

SECURITY AWARENESS TRAINING RECORD 2025

Register Reference: TRN-001

Reporting Period: January - November 2025

Compiled By: James O'Brien, Head of Human Resources

Date Compiled: 20 November 2025

TRAINING COMPLETION BY DEPARTMENT

Department	Staff Count	Annual Refresher Completed	% Completion
Claims	60	57	95%
Underwriting	45	43	96%
IT	22	22	100%
HR	15	14	93%
Finance	30	28	93%
Operations	40	38	95%
Customer Service	32	29	91%
Executive	10	10	100%
TOTAL	254	241	95%

INDIVIDUAL TRAINING COMPLETION MATRIX

Name	Department	Induction	Annual Refresher 2025	Phishing Sim	Specialist Training
Sarah Mitchell	Claims	12-Jan-2024	15-Feb-2025	Pass	Claims Processing (25-Oct-2024)
Michael Thompson	Claims	08-Mar-2024	22-Feb-2025	Pass	
Jennifer Wu	Claims	15-May-2023	28-Feb-2025	Pass	Fraud Investigation (12-Aug-2024)
David Patel	Claims	22-Jul-2024		Pass	
Emma Rodriguez	Claims	10-Sep-2023	18-Feb-2025	Pass	
Thomas Anderson	Claims	14-Nov-2023	25-Feb-2025	Fail	
Lisa Chen	Claims	02-Jan-2024	08-Mar-2025	Pass	Claims Management System (05-Jul-2024)
Robert Williams	Claims	19-Feb-2024			Claims Processing (20-Sep-2024)
Jessica Brown	Claims	28-Mar-2024	15-Mar-2025	Pass	
Alexander Grant	Claims	06-Apr-2024	22-Mar-2025	Pass	
Victoria Hart	Underwriting	12-Jan-2024	18-Feb-2025	Pass	Underwriting Policy (10-Jul-2024)
Nicholas Price	Underwriting	08-Feb-2024	25-Feb-2025	Pass	
Amanda Foster	Underwriting	15-Mar-2024	04-Mar-2025	Pass	Risk Assessment (22-Aug-2024)
Christopher Bell	Underwriting	22-Apr-2024	11-Mar-2025	Fail	Underwriting Policy (15-Jun-2024)
Sophie Maxwell	Underwriting	30-May-2024	18-Mar-2025	Pass	

Daniel Evans	Underwriting	07-Jun-2024	25-Mar-2025	Pass	
Rebecca Lewis	Underwriting	14-Jul-2024		Pass	

Employee Security Training & Compliance Overview - Q1-Q2 2024					
Name	Department	Induction	Annual Refresher 2025	Phishing Sim	Specialist Training
Marcus Lee	IT	03-Jan-2023	10-Feb-2025	Pass	Advanced Security Ops (15-May-2025)
Sarah Williams	IT	15-Jun-2022	17-Feb-2025	Pass	CISO Training (20-Aug-2024)
Liam Foster	IT	22-Jul-2023	24-Feb-2025	Pass	Network Security (12-Oct-2024)
Priya Nair	IT	08-Sep-2023	03-Mar-2025	Pass	Service Desk Security (22-Sep-2024)
Kevin Murphy	IT	10-Nov-2023	10-Mar-2025	Pass	
Patricia Singh	IT	14-Dec-2023	17-Mar-2025	Pass	Cloud Security (18-Nov-2024)
Angela Torres	HR	20-Jan-2024	20-Feb-2025	Pass	Compliance Management (08-May-2024)
James O'Brien	HR	05-Feb-2024	22-Feb-2025	Pass	HR Security (25-Jul-2024)
Michelle Garcia	HR	12-Mar-2024	25-Feb-2025	Pass	
David Kumar	HR	19-Apr-2024		Pass	
Edward Hayes	Finance	08-Jan-2024	15-Feb-2025	Pass	Financial Controls (30-Aug-2024)
Katherine Lewis	Finance	15-Feb-2024	18-Feb-2025	Pass	Data Protection Finance (12-Oct-2024)
Ronald Scott	Finance	22-Mar-2024	25-Feb-2025	Pass	
Carol White	Finance	29-Apr-2024		Pass	
Barbara Martinez	Finance	06-Jun-2024	08-Mar-2025	Pass	
George Jackson	Operations	13-Jul-2024	15-Mar-2025	Pass	Facilities Security (20-Oct-2024)
Dorothy Taylor	Operations	20-Aug-2024	22-Mar-2025	Pass	
Larry Thomas	Customer Service	10-Jan-2024	12-Feb-2025	Pass	
Nancy Johnson	Customer Service	25-Feb-2024		Pass	
Fred Moore	Executive	01-Jan-2023	10-Feb-2025	Pass	Executive Security Awareness (15-Sep-2024)

