



Qualification Specification

Level 2 Award in Protecting Your Business Against Cyber Crime and Fraud

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Introduction

This qualification is aimed at employees who wish to understand how their organisations are vulnerable to cyber crime and fraud and what they can do to protect themselves. Topics include:

- Definitions of key terms – what does cyber crime mean?
- How big is the problem and what are the criminals after?
- How and why are businesses vulnerable to cyber crime and fraud?
- What you can do to reduce your vulnerability.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification has been accredited onto the RQF.

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 Protecting Your Business Against Cyber Crime and Fraud
Ofqual qualification number	603/3701/1
Level	2
Total Qualification Time	20 hours (8 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	15/10/2018
Qualification end date	

Qualification Structure

Candidates must complete the Mandatory unit.

Unit Reference Number	Unit Title	Unit Level	GLH
D/617/2601	Protecting your business against cyber crime and fraud	2	8

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 quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance 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.

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

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 Protecting Your Business Against Cyber Crime and Fraud

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

Unit D/617/2601

Protecting your business against cyber crime and fraud

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the scale and scope of cyber crime in the UK	<ul style="list-style-type: none">1.1 Explain what cyber crime and fraud are and how they affect UK businesses1.2 Identify key terminology and relevant legislation1.3 Explain why awareness of cyber crime and fraud is so important in the business they work in
2 Understand how and where their organisation is vulnerable in relation to cyber crime and fraud	<ul style="list-style-type: none">2.1 Identify the most common threats/areas of vulnerability and be able to explain how each one affects their business2.2 Explain how their organisation may be put at risk of a cyber attack or breach by customers and suppliers
3 Know how to implement basic steps to reduce their vulnerability to cyber crime and fraud	<ul style="list-style-type: none">3.1 Demonstrate knowledge of a wide range of preventative measures that protects their business, their suppliers and customers3.2 Explain the importance of having good cyber security policies in place3.3 Explain cyber security roles and responsibilities within their business3.4 Demonstrate how they can reduce their personal risk to cyber attack or breach3.5 Explain where they can get reliable and trusted advice on cyber security3.6 Explain the benefits of good cyber security
4 Know how to deal with a cyber or fraud incident	<ul style="list-style-type: none">4.1 Explain what a good Cyber Incident Response Plan looks like4.2 Use the iCODE decision-making model to evaluate information and formulate justifiable decisions

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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