionals and offer and some solutions/ideas that may help you mitigate the risk.

We also host a calendar full of online events including our regular CPD webinars, that focus on a range of topics to keep you up-to-date with the latest industry developments.



Our Community Platform and Special Interest Groups (SIGs)

How can I access the Platform?

As with our Mentoring Platform and Professional Development Platform, you can access the Community Platform in the secure Members Area on our website once you have successfully logged in.

On the right-hand side of the page, you will find 'My Account' where you will see the Community Platform listed amongst several other member benefits available via the website.

This will then take you to the Community Platform, where you can login using your The Security Institute account details and then customise your profile.

You will then be ready to join the conversation and participate in the various online communities.

If you experience any difficulties accessing the platform please contact: info@security-institute.org.

We believe that remaining informed and connected in a community such as The Security Institute is vital for the professional development of all security professionals.

Our online Community Platform has been launched to help strengthen the connections amongst The Security Institute members and facilitate the sharing of knowledge. It is a space where members can share ideas, discuss challenges, post questions and search for other members.

This dedicated virtual space is designed to foster collaboration and engagement, allowing members to have meaningful interactions with each other and expand their network of security professionals across the UK and internationally. Members can interact on the platform whenever they wish; whether that is on their commute to work, in the office or from the comfort of their own home.

Members can customise their email preferences to receive discussion updates from the platform as often as they wish ensuring they stay up-to-date on the latest topics, and it provides an open forum for participation.

It also houses all of our Special Interest Group (SIG) communities. The SIG communities enable you to gain an insight into a specific security discipline and hear from other industry leaders within the field. All members are welcomed to join any of the SIGs communities providing a great opportunity to gain insight into a specific area of the security industry, and engage with industry specialists.

As the number of Special Interest Groups within the The Security Institute expands, so will the number of online SIG communities, creating further opportunities to learn about different areas of the security industry.

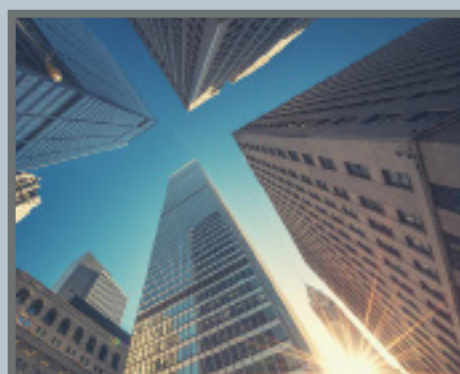
A full list of all the Special Interest Groups available can be found on our Community Platform.



Frontline Operators Special Interest Group



Cyber Security & Convergence Special Interest Group



Built Environment Special Interest Group

Our Mentoring Scheme

The Security Institute Membership includes access to an online Mentoring platform that is focused on helping members to improve their knowledge, skills and performance. The platform supports members who are looking to overcome challenges or to make performance improvements. The mentor will use their knowledge and experience to guide other members in their professional development.

The mentoring platform enables you to register as a mentor, mentee, or both. Mentors put themselves forward on a voluntary basis. When registered members have set up their profiles, mentees can then use the 'Find Mentor' section to search for a mentor, who has the skills and experience they are looking for.

The mentee can then either simply ask the mentor a question or can send a mentoring request. Mentors are alerted and can either accept or decline the request.

Once a match is made tools are provided to assist you through the mentoring journey which include helping you to plan for the first conversation, setting goals and maintaining the relationship until the end of the process.

To find out more about the platform visit <http://securityinstitute.onpld.com> or simply log in to the Members Area of The Security Institute website. You can then create a personal account and view a range of informative videos which highlight various benefits and functions of the Mentoring platform. Do not forget to claim 1 CPD point for every mentoring session you participate in as a mentor or mentee.



How you can benefit from being a mentor

- By working with a mentee, you will gain insight into how others approach challenges and widening your own perspective.
- By becoming a mentor, you will naturally learn how to improve your active listening and questioning skills.
- Working with a mentee will expose you to problems and challenges you may not otherwise experience, further developing your problem-solving skills.
- Being a mentor is rewarding knowing that your skills, knowledge, and experience has helped someone else to succeed.
- It is very rewarding and will boost your confidence.

