



Fee

99,00 €

Final exam only

Course technical sheet

Secure Onboarding/Offboarding Specialist – Training Course

Course code

ONOFF_SEC_LA

Test duration

60 min

Passing score

70%

Issued

28/05/2026

Executive summary

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.

Certification process

- Registration or login to the Academy platform.
- Completion of the final course examination only. Any training or preparation may be completed externally or through other channels.
- The test questions refer to the objectives, skills and topics described in this technical sheet.
- Assessment of the result, possible validation and certificate issuance according to the rules applicable to the course.

Important note

On Academy, candidates take only the final course examination. Any training or preparation activity may be delivered externally or through other channels. The test questions refer to the topics described in this technical sheet and in the course syllabus summary.

Syllabus summary

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

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

Certification Bodies Management systems

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- 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.