

City & Guilds Level 4 End-point Assessment for ST1021/AP02 Cyber Security Technologist–Cyber Risk Analyst   
(9661-13)

Provider & Employer Recording Forms Pack

QN: 610/1065/0

Version 2

Last modified March-2023

For external use

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| --- | --- | --- |
| Version | Summary of changes | Section |
| V1.0 June 2022 | Document created | All |
| V2.0 March 2023 | Added Declaration of Authenticity for Scenario Demonstrations with Questioning | 5 (newly added section) |
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Introduction

What is in this document

Recording forms to be used by End-point Assessment Providers & Employers:

* Evidence Reference Matrix – Portfolio of Evidence
* Declaration of Authenticity – Portfolio of Evidence
* Portfolio of Evidence Checklist
* Declaration of Authenticity – Scenario Demonstrations with Questioning
* Project Brief form – for Project Report
* Evidence Reference Matrix – Project Report
* Declaration of Authenticity – Project Report
* Sample Apprentice Review Form for Providers & Employers.

This document must be used alongside ***the End-point Assessment Pack for Providers & Employers.***

Guidance on how to use the recording forms

Providers/employers should use the forms provided by City & Guilds in the format laid out in this document. In some instances, providers/employers/apprentices may choose to use their own version of the forms. Details regarding these instances are outlined in this document.

Evidence Reference Matrix – Portfolio of Evidence

Apprentices must upload a completed evidence reference matrix with their portfolio. A sample referencing matrix is included in this document. To facilitate comprehensive, consistent mapping of the evidence requirements, use of the City & Guilds supplied ‘Evidence Reference Matrix’ form is strongly recommended. The apprentice and/or provider may choose to use their own version of the Evidence Reference form, but the form must:

* clearly map evidence to the KSBs
* be confirmed as suitable by City & Guilds before it is used.

The apprentice must reference the individual pieces of evidence against the KSBs clearly, for example by identifying the evidence number, page number, file name or time stamp where appropriate.

Declaration of Authenticity (three forms)

The Declaration of Authenticity forms must be completed and signed by the provider, employer and the apprentice. They must be submitted in electronic format together with the Portfolio of Evidence, the Scenario Demonstrations outputs, and the Project Report.

Apprentice Portfolio of Evidence Checklist

City & Guilds have created a portfolio checklist to help apprentices and providers ensure that all relevant information is accounted for. The checklist is provided as support in preparation for assessment and is not submitted to City & Guilds.

Project Brief form – for Project Report

The Project Brief form is used to provide a summary of what the apprentice’s work-based project will cover. The form must be completed and signed by both the employer and the apprentice. This form is submitted in electronic format at the Gateway. If you intend to use your own version of the Project Brief form, the form **must** be confirmed as suitable by City & Guilds before it is used.

Evidence Reference Matrix – Project Report

Apprentices must upload a completed evidence reference matrix with their Project Report. A sample referencing matrix is included in this document. To facilitate comprehensive, consistent mapping of the evidence requirements, use of the City & Guilds supplied ‘Evidence Reference Matrix’ form is strongly recommended. The apprentice and/or provider may choose to use their own version of the Evidence Reference form, but the form must:

* clearly map evidence to the KSBs
* be confirmed as suitable by City & Guilds before it is used.

The apprentice must reference the individual pieces of evidence against the KSBs clearly, for example by identifying the evidence number, page number, file name or time stamp where appropriate.

Sample Apprentice Review Form for Provider/Employer

It is expected that the provider/employer will have regular reviews with the apprentice. This form can be used to record these meetings, or the provider/employer may devise their own forms or systems (electronic or paper-based). This form is **not** submitted to City & Guilds.

