

Dear HE Managers,

I am writing regarding the requirement for all partner registered lecturers and administrators involved with the delivery of University of Worcester provision to undertake the University training on information security. The Information Security policy took effect at the beginning of July 2017 and all staff are required to be compliant with the policy. Part of that compliance is for all staff to undertake the two stage information security training, namely: attending an IT workshop and undertaking the online Information Security training.

I sought further guidance on behalf of partners from the University's Head of Information Assurance and Manager (University Strategic Projects). She confirmed that anyone with a UW email address and/or access to our network needs to undertake both aspects of the University's Information Security training. This consists of two elements:

- i. Completion of the online training module on Information Security which can be accessed via the blue '[Learnupon](#)' logo in the bottom left hand corner of the staff portal/webpage. They will need their University staff log in to access these.
- ii. Attendance at an IT workshop - these were delivered at the University but a video version has now been created for access by partner staff and is also available through '[Learnupon](#)'. This has only been made available to those members of partner staff currently on our registered lecturer/administrator database.

In some circumstances, for example if you already have an Information Security policy and require your staff to participate in specific information security training, it may be possible for your own policy and training to be reviewed by Helen Johnstone (the University's Head of Information Assurance and Manager) and signed off if equivalent to the University's expectations. This must be formally agreed with Helen because a record will be held in our HR department of all staff who have completed our training or the equivalent.

I hope this helps to clarify requirements and that you will encourage all of your UW registered staff to complete the training if they haven't already done so (including watching the video which has only recently become available) or that you will contact Helen to discuss alternative arrangements.

If you have any further queries please do not hesitate to contact me.

Kind Regards,

Sue