Specification of Competency Standards
for the Information & Communications Technology Industry
Unit of Competency

Functional Area - Information Security

Title	Maintain security files by receiving, processing and filing the system data
Code	111193L4
Range	Ensure the security files received are processed according to the organisation's standard procedures and filled for future reference.
Level	4
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Understand the data system • Know the importance of maintaining the system data • Aware of the filing structurer 2. Maintain security files • Assign unique file numbers for security files • Ensure the files can be sorted or find easily by the nature of the case for future references, such as by assigning descriptive tags or searchable keywords to the files • Ensure the filing of the data are done following the organisation's standard procedure • Process the file in a timely manner • Grouping all associated data together or linking them for trackability 3. Summarising and follow up on security files • Provide a periodic summary report (monthly, quarterly or half-yearly, depends on the organisation's needs) to show the number of different cases received to assess cybersecurity system effectiveness and for future performance improvement • Follow up on missing information/data • Ensure that associated personnel are informed of any required follow up action or the completion of the filing of a case 4. Exhibit professionalism • Comply with the organisation's guidelines and procedures as well as any (local and international) laws and regulatory requirements, if applicable
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to： • Ensure the filing of the data are done following the standard procedure and that they can be searched easily • Follow up on missing information and inform the associated personnel of the status of the filed case or follow-up action required. • Create a summary report for management to show the number of incidence within a period to assess the effectiveness of the cybersecurity system and future improvements.
Remark	