# 9661-703: Evidence Reference Matrix – Portfolio of Evidence

| **Pass criteria in Standard**  **(for reference only)** | **Distinction criteria in Standard**  **(for reference only)** | | **Indicate section reference(s) where the criteria is covered in the Portfolio (Apprentice only)** | **Checked that evidence is valid (Provider/ Employer only)** |
| --- | --- | --- | --- | --- |
| **Apprentice name:** | | **Enrolment number:** | | |
| **Knowledge, Skills and Behaviours**  **K3** Cyber security concepts and why cyber security matters to business and society; Security assurance concepts and how assurance may be achieved in practice including penetration testing and extrinsic assurance methods | | | | |
| Identifies and describes cyber security concepts (including the meaning of terms in a cyber security context and how they relate to each other: identity, confidentiality, integrity, availability, threat, vulnerability, risk and hazard) and assesses their relevance to business and society, explaining how achieving security outcomes leads to benefits in practice.  Explains security assurance concepts, including reference to what assurance is for in security, and ‘trustworthy’ versus ‘trusted’ and how assurance may be achieved in practice including penetration testing and extrinsic assurance methods. | Critically evaluates the impact of cyber security concepts on an organisation, explaining how they bring benefits by exploring the interrelation of risk and harm. | |  |  |
| **Knowledge, Skills and Behaviours**  **K6** Lifecycle and service management practices to an established standard to a foundation level for example Information Technology Infrastructure Library (ITIL) foundation level | | | | |
| Explains life cycle and service management practices with reference to an established standard at foundation level. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **K7** Cyber incident response processes, incident management processes and evidence collection/preservation requirements to support incident investigation | | | | |
| Explains how they advised others on cyber incident response processes, incident management processes and evidence collection/preservation requirements to support incident investigation. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **K8** Understands the main features, applicability and how to apply the significant law, regulations and standards relevant specifically to cyber security  To include: laws, regulations & standards relating to personal data and privacy (e.g. Data Protection Act 2018 implementing General Data Protection Regulation); use of digital systems (e.g. Computer Misuse Act 1990); regulatory standards for cyber security, intelligence collection and law enforcement (e.g. Intelligence Services Act 1994, Regulation of Investigatory Powers Act 2000; standards for good practice in cyber security (e.g. ISO 27001, Cyber Essentials, NIST) and any updates or additions | | | | |
| Explains the main features, applicability and how to apply the significant law, regulations and standards relevant specifically to cyber security. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **K9** Ethical principles and codes for good practice of at least one significant cyber security professional body and the ethical responsibilities of a cyber security professional | | | | |
| Discusses the ethical principles and codes good practice of at least one significant cyber security professional body and the ethical responsibilities of a cyber security professional. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **K15** Principles of security management systems, including governance, organisational structure, roles, policies, standards, guidelines and how these all work together to deliver the identified security outcomes | | | | |
| Summarises how a security management system works, including how governance, organisational structure, roles, policies, standards, guidelines combine effectively to achieve the intended security outcomes. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **S6** Analyse employer or customer requirements to derive security objectives and taking account of the threats and overall context, develop a security case which sets out the proposed security measures in the context with reasoned justification | | | | |
| Explains how they have analysed simple security cases without supervision including the security objectives, threats, and for every identified attack technique identify mitigation or security controls that could include technical, implementation, policy, or process. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **S7** Identify and follow organisational policies and standards for information and cyber security and operate according to service level agreements or other defined performance targets | | | | |
| Identifies their organisational policies and standards for information and cyber security and able to operate according to service level agreements or other defined performance targets and describes how they ensure that they follow them. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **S9** Recommend improvements to the cyber security posture of an employer or customer based on research into future potential cyber threats and considering threat trends | | | | |
| Explains how they have reviewed the employer’s cyber security posture and made recommendations for improvement, having investigated different views of the future and trends in technology and threats (using more than 1 external source) reflecting on what the implications are for the organisation/business. | Critically analyses different views of the future and trends in threat, and after assessing the implications for the organisation/business, recommends changes that reduce risk with justification. | |  |  |
| **Knowledge, Skills and Behaviours**  **S15** Use tools, techniques, and processes to actively prevent a breach to digital system security | | | | |
| Explains how to use tools, techniques and processes to prevent a breach to digital system security. | Evaluate their use of tools and techniques, justifying their selection to prevent a breach to digital system security. | |  |  |
| **Knowledge, Skills and Behaviours**  **B3** Works independently and takes responsibility. For example, works diligently regardless of how much they are being supervised, and stays motivated and committed when facing challenges | | | | |
| Describes how they establish an independent approach to work tasks which reflect the instructions/policies/guidelines/ procedures set out by the organisation. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **B4** Show initiative, being resourceful when faced with a problem and taking responsibility for solving problems within their own remit | | | | |
| Describes how they have shown initiative, being resourceful when faced with a problem and taking responsibility for solving problems within their own remit. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **B5** Thorough and organised. For example, uses their time effectively to complete work to schedule and takes responsibility for managing their own workload and time | | | | |
| Explains how they respond to work tasks with an organised approach which reflects the time limits/guidelines set out by their employer. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **B6** Works effectively with a wide range of people in different roles, internally and externally, with a regard to inclusion & diversity policy | | | | |
| Explains how they establish relationships with co-workers and stakeholders which follows the inclusion and diversity policies of the organisation. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **B7** Communicates effectively in a wide variety of situations for example contributing effectively to meetings and presenting complex information to technical and non-technical audiences | | | | |
| Explains how they establish a style of communication which reflects the audience and situational context and adapts this style to present the same information to technical and non-technical audiences. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **B8** Maintains a productive, professional, and secure working environment | | | | |
| Describes their approach to productivity, professionalism and the security of the working environment which reflects standard operating procedures and the principles/policies/guidelines set out by the organisation. | N/A | |  |  |

