

National Initiative for Cybersecurity Education (NICE) Sub Working Group Charter: Cybersecurity Apprenticeship

1. Description

Facilitate and promote adoption of competency and time-based cybersecurity apprenticeships, inform occupational needs, training frameworks and raise and address barriers experienced that limit potential effectiveness of adoption.

2. Goals and Objectives

- Support the NICE Strategic Plan; in particular, Objectives 3.2, 3.4 and 3.5.
- Support the ongoing effort to update the NICE Cybersecurity Workforce Framework so that it remains current and relevant for stakeholders.
- Produce recommendations and guidelines for developing a hiring culture focused on hands-on training in an earn-and-learn environment.
- Identify challenges and barriers to corporate adoption of apprenticeship; recommend improvements to existing Registered Apprenticeship system to address these barriers.
- Gather employer feedback on national recognition and portability to standards-based, industry-recognized credentials.
- Perform gap analysis on current cybersecurity standards; vet with employers to occupationally consolidate and standardize to a common standard; map to NIST.
- Gather employer input on nontraditional training systems and viability/importance of need for content to be credit bearing.
- Engage with stakeholder groups to understand deliverables that will most meet the needs of organizations as they seek to reduce cyber risk through the workforce.
- Seek promotional opportunities outside of subgroup to elevate visibility of cybersecurity apprenticeships.
- Generate and publish case studies from employers engaging in cyber apprenticeships.

3. Organization and Operation

The following sections describe the subgroup structure, membership functions, meeting times and locations, and new member acceptance.

3.1 Structure

Subgroups are constituent or topical groups within the NICE Working Group (NICEWG) that are designated, reviewed, and renewed annually by the NICE Working Group Leadership Team.

Subgroups are made up of co-chairs and members. Subgroup Co-Chairs will serve 2-year terms with a possibility of renewal for an additional 2 years. Subgroup members will serve 2-year terms with a possibility of renewal for an additional 2 years.

3.2 Membership Functions

3.2.1 NICE Working Group Subgroup Co-Chairs

Subgroup Co-Chairs have the following responsibilities:

- a. Provide input to all subgroup meeting agendas and minutes
- b. Preside over subgroup meetings
- c. Complete requested tasks towards the development of the NICEWG and Subgroup deliverables
- d. Attend and actively participate in meetings of the NICEWG
- e. Create deliverables that are aligned to NICE Strategic Plan or in response to NICEWG requests or, when necessary, refer them to another appropriate subgroup or project team
- f. In consultation with the NICEWG Co-Chairs, review, deliberate on, and revise or adopt any recommendations of subgroups prior to forwarding or presenting to the full NICEWG membership
- g. Provide input into the NICEWG meeting standing items

3.2.2 NICE Working Group Subgroup Members

Subgroup members have the following responsibilities:

- a. Complete requested tasks towards the goals of the subgroup
- b. Attend and actively participate in subgroup meetings as necessary
- c. Contribute input to subgroup project(s)
- d. Serve as Subject Matter Experts to the subgroup co-chairs

3.2.3 NICE Working Group Subgroup Project Team Leads

Subgroup Project Team Leads have the following responsibilities:

- a. Complete requested tasks towards the development of the NICE Apprenticeship subgroup deliverables
- b. Attend NICE Apprenticeship Project meetings as necessary for providing project status updates, obtaining input, or presenting final results
- c. Review and provide comments on deliverables prepared by or presented to the subgroup
- d. Attend and actively participate in meetings of the subgroup
- e. Participate in presentation of recommendations to NICEWG when invited

3.3 Meeting Times and Locations

This group meets virtually on the fourth Friday of every month at 11 am Eastern Time. Meeting details will be provided in advance of the meeting date.

3.4 New Member Acceptance Process

There are no requirements for joining the NICE Working Group general membership. To join this subgroup, email nicewg.app@nist.gov with the subject line: "Cybersecurity Apprenticeship Subscribe", and with your full name and email address in the body of the message.

3.5 NICE Apprenticeship Draft Meeting Agenda (Sample)

**NICE Cybersecurity Apprenticeship
Subgroup Meeting Agenda**

Date: Time:

Click here to [view the Apprenticeship Website](#)

SharePoint: <https://nistgov.sharepoint.com/sites/NICEProgram/NICEWG/Apprenticeship>

Strategic Plan: <https://www.nist.gov/itl/applied-cybersecurity/nice/about/strategic-plan>

- I. Roll Call
- II. Introductions of New Members
- III. Project Teams:
 - a. Goals/Objectives Team Update
 - b. Other
- IV. New Business
- V. Final Comments
- VI. Summary of Action Items
- VII. Next Meeting Reminder
 - a. NICE Apprenticeship