

How to ...

Create good quality Competencies

If you are applying to ITPC either via the standard (training) route or the Waiver dissertation route you need to submit a set of competencies.

Standard training route candidates need to personalise the ITPC core competencies to give individual target competencies. Waiver candidates must demonstrate how they have met the core competencies. Whichever route you are taking, this guide will help you through the process.

Standard (training) route

Target competencies help you focus on getting the full range of competencies required, and are used by the Scheme's examiners when assessing your dissertation. They must be achievable but also reflect faithfully the relevant Core Competency.

The following examples cover both the Government Practitioner and Accreditor competencies, but the same principles apply to all competency paths. Think about the questions the core competencies pose about your own role.

Government Practitioner core competency 1.1: Acquiring and Maintaining Knowledge

Maintains currency of knowledge of Government baseline measures and recommended practices. Maintains broad practical security expertise extending beyond own work area; maintains awareness of Infosec implications of business activities.

What other standards do I need to use? What other expertise do I need beyond my own work area? What are my organisation's business activities?

Once you have asked yourself these questions you need to personalise the core competencies.

Finished example:

Maintains currency of knowledge of Government baseline measures and recommended practices **and departmental security policy relevant to the secure operation of the (name) system..** Maintains broad practical security expertise extending beyond the

system, to include **GSI Community Security Policy requirements**. Maintains awareness of Infosec implications of **departmental activities, including its electronic services to the citizen and its 2008-9 project to initiate sharing of information with contracted service providers**.

Accreditor core competency 2.1: Business Focus

Ensures key players in the organisation are engaged to understand both the business and the security requirements. **Who are the key players?**

Works in partnership with relevant personnel to assess and implement security strategies which are commensurate with the risk and the business requirement and meet national baseline policy where relevant. **Who do I work with in partnership with?**

Maintains accountable documentation of all their decisions and communications relevant to the accreditation process. **What documentation do I maintain?**

Once you have asked yourself these questions you need to personalise the core competencies.

Finished example:

Ensures **Project Manager and SRO** are engaged to understand both the business and the security requirements.

Works in partnership with **Project Manager and SRO** to assess and implement security strategies which are commensurate with the risk and the business requirement and meet national baseline policy where relevant.

Maintains accountable documentation of all their decisions and communications relevant to the accreditation process **by producing a monthly briefing for project staff**.

Waiver route – providing evidence

If intending to produce a dissertation for your submission, you need to provide evidence against each core competency on how you have met it. The following example gives an idea of the depth required:

Government Practitioner core competency 1.1: Acquiring and Maintaining Knowledge

Maintains currency of knowledge of Government baseline measures and recommended practices. Maintains broad practical security expertise extending beyond own work area; maintains awareness of Infosec implications of business activities.

An example of poor core competency evidence:

Attends extensive and regular IT security training.

Maintains a good working knowledge of computer operating systems including (list).

Attends expositions, exhibitions and seminars where relevant to maintain and improve knowledge of IT security techniques and products.

What is wrong with this?

- It does not indicate what the applicant actually did, nor with what results.
- It is not in the 1st person

Better example:

I attended IT security training course [name] to learn about [technical subject matter]. As a result I was able to offer configuration guidance to the System Manager to establish security settings in product [product name]. Since this was implemented, the number of reported security incidents of type [description] has reduced by [number]%.

I am a member of [the system's] configuration management board, and provide security guidance for all requests for system changes. In order to do this I remain a registered professional with [relevant qualifications]. As a result, I was able to resolve a potential operational / security conflict of interest [list details here] with minimal but acceptable operational impact, and yet still maintaining the security profile of [the system].

I have attended the following exhibitions and seminars: [list dates]. From these I have become aware of the potential to improve the security posture of [the IT system for which I am responsible]. As a result I have implemented a revised security policy at zero cost to the business, but which will reduce risk [number #] identified in the system's risk assessment by [describe amount].

Ask for help if you need it

If you need guidance or advice on any part of the process, do contact the ITPC secretariat – we are here to help.

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