9661-703: Declaration of Authenticity – Portfolio of Evidence

The Declaration of Authenticity must be completed as appropriate and submitted to City & Guilds with the apprentice’s evidence for End-point Assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice Name | Apprentice Name | Enrolment Number | 1234567 |

**Apprentice declaration:**

I confirm that all work submitted is my own and that I have acknowledged any sources I have used.

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Signature | **Date** | DD/MM/YY |

**Employer representative declaration:**

I confirm that all work was conducted under conditions designed to assure the authenticity of the apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice.

I confirm that the evidence presented by the apprentice is ready for End-point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant Standard.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Representative** | Signature | **Date** | DD/MM/YY |

**Provider declaration (if appropriate):**

I confirm that the evidence presented by the apprentice is ready for End-point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant Standard.

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider** | Name & Signature | **Date** | DD/MM/YY |

9661-703: Portfolio of Evidence Checklist

City & Guilds have created a ‘portfolio checklist’ to help apprentices and providers/employers ensure that all relevant information is accounted for.

| Apprentice Portfolio of Evidence Checklist | | Tick when confirmed |
| --- | --- | --- |
| 1. | Is all evidence signed by the apprentice and dated? \*  E-signatures are also acceptable |  |
| 2. | Is all evidence valid, authentic, current and sufficient (VACS)? |  |
| 3. | Does evidence clearly show it is the apprentice’s individual work (and if involved in teamwork, is it clear what specific contribution the apprentice made)? |  |
| 4. | Does the evidence clearly demonstrate the apprentice’s relevant knowledge? |  |
| 5. | Has the apprentice used the evidence reference matrix form? Has all evidence been referenced? |  |
| 6. | Does it showcase the apprentice’s best pieces of work? |  |
| 7. | Have duplicate and irrelevant pieces of evidence been removed? |  |
| 8. | Is the majority of the evidence holistic in its nature? |  |
| 9. | Is there sufficient evidence to cover the whole of the KSBs and grading descriptors that are referenced? |  |
| 10. | Are any witness testimonies or employer references tailored to the apprentice? |  |
| 11. | Has any client/customer reference information been anonymised? |  |
| 12. | Are all external sources of information appropriately documented and referenced to the original source, showing clear understanding of how they relate to the criteria? |  |
| 13. | Has the appropriate stakeholder(s) e.g. employer/ provider checked whether the apprentice’s portfolio meets all the required criteria and grading descriptors? |  |
| \* where witness testimonies are included as a piece of evidence, these do not need to be signed by the apprentice but instead must be signed/authenticated as outlined in the rest of the EPA pack. | | |

9661-704: Declaration of Authenticity – Scenario Demonstrations with Questioning

The Declaration of Authenticity must be completed as appropriate and submitted to City & Guilds with the apprentice’s evidence for End-point Assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice Name | Apprentice Name | Enrolment Number | 1234567 |

**Apprentice declaration:**

I confirm that all work submitted is my own and that I have acknowledged any sources I have used.

