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Autore	Hale Judith A
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Note generali	Includes index.
Nota di contenuto	Performance-Based Certification; Contents; List of Tables, Figures, and Exhibits; Contents of the Website; Introduction; Chapter 1: The Driver; WHY ORGANIZATIONS CERTIFY; Protecting the Public; Reinforcing Professional Stature and Promoting Universal Standards; Preparing People for Jobs Requiring Competence in Multiple Disciplines; Protecting Jobs and Enhancing Professional Stature; Improving Business Processes; Establishing Professional Credibility and Influencing Academic Curricula; Establishing Uniform Performance Standards; Protecting the Brand Name; Raising the Level of Core Competencies SUCCESS MEASURES WHO TO INVOLVE; The Players; Target Audience; Stakeholders; BENEFITS OF CERTIFICATION; MISSTEPS AND OVERSIGHTS; TIPS; SUMMARY; WHERE TO LEARN MORE; NOTES; Chapter 2: The Business Case; WHAT GOES INTO A BUSINESS CASE; HYPOTHESES, PREMISES, AND BEST GUESSES; METRICS OR KEY SUCCESS INDICATORS; Economic Metrics; Noneconomic Metrics; THE REQUIREMENTS; MISSTEPS AND OVERSIGHTS; TIPS; SUMMARY; WHERE TO LEARN MORE; NOTE;

Chapter 3: The Requirements; DISTINCTIONS AMONG ELIGIBILITY, QUALIFICATION, AND CERTIFICATION; ROLES CERTIFICATION PLAYS; Gatekeeping or Screening
Recognizing Demonstrated Performance
Recognizing Different Levels of Accomplishment or Different Capabilities; TYPICAL REQUIREMENTS FOR CERTIFICATION; Acceptance of a Code of Conduct; Eligibility; Education, Training, and Development; Endorsements; Experience; External Credentials; Tests; Work Samples; Work or Personnel Records; Maintenance and Recertification; MISSTEPS AND OVERSIGHTS; TIPS; SUMMARY; WHERE TO LEARN MORE; NOTES; Chapter 4: The Standards; COMPETENCIES, STANDARDS, AND CRITERIA; DEFINING THE SCOPE OF THE EFFORT; THE JOB OR TASK ANALYSIS; Traditional Job/Task Analysis Methodologies
CONTROLLING BIAS
Sampling Error; Design Error; Administrative Error; DESIGN OF THE CREDENTIAL; Certification vs. Certificate; The Elements; MISSTEPS AND OVERSIGHTS; TIPS; Standards; The Design; SUMMARY; PROCEDURES; Focus Groups; The NGT; Outcome-Based Competency Session; Delphi Study; WHERE TO LEARN MORE; NOTE; Chapter 5: Assessment; DEFINITIONS; RIGOR AND VALIDITY; Sampling Error; Under-Representation; Extraneous Abilities; Test Specifications; Design Errors; Administrative Error; TYPES OF TEST ITEMS; Response-Supplied Items; Response-Not-Supplied Items; COMPUTER-BASED TESTING DETERMINING THE PASSING SCORE
Informed Judgment Method; Contrasting Group Method; Conjectural (Angoff-Nedelsky) Method; ISSUES IN ASSESSMENT AND TESTING; Opportunity to Learn; Adequate Time and Resources; Face Validity; Documentation; MISSTEPS AND OVERSIGHTS; TIPS; SUMMARY; WHERE TO LEARN MORE; Chapter 6: Governance and Administration; RESPONSIBILITIES OF THE GOVERNANCE BOARD; Candidate Rights; Disclosure; Appeals and Exemptions; Preparation and Remediation; Ethics; Fees and Compensation; Test Administration; RESPONSIBILITIES OF THE PROGRAM ADMINISTRATOR
Establishing Administrative Support Systems

