



Qualification Specification

Level 2 Award in Cyber Security Awareness For Business

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Introduction

This qualification is appropriate for individuals employed in all levels of an organisation across any sector in which ICT systems are used as part of the business. Topics include the principles of cyber security, threats to organisational security, safe ICT use and the importance of implementing cyber security policies.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for these qualifications has been approved by the Welsh Government for use by centres in Wales.

Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Profile

Qualification title	ProQual Level 2 Award in Cyber Security Awareness for Business
Ofqual qualification number	601/8257/X
Level	2
Total Qualification Time	10 hours
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/1/16
Qualification end date	

Qualification Structure

Candidates must complete the 2 Mandatory units.

M/507/9765	Understanding cyber security risks to business
T/507/9766	Understanding the effective implementation of cyber security policies for business

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal verifier who are suitably qualified for the specific occupational area. Assessors and internal verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge and competence described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Assessment guidance is included to assure consistency.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who demonstrate achievement of the qualification will be awarded a certificate giving the full qualification title -

ProQual Level 2 Award in Cyber Security Awareness for Business

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits for a qualification. All certificates will be issued to the centre for successful candidates.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

M/507/9765 Understanding cyber security risks to business

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the principles of Cyber Security within an organisation	1.1 Identify the principles of cyber security for a business environment 1.2 Identify the purpose of cyber security awareness within a business environment
2 Understand the threats to organisational security	2.1 Identify activities associated with cyber-crime 2.2 Explain how cyber espionage is relevant to organisational cyber security 2.3 Summarise the risk of terror attacks on their organisation's cyber assets 2.4 Identify the insider risk 2.5 Identify how potential customer activities can impact cyber security
3 Understand how to identify cyber risks specific to their organisational role	3.1 Identify processes used to identify cyber risks to an organisation 3.2 Explain the importance of remaining cyber security aware in business
4 Understand the principles of access management	4.1 State the purpose of access management 4.2 Define the principles of access management
5 Understand how to secure end points	5.1 Define the meaning of the term "end point" 5.2 Identify the end points relevant to their role
6 Understand the security risks associated with WIFI zones	6.1 Explain basic WiFi security concepts 6.2 Summarise WiFi security risks 6.3 Summarise actions to increase WiFi security within their organisation
7 Understand the importance of cyber incident response and disaster recovery	7.1 Define cyber incident response 7.2 Define disaster recovery 7.3 Identify effective approaches to cyber incident response 7.4 Identify effective approaches to disaster recovery
8 Understanding the safe usage of social media networks within an organisation	8.1 Explain the risks associated with social media use in a business environment 8.2 Identify examples of negative social media use within a business environment 8.3 Identify examples of positive social media use within a business environment 8.4 Identify actions that can be taken to reduce the risk of exploitation via social media

T/507/9766 Understanding the effective implementation of cyber security policies for business

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the legislation associated with information assurance and cyber security within an organisation	1.1 Identify the key legislation relevant to cyber security in a business environment 1.2 Explain the importance of effective cyber security policies to ensure compliance with key legislation
2 Understand how to provide guidance and obtain resources to ensure an effective cyber awareness strategy	2.1 Identify appropriate sources of guidance for cyber security policy 2.2 Identify sources of information to ensure currency with cyber security issues
3 Know how to select and use appropriate security methods to safeguard systems and data	3.1 Summarise security methods that can be used to safeguard systems 3.2 Explain how to apply security methods for specific threats
4 Understand the importance of cyber security policy compliance at all levels of an organisation	4.1 Summarise the need for an organisational approach to cyber security 4.2 Identify the key content of an effective cyber security policy 4.3 Identify potential issues with non-compliance of cyber security policy at departmental and individual levels
5 Understand how to effectively report and mitigate against further cyber attacks	5.1 Identify key content required for a cyber incident report 5.2 Explain the processes that should be taken following a cyber incident 5.3 List the measures that should be taken to prevent further attacks of the same nature
6 Understand how to ensure departmental access to removable media policies	6.1 Identify the key features of a removable media policy 6.2 Summarise how effective removable media policies should be implemented
7 Understand how to ensure the implementation secure use of ICT policy for home and mobile working	7.1 Identify the key features of a home and mobile working policy 7.2 Summarise how effective home and mobile working policies should be implemented

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



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