

# The IT Security Co-ordinator Qualification

For background on the purpose and positioning of the role, see the *Job Description*  
Suggested ECVET credit points: <20

## ***Prerequisites***

Knowledge:

- methods and tools for software development,
- engineering processes

Skills:

- Native language skills.
- English language skills.
- Spelling correctly.
- Using grammar and punctuation correctly.
- Basic operation of personal computers (Windows or Macintosh).
- Use of Microsoft Office tools, i.e. Word, Excel.
- Basic report writing.

## ***Unit 1: IT security (in the company)***

Suggested EQF level: 5

Weighting: 15

### **Work elements covered by this unit**

- Maintaining the IT security
- Participation in contract drafting in the IT area
- Representing the company in security questions
- Sensitizing of the employees for IT security
- Supporting the partners in security-technological measures
- Mutual information concerning modifications

### **Learning outcomes:**

Skills:

- Information technology: networks, protocols, operating systems, applications,
- System and network modelling,
- Security requirements and solutions,
- System analysis, modelling, development, integration,

Knowledge:

- Development standards [performance, security, availability, innovation]
- Engineering processes
- Legal framework, data protection
- data protection, security

Autonomy and responsibility:

- company objectives and customer interests,
- problem analysis and solution

Learning competence:

- self-teaching, learning organisation

Communication and social competence:

- communication, presentation,

Professional and vocational competence:

- Not applicable

## ***Unit 2: Security goals, guidelines, IT structural analyses***

Suggested EQF level: 5

Weighting: 20

### **Work elements covered by this unit**

- Consulting on concretisation of security goals
- Drafting of security guidelines
- Carrying out IT structural analyses

### **Learning outcomes:**

Skills:

- Security requirements and solutions,
- Security monitoring, protection strategies and methods,
- Analytical methods, strategies, patterns

Knowledge:

- Legal framework, data protection,
- Encryption
- data protection, security,

Autonomy and responsibility:

- Not applicable

Learning competence:

- self-teaching, learning organisation

Communication and social competence:

- communication, presentation,

### ***Unit 3: Determination of protection needs, basic protection model, Comparison of the existing and desired conditions***

Suggested EQF level: 5

Weighting: 20

#### **Work elements covered by this unit**

- Setting up the basic protection model
- Comparison of the existing and desired conditions in the individual departments

#### **Learning outcomes**

Skills:

- System and network modelling,
- Security requirements and solutions,
- Security monitoring, protection strategies and methods,
- Legal framework, data protection,
- Encryption,
- Risk management
- Quality standards, network-based thinking

Knowledge:

- Analytical methods, strategies, patterns,
- Design methods

Autonomy and responsibility:

- Not applicable

Learning competence:

- self-teaching, learning organisation

Communication and social competence:

- communication, presentation

### ***Unit 4: Specification of a measurement plan and Presentation of the suggestions***

Suggested EQF level: 5

Weighting: 15

#### **Work elements covered by this unit**

- Specification of a measurement plan
- Presentation of the suggestions to persons with decision-making authority

#### **Learning outcomes**

Skills:

- Economic practicability analyses,
- Project specification
- time management, task planning and prioritising,
- Economic practicability analyses,

Knowledge:

- company objectives and customer interests,

Autonomy and responsibility:

- problem analysis and solution,
- act economical
- User-oriented problem analysis, solving,

Learning competence:

- self-teaching, learning organisation

Communication and social competence:

- communication, presentation,

- ...

### ***Unit 5: Planning, Support of the implementation and Training of the users***

Suggested EQF level: 5

Weighting: 20

#### **Work elements covered by this unit**

- Planning of the implementation

- Support the implementation
- Training of the users

### **Learning outcomes**

Skills:

- conflict recognition, resolution,
- time management, task planning and prioritising,
- Moderation.
- Project specification, monitoring,

Knowledge:

- Analytical methods, strategies, patterns,
- Design methods

Autonomy and responsibility:

- conflict recognition, resolution,

Learning competence:

- self-teaching, learning organisation

Communication and social competence:

- communication, presentation

## ***Unit 6: Functional inspections and Documentation of the complete IT security process***

Suggested EQF level: 5

Weighting: 10

### **Work elements covered by this unit**

- Carrying out of functional inspections
- Documentation of the complete IT security process

### **Learning outcomes**

Skills:

- Information technology: networks, protocols, operating systems, applications,
- System and network modelling,
- Security requirements and solutions,
- Security monitoring, protection strategies and methods,
- Encryption,
- Risk management.
- Engineering processes,
- Analytical methods, strategies, patterns,

- Quality standards, network-based thinking
- documentation, standards,
- quality assurance

Knowledge:

- Legal framework, data protection,

Autonomy and responsibility:

- Not applicable

Learning competence:

- self-teaching, learning organisation

Communication and social competence:

- Not applicable

