TECHNICAL LEARNING AND ASSESSMENT DOSSIER

Secure Onboarding/Offboarding Specialist – Training Course

Price / certificate issuance
99,00 €
VAT excluded

Course code	Minimum duration	Final pass score	Dossier issue
ONOFF_SEC_LA	60 min	70%	29/11/2026

1. Course identity, purpose and scope

The "Secure Onboarding/Offboarding Specialist" training course targets IT professionals, security officers, and HR personnel seeking to deepen their understanding of best practices for securely managing the IT access lifecycle during employee joining, role changes, and terminations. The program focuses on implementing effective controls aligned with ISO/IEC 27001 and 27002 standards, emphasizing access management, digital identity, and protection of sensitive data. Through real-life scenario analysis and expert-level quizzes, participants will gain skills to reduce unauthorized access risks and ensure compliance in complex environments such as banks, manufacturing firms, and omnichannel retailers. The 60-minute duration and online format offer focused and flexible learning. Upon completion, attendees will be able to demonstrate up-to-date operational knowledge applicable to diverse organizations about HR security, access control, and digital identity lifecycle governance.

This extended technical dossier describes the pathway as published in CIWZ Academy on the issue date. It consolidates purpose, references, learning architecture, module contents, assessment system, passing criteria and certificate conditions. It does not replace the official texts of the standards, laws, guidelines or schemes referenced.

2. Normative, regulatory and technical references

ISO/IEC 27001 and ISO/IEC 27002 (HR security: pre-employment, during employment and termination) + access management (IAM) and access control + joiner/mover/leaver and data protection best practices

References are used as the learning and assessment framework within the limits of published content and available sources. For professional application, the official and current versions of the referenced documents always prevail.

3. Learning architecture and assessment system

- minimum tracked time: 60 min
- active final-exam bank: 200 questions

- final exam: 30 questions selected from the bank
- passing threshold: 70%
- Direct access to the final assessment under the published rules for the exam-only pathway.
- Exam assembly from the active course bank and scoring against the published pass threshold.
- Recording of the result and, where applicable, request for the final certificate.

4. Official catalogue technical information

Learning Objectives

Provide skills to securely manage the IT access lifecycle during employee onboarding, role changes, and offboarding.

Skills Acquired

- Applying ISO/IEC 27001 and 27002 standards for HR security
- Managing Identity and Access Management (IAM) with joiner/mover/leaver best practices
- Protecting sensitive data and access control
- Integrating processes with ITSM systems
- Planning controls to prevent unauthorized access

Target Audience

IT professionals, security officers, HR specialists, auditors, and personnel managing onboarding/offboarding processes.

Prerequisites

Basic knowledge of cybersecurity and access management.

Course Program

- Introduction to ISO/IEC 27001 and 27002 relevant to HR
- Secure onboarding processes: provisioning and checks
- Internal role changes (mover) management
- Secure offboarding: deprovisioning and rights revocation
- Integration with IAM and ITSM solutions
- Controls, auditing, and traceability
- Real-world case studies

Teaching Methodology

Lectures, case study analysis, progressively difficult quizzes.

Assessment Method

Final quiz with a 70% passing threshold.

Duration

60 minutes.

Certification

Completion certificate upon passing the quiz (fee applies).

Expected Outcomes

Operational awareness for implementing secure and compliant onboarding/offboarding procedures in complex organizational contexts.

7. Assessment system, final exam and passing criteria

- The final assessment consists of 30 questions selected from the active course bank. The platform applies an anti-repetition logic for new attempts when the bank size allows it.
- Final question-bank size detected at generation time: 200 active questions.
- Published passing threshold for the course: 70%.
- Questions are intended to assess not only recall but also interpretation, application, evidence selection, scenario assessment and quality of decision-making, depending on the subject matter.

8. Tracking, learning continuity and session integrity

- Path status, completed modules and recorded time are managed server-side when the course uses the Academy learning mode.
- The platform allows the pathway to resume from the recorded point and retains the results of required checks.
- Assessment sessions may be subject to the integrity and proctoring controls enabled by the platform and described in the applicable usage rules.
- Technical and integrity events support assessment and do not replace professional judgement where human review is required.

9. Certificate, use and limitations

The CIWZ certificate, where provided by the pathway and requested after passing, records the result achieved in the stated CIWZ pathway or assessment. It does not automatically replace personnel certification, professional registration, statutory licence, legal qualification or credentials issued by third-party bodies where such requirements are imposed by the applicable scheme.

10. Commercial and tax conditions

- Price / certificate issuance: 99,00 € VAT excluded.
- UAE VAT is applied to UAE customers according to billing data and the applicable tax rules.
- Any specific commercial terms, agreements or corporate orders override the public price only when formally accepted by Certificato IWZ FZCO.

11. Dossier document control

- Document automatically generated by CIWZ Academy from the course data published at the time of the request.
- Course code: ONOFF_SEC_LA
- Document language: EN

- Generation date: 29/11/2026
- For normative and professional application, the current official sources and any applicable procedures/schemes prevail.