



CabinetOffice

Infosec Training Paths & Competencies: Continuing Professional Development

Guidance for ITPC Certificate holders

June 2008

**Making
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Introduction

The Infosec Training Paths & Competencies (ITPC) scheme offers competency-based qualifications that accredit the knowledge, learning and skills of information assurance specialists in the Manual of Protective Security (MPS) user community – government, police and accredited contractors.

These qualifications confirm the competence of the holder at the time of award: they do not indicate whether or not a certificate holder has kept their skills up to date or developed them further. ITPC has therefore set up a process for planning and recording Continuing Professional Development (CPD) to address this requirement.

This booklet gives full information to certificate holders on how to meet ITPC's requirements for CPD. The forms are also available on the website.

Please read this booklet carefully, and in conjunction with the other relevant material on the ITPC website. If you have any comments or queries, please contact us.

The ITPC Scheme
Cabinet Office-CSIA
2nd Floor
26 Whitehall
London
SW1A 2WH

itpc@cabinet-office.x.gsi.gov.uk

www.cabinetoffice.gov.uk/infosec

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What is Continuing Professional Development and why is it important?

What is Continuing Professional Development and why is it important?

Before you were awarded your Infosec Training Paths & Competencies (ITPC) certificate you had to prove that you had the required level of competence, by setting and achieving target competencies, attending training and completing a work-based project.

Award of the Certificate of Infosec Competency indicated your competence at a given point in time. However, it does not show how you have maintained and developed this since. You probably extend your existing skills and develop new ones, possibly through formal training or simply through your work activities. You probably attend appropriate forums and keep up to date in your field.

All these activities can be described as Continuing Professional Development (CPD). By setting targets for and recording your CPD you prove that you are working to develop your skills and keep up to date. Your employer also gains confidence that you are keeping up to date with new developments in technology and threats.

CPD is not an extra burden

CPD should not make any great extra demands on your time. You probably already fulfil the requirements in terms of development activities; you may already set your development in a formal context through your organisation's appraisal system; you may belong to a professional body and already be following their CPD process. If you are not already setting targets for your development you may find that putting your development into a formal context will help you identify new needs and opportunities.

Whatever your current situation, the ITPC requirements for CPD planning and recording should not be a burden. The major part of the process is the development itself, which you should already be doing. The benefits of proving your CPD should easily outweigh the small additional effort.

Overview of the ITPC CPD process

ITPC links CPD to its core competencies. At the start of the year you select four core competencies and identify specific targets based on their further development, recording these on the CPD form. During the year you undertake appropriate activities and record these on the form. At the end of the year you write a brief evaluation of your activities and submit the completed form to the ITPC Secretariat. The ITPC Secretariat will review the form and issue a CPD certificate for the year.

This process is described more fully in the rest of this document.

Target competencies for ITPC

ITPC has defined sets of core competency profiles for each of its certificate types: these are listed on the website and in the booklet **The Infosec Competencies**, also available on the website.

When initially working towards an ITPC certificate, candidates use these core competencies to develop their own set of target competencies, matching each target to the appropriate core competency profile.

For CPD the requirement is much simpler: you select **four** core competencies at the start of the year and identify an appropriate target for each. Core competencies can be chosen from any Infosec core competency profile, not just the profile against which your certificate was awarded. For the Government Practitioner profile, you may wish to work towards the higher level of competence identified against many of the core competency headings. Alternatively you may wish to develop your knowledge of a particular area, such as accreditation: you would then choose one or more of the Accreditor competencies to develop.

While some competencies (particularly Cluster 1 Infosec expertise competencies) may appear more suited to CPD than others, all might be relevant. For example Cluster 2 Business Management competencies might be appropriate for someone dealing with a new business area or sector; or seeking to improve their understanding of how information assurance fits into the business process, while Cluster 3 Dealing with people competencies might apply to those developing their interaction with project teams or users. So think about your wider information assurance involvement, rather than purely information assurance technical policy.

You should list your chosen competencies and targets on the CPD form and agree these with your line manager or other supporter at the start of the year.

Ideally this will be in line with your annual appraisal calendar, so if your reporting year runs from April to March then you would agree your competencies and targets for the coming year at the start of April, as part of your normal objective and target setting process.

You then start working towards achieving your targets, and recording the activities you undertake.

At the end of the year you review, together with your supporter, whether you have achieved your targets and record any comments on the targets or activities on the form. When you have both signed the form send it to us: if you have satisfied the requirements we will send you a certificate confirming that you have met the CPD requirements for that year.

