



Department  
for Environment  
Food & Rural Affairs

T: 03459 33 55 77 or  
08459 33 55 77  
helpline@defra.gsi.gov.uk  
[www.gov.uk/defra](http://www.gov.uk/defra)

Our ref: RFI 7275  
Date: 24 March 2015

Dear [REDACTED]

**REQUEST FOR INFORMATION: IT TRAINING IN DEFRA**

Thank you for your request for information, which we received on 18<sup>th</sup> February 2015, about IT training in Defra. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

We have answered your questions below.

**1- In the last 2 years have you purchased any IT technical training for the ICT /IT department from QA training covering it technical courses such as Microsoft VMware, Oracle, Citrix and Cisco?**

Yes 1 course - CCNA Certification (Cisco).

**2- What is the exact job title of the manger or team leader in the ICT/IT department who has made the purchase?**

Performance and Professionalism Lead.

**3- Has the ICT/IT technical department pre-paid for this training, please state amounts.**

CCNA Certification - £399 was paid in advance for access to the e-learning course.

**4- Have they in the last 3 years purchased a skills licence IT training package from QA training? Please state the amount purchased and the amounts remaining?**

No skills licence package was purchased, and so the information is not held.

**5 - Has the buying IT manger secured 3 quotes for the purchase of the skills licence? If so, which were the other companies who submitted the exact same skills licence prices?**

No quotes were secured, and so the information is not held.

**6- When will the next skills licence be purchased by the ICT/IT DEPARTMENT?**

There are no plans to purchase a skills licence, and so the information is not held.



**7- Who will purchase the next ICT technical training skills licence?**

As above, there are no plans to purchase a skills licence, and so the information is not held.

**8- Please provide an ICT department organisation chart**

We have attached an ICT organisation chart as a separate attachment in this email. This reflects the position at 2<sup>nd</sup> March.

**9- How many people are there in the ICT department?**

On 2<sup>nd</sup> March there were 270 people working in Network Knowledge and Information Services, Defra.

**10- Does the ICT / IT technical department purchase IT technical training for products such Microsoft, Cisco, VMware, Oracle and Citrix in February and March to utilise remaining budget for the financial year if so how do you justify the purchase?**

No additional purchases are planned in the remainder of this financial year, and so the information is not held.

**11- How much do you spend on training for the past three financial years? Also please list the top three suppliers that you use for training?**

- 12/13-£59k (-subscriptions and conferences not included)
- 13/14- £44k (subscriptions and conferences are not included)
- 14/15- £57k to date (subscriptions and conferences are not included)

Top 3 suppliers used for IT related training

- Purple Griffon
- BCS
- QA

**12- At what points during the year does the department make decisions to purchase training throughout the year? How much of the training budget remains for this financial year (ending 31st March 2015)?**

Training requirements are identified following end of year and mid-year performance reviews (May and October). These are then reviewed regularly and purchased are made on an ongoing basis throughout the year.

There is approximately £7,000 remaining in this year's training budget.

**13- Who is responsible for purchasing department's training (i.e. which departments and who are the decision makers)?**

Training for the Department is primarily purchased through Civil Service Learning. Decision-making on training priorities for the Department is done by the Head of People Development in HR.

In keeping with the spirit and effect of the FOIA and the government's Transparency Agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you will now be published on [www.gov.uk](http://www.gov.uk) together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

I attach Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter please contact the address below.

Yours sincerely,

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**Information Rights Team**  
[InformationRequests@defra.gsi.gov.uk](mailto:InformationRequests@defra.gsi.gov.uk)

## Annex A

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## Annex B

### Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA within 40 working days of the date of this letter. Please write to [REDACTED] Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: [requestforinfo@defra.gsi.gov.uk](mailto:requestforinfo@defra.gsi.gov.uk)) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF