**BCS Digital Industries Apprenticeship**

**Template 4 – Employer Reference**

**Level 4 Cyber Security Technologist - Technologist Specialism Apprenticeship**

**Version 4.0**

**September 2019**

**Change History**

Any changes made to the project shall be clearly documented with a change history log. This shall include the latest version number, date of the amendment and changes made. The purpose is to identify quickly what changes have been made.

|  |  |
| --- | --- |
| Version Number and Date | Changes Made |
| V4.0  September 2019 | Change History table added to document. Major changes to document throughout. Standard specific competencies and proficiencies unchanged. |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Cyber Security Technologist (Technologist Specialism) Template 4 – Employer Reference

**Apprentice Details**

|  |  |
| --- | --- |
| Name |  |
| ULN number |  |

**Training Provider Details**

|  |  |
| --- | --- |
| Contact name |  |
| Company name |  |
| Company address |  |

**Employer Details**

|  |  |
| --- | --- |
| Name |  |
| Company address |  |
| Signed by:  Print name:  Job title:  Date: | |

**Section 1**

**Starting the Apprenticeship**

The apprentice may have just joined your organisation but could also be an existing employee who has joined the apprenticeship programme.

The intent of the employer reference is for you to support your apprentice by validating the evidence that they have submitted for end point assessment (EPA).

**You should complete this initial section when the apprenticeship starts.**

## Cyber Security Technologist (Technologist Specialism) Standard Number ST0124

The knowledge, skills and behaviours that must be demonstrated by the end of this apprenticeship are defined by the Standard:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/cyber-security-technologist/>

**Role Profile**

The primary role of a Cyber Security Technologist is to apply an understanding of cyber threats, hazards, risks, controls, measures and mitigations to protect organisations systems and people.

Those focused on the technical side work on areas such as security design & architecture, security testing, investigations & response.

Those focussed on the risk analysis side focus on areas such as operations, risk, governance & compliance.

Whether focussed on the technical or risk analysis side, all people in this occupation work to achieve required security outcomes in a legal and regulatory context in all parts of the economy. They develop and apply practical knowledge of information security to deliver solutions that fulfil an organisation’s requirements.

**Typical Job Roles**

Cyber Operations Manager, Security Architect, Penetration Tester, Security Analyst, Risk Analyst, Intelligence Researcher, Security Sales Engineer, Cyber Security Specialist, Information Security Analyst, Governance & Compliance Analyst, Information Security Assurance & Threat Analyst, Forensics & Incident Response Analyst, Security Engineer, Information Security Auditor, Security Administrator, Information Security Officer.

**Please complete the following fields:**

|  |  |  |
| --- | --- | --- |
| **Job Title of Apprentice** | **Brief Summary of the Common Duties that the Apprentice Will be Doing for your Organisation** | **Date Started** |
|  |  |  |

The standard defines the technical knowledge and understanding that will be required by the apprentice, these will generally be delivered by the training provider that you have chosen to work with. This knowledge and understanding will be confirmed by five knowledge modules each of these must be successfully covered by passing an approved knowledge module exam.

Over their time on the apprenticeship, your apprentice will apply the underpinning knowledge gained through the training to actual work-related activities required by the role that you have employed them to fulfil. The apprentice should work with one or more mentors within your organisation who will provide advice, guidance and training on how the knowledge gained by the apprentice is applied in actual working situations.

The standard also defines a number of technical competences, your apprentice must demonstrate competence in all of them to achieve the standard. The following must bedemonstrated by the apprentice in their Summative Portfolio, which provides evidence against the totality of the standard, based on the application of knowledge, competence and behaviours to real work projects in the work environment.

## Technical Competencies

* React to threats, hazards, risks and intelligence.
* Develop and use a security case.
* Support the organisation.
* Identify future trends.
* Design, build and test a network.
* Analyse a security case.
* Implement security in a network (structured and reasoned).

BCS have created a Standard Specific Guide for this standard and also provides Template 5 – Summative Portfolio Checklistwhich gives advice and guidance on what types of evidence are suitable for each of the above criteria, it also includes specific details of the minimum evidence requirements.

Please note, the apprenticeship standards are designed to cover a wide range of different job roles so there may be a small number of areas within these mandatory requirements that are not naturally occurring within the day-to-day duties of your apprentice. If you are a larger organisation, it is perfectly acceptable for you to second your apprentice to a different department for a period (at least a week) to allow them exposure to some activities that they may not come into contact with. If this is not possible, you, your apprentice and your selected training provider should select a synoptic project that will allow your apprentice to demonstrate that they are competent in criteria that they are not exposed to during their normal working activities. Please also note, the synoptic project is the only area within the submitted portfolio of evidence that does not draw from the real work environment

**Section 2**

**Technical Competence Evaluation**

Please provide your evaluation of the technical competence of the apprentice using the tables below. Under each heading are details of the activities that a competent apprentice should be able to demonstrate by the time that they are judged ready, by you, your chosen training provider and the apprentice themselves, to apply for the EPA.