What counts as development?

Development includes any activities which extend or update your knowledge, skill and competency. That obviously includes study and training, but also any other activities which take you to a new level of understanding or competency.

As a rule of thumb, consider whether an activity is part of your normal role, or whether you have gained substantially (in development terms) from undertaking it. So day-to-day work would not qualify, but undertaking what is for you a novel task would.

As an example, giving a presentation would not count if your role routinely involved presenting (eg as a trainer), but if this was a new aspect of your work then you could include your first presentation, within the points limits given. Similarly, your role might routinely require you to carry out risk assessments to HMG standards: where these standards change substantially then you might use your first project with the new standard as a developmental activity, helping you (and other colleagues or associates) to understand the new process. However, you will still need to consider the points/hours claimed against such activities, to ensure you are considering the developmental aspects, not the whole project.

You can also include activities which improve your general non-technical skills: if for example you are delivering an awareness programme to users then it might be appropriate for you to attend training on presentational skills. However, there are specific requirements for gaining information assurance and government policy related CPD points.

Specific requirements for CPD

ITPC is focused on information assurance within the HMG environment. We therefore require that at least 12 of your points are gained from activities directly related to information assurance, and at least 2 points (which may be included in these 12) **must** relate to government policy.

No more than 15 points in any year can be from the same activity category, and there are upper limits applied to some activity categories (see table on the next page).

ITPC's requirement is that you attain 20 points within the year, or 60 points within a rolling three-year period. We recognise that sometimes it may be difficult to meet the annual requirement of 20 points, for example if you are engaged on operational duties or a career break. If this is the case, you will probably be able to meet the rolling three-year requirement, so record your CPD as usual.

Measuring CPD activity

Activity Category	Description	Points
A	Courses of study (including private study and distance learning) leading to successful examination or assessment, e.g. MSc degree in an IA or related IT subject, ISEB qualifications, vendor certificates in Infosec subjects such as those of IBM, Lotus, Microsoft, Novell, Oracle and Sun	1 unit per hour
B	Interactive training and development gained by attending ITPC core syllabus or accredited training courses, plus courses eligible for SSCP/CISSP CPE points, where knowledge and skill is both acquired and demonstrated	1 unit per hour
C	Interactive training and development gained by attending courses outside ITPC core syllabus or accredited courses where knowledge and skill is both acquired and demonstrated	¾ unit per hour
D	Attendance only at IA related events, e.g. lectures, presentations, conferences, seminars, trade fairs, visits	½ unit per hour
E	Structured self study or distance learning not leading to examination or assessment as above	½ unit per hour, to a maximum of 5 points
F	Preparation of a professional paper or article	5 units per paper, to a maximum of 10 points
G	Production and (first) delivery of a presentation or lecture where this is not part of normal work i.e. your principal Infosec role is not that of a lecturer or trainer	5 units per hour of presentation, to a maximum of 10 points
H	Other useful CPD activities including on-the-job-training and other work-based development	½ unit per hour

Notes

- At least 12 points each year must be from activities directly related to information assurance (IA), but remember to include both those activities which enhance your technical knowledge and competence relative to your IA role and also those non-technical activities which strengthen your wider professional skills.
- At least 2 points each year must relate to government policy (may be included in the minimum 12 IA points).
- Points must be from at least 2 activity categories, with a maximum of 15 being counted from any single category.
- Papers, articles, presentations and lectures should only be counted once, unless they are substantially updated.
- Category H (other activities) is included to cover any other activities that you decide have provided useful development, e.g. keeping up to date with IA issues generally by reading trade papers, specialist periodicals, Internet news websites; participation as an IIPC Examiner; participation in Gateway Reviews for IA-related projects; participation in the IA activities of professional bodies such as the Institute of Information Security Professionals, British Computer Society, ISEB, (ISC)2, ISACA and others. By convention, normal work duties are not usually included in this category.

It is up to you to decide what to include on your CPD record, based on whether it contributed to your learning and development needs. If you found an activity to be of little value, you may decide not to include it or only count a proportion of the time spent on it.

Recording CPD

At the start of the year you should agree with your line manager or other supporter the four core competencies you want to develop and identify an appropriate target for each. You should record these on the “Targets” section of the CPD form.

Ideally this will be in line with your annual appraisal calendar, so if your reporting year runs from April to March then you would agree your competencies and targets for the coming year at the start of April, as part of your normal objective and target setting process. Alternatively, if your reporting year runs October to September you would do this at the start of October. ITPC uses a calendar year for simplicity: this should relate to the major part of your reporting year, ie ITPC CPD year 2008 would include both reporting years April 2008 - March 2009 and October 2007 - September 2008.