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Signature | **Date** | DD/MM/YY |

**The Responsible Person declaration:**

I confirm that all work was conducted under conditions designed to assure the authenticity of the apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible Person name** | Responsible Person Name | | |
| **Responsible Person signature** | Signature | **Date** | DD/MM/YY |

**Note:**

Where the apprentice and/or responsible person is unable to confirm authenticity or does not confirm authenticity through signing this declaration form, the work will not be accepted at assessment. If any question of authenticity arises, the responsible person may be contacted for justification of authentication.

9661-705: Project Brief (for Project Report)

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprenticeship standard** | City & Guilds Level 4 End-point Assessment for ST1021/AP02 Cyber Security Technologist (9661-12/13/14) | | |
| **Apprentice Name** |  | **Enrolment**  **number** |  |
| **Proposed Project Report submission date** |  | | |

*Note:* *Please ensure that this is a* ***maximum of 500 words***

|  |
| --- |
| **Title of the project:** *(Apprentice to insert project title here)* |
| *Instructions to the apprentice*  Please write your project brief in the space provided here.  Your project brief should summarise the scope of your project. The project brief needs to include the following:   * an outline of what the project will cover, including stages and associated timeframes * an overview of the tasks involved in the project * specific responsibilities and duties that will be carried out by the apprentice during the project * suitable coverage of the KSBs assignment to this assessment method * the date the project report will be submitted. |
| IEPA feedback on suitability of proposed project (IEPA comments only) |
|  |

**Employer and apprentice declaration:**

**I confirm that the project title and project brief have a real business application and it has been produced by the apprentice:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** |  | **Date** |  |
| **Apprentice** |  | **Date** |  |

**Please note**: The project brief must be submitted at Gateway. The apprentice must **not** start the project until it has been approved by the IEPA.

In cases where the City & Guilds Independent End-point Assessor (IEPA) rejects the project brief, the employer will be given **5 working days** to consider the feedback and resubmit a revised brief.

The 6 weeks’ duration for compiling and writing a work-based Project Report will start once the IEPA has accepted and uploaded the project brief form onto the EPA Pro platform.

**For City & Guilds use only – Project Brief approval**

**Approval of this Project is agreed, subject to the apprentice meeting the requirements of coverage of the KSBs assigned to this assessment method.**

**Approval of this Project is rejected on the basis that insufficient information was provided to show that coverage of the KSBs assigned to this assessment method could be met.**

**The agreed date for submission of this Project Report is:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Independent End-point Assessor** |  | **Date** |  |

9661-705: Evidence Reference Matrix – Project Report

| **Pass criteria in Standard**  **(for reference only)** | **Distinction criteria in Standard**  **(for reference only)** | | **Indicate section reference(s) where the reference is covered in the Project Report**  **(Apprentice only)** | **Checked that evidence is valid**  **(Provider/ Employer only)** |
| --- | --- | --- | --- | --- |
| **Apprentice name:** | | **Enrolment number:** | | |
| **Option-specific Skills for the Cyber Risk Analyst** | | | | |
| **Knowledge, Skills and Behaviours**  **S16** Conduct a cyber-risk assessment against an externally (market) recognised cyber security standard using a recognised risk assessment methodology | | | | |
| Conducts a cyber-risk assessment against an externally (market) recognised cyber security standard, using a recognised risk assessment methodology. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **S18** Develop information security policies or processes to address a set of identified risks, for example from security audit recommendations | | | | |
| Develops an information security policy or process to address identified risks for example from security audit recommendations. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **S19** Develop information security policies within a defined scope to take account of legislation and regulation relevant to cyber security | | | | |
| Develops an information security policy within a defined scope to take account of relevant cyber security legislation and regulation. | Analyses the rationale and consequences of the design of a typical information security policy for the business. | |  |  |
| **Knowledge, Skills and Behaviours**  **S20** Take an active part in a security audits against recognised cyber security standards, undertake gap analysis and make recommendations for remediation | | | | |
| Implements part of a security audit against a recognised cyber security standard, undertake a gap analysis and makes recommendations for remediation. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **S22** Develop plans for local business continuity for approval within defined governance arrangements for business continuity | | | | |
| Develops a local business continuity plan for approval within an organisation’s governance arrangements for business continuity. | Analyses the rationale and consequences of the design of a typical business continuity plan for the business. | |  |  |
| **Knowledge, Skills and Behaviours**  **S23** Assess security culture using a recognised approach | | | | |
| Assesses security culture using a recognised approach. | N/A | |  |  |
| **Knowledge, Skills and Behaviours**  **S24** Design and implement a simple ‘security awareness’ campaign to address a specific aspect of a security culture | | | | |
| Designs and implements a simple security awareness’ campaign to address a specific aspect of a security culture. | Evaluates, with evidence, the outcomes from a security awareness campaign and proposes improvements. | |  |  |