How you can benefit from being a mentee

- A mentor can provide expertise to help plan and create goals to overcome challenges.
- A mentor can be a great sounding board.
- Mentoring can help facilitate connections and career opportunities for the mentee through networking and access to resources.
- By working with a mentor you can improve confidence and reach your true potential.
- Mentors can be a source of encouragement and support you during challenging times or setbacks.
- As security experts mentors can provide insight to help tackle specific job industry challenges.
- Mentors can also help direct you to progress further within the security sector.

Our Professional Development Platform

One of the first things you will notice in the Members Area of our website is our Professional Development Platform, which is a self-help tool available to The Security Institute members. This online resource has thousands of articles, podcasts, videos and interactive tools to assist you in your career journey, whether you are looking for a new job or to improve your skills.

The career related content is updated regularly. In fact, the library of courses and materials are adapted based on member feedback. Examples of this include topics such as 'Dealing with Unprecedented Change' and 'Making the Most of your Retirement.'

Other tools on the platform include:

Career Assessments: This provides a comprehensive suite of exercises to help users to identify their workplace drivers, motivators and values. This will help them to identify their transferable skills and fully understand their professional skill set.

Career Planner: This allows users to plan their career development by setting goals either individually or with your consultant, and track your progress.

Elevator Pitch Builder: This allows users to build their own quick and easy pitch with the help of examples and useful advice.

E-Learning Hub: This gives users access to an easily searchable resource hub, which includes expert career coaching and advice through videos, articles and audio resources. This advice is on a large range of topics which include:

- Personal Resilience
- Leadership
- Communication skills
- Wellbeing
- Mentoring
- Strengths
- Time Management

Industry Reports: This provides trends, information on how to conduct a SWOT analysis, recruiter information, and useful websites, as well as different research examples.

Newsroom: This provides the most relevant, up-to-date job and career news. Articles are added daily covering a range of topics, which include the best way to leverage LinkedIn, how to work with recruiters, impress interviewers and negotiate pay increases. This resource provides a categorised archive of thousands of career related articles.

Self-Employment: This will enable you to learn about self-employment and the options available. The content includes employer videos, e-learning, written tutorials and relevant news articles.



CV360, Interview360 & other Career Tools

In today's job market, it is highly likely that your CV or resume will be analysed by a machine before it is seen by a Hiring Manager. Even then it may only reach a person if the system deems it a good match for their search. These machines are commonly known as Applicant Tracking Systems (ATS), and are designed to make life easier for hiring managers but potentially a lot harder for you.

CV360 scores your CV against more than 50 checks that commonly trip up an Applicant Tracking Systems (ATS) to help your CV to get noticed. You get instant detailed feedback so you can optimise your CV and significantly boost your chances of getting to interview.

We also offer Interview360 which is an Artificial Intelligence software to score your interviewing technique, which notices everything from content of answers to eye contact.

The platform also provides access to other tools including:

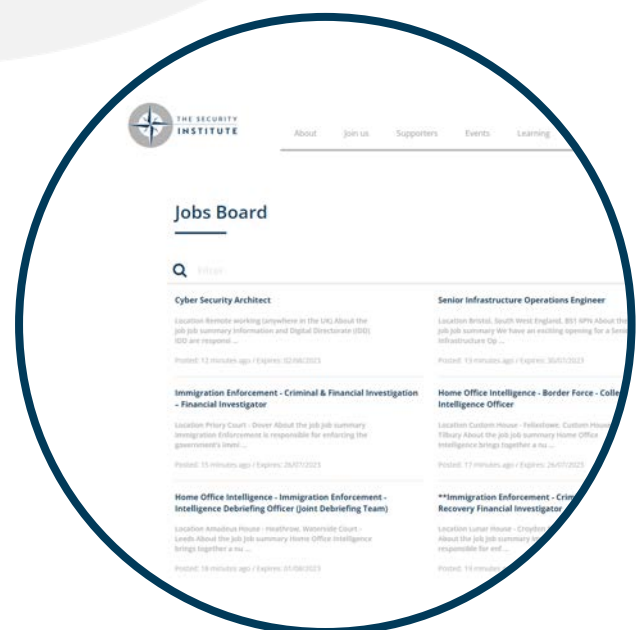
- Motivation at Work
- Management Skills
- Giving Feedback
- Aiming for Promotion
- Performance Appraisals
- Evolving as a Leader

Find your next job with our Online Job Board

Whilst everyone can see an introduction to a range of vacancies posted on our website, only members can click through and read the full details and apply for the roles advertised there. Recruiters can request for their own vacancies to be added knowing the high calibre of potential candidates who belong to the Institute. Please email info@security-institute.org with any enquiries.