We strongly recommend that you continually review your apprentice against these competences throughout the duration of the apprenticeship and periodically update this document. A suitable time to add comments and evidence could be during your performance reviews (or similar) with your apprentice.

**Competence – Threats, Hazards, Risks and Intelligence**

**React to threats, hazards, risks and intelligence.**

|  |
| --- |
| **How has your apprentice demonstrated competence in this area? (please give examples)**  NOTE: this box will expand as required |

**Competence – Developing and Using a Security Case**

**Develop and use a security case.**

|  |
| --- |
| **How has your apprentice demonstrated competence in this area? (please give examples)**  NOTE: this box will expand as required |

**Competence – Organisational Context**

**Support the organisation.**

|  |
| --- |
| **How has your apprentice demonstrated competence in this area? (please give examples)**  NOTE: this box will expand as required |

**Competence – Future Trends**

**Identify future trends.**

|  |
| --- |
| **How has your apprentice demonstrated competence in this area? (please give examples)**  NOTE: this box will expand as required |

**Competence – Design, Build and Test a Network**

**Design, build and test a network.**

|  |
| --- |
| **How has your apprentice demonstrated competence in this area? (please give examples)**  NOTE: this box will expand as required |

**Competence – Analyse a Security Case**

**Analyse a security case.**

|  |
| --- |
| **How has your apprentice demonstrated competence in this area? (please give examples)**  NOTE: this box will expand as required |

**Competence – Implement Security in a Network (Structured and Reasoned)**

**Implement security in a network (structured and reasoned).**

|  |
| --- |
| **How has your apprentice demonstrated competence in this area? (please give examples)**  NOTE: this box will expand as required |

**Section 3**

**Behaviours, Business Skills and Level of Responsibility Evaluation**

Please provide an evaluation as to the level of responsibility of the apprentice you are providing a reference for using the tables below. Under each heading is a list of proficiencies that a competent apprentice should display.

**Proficiency – Business Skills**

* **Demonstrates an analytical and systematic approach to issue resolution.**
* **Takes the initiative in identifying and negotiating appropriate personal development opportunities.**
* **Demonstrates effective communication skills.**
* **Contributes fully to the work of teams.**
* **Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and procedures.**
* **Appreciates the wider business context, and how their role relates to other roles and to the business of the employer of client.**

|  |
| --- |
| **How has your apprentice demonstrated competence in these areas? (please give examples)**  **Demonstrates an analytical and systematic approach to issue resolution:**  **Takes the initiative in identifying and negotiating appropriate personal development opportunities:**  **Demonstrates effective communication skills:**  **Contributes fully to the work of teams:**  **Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and procedures:**  **Appreciates the wider business context, and how their role relates to other roles and to the business of the employer of client:**  NOTE: this box will expand as required |

**Proficiency – Complexity**

* **Performs a range of work, sometimes complex and non-routine, in a variety of environments.**
* **Applies methodical approaches to issue definition and resolution.**
* **Undertakes all work in accordance with agreed safety, technical and quality standards, using appropriate methods and tools.**

|  |
| --- |
| **How has your apprentice demonstrated competence in this area? (please give examples)**  **Performs a range of work, sometimes complex and non-routine, in a variety of environments:**  **Applies methodical approaches to issue definition and resolution:**  **Undertakes all work in accordance with agreed safety, technical and quality standards, using appropriate methods and tools:**  NOTE: this box will expand as required |

**Proficiency – Autonomy**

* **Works under general direction.**
* **Uses discretion in identifying and responding to complex issues and assignments.**
* **Usually receives specific instructions and has work reviewed at frequent milestones.**
* **Determines when issues should be escalated to a higher level.**

|  |
| --- |
| **How has your apprentice demonstrated competence in this area? (please give examples)**  **Works under general direction:**  **Uses discretion in identifying and responding to complex issues and assignments:**  **Usually receives specific instructions and has work reviewed at frequent milestones:**  **Determines when issues should be escalated to a higher level:**  NOTE: this box will expand as required |

**Proficiency – Influence**

* **Interacts with and influences colleagues.**
* **Has working level contact with customers, suppliers and partners.**
* **May supervise others or make decisions which impact the work assigned to individuals or phases of projects.**
* **Makes decisions which influence the success of projects and team objectives.**

|  |
| --- |
| **How has your apprentice demonstrated competence in this area? (please give examples)**  **Interacts with and influences colleagues:**  **Has working level contact with customers, suppliers and partners:**  **May supervise others or make decisions which impact the work assigned to individuals or phases of projects:**  **Makes decisions which influence the success of projects and team objectives:**  NOTE: this box will expand as required |

**Overall Impressions and Constructive Feedback**

This section is an opportunity for you to provide written feedback outside the rigid competency structure.

It is a free text field to allow you to share general thoughts on the apprentice’s performance in case you were unable to say everything you wanted to say using the structured template.

For example, you may want to highlight some of the areas where you have not been able to give the apprentice the exposure they would have liked.

We would welcome any general constructive development advice you may wish to give.

|  |
| --- |
| NOTE: this box will expand as required |

## Please accept our sincere thanks for the support that you have provided to your apprentice.