Remember to record the learning and development activities you undertake during the year on the “Activities” section of the CPD form. These should normally each support at least one of your targets. The purpose of this record of activities is to give further evidence to back up the claims of the individual and their supporter, so that the CPD process is clearly auditable.

At the end of the year, again in line with your reporting year, you and your supporter should review whether you have achieved your targets. Record this, with any additional comments in the “Targets” section of the CPD form. At the same time, evaluate the activities you undertook in terms of their overall quality and variety, lessons learned, relevance of the activities and the next steps in your development that you have identified. You will probably find this useful as input to the following year’s CPD targets – in fact you may well already do this as part of your appraisal process. Then sign the form and submit it to us. If you wish to include copies of attendance certificates or ask course tutors or event organisers to annotate entries to confirm attendance you may do so.

The completed CPD form should be sent to ITPC within 6 months of the end of the calendar year to which it refers, ie by 30 June of the following year. This allows flexibility to align with annual appraisal cycles: of course you can send it in as soon as you wish, and if your appraisal year ends before the calendar year then you can send us the form even if the calendar year has not yet ended.

Holders of more than one certificate

If you hold more than one ITPC certificate (eg Government Practitioner and Accreditor) then you would only be expected to produce one CPD form for submission: this might include the development of targets from any or all of your certificate competency profiles, or other profiles, depending on your particular needs for the year.

Recording both targets and activities

ITPC is a competency-based certificate process. To maintain the relevance and credibility of its CPD process within our community, we have chosen to maintain the link with the core

competencies for CPD. This will ensure that the CPD you undertake is directly related to your workplace issues, as well as giving you the chance to develop.

The role of the line manager

For many ITPC certificate holders, working with their line manager to develop and review development targets will be straightforward and natural.

However, we recognise that for others, such as CLAS consultants, this may be more difficult. The inclusion of the record of learning and development activities undertaken within the year will offer evidence to back up the claims of the individual and their supporter.

The approach taken has therefore been to integrate the benefits of a competency-based approach with the simplicity of recording a points-based approach.

If you already undertake CPD

You may already undertake and record CPD as a member of a professional body, in which case you will be used to following their process.

You can count any activities you are recording for your other scheme as CPD for ITPC, provided they meet the criteria. However, you must record all ITPC CPD using the ITPC CPD form. We cannot accept other scheme's forms.

