

Training & Competence log

Classification: **Restricted**

This document must be only accessible to those with a specific need for their role.

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| Version | Approved By | Owner | Date Last Updated | Review Frequency | Next Review | Comments |
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| Employee Name | Job Title | Training Completed | Skills Acquired | Experience | Qualifications | Training Date | Expiry Date | Training Provider | Comments |
| John Doe | IT Manager | ISO 27001 Lead Implementer Course | ISMS Implementation | 5 years in IT security | ISO 27001 Lead Implementer | 2024-01-10 | 2027-01-10 | ABC Training Solutions |  |
| Jane Smith | Data Analyst | Data Protection and GDPR Training | Data Privacy Management | 3 years in data analysis | Certified Data Protection Officer | 2023-12-15 | 2025-12-15 | Data Privacy Experts | Updated annually |
| Mike Johnson | System Admin | Network Security Training | Network Security | 7 years in system admin | CompTIA Security+ | 2023-11-20 | 2026-11-20 | Network Training Inc. | Needs refresher course |
| Sarah Brown | HR Manager | Security Awareness Training | Security Policies | 10 years in HR management | None | 2024-02-05 | N/A | In-house Training |  |
| Alex Green | Developer | Secure Coding Practices Workshop | Secure Coding Techniques | 4 years in software development | Certified Secure Software Developer | 2024-03-12 | 2026-03-12 | Code Security Academy | Great engagement |
| Emily White | Compliance Officer | Information Security Compliance Training | Compliance Management | 6 years in compliance | Certified Information Security Manager | 2023-09-08 | 2025-09-08 | Compliance Training Ltd | Regular updates needed |