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Your ref: CAF 15-111  
Our ref: Gov/CAF 15-111

Tel 0300 456 4000

29 June 2015

## Re: Freedom of Information Request

Thank you for your email of 9 June 2015 which was received by our office on 10 June 2015. You made the following requests for information:

Please could you provide the following information regarding your Microsoft Office training requirements.

1. Do you have a contract with an external training supplier to provide you with Microsoft office training i.e. Excel, Word, Outlook, Access, Project, PowerPoint training? Or are you able to use any local supplier?

Cafcass does not have such a contract. Spend would be subject to usual tendering thresholds, i.e. if it was over £500 three quotes would be required.

2. If you have a contract, does that contract expire?

N/A

3. Which training supplier(s) do you currently use?

The majority of Cafcass IT training is completed by our in-house IT trainers. During this financial year, one training course on Microsoft Office 2013 has been booked with QA Limited.

4. Which version of Microsoft Office is used at your organisation?

2010

5. Are there any plans to upgrade to the next version of Microsoft Office? If so, When?

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive





Microsoft Office will be upgraded this financial year under the provision of our existing outsourced IT contract.

6. How many users of Microsoft Office do you have at your organisation?

Approximately 2000

7. Who is the person responsible for your Microsoft Office training for all staff? Please provide full name, title and contact information if possible.

Heads of each team, together with budget holders, are responsible for purchasing training; names are exempt from disclosure under Section 40 of the Freedom of Information Act, as these constitute personal information of Cafcass staff. The Cafcass IT team can be contacted at [cafcass.it@CAFCASS.GSI.GOV.UK](mailto:cafcass.it@CAFCASS.GSI.GOV.UK)

We hope that you feel your question has been answered effectively. If you are unhappy with the decisions made in relation to your request, you may ask for an internal review to be undertaken. If you are dissatisfied with the way the internal review is handled or with the final decision made at that review about the information released, you are free to contact the Information Commissioner's office ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)):

**Post**

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

**Fax**

01625 524 510

**Tel**

0303 123 1113

**E-mail**

[casework@ico.org.uk](mailto:casework@ico.org.uk)

Yours sincerely,

Governance Team

Cafcass

[Governance@cafcass.gsi.gov.uk](mailto:Governance@cafcass.gsi.gov.uk)

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive

