

# High-Level Certification Rules for Peer-Helper Microcourses

## Purpose

Certification ensures that peer helpers who teach microcourses in the Cyber Fair program have **demonstrated competency**, gained **practical teaching experience** and committed to ongoing **professional conduct**. The rules below outline a high-level framework for certifying helpers to lead microcourse sessions.

## Core Certification Components

- **Knowledge Mastery** – Helpers must pass a knowledge assessment for each microcourse. A passing score (e.g., 80–85 %) confirms they understand key concepts and can answer participants’ questions accurately. Assessments should be aligned with the course objectives and updated as content evolves.
- **Practical Teaching Experience** – Before leading a microcourse on their own, helpers should assist or co-facilitate a minimum number of sessions. This requirement (e.g., two or three practice sessions) helps them observe best practices, develop presentation skills, and handle common challenges.
- **Evidence and Mentor Sign-Off** – Certification should require tangible evidence of competence. Evidence may include quiz results, session reflections, or endorsements from experienced mentors who observe the candidate teach. A mentor’s sign-off provides qualitative confirmation that a helper is ready to lead.
- **Expiry and Recertification** – Certifications are valid for a fixed period (typically one year). Helpers must re-certify by retaking assessments or completing refresher modules before expiration. Regular recertification ensures they stay current with evolving cybersecurity threats and teaching techniques.
- **Retake Policy** – If a helper does not meet the passing score, they may retake the assessment after a short cooldown period. Limiting the number of attempts encourages preparation and prevents “test-and-guess.”
- **Prerequisites and Progression** – Advanced microcourses may require prior certifications in foundational topics. Clearly stating prerequisites builds a logical learning pathway and prevents helpers from skipping essential content.
- **Ethics and Professional Conduct** – All certified helpers must adhere to a code of conduct that emphasises respect, inclusivity, punctuality, and privacy. Violations of the code may result in certification suspension or revocation.
- **Continuous Improvement** – Feedback from participants, mentors, and event organizers should inform periodic updates to certification rules and training materials. The certification framework must remain flexible to adapt to new cybersecurity trends and educational best practices.

## Certification Process (Overview)

1. **Enroll:** Helper selects a microcourse and reviews its learning objectives and certification requirements.
2. **Learn:** Helper completes self-paced study modules and engages in a learning community, if available.
3. **Assess:** Helper takes the course assessment. If the score meets the threshold, they move on; otherwise they may retake after a cooldown.
4. **Practice:** Helper assists in the required number of sessions under mentor supervision, providing evidence of participation.
5. **Verify:** Mentor (or training lead) reviews the helper's performance and endorses readiness to teach.
6. **Certify:** Certification is issued with an expiry date. The certification system tracks validity and triggers reminders prior to expiration.

These high-level rules provide a consistent, fair framework for certifying peer helpers. They balance **knowledge demonstration** with **hands-on experience**, emphasise professional conduct, and encourage continuous learning so that peer-led microcourses remain engaging and effective.

---