NICE
Community Coordinating Council

Project Charter:
Learning and Employment Records

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1. Project Team Description

As employment in the cybersecurity field grows in numbers and importance, it is crucial that prospective and current employees have documented their learning and employment experiences. NICE is part of the National Institute of Standards and Technology (NIST) in the U.S. Department of Commerce, and is a partnership between government, academia, the private sector focused on cybersecurity education, training, and workforce development. Additionally, non-profit organizations have a unique and indispensable role in this subject. Strengthening the cybersecurity workforce is the focus of its guiding documents, statements, and values. We aim for innovative solutions, collaboration, and a diversity of opinions.

This project falls under the auspices of the Transform Learning Working Group, which focuses on Goal 2 of the NICE Strategic Plan: Transform Learning to Build and Sustain a Diverse and Skilled Workforce. In 2021, NICE published an Implementation Plan. Within Goal 2, the Implementation Plan called for an objective to encourage the use of Learning and Employment Records (LERs) to document and communicate skills between learners, employers, and education and training providers (The NICE Strategic Plan Implementation Plan, 2021). This project will address this objective and address the strategies identified in the NICE Strategic Plan Implementation Plan that support achieving this objective.

2. Project Team Purpose

Summary (the Elevator Pitch)

"It is currently very challenging [for learners] to prove what we know and what we can do in efficient, expedient, and equitable ways. Verifiable data about our learning and work histories are in the hands of institutions, employers, and third-party data aggregators. (U.S. Department of Education, 2020)."

The aim of this project is to conduct a comprehensive examination of current market trends, participants, and the diverse use cases within the Learning and Employment Records (LER) field, thereby contributing insights to the body of knowledge.

Statement of Purpose

Typically, many employers verify the information job applicants put on their resumes or employment applications through an employee background check. This information may be siloed in various record formats and locations. This project team aims to highlight the value that a systematized LER could offer by reducing the time to validate knowledge and experience, thereby decreasing the cost to the employer and potentially leading to faster onboarding.

Scope

The scope of this project is to address Objective 2.5 of the NICE Implementation Plan, namely to encourage the use of LERs to document and communicate skills between learners, employers, and education and training providers. The following four strategies from the Implementation Plan support meeting that objective as listed here:

2.5.1 Raise awareness of the value of LERs

2.5.2 Establish the necessary infrastructure, policies, processes, and systems for sustaining the use of LER's

2.5.3 Identify and showcase pilot projects or early adopters of LERs

2.5.4 Encourage employers to document the achievements of their employees in an LER system

3. Project Team Objectives

The team's objective will be to focus on objectives 2.5.2 and 2.5.3. Reporting on these two objectives will provide more tangible benefits to employers and employees as they focus on the value proposition of an ELR. Both of these objectives will allow the project team to highlight successes, the required infrastructure required for an ELR to be successful, and the benefits to employer and employee of an ELR in a real world environment. For each of these strategies we have defined the following success measures to support each strategy:

Strategy 2.5.2 - Articulate a common definition of LERs
Success Measures:
- Review or update, as needed, a common definition of learning and employment records
- Propose steps to help organizations adopt this common definition

Strategy 2.5.3 - Seek evidence to document and communicate the value of LERs for cybersecurity careers
Success Measures:
- Produce or update resources featuring early adopters of LERs
- Identify and communicate criteria for measuring and articulating the value of LERs

4. Project Team Deliverables

The team will leverage existing artifacts from NICE and other organizations to the degree they support the project team objectives. The teams final deliverables will be a report (e.g., green paper) that includes an understanding of the current environment and landscape of LERs, case studies, and suggestions for future endeavours and a PowerPoint presentation for potential submission to an upcoming NICE conference.

The finalized project plan will include a definitive set of project team deliverables and delivery schedule.

5. Timeline for Project Development

July, 2024	Submit draft charter to NICE and the leadership of the Transform Learning Working Group (WG)
July, 2024	Charter is reviewed by WG
August, 2024	Charter is approved and project team launched
September, 2024	Research and data collection
October, 2024	Draft Submission and Peer Review
November, 2024	Finalize Report and Submit

6. Draft Project Team Meeting Agenda

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[Project Name]

Meeting
[Date | Time]
[Meeting Access Information]

  I.   Roll Call
 II.   Review of Project Charter
III.   Discussion: Actions Taken Since
        Last Meeting
IV.   Discussion: New/Ongoing Action
        Items
 V.   Next Meeting Reminder

References

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