

UKBA INFORMATION MANAGEMENT BOARD PAPER

Title: Information assurance refresher assessment (2011)

Paper Number: IM 11/09

To be presented By: <REDACTED>

Decisions required:

The Board are asked to:-

Agree the next steps to promote the uptake of the information assurance refresher assessment which staff are required to pass by 31 January 2012.

Overview

1. The Cabinet Office requires all staff working for central government (including temporary and agency staff) to take an annual assessment in information assurance to demonstrate that they know how to keep personal and sensitive information safe.
2. A new 20 minute assessment has been developed by Cabinet Office for use across the civil service. The assessment has been made available to Home Office staff, including those working for the UK Border Agency, on Discover, the e-learning pages of Horizon. Staff were made aware of the requirement to take the assessment via a Home Office news story on Horizon on 3 November. Agency staff have also been reminded via a Frontier Fortnight briefing issued on 13 December and through the network of Information Advisers.
3. For staff unable to access Discover the assessment can be taken via the National School of Government (NSG) website.
4. As at 2 December management information from Discover showed the following uptake of the assessment:

Directorate	Headcount	Total completed and started	Completed	Started
Border Force	8321	2403	2068	335
Immigration Group	8614	877	816	61
International Group	382*	13	12	1
Enforcement	1963	129	115	14
HROD	614	165	151	14
RMG	795	124	116	8
Strategy and	135	25	20	5

Intelligence				
Unknown		27	22	5
All UKBA	20824	3763	3320	443

*Excludes locally engaged staff, temporary worker abroad and staff loaned from our non-activities

Additionally, the NSG figures show that 38 have completed the assessment and 123 are in progress. Of these 9 staff from UKBA (incl embassies) completed and 18 were in progress.

Next Steps

With less than 16% of staff being shown to have passed the assessment the Board are requested to write to directors of each strategic group, in the new year, requesting that they inform staff of the requirement to take and pass the assessment by 31 January 2012.

<REDACTED UNDER SECTION 40(2) (PERSONAL INFORMATION)>

UKBA Information Management Team

December 2011