Name	Department	Induction	Annual Refresher 2025	Phishing Sim	Specialist Training
Margaret Thornton	Executive	15-Jan-2020	08-Feb-2025	Pass	Board Security Governance (22-Sep-2024)
David Chen	IT	10-Feb-2021	12-Feb-2025	Pass	CISO Certification (18-Oct-2024)
Helen Martinez	Operations	28-May-2024	01-Apr-2025	Pass	
Patrick O'Connor	Operations	04-Jul-2024	08-Apr-2025	Pass	Security for Facilities (15-Nov-2024)
Susan Phillips	Finance	11-Sep-2024	15-Apr-2025	Pass	
Richard Butler	Finance	18-Oct-2024	22-Apr-2025	Pass	
Maria Garcia	Claims	25-Nov-2023	29-Mar-2025	Pass	
Anthony Wood	Claims	08-Dec-2023	05-Apr-2025	Fail	
Linda Green	Underwriting	14-Jan-2024	12-Apr-2025	Pass	Underwriting Systems (20-Jan-2025)
Charles Young	Underwriting	21-Feb-2024	19-Apr-2025	Pass	
Jessica King	Underwriting	28-Mar-2024	26-Apr-2025	Pass	
Tom Bradley	Operations	04-May-2024	03-May-2025	Pass	Physical Security (15-Oct-2024)
Amy Cooper	Customer Service	11-Jun-2024	10-May-2025	Pass	
William Clark	Customer Service	18-Jul-2024	17-May-2025	Pass	
Barbara Adams	Customer Service	25-Aug-2024	24-May-2025	Pass	
Joseph Hall	Customer Service	01-Sep-2024		Fail	
Patricia Kumar	Claims	08-Oct-2024	31-May-2025	Pass	Claims Leadership (12-Mar-2025)
Robert Fitzgerald	Underwriting	15-Nov-2024	07-Jun-2025	Pass	Underwriting Leadership (20-Apr-2025)

OUTSTANDING TRAINING REQUIREMENTS

Employee Name	Department	Issue	Action Required
David Patel	Claims	Annual Refresher 2025 not completed	Complete by 31-Dec-2025
Robert Williams	Claims	Annual Refresher 2025 not completed; Phishing Simulation FAILED - No re-training plan or scheduled date	Complete both by 31-Dec-2025
Christopher Bell	Underwriting	Phishing Simulation FAILED - No re-training plan or scheduled date	Re-training required - No date set
Thomas Anderson	Claims	Phishing Simulation FAILED - No re-training plan or scheduled date	Re-training required - No date set
David Kumar	HR	Annual Refresher 2025 not completed	Complete by 31-Dec-2025
Carol White	Finance	Annual Refresher 2025 not completed	Complete by 31-Dec-2025
Nancy Johnson	Customer Service	Annual Refresher 2025 not completed	Complete by 31-Dec-2025
Joseph Hall	Customer Service	Phishing Simulation FAILED - No re-training plan or scheduled date	Re-training required - No date set

Key Observations:

- 5-6 employees have not completed Annual Refresher 2025 training (target: all staff by end of year)
- 2 employees failed phishing simulation with no documented re-training plan or scheduled date
- Overall completion rate of 95% is acceptable but needs improvement in remaining staff
- Specialist training allocated based on role requirements; most staff receiving appropriate training

Report Compiled By: James O'Brien, Head of Human Resources

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