

**College Procedure:** 701.8 - Awareness and Training  
**Policy Reference:** 701 - IT Security  
**Responsible Department:** Information Technologies  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Information Technologies  
**Effective Date:** 8/21/2019

**Version Number:** 1  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

As part of an effective security program having a formal training process for employees is critical.

## The Procedure

The organization's personnel and partners are provided cybersecurity awareness education and are trained to perform their cybersecurity-related duties and responsibilities consistent with related policies, procedures, and agreements.

## References

NIST Security Framework

## Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

## Revision Log

<b>Version Number</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Brief Description of Change</b>
1	8/21/2019	Cabinet	Procedure template 8/21/2019