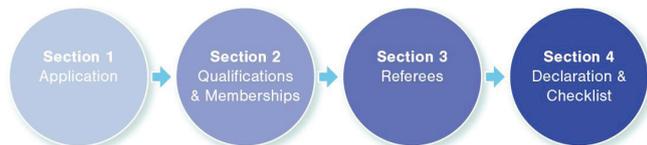


CCP Candidate Guidance V4.0

Initial eligibility to become a certified IA Professional is based on an assessment of the information you provide in your application. Please read this guidance thoroughly before you complete your application.

It is important that your information is complete, provides APMG with the details we are looking for and accurately represents your professional qualifications, capability and experience. You will be assessed simultaneously for all the roles / levels for which you apply.

Application Form



Section 1: Application

Please complete your personal details.

Please select the role(s) for which you are applying, and the level you wish to be assessed at in each role. You should include on the application all the roles you want to be assessed for at this stage, as additional roles cannot be added between your application and the interview stage. If you are applying for more than one role on your application, please indicate the 'primary' role for which you are applying. This should be the highest level role for which you are applying. Please note that if you choose to apply for more than three roles it is likely to delay your application overall because of the need to have several assessors available. We recommend a maximum of three roles in one application although others can be added at a later date, possibly without a further interview. Experience shows that those who apply for more than three roles in the first instance are less likely to achieve the certifications for which they apply.

Note for Security & Information Risk Advisor (SIRA) role applicants: The skills framework identifies eight core skills for this role. However, at Practitioner level only four of these skills are required, at Senior Practitioner level only five of these skills are required and at Lead Practitioner level only six of these skills are required. Please indicate in the box provided which four, five or six of the eight core skills you wish to be assessed against. Candidates are required to select either B1 or B2 as one of their core skills.

Note for Information Assurance (IA) Auditor role applicants: The skills framework identifies six core skills for this role. All IA Auditors are required to meet skill G1 (Audit and Review) and three of the remaining five core skills. Please indicate in the box provided which three core skills you wish to be assessed against in addition to skill G1.

Application Fee

The application fee payable will depend on the number and level of the role(s) for which you apply. Please see here for details of the fees (excluding VAT):

	Application Fee	Additional Role
(at application)		
Practitioner	£400	£200
Senior Practitioner	£600	£300
Lead Practitioner	£700	£300

Once you have selected the role(s) and level(s) for which you wish to gain certification, you will be taken to a secure payment page through the provider Netbanx. Once your payment has been processed, you will receive an automated email confirming your payment via Netbanx. An email confirming your username and password will also be issued so that you can log in and complete your application. A VAT receipt will be sent to you approximately three weeks from the date of payment. If you do not wish to pay online please contact APMG to arrange alternative payment methods.

Section 2: Qualifications and Membership of Professional Bodies

You should detail all relevant qualifications held and upload a copy of your certificate wherever possible. If you are unable to provide a certificate, you should provide a reason for this on your application form - for example if your certificate has been lost or destroyed. In the event that you cannot supply a certificate, APMG may contact the awarding body to verify that you hold the qualification listed.

Please list the professional bodies of which you are a member, including the joining date, expiry date (if applicable) and membership number (if known). You should upload a scanned copy of the relevant membership certificate wherever possible. Please note that APMG may contact these organizations to confirm your membership.



Section 3: Referees

Your referees should be able to validate the experience you have detailed on your evidence form. One of your referees should be your current employer/ line manager or a client for whom you have provided relevant work. A maximum of one referee can be a peer. Your referees will be sent login details to complete the online Personal Evaluation form, so please ensure that they are aware of this and that you provide a current email address to which the access details can be sent. The referee will require internet access in order to complete the evaluation form via our secure website. It is anticipated that the referee will spend approximately 15-20 minutes completing the Personal Evaluation. If your referee does not have email access then a paper copy of the evaluation can be posted. Please contact APMG to arrange this.

Please ensure that you have the referee's permission to put them forward and that they are aware that they may be contacted directly by APMG. Experience shows that delays in the referees completing the evaluations are the largest single cause of extended processing times for certifications. Please be aware it is the responsibility of the candidate to make sure their referee has completed the personal evaluation form and follow up with them if need be.

If you are applying for a Practitioner level role you should ideally provide two referees. Senior, and Lead Practitioner applicants should ideally provide details of two to four referees. If applying for multiple roles you should ensure that you provide at least one referee for each role for which you are applying. This may mean that you need to list more than two referees. However, one referee can be used to support your application in more than one role and need only be listed once. If the assessors do not feel the referees are likely to provide a full picture of your competences they may ask you to provide additional referees perhaps in specific areas. You will also be required to complete the Personal Evaluation form.

'Scripts' should not be shared between candidates and their referees when completing the Personal Evaluation. This is ethically wrong and may compromise your application.

Please note that you will not be able to select an assessment date until all referee responses to the Personal Evaluation have been received. You can track the completion of the Personal Evaluation forms via the 'My Status' page.

Section 4: Declaration and Checklist

Applicants must ensure the appropriate boxes are checked and the relevant supporting documents uploaded. You will be asked to confirm whether you would like your name to be published on a public register if you are granted certification following assessment. The public register will only display your name, the role and level in which certification has been awarded and the expiry date of the certificate. No other personal details will be displayed. APMG is required to share details of all certifications with CESG and they may exchange this information with the other Certification Bodies as necessary and appropriate.

All applicants will also be required to upload a scanned copy of photo ID (e.g. driver's license or passport). If you do not wish to upload a scanned image you can send a copy of your photo ID to APMG via post.

A current Curriculum Vitae (CV) is required to support the application. The CV must be sufficiently detailed so that at least the past five years of your career is comprehensively covered. This should be no more than five pages of A4, at not less than Arial/Times New Roman 10. A CV that is used for marketing purposes is unlikely to be adequate. Ideally your CV/résumé should include the following minimum information:

- Profile
- List of key skills
- Key achievements
- Work history (with dates)
- Qualifications & professional memberships

Evidence Form

The evidence form must be completed in order to demonstrate experience and to give the details of the skills and competences required in the role(s) for which you are applying. The evidence you supply must support all the role(s) for which you are applying. Responses should be relevant, clear and concise and should detail work done within the last 5 years. We recommend that you indicate on the form which skill level you are aiming for.

Applicants should allocate a minimum of 3-4 hours to complete this form. Experience shows that those who take the time to complete this form with good evidence are more likely to be successful in their certifications. The CESG Certification Guidance document refers to the 'STAR' method for presenting your evidence: Situation, Task, Action, Result.

If you apply for more than one role be aware your evidence must support all roles. This may mean having to provide more than two pieces of evidence for any one competence. Some evidence for any given competence will support all roles whilst it may be necessary to tailor other evidence to the specific role(s). An example evidence form is available in the Resources section for you to see the sort of evidence the assessors expect to see.

All Applicants

It is expected that all information supplied in support of this application will not need to have a security classification and can be submitted via the online application system. Sensitive information will need to be submitted by some other means since the transfer to the online system is not accredited to accept highly sensitive material. If the information is sensitive it may be sent by post to APMG and this should be noted on the evidence form, but not on the envelope. In an exceptional case where evidence is of a higher classification, this may entail a face-to-face interview (at all levels) and will delay the assessment process. If the information is sensitive an assessor with appropriate clearance will contact you directly.

In your evidence, you will be required to give two examples to demonstrate your competence for all of the IISP skills detailed in the CESG certification framework in addition to the core skills for each role for which you apply. You should be able to show that you have demonstrated all the core skills and at least 75% of the remainder of the IISP skills at the required levels. For further details on the requirements expected from applicants, please read the



CESG document ‘Guidance to CESG Certification for IA Professionals’. You should also look at the APMG document “Soft Skills Guidance for Applicants” regardless of the level for which you are applying but particularly if you are applying at Senior or Lead level. These documents are only available to registered candidates via the Resources section of the APMG site.

The IISP skill levels are defined as follows, and these definitions will be used to assess your competency in the required skills:

Level 1: (Awareness)

Understands the skill and its application. Has acquired and can demonstrate basic knowledge associated with the skill. Understands how the skill should be applied but may have no practical experience of its application.