If you are searching for your next role, make sure you let other members know by posting a comment on the Community Platform or The Security Institute member only LinkedIn group. In addition, you might want to consider adding a mini-CV to your profile that can be downloaded via LinkedIn.

Our Professional Development Platform also has a Job Search Engine, which is the most comprehensive UK & International job search available. We do hope you find this new platform useful in enabling you to apply for current vacancies with a diverse number of organisations.



Monitor your development with our CPD Toolkit



CPD is an essential way to keep up-to-date with the latest issues and developments in the security industry, giving those who participate in the scheme a competitive edge over other practitioners, and enhancing confidence and competence. It is a structured method of encouraging participants to achieve a minimum level of achievement over a set period.

The Security Institute has a bespoke Continuing Professional Development (CPD) scheme which is available at <https://www.security-institute.org/cpd>. It is a system that transfers learning activities into points.

To get started download the CPD Toolkit from our website. This will inform you how to score points and keep a record of your progress over the course of the year. Once you have completed your 36 points in a calendar year, you will need to e-mail your completed form to cpd@security-institute.org. Please note that this needs to be scored against 3 different types of activity. A certificate of completion will then be issued. There is no need to pre-register; just download the CPD Toolkit to get started! Both members and non-members are encouraged to join this voluntary scheme, which encourages individuals to keep their specialist knowledge up-to-date. We offer a diverse range of activities of which you can claim CPD points as we appreciate the differences in learning styles. The details are available in the 'Table of Activity' Toolkit.

The Institute Quarterly magazine also provides a list of our activities and events, and all certificates of attendance for the Security Institute events are published on our website.

Anyone wishing to apply for entry to the Register of Chartered Security Professionals shall be required to undertake CPD annually. Fellows of The Security Institute are also required to complete CPD on an annual basis and members of all other grades are encouraged to complete CPD (any member wishing to revalidate to Fellow must have completed 2 years' CPD prior to the application).

Once your CPD submission has been approved you will be issued with a Certificate of Completion. You will then be able to use our 'Big Green Tick' logo, which will be available to add to your email footer or share on your social media accounts.

Frequently Asked Questions & Queries

I have only just joined The Security Institute do I need to score 36 points this year?

For new joiners, we ask you to record 3 points of activity for each month you have been a member, so if you joined in January you will be required to submit 33 points for the remainder of the year, and a full 36 points in subsequent years.

Is there an expectation to attend all paid events to gain CPD points?

No one expects you to only achieve CPD points from just attending paying events. These days there is a plethora of free webinars and online learning content which all counts towards your CPD score. There is also a huge list of other activities such as helping others through mentoring, sharing your security knowledge, writing an article in the Institute Quarterly Magazine (1 point per issue) and delivering presentations etc. A good starting point is the Members Only area on our website.

Study for a qualification in Security Management



The Security Institute has three accredited qualifications that are delivered by distance learning through our learning partner, Perpetuity ARC Training.

As a member of The Security Institute, you are entitled to a 10% discount off the course cost when booking. If you book for five or more of your staff or colleagues who are not Institute members you will receive a 10% discount.

Advanced Certificate in Security Management (BTEC Level 3)

Learners have full access to the interactive online learning platform, all learning materials, assessments and certification. The duration of this course is 6 months.

This course will benefit anyone starting their career in Security Management or those who are new to security industry. You will be required to study a total of six modules (3 core modules and 3 elective modules).

The 3 core modules include: Introduction to Security Management, Security Department Management and Information Security

The 3 elective modules can be chosen from:

- Health & Safety
- Retail Security
- Terrorism Awareness & Management
- Risk, Crisis & Disaster Management
- Strategic Security
- Physical Security

Learners will move through the course at their own pace, typically studying one module per month with tutor support available at any stage.

Diploma in Security Management (BTEC Level 5)

Learners have full access to the interactive online learning platform containing course materials, assessments, guidance documents on how to conduct research and correctly reference. You will have access to the PerpetuityARC eLibrary and certification. Tutor support is available at any stage of the course. The duration of this course is 12 months.

The Diploma is an internationally recognised qualification consisting of 5 mandatory modules, you will be tasked with two 1500 word essays per module as part of the assessment process.

The modules topics include: Understanding Security, Threats to Security, Risk Management, The Legal System and Management.

The Diploma will benefit anyone seeking professional recognition within the security sector at a managerial level.

Entrance requirement: A minimum of 3 years Security Management experience is required.

