

17th July 2015

Dear Sir/Madam,

Thank you for your recent Freedom of Information request regarding Microsoft office training.

The Trust can provide the following information:

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? **All training takes place in –house**
2. If you have a contract, does that contract expire? **N/A**
3. Which training supplier(s) do you currently use? **N/A**
4. Which version of Microsoft Office is used at your organisation? **MS Office 10**
5. Are there any plans to upgrade to the next version of Microsoft Office? If so, When?
There are currently no plans to upgrade.
6. How many users of Microsoft Office do you have at your organisation? **Approximately two thousand five hundred staff.**
7. Who is the person responsible for your Microsoft Office training for all staff? Please provide full name, title and contact information if possible
Learning and Development Manager, 020 8510 7748, Homerton University Hospital Homerton Row London E9 6SR

If you have any queries about this response please contact the information governance manager at foi@homerton.nhs.uk, in the first instance. If, following that, you still have any concerns, you may contact the Information Commissioner either by letter, FOI/EIR Complaints resolution, Wycliffe House, Water Lane, Wilmslow, Cheshire SM9 5AF, or by email www.informationcommissioner.gov.uk to take them further.

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Incorporating hospital and community health services, teaching and research

Yours sincerely,

Mike Dunne
Information Governance Manager/Deputy Calidcott Guardian