Level 2: (Basic Application)

Understands the skill and applies it to basic tasks under some supervision. Has acquired the basic knowledge associated with the skill, for example has acquired an academic or professional qualification in the skill. Understands how the skills should be applied. Has experience of applying the skill to a variety of basic tasks. Determines when problems should be escalated to a higher level. Contributes ideas in the application of the skill. Demonstrates awareness of recent developments in the skill.

Level 3: (Skillful Application)

Understands the skill and applies it to complex tasks with no supervision. Has acquired a deep understanding of the knowledge associated with the skill. Understands how the skill

should be applied. Has experience of applying the skill to a variety of complex tasks. Demonstrates significant personal responsibility or autonomy, with little need for escalation. Contributes ideas in the application of the skill. Demonstrates awareness of recent developments in the skill. Contributes ideas for technical development and new areas for application of the skill.

Level 4: (Expert)

An authority who leads the development of the skill. Is an acknowledged expert by peers in the skill. Has experience of applying the skill in circumstances without precedence. Proposes, conducts, and/or leads innovative work to enhance the skill.

You can find examples of how each skill may be demonstrated at each level in Annex G of the CESG Certification for IA Professionals’ document . For information on the SFIA skills, please visit the SFIA website: <http://www.sfia-online.org/>

You may hold a qualification which demonstrates some of the skills relevant to the role for which you are applying. Please see the document ‘Information Assurance – Roles and Qualifications Submission’ for further information on which skills are covered by which qualifications. Any relevant qualifications held will be taken into account during the assessment process.

First check

When you have submitted your evidence form, CV and related documentation an assessor will take a first look to provide immediate feedback on the evidence you have provided. If all is in order you will be given access to the next stage of the submission process. If there are any areas which the assessor feels lack sufficient evidence, or if there are other issues with the submissions, you will be contacted and advised on what you need to do before proceeding. This initial assessment will normally take no more than one working week to complete.

Technical Evaluation

All applicants will be required to complete a short online technical evaluation related to the role and level for which you have applied. If applying for more than one role, the evaluation will be for the primary role indicated on the application form. The results of this evaluation will be sent with your application for the assessor(s) to review. The Practitioner level evaluation has 12 questions in a multiple response format – so there may be one or more correct answer on each question (this will be indicated on screen). The technical evaluation duration is 15 minutes. Applicants are also required to indicate their confidence level in the answer they have given for each question. This will be selected from the range of 0% to 100% in 25% increments. For Practitioner level applicants, the evaluation will ask technical/competence questions related to the role for which you have applied.

At the Senior and Lead Practitioner levels, business awareness and people skills questions will be asked in addition to technical questions. These questions will be in the format of a brief scenario and applicants are required to complete their answer in the free text box. Your answer should be brief and succinct and given in no more



than 500 characters. There is no Pass or Fail in the evaluation and no certificate is awarded for the Technical Evaluation – the answers and confidence factor will be used by the assessor as a basis for questioning during the assessment interview. Please note that if you exit the evaluation at any time the clock will continue to count down the available time. If you run out of time you will not be able to go back into the evaluation.

Experience shows that applicants sometimes fail to manage their time appropriately for the technical evaluation. Whilst this in itself does not result in a fail, it may lead the assessors to question the ability of the applicant in this respect which is very much part of the overall competence assessment.

Personal Evaluation Form

All applicants will be required to complete a short online Personal Evaluation form. The form will also be issued to each referee to complete. The Personal Evaluation form assesses the applicant's personal competence (based on Autonomy, Influence, Complexity and Business Skills). The free-text boxes allow each respondent to provide evidence against the set criteria for each of the four competence areas. Ideally two pieces of evidence should be provided that clearly support the highest level of role for which the applicant is applying.

All responses will be collated and made available to the assessor(s) to review in preparation for the assessment interview.

It is expected that the Personal Evaluation form will take approximately 15-20 minutes to complete but it is not time-limited. You may save and exit the Personal Evaluation at any time and come back to complete it, if necessary.

IAPP Customer Terms and Conditions

All applicants are required to demonstrate that they have read, understood and will abide by the terms and conditions of the scheme. All applicants are, therefore, required to sign the IAPP Customer Terms and Conditions before an application will be processed. This document can be downloaded from the 'Resources' area and either scanned and uploaded to the 'Supporting Documents' area or posted back to APMG. Please ensure that you upload pages 1, 3 and 13 as a minimum.