The Diploma is recognised as a pathway to further study at the following Universities:

Buckinghamshire New University - BA (Hons) Security Consultancy a 3 year distance learning course. Diploma holders are eligible to receive up to 80 credits towards this course.

University of Portsmouth - BSc (Hons) in Security and Risk Management (360 credits in total). Diploma holders receive 80 credits towards this course, plus workplace-based learning may be worth up to a further 40 credits.

Advanced Diploma in Security Management (Level 7)

Students have access to the online learning platform, one years subscription to the Security Journal, access to the PerpetuityARC eLibrary, as well as full tutor support and certification. The duration of this course is 9 months.

Set at Masters Level, this online course gives you the opportunity to research, analyse and explore a specialist area of their choice within the Security Management sector. The aim of the course is to uncover core theory, with accompanying methodologies and equips learners with the skills to think critically.

Learners study the following 3 modules:

Critical Thinking and Critical Writing Skills - The assignment is based on conducting a critical analysis and review of a security, policing, or a crime related report.

Research Methods and Project Proposals - The assignment is based on creating and submitting a project proposal which forms the basis for the next module.

Conducting Research and Projects -The final assessment requires a security research-based project and research report to present your findings.

The assessment for the 3 modules is from written assignments and a final dissertation.

For more information, please contact PerpetuityARC Training:

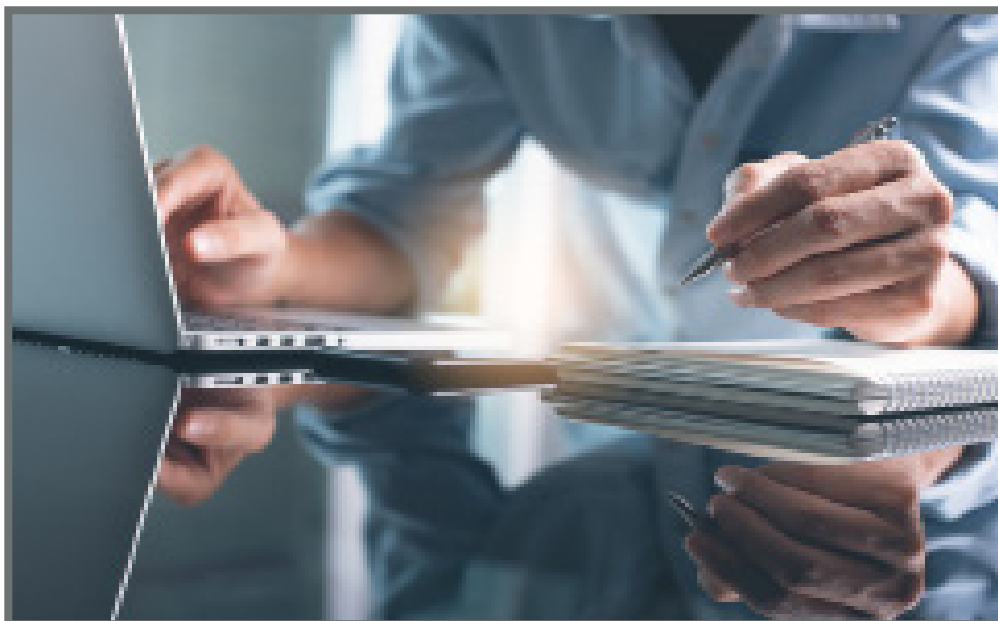
Phone: +44 (0) 1489 896 549

Email: sales@perpetuityarc.com

Website: <http://www.perpetuityarc.com/syi>



The Security Institute offers free Student Membership when undertaking one of our three courses.



Become a Chartered Security Professional



The Security Institute administers the Register of Chartered Security Professionals (CSyP) on behalf of the Worshipful Company of Security Professionals (WCoSP) and being admitted to the Register, as a Chartered Security Professional is the highest certification available to security practitioners.

It is a rigorous process to confirm an individual's competencies in:

- Communication
- Leadership
- Practical Application
- Personal Commitment
- Security Knowledge

All applicants must be in positions of influence, where their advice and guidance will have a strategic impact and be acted upon. Mentors are available to help you through the application process and to provide guidance on the best way to present your case. Once admitted, registrants will be able to use CSyP as a post-nominal. We encourage anyone who is working at the top of their game to consider applying.

