# Scope

All individuals working under Retirement Capital’s control are within the scope of this procedure.

# Responsibilities

The Director (CISO) is responsible for ensuring that all necessary competences are identified for the information security management system.

The HR administrator is responsible for ensuring that all job descriptions include the identified competencies, and for maintaining records of relevant qualifications, experience and training.

# Procedure

* 1. Identifying competence
     1. The Director (CISO) identifies necessary competence for all staff working in areas capable of affecting the performance of the management system and records this in the competence matrix (MSS REC 7.2).
     2. When hiring new employees, a job description that includes the identified competencies is developed in accordance with MSS DOC 7.2.2.
     3. When developing a new role within the management system, a job description is developed using the identified competencies, in accordance with MSS DOC 7.2.2.
  2. Recognition of competence
     1. Persons doing work under Retirement Capital ’s control are required to have all essential competencies identified for that role in the competence matrix or will take appropriate formal and informal training to acquire the competencies required. (MSS REC 7.2).
     2. Evidence of competence identified as necessary by the competence matrix is retained as part of the individual’s HR records, see QEMS-SP-DOC-007.
     3. A person can be deemed competent on the basis of qualification, experience or training.
     4. Where specific qualifications, experience or training are explicitly necessary, this is identified in the competence matrix.
     5. Where qualifications are time-limited or require ongoing maintenance (such as continuing profession development), Retirement Capital maintains records that provide evidence of the individual’s maintenance of their qualification.
  3. Acquiring competence
     1. Retirement Capital acquires appropriate competence for its management systems through the following methods:
        + Hiring suitably competent individuals
        + Contracting third parties
        + Training existing staff
     2. Retirement Capital’s hiring and contracting is conducted in accordance with the procedures above (3.1 and 3.2) to identify and recognize appropriate competence.
     3. Retirement Capital’s provision of training is conducted as described in MSS DOC 7.2.3.

***Document Owner and Approval***

The Department Manager is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS

A current version of this document is available to all members of staff on the corporate intranet.

This procedure was approved by the Director (CISO) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

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| **Issue** | **Description of Change** | **Approval** | **Date of Issue** |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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