Assessment Process

Once your application has been completed following the submission of all the Personal and Technical Evaluations, you will be able to select your preferred interview date. You will need to navigate to the interview section of your application where you will be presented with the available dates and times for your assessment interview. Interview slots are available throughout the day, evenings and weekends. If you cancel a scheduled assessment interview within 5 working days of the assessment

date, an administration charge will apply, equal to 10% of the application fee.

All assessments will be conducted by APMG approved assessors who hold appropriate security clearance and have relevant knowledge and experience to assess designated roles and levels. They have all been assessed at an appropriate level in the role in order to be allowed to assess in that role.

All assessment interviews will be conducted via teleconference call, and, as our technical assessors work in IA environments, it is expected that you will be able to talk at an unclassified level with them without the need to disclose sensitive details of your work. During your interview you will be required to demonstrate your skills and competence by talking through your experiences, contributions and achievements. In exceptional circumstances, we will be able to conduct an assessment interview face-to-face. Our assessors may be able to come to your workplace or interviews can be held at a mutually agreeable location. Please note that requesting a face-to-face interview will delay your assessment and is regarded very much as an exceptional requirement.

Practitioner Applicants

A technical assessor will review all the information submitted, including the results of the Personal and Technical Evaluations. The assessor will contact one or more of your referees to validate the evidence you have provided. They will complete the 'pre-interview' section of the IA Professional Assessment Standards.

You will be invited for an in-depth interview with one assessor. Your involvement in and contribution to the assignments you provided in your Evidence Form will form part of the assessment questioning. The interview will typically last about 60 minutes, with an additional 10 minutes per extra role for which you have applied. This will usually take place using teleconferencing, however where information is sensitive this can take place 'face-to-face'. Any sensitive information imparted during a face-to-face interview will not be recorded or noted down.



APMG will conduct telephone interviews via GoToMeeting:
www.gotomeeting.co.uk/

There is no requirement to download the software for an assessment at Practitioner level.

Senior Practitioner Applicants

Two assessors will review all information submitted, including the results of the Personal and Technical Evaluations. The assessors will contact one or more of your referees to validate the evidence you have provided. They will complete the 'pre-interview' section of the Professional Assessment Standards. One assessor will lead on the technical aspects of the assessment whilst the second will lead on the business and



interpersonal skills aspects.

You will be invited for an in-depth interview with two assessors. Your involvement in and contribution to the assignments you provided in your Evidence Form will form part of the assessment questioning. The interview will typically last at least 60 minutes, with an additional 10 minutes per extra role for which you have applied. This will usually take place using teleconferencing, however where information is sensitive this can take place 'face-to-face'. In order to maintain security, they will not record details of the evidence but just make summary notes which are not classified. If that cannot be achieved then a note will be made to say "sensitive" evidence was adequately provided verbally.



APMG will conduct telephone interviews via GoToMeeting:
www.gotomeeting.co.uk/

There is no requirement to download the software for an assessment at Senior Practitioner level although it is easier for the two assessors to carry out the interview if you do access the system from a PC or equivalent device.

Lead Practitioner Applications

Two assessors will review the information submitted, including the results of the Personal and Technical Evaluations. They will contact one or more of your referees to validate the evidence you have provided. They will complete the 'pre-interview' section of the IA Professional Assessment Standards. One assessor will lead on the technical aspects of the assessment whilst the second will lead on the business and interpersonal skills aspects.

You will be required to deliver a short presentation and undergo an in-depth interview with two assessors. The presentation should be relevant to at least one of the roles for which you have applied. The presentation should be appropriate for the highest level of role for which you have applied and should last for around 10 - 15 minutes. You will be expected to use some form of visual aid in the presentation and to provide a soft copy of the presentation to the assessors prior to the interview. This can be uploaded via your application.

The interview will typically last 60 - 90 minutes in total. Your involvement in and contribution to the assignments you provided in your Evidence Form will form part of the assessment questioning, as well as the presentation you have given. The subject of the presentation is entirely your choice but the intention is to give you an opportunity to demonstrate to the assessors your competences in the SFIA skills in particular. It is your opportunity to influence the assessors that you are actually working at Lead level. Some piece of work with which you have had close involvement would be an appropriate subject.