Preparing to Apply:

Applicants will be guided through the application process by attending a free CSyP Application Workshop, which can help you to understand the criteria and application process to improve success rate. All documents, including a detailed CV, job description and supporting material should be well prepared and checked for errors. Such documents and evidence should be different to what has been submitted as part of The Security Institute membership application. You will need to collate relevant certificates, letters, reports, and up-to-date ID documents in readiness to apply.

*Please note The Security Institute is unable to share existing information as part of the application process – the two entities are maintained separately.

As part of the application process, you will be interviewed by a Chartered Security Professional assessor, who understands the process and the standards needed for admittance. Assessors are themselves bound by the CSyP Code of Professional Conduct so that your personal data is secure. Typically, the admittance process can take approximately 12 weeks. Visit www.charteredsecurityprofessional.org or contact RCSP@security-institute.org for more information.

Here is what some of our CSyP's say about becoming a Chartered Security Professional:

"It quickly communicates professional credibility within the security industry without revealing the sensitive nature of some of my previous roles."

"Not only for your own sake - for recognition, and all that that brings - but also for the good of the profession. Let employers, clients and the public see that the profession of security is a very real one, in which the serious players are of the calibre normally associated with members of chartered professional bodies."

"It is a high point of my career."

"Becoming Chartered has made all the difference to me in a global industry that is evolving at a faster pace than ever before. It adds credibility and is seen as the benchmark of excellence and professionalism. CSyP is regarded as an achievement that is worth the effort involved to obtain and not simply a tick-box."

"Being a Chartered Security Professional contributed to a job offer in a new full-time role."

"It has given me something in common with my colleagues in the management team who have also become Chartered Security Professionals."



Getting it Right

CHALLENGING YOUR MEMBERSHIP GRADE:

When you first join, your membership application is reviewed by your peers on our Validation Board with your grade awarded based upon the information you have provided. If you feel you have been awarded a grade of membership that does not accurately reflect your level of experience and/or qualification, and then you have the right to appeal within 3 months of your membership being confirmed.

The initial step is to contact our Membership Registrar who will be able to provide you with a breakdown and rationale of the score your application achieved.

If you then wish to proceed with an appeal, this should be made in writing setting out your reasons. Appeals will be considered at the next available Validation Board meeting and subsequently ruled by The Security Institute's Board of Directors. This may take several weeks.

Please note that the Validation Board cannot consider any further supporting information submitted with a grading challenge – it can only review the information previously submitted. If you wish to provide additional supporting evidence, then you should instead apply to upgrade your membership.

Postal Address: The Validation Board Chair, c/o The Security Institute, MIRA Technology Park, Technology Centre NW05, Watling Street, Nuneaton, Warwickshire, CV10 0TU.

UPGRADING YOUR MEMBERSHIP:

We encourage and provide the relevant tools to assist with your Continuing Professional Development and career advancement to help you progress through our membership levels.

If you have held membership at Member (MSyI) level for 2 or more years, and have completed at least 2 years of CPD (our system or that of another relevant recognised body) you may be eligible to apply for revalidation to Fellow.

To achieve Fellowship, you must score a minimum of 61 points including:

- 10 points from Middle/Senior Security Management Experience
- 6 points from Security Related Qualifications
- 10 points from Professional Commitment

Each application is reviewed and graded against the Scoring Matrix, which can be found within the 'Join Us' section of our website. The Membership Registrar can provide details of your original validation and answer any questions you may have.





RETIREMENT:

We hope that members wish to retain their membership at the Institute once they retire, and so for that we offer a nominal annual fee of £40 per year. Eligibility for Retired Membership means a member must be a fully paid Affiliate, Associate, Member or Fellow for the previous 5 years and declare that they are no longer in paid employment within the security sector. The Membership Registrar can then help transfer you to a Retired Member.

LEAVING THE INSTITUTE:

We hope that you remain a member but should you decide to terminate your Institute membership at any time you are of course able to do this. If this reason is a temporary issue, then let us know and we will do whatever we can to assist you from a membership perspective.

If you do need to cancel your membership and subsequently wish to rejoin within 3 years of your membership lapsing, you can apply to reinstate your membership at your previous grade (subject to references and pre-membership screening). If your membership lapses for more than 3 years, then you will be required to complete a fresh application.

