

### 1. Name of Volunteer Role:

#### **ISACA Chapter Trainer Accreditation Assessor**

### 2. Description of opportunity:

Accreditation of certification preparation trainers enables ISACA to assert better governance over certification training experiences and outcomes, and enables ISACA chapters and their CISA, CISM, CRISC, and CGEIT certification preparation trainers to demonstrate credibility to current and prospective member trainees. To ensure that accredited trainers deliver training aligned to ISACA standards, and to the standards of ISACA's professional community, ISACA seeks member volunteer participation in the assessment of trainers' training delivery capabilities.

The **ISACA Chapter Trainer Accreditation Assessor** independently reviews (via video) and assesses (via written form submitted to ISACA) the training style and training capabilities of chapter trainers – *please note, this is not an assessment of the trainer's topical knowledge, as that assessment is conducted separately.*

This volunteer opportunity is for calendar year 2018, the time commitment is approximately 2 hours per review with expected turnaround times of 10 or fewer business days, and ISACA CPE credits are awarded for satisfactorily completed reviews.

### 3. Anticipated outcomes:

It is unknown how many chapter trainers will apply for accreditation, and therefore it is unknown how many reviews each assessor will be asked to complete. ISACA will maintain a list of all assessors and rotate the assignments as the submissions are received based on language and assessor availability.

For each trainer review, the ISACA Chapter Trainer Accreditation Assessor will:

- Review ~2 hours of digital video per chapter trainer submission.
- Assess the trainer's training style/skills relative to a series of criteria established by ISACA, and complete and submit to ISACA a brief written form summarizing their assessment. The assessment must be submitted in English regardless of the primary language in the video submission.
- Submit the assessment to ISACA within the expected timeframe (approximately 10 days.)
- Earn 2 CPEs per review satisfactorily completed and submitted to ISACA.

4. Term: Anticipated start date: February 2018                      Anticipated end date: December 2018

5. Estimated time commitment: 2 hours per assessment; volume to be determined, but likely 2 or fewer assessments assigned per month

### 6. Volunteer Criteria/Composition needed:

- Ability to read English, and complete the assessment form in English
  - Select reviewers will view videos of training conducted in Spanish, French, German, Japanese, and Portuguese
- Experience delivering and/or consuming CISA, CISM, CRISC, and/or CGEIT certification preparation training desired, but not required



## ISACA Volunteer Opportunity Role Description

- Ability to complete reviews within 10 business days
- Current ISACA membership.

### 7. Volunteer benefits:

- 2 CPE hours per trainer review in the area of Contributions to the Profession (max 20 CPE total annually). A certificate will be issued upon the completion of each review, and the volunteer assessor must self-claim the CPE hours.
- Help maintain high standards and influence quality control for ISACA certification training.

8. Staff facilitator: Jessica Burnett, Accredited Training Program Manager, [jburnett@isaca.org](mailto:jburnett@isaca.org)

9. Work to be done via:  e-mail  video review

10. Number of volunteers (to be appointed by staff facilitator): **15+**

11. Prior to the beginning of the term, all volunteers must sign ISACA's Participation Agreement addressing four basic areas:

- The obligation to maintain confidentiality, for example when access to confidential information pertaining to ISACA, its activities or its constituents is provided in support of the work of the volunteer group.
- Copyright ownership, for example when the volunteer group contributes to the creation of original material.
- Disclosure of potential conflicts of interests, to ensure that the actions of volunteers are in the organization's best interest.
- The voluntary nature of participation in ISACA activities.

12. Delegated and Reserved Authorities. A working group cannot:

- Alter its terms of reference.
- Operate outside an approved annual budget; unbudgeted expenditures must be coordinated with staff leads for appropriate approval before the expenditure is committed.
- Fill its own vacancies, create/populate volunteer groups.
- Legally bind the organization.

### ISACA's Philosophy on Volunteer Engagement:

*ISACA encourages the active participation of our dedicated professional community in relevant, compelling and innovative activities at both the regional and international levels. With appreciation for the talent, expertise and experience each person contributes, volunteers and staff work collaboratively to fulfill ISACA's purpose and promise, while benefiting from incredible experiences and accomplishments that instill confidence in our professional and personal growth.*