9661-705: Declaration of Authenticity – Project Report

The Declaration of Authenticity must be completed as appropriate and submitted to City & Guilds with the apprentice’s evidence for End-point Assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice Name | Apprentice Name | Enrolment Number | 1234567 |

**Apprentice declaration:**

I confirm that all work submitted is my own and that I have acknowledged any sources I have used.

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Signature | **Date** | DD/MM/YY |

**Employer representative declaration:**

I confirm that all work was conducted under conditions designed to assure the authenticity of the apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice.

I confirm that the evidence presented by the apprentice is ready for End-point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant Standard.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Representative** | Signature | **Date** | DD/MM/YY |

**Provider declaration (if appropriate):**

I confirm that the evidence presented by the apprentice is ready for End-point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant Standard.

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider** | Name & Signature | **Date** | DD/MM/YY |

Sample Apprentice Feedback Form for Providers & Employers

It is expected that the provider/employer will have regular reviews with the apprentice. This sample ‘Apprentice Feedback Form for Providers & Employers’ can be used to record these meetings. Alternatively, employers/providers may devise their own forms or systems (electronic or paper-based).

**Note**: This form is not submitted to City & Guilds.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Apprentice name** |  | **Enrolment number** |  |
| **Assessment method & title** |  | | |
| **Provider/Employer** |  | **Date of End-point Assessment** |  |

|  |  |
| --- | --- |
| Task / AO | Feedback |
|  |  |
|  |  |

# Contact Us

|  |  |
| --- | --- |
| EPA Gateway Team: Initial Reservation & Gateway | [epa.gateway@cityandguilds.com](mailto:epa.gateway@cityandguilds.com) |
| EPA Events Team: Bookings & Cancellations (Post Gateway) | [EPA@cityandguilds.com](mailto:EPA@cityandguilds.com) |
| Technical Advisors: Sector Specific Guidance | [Technical Advisors contact details](http://www.cityandguilds.com/whatwe-offer/centres/technical-advisors) |
| City & Guilds Sales Team | [directsales@cityandguilds.com](mailto:directsales@cityandguilds.com) |
| ILM Sales team | 01543 266 867  [customer@i-l-m.com](mailto:customer@i-l-m.com) |
| City & Guilds Customer Services team | 0844 543 0000 (option 5 EPA)  [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com) |
| ILM Customer Services team | 01543 266 867  [customer@i-l-m.com](mailto:customer@i-l-m.com) |
| Digital Sales: on-programme delivery resources | [Digitalsales@cityandguilds.com](mailto:Digitalsales@cityandguilds.com) |
| Digital Credentials | [digitalsupport@cityandguilds.com](mailto:digitalsupport@cityandguilds.com) |
| Digital Credentials: bulk email uploads | [DCServiceTeam@cityandguilds.com](mailto:DCServiceTeam@cityandguilds.com) |

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| --- |
| Who we are  As part of the City & Guilds Group, we believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future.  As workplaces evolve, so do we. That’s why we set the standard for skills that transform lives, industries, and economies. |
| About City & Guilds  Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning.  We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with like-minded partners to develop the skills that industries demand across the world.  City and Guilds Group  **Giltspur House**  **5–6 Giltspur Street**  **London EC1A 9DE**  [www.cityandguilds.com](http://www.cityandguilds.com) |
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