Sommario/riassunto

"Are your employees qualified? Looking for qualified people to do competent work? How do you ensure that the people you hire can do the job right? An ever-increasing number of organizations are asking the same questions. Certification planning is the answer and Performance-Based Certification is the key. This is the only book on the market that addresses the growing need to monitor the qualifications of employees. You'll be able to quickly customize the certification tests and other job aids provided on the accompanying disk. Create a certification program within your organization to: Instill confidence that employees, members, or suppliers are qualified to meet the needs of your customers Ensure that your workforce is trained and competent to their job Make your hiring process more cost effective and legally defensible Recognize competence and consistency of your employees Once you've identified the need for a certification program, what's the next step? All of the answers are here!"--

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Nota di contenuto	Intro -- Preface -- Organization -- Contents - Part II -- Dory: Efficient, Transparent Arguments for Generalised Inner Products and Polynomial Commitments -- 1 Introduction -- 1.1 Limitations of Prior Approaches -- 1.2 Review of LCC-DLOG Techniques -- 1.3 Core Techniques Enabling a Logarithmic Verifier in Dory -- 2 Preliminaries -- 2.1 Notation -- 2.2 Computationally Hard Problems in Type III Pairings -- 2.3 Succinct Interactive Arguments of Knowledge -- 2.4 Commitments -- 2.5 Polynomial Commitments and Evaluation from Vector-Matrix-Vector Products -- 3 An Inner-Product Argument with a Logarithmic Verifier -- 3.1 Scalar-Product -- 3.2 Dory-Reduce -- 3.3 Dory-Innerproduct -- 3.4 Batching Inner Products -- 4 Inner Products with Public Vectors of Scalars -- 4.1 General Reduction with $O(n)$ cost -- 4.2 Extending Dory-Reduce -- 4.3 Extending Dory-Innerproduct -- 4.4 Extending Batch-Innerproduct -- 5 Vector-Matrix-Vector Products -- 5.1 Batching -- 5.2 Concrete Costs -- 6 Dory-PC -- 6.1 Concrete Costs of Dory-PC-RE -- 6.2 Batching -- 7 Implementation -- References -- On Communication-Efficient Asynchronous MPC with Adaptive Security -- 1 Introduction -- 1.1 Communication Complexity of Asynchronous MPC Protocols -- 1.2 Contributions -- 2 Preliminaries -- 2.1 Communication and Adversary Model -- 2.2 Zero-Knowledge Proofs of Knowledge -- 2.3 Universally Composable Commitments --

2.4 Threshold Homomorphic Encryption -- 3 Subprotocols -- 3.1 Agreement Protocols -- 3.2 Decryption Protocols -- 3.3 Multiplication -- 3.4 Triple Generation -- 4 Asynchronous Adaptively Secure MPC Protocol -- 4.1 Ideal Functionality -- 4.2 Informal Explanation of the Protocol -- 4.3 Main Theorem -- 5 Near-Linear MPC in the Atomic Send Model -- 5.1 Model -- 5.2 VACS -- 5.3 Triple Generation -- 5.4 Main Theorem for the Atomic Send Model -- A Details of the Subprotocols.

A.1 Decryption protocols -- A.2 Multiplication -- B Protocol -- References -- Efficient Perfectly Secure Computation with Optimal Resilience -- 1 Introduction -- 1.1 Our Results -- 1.2 Related Work -- 1.3 Open Problems -- 2 Technical Overview -- 2.1 Overview of the BGW Protocol -- 2.2 Our Protocol -- 2.3 Extensions -- 2.4 Organization -- 3 Preliminaries -- 3.1 Definitions of Perfect Security in the Presence of Malicious Adversaries -- 3.2 Robust Secret Sharing -- 3.3 Bivariate Polynomial -- 4 Weak Verifiable Secret Sharing and Extensions -- 4.1 Verifying Shares of a (q,t) -Bivariate Polynomial -- 4.2 Weak Verifiable Secret Sharing -- 4.3 Evaluation with the Help of the Dealer -- 4.4 Strong Verifiable Secret Sharing -- 4.5 Extending Univariate Sharing to Bivariate Sharing with a Dealer -- 5 Multiplication with a Constant Number of VSSs and WSSs -- 5.1 Functionality - Multiplication with a Dealer -- 5.2 The Protocol -- 6 Extension: Arbitrary Gates with Multiplicative Depth-1 -- References -- On Communication Models and Best-Achievable Security in Two-Round MPC -- 1 Introduction -- 1.1 Our Results in Detail -- 1.2 Related Work -- 2 Technical Overview -- 2.1 Lower Bounds in the BC only Model -- 2.2 BC+P2P Model -- 2.3 BC+PKI Model -- 3 Preliminaries -- 3.1 Oblivious Transfer (OT) -- 3.2 Multi-CRS Non-interactive Zero Knowledge (m-NIZK) -- 4 Broadcast Model -- 4.1 Lower Bound for $t=1$ -- 4.2 Impossibility of Two-Message mR-OT in the Plain Model -- 5 BC+P2P Model -- 5.1 Impossibility Result for Identifiable Result -- 5.2 Fail-Stop Guaranteed Output Delivery -- 6 BC+PKI Model: Guaranteed Output Delivery -- References -- Generalized Pseudorandom Secret Sharing and Efficient Straggler-Resilient Secure Computation -- 1 Introduction -- 1.1 Our Contributions -- 1.2 Related Work -- 2 Preliminaries -- 2.1 Threshold Secret Sharing.

