AWARENESS COURSE

APPRENTICESHIP TRAINING FOR CYBER SECURITY BUSINESS ADMINISTRATION

Executive Summary

Cyber Security Business Administration Support

Traditional Cyber Security Courses have focused heavily on the technical side of Cyber Security a fact, which has not escaped the Cyber Criminals.

Cyber Criminals have recently used different techniques and methods to get around complex technical security systems often focusing in on the “human factors” Targeting the Organisation’s CEO and CFO to look like requests to transfer large sums of money have come from them to an outside party. It is often the finance and administration functions, who transact such requests.

The FBI estimates $2.2Bn is lost to these attacks in the US alone in 2015 alone. These types of attacks happen daily in the UK too.

Apprentices who have the skills sets to do this will be invaluable to your organisation and will be a real, practical knowledgebase and a resource to help prevent Cyber Crime.

The aim of this course is to provide employers in the public, private and not-for-profit sectors with a business and administration workforce with the skills, knowledge and competencies to support business systems, processes and services and who can

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contribute to making businesses more efficient, productive and can mitigate the risks associated with Cyber-attack.

The main objectives are to:

- Provide competent business administration employee(s), with the skills and knowledge required to mitigate the risks associated with Cyber-attack, to organisations of all sizes across all sectors.
- Tap into the skills and talents of a diverse population by providing a flexible entry route into a career in IT/Cyber/Finance/Business Administration.
- Equip individuals with the skills, knowledge and experience needed to undertake analysis of, management of and monitoring of Cyber security.
- Provide apprentices with an opportunity to develop the skills, knowledge and experience they will need to progress into roles and career in IT/Cyber/Finance/Business Administration if they wish to do so.

The two day course is split into 3 main modules: -

- **Understand**
- **Prevent**
- **Secure**

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Module 1 - Understand

- What is Cyber Security?
- The importance of Cyber Security in Business Administration?
- What are the roles in Cyber Security?
- What does a Cyber Criminal Look Like?
- What are the threats?
- How will these threats affect your organization?
- Why your organization needs to treat these threats seriously?
- Types of Cyber-attacks?
- What are Safe Cyber parameters?
- How Social Engineering is used by Cyber Criminals to illegally gain access to information or monies from business?
- The growth in the use of Social Engineering by Cyber Criminals
    - Acceptable use Policy - why it is important?
    - Social Engineering Case Studies on methods used by Cyber Criminals?
    - The use of Social Media by Cyber Criminals to attack your organisation?
    - Technical backing up and restoring data and what are firewalls and anti-virus software?
- The law - what are the legal requirements?
- Why Cyber Insurance is important?

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Module 2 – Prevent

- Provide insight into the questions the business need to answer in relation to Cyber security and the problems that need to be resolved.
- Plan and carry out an analysis of Cyber security business administrative controls.
- Understand the role colleagues within Finance, HR, Operations and IT need to play in Cyber security.
- Undertake analysis and provide evidence of the robustness of the administrative system. How to address gaps, weaknesses and issues identified by this analysis.
- Understand how to keep the business aware of the support available and developments in Cyber security.
- Create an administrative process which enables a business to anticipate, plan and manage Cyber risks.

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Module 3 - Secure

- Education within your organisation
- Information Security Audits
- Roles, within your organisation, technical, HR, Finance, Senior Management
- Password and Hardware protection
- Documentation
    - Acceptable use policies - what are they are and how to implement them
        - E.g. Social Engineering to gain access to passwords

- Communication skills in a Cyber environment.
- Manage personal performance and development.
- Principles of providing administrative support within Cyber safety parameters.
- Operating effectively within safe cyber parameters
- Principles of business document protection and information management within Cyber security.
        - The simple steps to protect your organisation
        - Information Security for Finance & Business Administration
            - What is information Security and why is it important?
            - What do we mean by financial information and business critical information?

    - Identifying your organisations weak points
    - On-going steps to protect your financial information
    - Process and documentation you need
    - What do you do if the worst happens?

    - Understand employer organisations and the impact Cyber security has across different sectors. Creating the bigger picture across the supply chain
    - IT/Cyber terminology.
    - Keeping records of cyber security audits. Enables security risk management record.

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