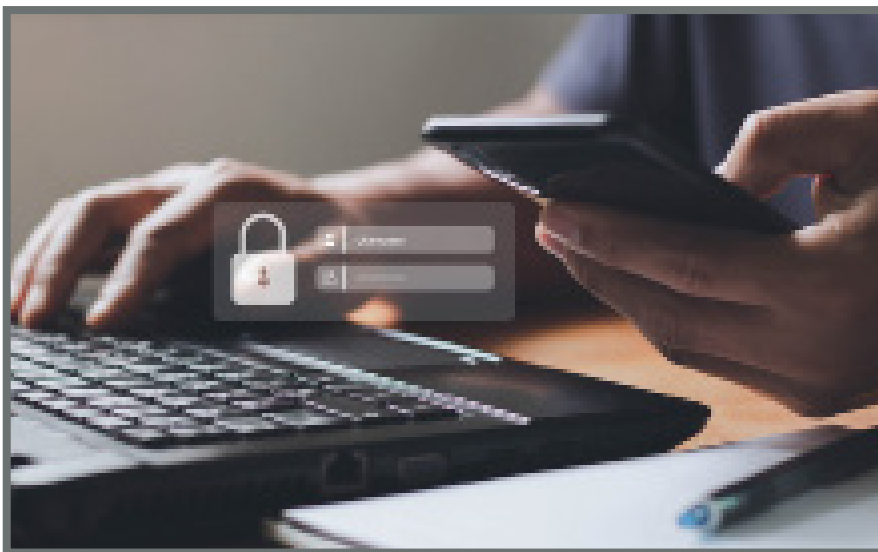
Please note that both the 'Reinstatement Fee' of £95 plus the Annual Membership Subscription (based on the grade awarded) will be required.

Processing your Personal Data

You can read our detailed Privacy Policy which explains how we collect and use your personal data. The Policy is reviewed annually and is available on The Security Institute website at <https://security-institute.org/privacy>.

The policy states:

- The documents you provided for your application are used for the validation process (including screening if required). These files are destroyed 3 months after your membership has been successfully administered if there are no appeal challenges that arise.
- We will never share your contact information without your permission.
- Your postal address may be shared with reputable 3rd party companies engaged by The Security Institute Head Office in order to send you direct mailings relevant to your membership. This information is destroyed by them once the contract has been fulfilled. You have the right to opt-out of this if you wish.
- As you have chosen to join The Security Institute, we will send you information (usually by email) that is relevant to your membership. You may choose to opt-out of receiving general e-mail at any time. You will always receive essential communications - those directly connected with your membership of The Security Institute and with the governance of the organisation.
- The HTTPS registered The Security Institute website allows you to set up a Personal Member Profile. This captures your personal contact data and allows you to set your own passwords and access a range of member benefit portals. Your individual member profile will track the events you have purchased, prompt you to renew membership when it is due and be intuitive to your profile. You can choose whether you wish to share your contact information with other professional grade members.
- We make sure we know how you prefer to be contacted. You can register additional email addresses or contact numbers if you wish to.
- We undertake regular reviews of who has access to information that we hold to make sure that your information is only accessible to appropriately trained staff and authorised users. The Security Institute holds the Cyber Essentials Plus certification, and all staff are screened to BS7858 on appointment.





SETTING AND MAINTAINING STANDARDS:

The high profile nature of the security industry means that any failure in ethical standards by a security organisation or individual practitioner will reflect adversely on the profession. Therefore, The Security Institute operates the highest ethical standards to ensure trust in its members, customers, supply chain and staff.

We require members to maintain the highest ethical standards and behaviour to ensure standards are maintained. All members are governed by a Members Code of Ethics and Disciplinary Process copies which are published at <https://security-institute.org/governance>.

Should The Security Institute learn that a member has or may have brought The Security Institute or the security sector into disrepute, whether through business or personal actions, the matter will be referred to The Security Institute Ethics Committee. Your membership may be temporarily suspended whilst investigations are undertaken, and this may result in your membership being cancelled.

The Security Institute is registered under the Companies Act 2006 as a Company Limited by Guarantee. It has a Memorandum, Articles of Association and Regulations which are published on the Governance section of the website.

The Security Institute is registered for VAT (Registration Number 237 1132 38). The Security Institute is recognised as a Professional Association by HM Revenue and Customs and therefore membership subscription fees and educational events attract zero rating. VAT is payable on all other purchases including social events and will be clearly itemised on invoices and receipts.

We have attained ISO 9001:2015 certification, we also hold Cyber Essentials Plus certification, and we comply with all necessary Health and Safety and GDPR legislation.



The Security Institute

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Registered Number: 03961350
Registered in England and Wales

info@security-institute.org
www.security-institute.org

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