



Virtual Work Experience – Cybersecurity Trainer


Overview

This virtual work experience is designed to give students real-world insight into the role of a *Cybersecurity Trainer*. As part of this experience, students will go through a structured **recruitment process**, similar to what happens in a real business.


By participating in this process, students will:

- ✓ Understand how businesses recruit and select candidates.
- ✓ Gain experience in cybersecurity education, awareness training, and digital learning platform management.
- ✓ Learn how to educate students and staff, empower safe digital practices, and manage cybersecurity awareness programs.

Application Submission

 What to Submit:

- A **personal statement** (Why do you want to be a Cybersecurity Trainer?).
- Any **relevant skills or experiences** (e.g., teaching, online safety, IT skills, public speaking, cybersecurity awareness).

 **Business Insight:** In a real workplace, employers receive applications and select candidates based on their **skills, motivation, and suitability** for the role.

◆ Shortlisting Process:

- All applications are reviewed fairly.
- Shortlisted students move to the interview stage.

Virtual Interview

 Format: A **30-40 minute** online interview.

 Who Will Interview You? A mentor from CyberSafeSchools Academy.

Interview Structure:

1) Introduction & Motivation

- Why are you interested in the Cybersecurity Trainer role?
- What do you know about CyberSafeSchools Academy?
- Have you ever worked on training, awareness, or digital learning projects before?

2) Cyber Awareness & Training Skills

- Why is cybersecurity awareness important for schools?
- How would you explain phishing and social engineering to students and staff?
- What methods would you use to engage learners and make cybersecurity training interactive?

3) Problem-Solving & Digital Learning Management


- If staff members are reluctant to complete cybersecurity training, how would you encourage them?
- How would you structure an online safety workshop for primary or secondary school students?
- What do you know about managing a digital learning platform (e.g., Google Classroom, Moodle, Microsoft Teams)?

4) Future Goals & Learning

- What do you hope to gain from this experience?

CyberSafeSchools Academy Virtual Work Experience Programme Overview

- Do you see yourself working in cybersecurity education, training, or IT security in the future?

 **Business Insight:** In real-world recruitment, companies assess candidates based on teaching ability, cybersecurity knowledge, and engagement strategies.


◆ Scoring Criteria:

- ✔ Communication & Presentation Skills
- ✔ Cyber Awareness & Digital Learning Knowledge
- ✔ Engagement & Interactive Teaching Methods
- ✔ Problem-Solving & Creativity

Next Step: Successful candidates move to the **task-based assessment** stage.

 **Task-Based Assessment**

 Purpose: To assess training delivery, engagement strategies, and cybersecurity awareness skills.

 **Business Insight:** Many companies require a task-based assessment to evaluate a candidate's ability to educate and engage an audience.

Project Task: Designing and Delivering a Cybersecurity Awareness Session

Your task is to develop and present a cybersecurity awareness training session for students and staff.




◆ Task Requirements:

- Develop a 15-minute cybersecurity awareness presentation covering a key topic (e.g., password security, phishing, safe social media use).
- Include interactive elements such as a quiz, case study, or discussion activity.
- Provide a short guide on how to track and evaluate participant engagement.

◆ Submission Format:

 Training Plan (Google Docs, Word) OR  Slide Presentation (Google Slides, PowerPoint)


 Assessment Focus:

-  Presentation & Communication Skills
-  Cybersecurity Awareness & Accuracy
-  Engagement & Training Effectiveness

✔ **Final Selection & Confirmation**

 Successful applicants receive:

- A confirmation email welcoming them to the Virtual Work Experience.
- Their assigned mentor and project details.

 **Business Insight:** After assessments, businesses select the best-fit candidates based on teaching effectiveness, cybersecurity knowledge, and audience engagement.


◆ Unsuccessful applicants:

- Receive constructive feedback.
- Encouraged to reapply in the future.

CyberSafeSchools Academy Virtual Work Experience Programme Overview


Virtual Work Experience Structure Overview

- ◆ Induction & Training – Meet mentors, learn about CyberSafeSchools, and set goals.
- ◆ Project Work – Design and deliver a cybersecurity awareness training session.
- ◆ Mentor Feedback & Skills Development – Learn about cybersecurity education and digital training tools.

 **Business Insight:** *A Cybersecurity Trainer must be able to educate, empower learners, and manage digital learning platforms effectively.*

Post-Work Experience Activities

- ◆ Offboarding Process – Understanding how trainers transition out of roles.
- ◆ Exit Interviews – Provide feedback on the experience and discuss future opportunities.
- ◆ Reference & Certification – Receive a certificate of participation and potential reference for future roles.
- ◆ Networking & Alumni Connection – Stay connected with CyberSafeSchools Academy for future opportunities.

 **Business Insight:** Just as onboarding is crucial, the exit process ensures a smooth transition and future career opportunities for trainers.

Key Takeaways for Students

- ✓ Experience a real hiring process similar to business recruitment.
- ✓ Develop skills in cybersecurity education and digital learning management.
- ✓ Gain hands-on experience designing and delivering training sessions.
- ✓ Work with a mentor and present a real-world cybersecurity awareness session.
- ✓ Understand the offboarding process and its importance in a career journey.