2.2 Computation Model: Layered Straight-Line Programs -- 3 Generalized Pseudorandom Secret Sharing -- 3.1 Overview -- 3.2 The Gilboa-Ishai Framework -- 3.3 Technical Tool: Covering Designs -- 3.4 Generalized PRSS for Degree- d Polynomials -- 3.5 Double Shamir Sharing -- 3.6 Beyond Double Sharing -- 4 Constructions for Semi-honest Security -- 4.1 Baseline Protocol (with $t=1$) -- 4.2 Straggler Resilience -- 4.3 Reducing Communication and Computation -- 5 From Semi-honest to Malicious Security -- 5.1 Privacy in the Presence of Malicious Adversaries -- 5.2 Verifying Correctness of the Computation -- 5.3 Putting It All Together - The Main Protocol -- References -- Blockchains Enable Non-interactive MPC -- 1 Introduction -- 1.1 Our Results -- 1.2 Technical Overview -- 1.3 Related Work -- 2 Preliminaries - CSaRs -- 3 Our Non-interactive MPC Construction -- 3.1 Construction Overview -- 4 Optimizations -- 5 Optimizing Communication and State Complexity in MPC -- 5.1 Step. 1: MPC with Semi-malicious Security -- 5.2 Step. 2: MPC with Fully Malicious Security -- 5.3 Properties of the Resulting MPC Construction -- 6 Guaranteed Output Delivery -- References -- Multi-party PSM, Revisited: -- 1 Introduction -- 1.1 Our Contributions -- 1.2 Proof Overview -- 1.3 Related Works -- 2 Preliminaries -- 2.1 Tensor -- 2.2 Private Simultaneous Messages -- 2.3 Randomized Encoding -- 3 New Multi-party PSM Protocols -- 3.1 A Framework for Multi-party PSM --

3.2 The Induced PSM Protocol -- 3.3 When k is Small -- 3.4 When $k+1$ is a Prime Power -- 4 Unbalanced 2-Party PSM Protocols -- 4.1 A Framework for 2-Party PSM -- 4.2 The Induced PSM Protocol -- 4.3 When k Has a Small Denominator -- 5 Open Problems -- A Proof of Eq. (9) and (10) -- B Auxiliary PSM Protocols for $"426830A x_1 \dots x_k, Y "526930B + s$ -- B.1 The Multi-party Variant -- B.2 The 2-party Variant -- References.