The presentation and interview will usually take place using teleconferencing, however where information is sensitive this will take place 'face-to-face'. Any sensitive information imparted during interview and presentation will not be recorded or noted

down.



APMG will normally conduct telephone interviews via GoToMeeting:
www.gotomeeting.co.uk/

There is a requirement to download the software for an assessment at Lead Practitioner level in order to allow your presentation to be seen by each assessor. You should access the system from a PC or equivalent device.

Post Assessment

After the interview, the 'post-interview' section of the IA Professional Assessment Standards will be completed by the assessors and they will inform you of their recommendation as to whether you should be certified for each role for which you have applied. For protectively marked information given in the face-to-face interview and presentation, the assessor will just make summary notes and state that evidence was provided and that the standard was met. In order to maintain security, they will not give details of the evidence and it will be securely destroyed as appropriate. If that cannot be achieved then a note will be made to say "sensitive" evidence was adequately provided verbally. The assessor will submit their final report to APMG within 5 working days of the assessment interview.

The assessor's report will then be considered and certified by APMG, and you will be notified of the result within a further 5 working days. If you are successful you will receive an e-certificate which can be shown to others by the sharing of a web-link. The e-certificate will be issued to you within 5 working days of receiving confirmation of the certification award.

Change of Level

If an assessor's recommendation is that the applicant does not meet the requirements of the level for which they have applied, but does meet the requirements at a lower level, then they can recommend certification for the lower level. Assessors will not make a recommendation for a higher level of certification to be awarded than the level for which you applied. The assessor can suggest that an applicant applies in the future at a higher level.

In the case of the Security and Information Risk Advisor (SIRA) and IA Auditor roles, the selection of core skills can be amended as a result of the interview if the assessor(s) believe(s) that insufficient evidence has been provided in one core skill but adequate evidence has been provided in another one.

Rejected Applications

If an applicant provides false or incorrect information, the application process will be terminated. The applicant will be



informed in writing as to why their application has been rejected. APMG will also inform CESG of the terminated application.

Failed Applications

If you are unsuccessful in achieving certification with APMG, a 50% reduction to the application fee is payable if you reapply within six months of the date of your first application. There is no minimum period that applicants must wait before being permitted to re-apply.

If an applicant chooses to dispute the certification decision, then they may do so by following APMG's appeals process, details of which can be found at <https://www.apmg-ia.com/appeals.aspx>.

The Re-Validation process

At 18 months into the three year certification period, all certified individuals will be required to re-validate their certification. This is to ensure that you are maintaining your IA knowledge and professional development. We require you to be able to convince our Assessors that you have maintained your knowledge in the areas relating to the certification you have achieved.

To re-validate you will be required to provide at least one referee, evidence of Continuing Professional Development (CPD) activities and evidence of any relevant work you have been involved in over the last 18 months.

Please ensure that you maintain your contact details within the APMG website. Email reminders will be issued in advance of the re-validation becoming due.

A fee is payable for the re-validation. The latest fees can be found at: <https://www.apmg-ia.com/Fees.aspx>

The Re-Certification Process

Three years after the initial certification was awarded, all individuals are required to re-certify in their chosen roles. This is again to ensure continuing competence and professional knowledge in the chosen roles. The assessors need to be convinced that you have maintained your professional expertise and are still competent to hold those certifications.

To re-certify you will be required to provide a minimum of two

referees, evidence of CPD and evidence of any relevant work with which you have been involved over the last 18 – 36 months. There will be an interview for all re-certifications at Senior level and above with Lead level again providing a short presentation as part of the interview. At Practitioner level an interview may be required but this is mainly based on the quality of the evidence supplied.

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About APM Group

Around the world there is a growing interest in improving and verifying standards, processes and procedures. As a leading accreditation, certification and examination body, the APM Group are at the forefront of exciting and pioneering developments in this global phenomenon.

The APM Group is a leading Accreditation, Certification and Qualification organization recognized internationally by government agencies. We have a worldwide presence, with offices in Australia, China, Denmark, Germany, India, the Netherlands, Malaysia, the United States and the United Kingdom.



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