



# *How to ...*

## **Be a Candidate Supporter**

This short guide is for an individual who has agreed to be a candidate supporter

Thank you for agreeing to be a candidate supporter. You are an important part of your candidate's application and success towards ITPC certification. As the candidate progresses through the scheme there are key times when your role is vital.

The thought of being a candidate supporter might sound a lot of extra work but your role is more support than anything else. To be a candidate supporter you should ideally be their line manager. In some cases the candidate's line manager is not in a position to provide the mentoring required. The Scheme therefore defines a supporter as someone who is knowledgeable about government Infosec policy and its application, and can provide practical support to the candidate as they progress through the certificate syllabus. The candidate undertaking the path to certification does so in five stages; the supporter should participate to some extent in each.

### **Starting out - developing Target Competencies**

The candidate must select the Core Competency Profile that most closely matches their role from the Infosec Competencies matrix, and develop target competencies based on these. There is guidance on how to develop their competencies on the ITPC website for candidates. As the candidate's supporter, your job is to agree the target competencies with the candidate. Target competencies should reflect activities the candidate will undertake in their work. Clearly, they must be measurable and observable, and should aim to stretch the candidate's experience a little.

## **Writing a Supporter's letter**

The candidate must submit a supporter's letter written by you to the scheme. Please only use the candidate's name once. When mentioning them further in the letter you must only refer to them as "The candidate". The letter should contain the following:

- i) Your working relationship with the candidate e.g. you are their line manager or team leader and how long you have worked with them in this position.
- ii) Your support for the candidate's intentions to complete the ITPC certificate and complete their training.
- iii) Confirmation that you have seen the candidate's core competencies and agree the candidate covers the core competencies in their role.
- iv) Confirmation that you regularly see their work.

## **During the formal learning process**

If the candidate is completing the ITPC through the training path route they will need to attend two accredited courses. One will be at induction level and one at practitioner level. In each case, your role as supporter is to help the candidate assimilate their learning. Discuss their learning goals with them before each course, and review their learning logs with them when they return to work. If possible, provide opportunities to apply their learning as soon after each course as possible.

## **During the work experience period**

After completing the courses a period of work experience should be allowed for the candidate to meet their target competencies. Hopefully, as supporter, you began to plan the nature and duration of this task at the time you agreed the target competencies with the candidate. The objective of the work period is to apply at work the learning offered by the formal training, and to help the candidate to progress to a level of competency where minimal supervision is required. Clearly, the task given to the candidate must be achievable and measurable - identify the outcomes you want from the start.

## **Developing the dissertation**

At this stage the candidate is in the process of developing and submitting their dissertation. The dissertation should be the work of the candidate unaided; the Scheme Secretariat can provide help and guidance on content and format if needed.

On submitting the dissertation, the candidate will require a statement from you stating that you agree they have achieved their target competencies and that they are competent (not necessarily expert) in the Infosec work their role requires of them.

## **If you would like help**

The role of the Supporter is little more than that of the good manager. But there can be difficulties, for example associated with operational or geographical distance between the candidate and their supporter. If you have any questions about, or problems with meeting, your role as a candidate supporter, do contact the Scheme Secretariat to discuss the matter.

## **ITPC Contact Details**

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