Multi-Party Functional Encryption -- 1 Introduction -- 1.1 Unifying the View: Multi-Party Functional Encryption -- 1.2 Comparison with Prior Work -- 1.3 New Constructions -- 1.4 Technical Overview -- 1.5 Predicting New and Useful Primitives via MPFE -- 2 Multi-Party Functional Encryption -- 3 Multi-Authority ABE IPFE for LSSS Access Structures -- 3.1 Specializing the MPFE Syntax -- 3.2 Construction -- 3.3 Correctness and Security -- 4 Function-Hiding DDFE for Inner Products -- 4.1 Specializing the MPFE Syntax -- 4.2 Construction of Function-Hiding IP-MCFE -- 4.3 Construction of Function-Hiding IP-DDFE -- References -- Succinct LWE Sampling, Random Polynomials, and Obfuscation -- 1 Introduction -- 1.1 Our Contributions -- 1.2 Technical Overview -- 1.3 Discussion -- 2 Preliminaries -- 2.1 Notations -- 2.2 Learning with Errors -- 2.3 Lattice Tools -- 2.4 Homomorphic Operations -- 2.5 Succinct Randomized Encodings -- 3 Succinct LWE Sampler: Definition and Amplification -- 3.1 Definition and Discussion -- 3.2 Weak Succinct LWE Samplers -- 3.3 Amplification -- 4 Candidate Succinct LWE Sampler -- 4.1 A Basic Framework -- 4.2 Correctness, Succinctness, and LWE with Respect to A^* -- 4.3 Instantiating the Parameters -- 4.4 Alternate Candidate Construction -- 4.5 Cryptanalysis -- 4.6 Cryptanalytic Challenges -- 5 Our Succinct Randomized Encoding Construction -- 5.1 Security -- References -- ABE for DFA from LWE Against Bounded Collusions, Revisited*-8pt -- 1 Introduction -- 1.1 Our Contributions -- 1.2 Technical Overview I: $T_{1/2}$ -- 1.3 Technical Overview II: ABE for DFA -- 1.4 Prior Works -- 1.5 Discussion -- 2 Preliminaries -- 2.1 Attribute-Based Encryption -- 2.2 Lattices Background -- 3 Trapdoor Sampling with $T_{1/2}$ and a Computational Lemma -- 3.1 LWE Implies $T_{1/2}$ -LWE -- 3.2 Trapdoor Sampling with $T_{1/2}$ -- 4 ABE for DFA Against Bounded Collusions. 4.1 Our Scheme -- 4.2 sk -Selective Security -- 5 Candidate ABE for DFA Against Unbounded Collusions -- References -- Distributed Merkle's Puzzles -- 1 Introduction -- 1.1 Distributed Key Agreement Based on Symmetric-Key Primitives -- 1.2 Our Results -- 1.3 Overview of the Protocol and Its Analysis -- 1.4 Previous Work -- 2 Preliminaries -- 2.1 Graphs -- 2.2 Random Functions and Encryption -- 3 Distributed Key Agreement Protocols Based on Random Oracles -- 4 The Setup Protocol -- 4.1 Correctness -- 4.2 Query and Communication Complexity -- 4.3 Connectivity -- 4.4 Security -- 5 The Distributed Key Agreement Protocol -- 5.1 Security Analysis -- 5.2 Main Theorem -- 6 Optimality of the Distributed Key Agreement Protocol -- 7 Extensions -- 7.1 The Semi-honest Model -- 7.2 Communication-Security Tradeoff -- References -- Continuously Non-malleable Secret Sharing: Joint Tampering, Plain Model and Capacity -- 1 Introduction -- 1.1 Non-malleability Against Joint Tampering -- 1.2 Our Results -- 1.3 Overview of Techniques -- 1.4 Related Work -- 2 Standard Definitions -- 2.1 Non-interactive Commitment Schemes -- 2.2 Symmetric Encryption -- 2.3 Information Dispersal -- 3 Secret Sharing Schemes -- 3.1 Tampering and Leakage Model -- 3.2 Related Notions -- 4 Rate-Zero Continuously Non-malleable Secret Sharing -- 4.1 Induction Basis -- 4.2 Inductive Step -- 4.3 Putting It Together -- 5 Rate Compilers and Capacity Upper Bounds -- 5.1 Capacity Upper Bounds -- 5.2 Rate Compiler (Plain Model) -- 6 Instantiations -- 6.1

Leakage-Resilient p-time Non-malleable Code -- 6.2 Leakage-Resilient Continuously Non-malleable Secret Sharing -- 6.3 Breaking the Rate-One Barrier -- References -- Disappearing Cryptography in the Bounded Storage Model -- 1 Introduction -- 1.1 Motivating Examples -- 1.2 Our Results -- 1.3 Defining Obfuscation in the Bounded Storage Model.
1.4 Applications.