Allocation of points

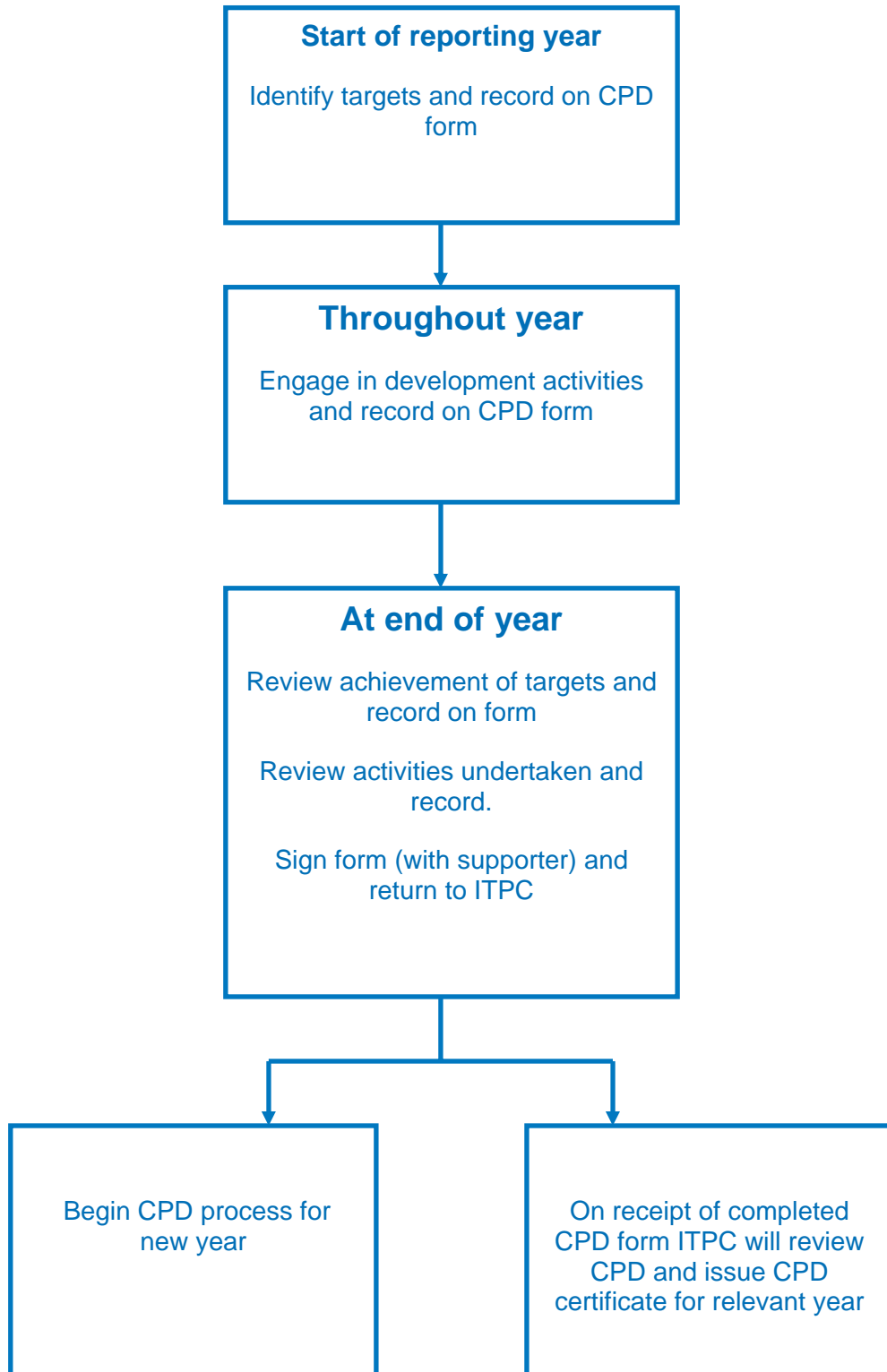
For some events, such as the courses accredited by ITPC for specific training paths, a CPD value will be determined and should be announced by the course tutor. We also hope to agree points allocations for other appropriate government-run events. Where no specific allocation has been made, you should make your judgment based on the type and duration of the event and the value of the event to you.

If you have problems

If for any reason you have not met your targets, or have been unable to engage in appropriate activities to gain 20 points in the year, you should still send us the form together with an explanatory note so that we can record this in the register of certificate holders. We recognise that operational duties, changes in circumstances and career breaks may affect your ability to meet your targets within year. You will still be eligible to achieve the requirement for 60 points within a rolling three year period, if applicable, and of course to meet the requirements for the following year.

If you have any other problems in meeting CPD requirements, or any questions not covered in this booklet, then contact us.

CPD calendar



CPD form

ITPC uses a single multi-page form for CPD, which is available on the website in Microsoft Word format and is reproduced on the following pages.

We use the address listed on your form as your current address in our database so please check you have updated the address. Also check that you are using the most up to date CPD form – check the website for the latest form. Some certificate holders are re-using the old version of the form showing the Stockley House address – we have no guarantee that correspondence sent to Stockley House will be forwarded to us.

Infosec Training Paths & Competencies	Continuing Professional Development (CPD) Record for year (yyyy)	
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Name:	ITPC reference no:	
Organisation:	Address:	

CPD TARGETS:

ITPC Core competency (agreed at start of year)	Target for year (agreed at start of year)	Achieved yes/no	Comments

Agreement (start of year): Individual Signature Date

Supporter/Line Manager Signature Date

Evaluation of CPD activities

At the end of the year, enter a brief evaluation of your CPD activities: e.g. overall quality and variety of activities, lessons learned, relevance, next steps.

This is a correct record of target achievement and CPD undertaken within the year:

Individual Signature Date

Supporter/Line Manager Signature Date

Now send this completed record of CPD targets and activities to ITPC as soon as possible (and no later than 30th June of the calendar year following that to which the CPD refers).

ITPC Scheme, Cabinet Office CSIA, 2nd Floor, 26 Whitehall, London, SW1A 2WH email: itpc@cabinet-office.x.gsi.gov.uk

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Scheme contacts

ITPC scheme
secretariat

Cabinet Office CSIA

2nd Floor

26 Whitehall

London

SW1A 2WH

www.cabinetoffice.gov.uk/infosec

itpc@cabinet-office.x.gsi.gov.uk