Step-by-step guide for Cybersecurity Skills Academy pledges

Quick guide for pledging organisations

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What is a pledge under Cybersecurity Skills Academy

A pledge under the Academy is a commitment by an organisation to perform an action to bridge the cybersecurity talent gap in the European Union by meeting an objective of the Cybersecurity Skills Academy (see slide 4).

Actions can range from direct skills provision, such as training or placements, commitment to recruit underrepresented target groups, alignment on the European Cybersecurity Skills Framework...

Each pledge will have an overall goal and consists of one or more initiatives.
Step 1.

Define whether your pledge meets the conditions

Check whether you meet the three conditions to become a pledger of the Academy!
First condition: Do you meet general conditions?

1. Are you tackling cybersecurity skills for cybersecurity professionals (hereby contributing to the ICT specialists digital target)?

2. What activities are included in your pledge? Are the activities free of charge for the participants?

3. How does this pledge go beyond what your organisation normally does?

4. Can you identify beneficiaries and the geographical focus in the EU?
Second condition: Does the pledge meet at least one of the objectives of the Academy?

1. Increase the number of professionals in cybersecurity in the EU

2. Increase the diversity of persons with cybersecurity skills - women

3. Align the offer and demand of cybersecurity skills or professionals on the labour market

4. Provide the skills needed to meet cybersecurity legal and policy requirements at EU level or national level

5. Improve visibility and synergies between public and private initiatives on cybersecurity skills

6. Improve comparability, quality assurance and certification of cybersecurity skills
Third condition: Do you commit to update your pledge every 6 months?

Progress updates for the pledge are required.

All pledging organizations must commit to providing updates on the progress six months after the initial publication of the pledge.
Step 2.

Create an organisation profile or join an existing organisation

A user cannot submit a Pledge if they are not member of an organisation in the Platform
Your Organisation does not have a profile on the Platform yet

► Go to your personal profile (when logged in, the link is in the top left bar)

► Click on My Organisation tab. You will see the following message: You are not a member of an organisation yet. Check if your organisation is available in the list here or create a new one here.

► 1. Please, search the list of available Organisations first. If your Organisation is not there, proceed to create a new profile for your Organisation.

► 2. Go back to your Profile/tab Organisation and click on Create a new organisation here. You will be redirected to the form

► 3. Fill in the form and submit the profile for approval by clicking on the Create organisation and Become a member at the bottom of the page
Your Organisation has already a profile on the Platform

1) Access the Organisations listing page by clicking on “Check if your organisation is available in the list here”

2) Select your organisation from the list and accesses the detail page. Then click on the Subscribe to this group

3) You can optionally fill in the Request message field before clicking Subscribe (to provide an explanation to the Organisation Owner)

4) The Owner is automatically notified by email that a membership request was received and will proceed to assess and possibly approve the request.
Step 3.

Create your Pledges and Initiatives

A user cannot Submit a Pledge if it doesn’t have at least 1 connected Initiative!
Create and submit your pledge

Step 1: Go to your personal profile

Step 2: Click on the tab My Pledges

Step 3: Click on Add Pledges and fill in the form. When you are ready, click on Save

Step 4: You are redirected to the Pledge details page where you can start adding initiatives. Choose at least one of the 4 pillars. At this stage, your Pledge draft is saved and can be found by the user in My account -> My Pledges tab, with status Draft. Please, add at least one Initiative and Save it.

Step 5: Then go back to the Pledge detail page, select the Moderation state ‘Ready for review’ in the box and Submit the Pledge.

Note: Submit button will be inactive until you add at least one Initiative to the Pledge. If you don’t Submit the Pledge, the Platform team won’t be able to check and approve it.
For each Pledge, you can add one or several initiatives based on the 4 pillars.

Make sure to indicate performance measurement and beneficiaries target numbers!
What is an initiative?

Under one pledge, there could be **several individual actions** (in one of the four pillars) called initiatives. Each initiative is defined by its **specific target group**, the **methods** applied and **metrics** which will result in a simple reporting process.

**Type of Actions**

- Training
- Placement
- Awareness raising
- Collaboration
- Honorary pledge
The actions within an initiative are split into three groups

Actions provide direct digital skills training

Actions support the acquisition or promote the need for digital skills

Honorary for any other action that doesn’t fit into the other two
Step 4.

Describe the pledge

Follow the template to ease the submission, review and approval processes!
The description of the pledge must include some important elements. Please, follow the steps below:

► **Step 1**: The description must start with a short summary of the pledge and the initiatives in 100 words max. We suggest to follow the template below:

[Name of organisation] is committed to closing the cybersecurity skills and talent gap in the European Union. We pledge to [main action](offer trainings/ offer traineeships/ offer certifications/ fund scholarships)] to [number] [target audience] in/across [geographical scope], by [end date].

► **Step 2**: Provide a quote that underscores the organization’s commitment to addressing the digital skills gap in the field in cybersecurity (optional).
Step 3: Add short description(s) of the initiative(s) linked to the pledge. If your initiative relates to training, it is mandatory to have at least one initiative targeted at cybersecurity professionals. Optionally, you may include initiatives targeted at cybersecurity awareness or basic cybersecurity skills.

Each initiative must entail the following information:

- Title of initiative
- Objective of the Academy - select one or several objective(s) from condition 2
- Description - max 75 words for mandatory/ max 60 words for optional
- Target Audience: number of people/ category
- Location: [physical (where)/online available from [all Member States, specific Member State]
- Language:
- Cost: Free
- Link to benefit from the initiative:
Step 4: Add a short sentence with the organisation’s commitment to update the status of the pledge every six months. We suggest the following standard sentence:

“[Name of organisation] is dedicated to reviewing and updating the status of this pledge every six months.”

Step 5: Include relevant background details, with emphasis on the organisation or specific characteristics of the Member State(s). Avoid reiterating general information or statistics from reports unless they are generated by the organisation and highlight EU-specific figures.
Step 6: **Visuals**: The platform team will provide you with a special visuals package. This package includes the necessary components to effectively showcase the information you intend to present. You will also receive specific instructions on how to customize these visuals.

Please contact: communications@digitalskillsjobs.eu
Step 5.

Submit the pledge for review

The pledge cannot be published until it has been approved!
Once you have described your initiative, you can submit your Pledge!

Click on the Submit button and the Pledge, together with the Initiative(s), are submitted for review.

Congratulations!!!

The DSJP team will now review your pledge and get back to you!
Work with the Platform team to finalise the pledge

► The Platform team will review your pledge and may get back to you with questions or suggestions for revisions

► In this case, please, go back to the Pledge detail and click on the Tab Edit. Revise the Save again.

► In the main Pledge detail page, change the moderation state to Ready for review once again, so the Platform team will know you have done your revision. Your pledge will be published soon.

► Reach out to communications@digitalskillsjobs.eu if you have any questions regarding your pledge:
Step 6.

Update the pledge

Every 6 months, proceed to the update to avoid that your pledge is removed from the current pledges of the Cybersecurity Skills Academy!
After six months, pledging organisations need to update the status of the pledge.

• Six months following the initial publication of your pledge, the platform team will send you a notification, requesting updates on the progress of the initiatives linked to the pledge.

• Gather all relevant information beforehand to facilitate a smooth and prepared update of the pledge status.
Follow the steps below:

1. Update the description of the pledge.

   ► Go to my Account → Pledges → Edit to update the description of the pledge.

   ► Review the pledge description and make any modifications needed to ensure it is up-to-date.

   ► Contact the platform team (communications@digitalskillsjobs.eu) to update the visuals of the pledge. You will again receive specific instructions on how to customize these visuals.
2. Update the initiative status

- Go to my Account – Pledges and select the pledge to which the initiative you want to update belongs.

- On the Pledge details page click on the 3 dots next to the title of the Initiative and then on Update status. You will be redirected to the Initiative status screen.

- Edit the status (figure of the result reached at that date)

- The initiative progress is automatically updated and displayed on the initiative card.
3. **Further information**

- Share any additional information relating such as the following breakdowns:
  1. Distribution across Member State(s)
  2. Beneficiaries per gender
  3. Level (entry level, reskilling, upskilling)
  4. Role profile impacted as per [European Cybersecurity Skills Framework (ECSF)](https://www.eurocse.com)
  5. Employment rate following training/certification
  6. Any other figure you are in a position to collect which you deem relevant to assess the impact of your pledge
For any questions please, contact us at communications@digitalskillsjobs.eu