

COMPLIANCE & SUCCESS REPORT

Northwind Trading

Training compliance & learning success, prepared for Northwind Trading.

REPORT ID

CGN-NORTHWIND-20260630-7F3A1C

REPORTING PERIOD

8 Jan 2026 – 30 Jun 2026

AS OF

30 Jun 2026

PREPARED BY

Dana Whitfield

SCOPE

Whole organisation

POPULATION

5 active · 5 seats

HEADLINE

2 of 5 members fully compliant on required training. 2 overdue on Information Security Awareness.

CONFIDENTIAL — CONTAINS PERSONAL DATA

This report contains member names, email addresses, and training records. Handle under your organisation's data protection policy. See the Methodology page for definitions and provenance.

EXECUTIVE SUMMARY

Cohort at a glance

5

MEMBERS IN SCOPE

4 active this week

2/5

FULLY COMPLIANT

all required training

60%

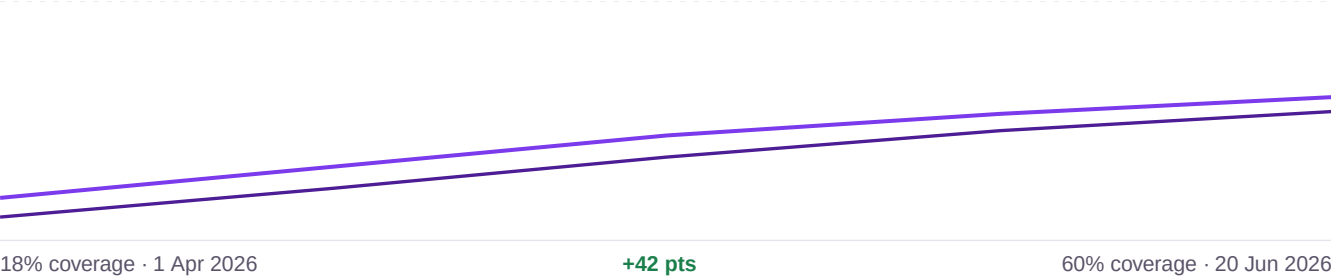
AVG COVERAGE

54%

AVG MASTERY

23h 55m studied total

Coverage & mastery trend (90 days)



ANALYST SUMMARY

Across 5 team members, average completion reached 60% this quarter with mastery at 54%, up steadily from 18% in April. Two members have completed all required training; Information Security Awareness has two members overdue and should be the team's immediate focus.

Required training

COURSE	REQUIRED	COMPLETE	AVG COVERAGE	AVG MASTERY
Information Security Awareness	Yes	3/5 · 2 overdue	73%	54%
Anti-Bribery & Compliance	Yes	2/5	48%	41%
Customer Success Foundations	—	4/5	55%	49%

Required-training compliance matrix

2 of 5 members have completed all required training. Each cell shows the member's status on a required course; members needing attention are listed first.

MEMBER	INFORMATION SECURITY AWARENESS	ANTI-BRIBERY & COMPLIANCE
Daniel Okoye daniel.okoye@northwind.example	Overdue due 1 Jun 2026	In progress
Hana Kim hana.kim@northwind.example	Overdue due 1 Jun 2026	Not started
Sofia Alvarez sofia.alvarez@northwind.example	Complete 18 May 2026	In progress
Marcus Hale marcus.hale@northwind.example	Complete 2 May 2026	Complete 10 Jun 2026
Priya Raman priya.raman@northwind.example	Complete 12 Apr 2026	Complete 20 May 2026

Exceptions & escalation

3 required-training items need attention — overdue, not started, or lapsed. The chase list for follow-up.

MEMBER	REQUIRED COURSE	STATUS	DEADLINE	DAYS LATE	LAST ACTIVE
Daniel Okoye	Information Security Awareness	Overdue	1 Jun 2026	29	22 Jun 2026
Hana Kim	Information Security Awareness	Overdue	1 Jun 2026	29	12 Jun 2026
Hana Kim	Anti-Bribery & Compliance	Not started	15 Jul 2026	—	12 Jun 2026

Member roster

Learning coverage and mastery for every member in scope, as of 30 Jun 2026.

Coverage

Mastery

MEMBER	ROLE	JOINED	COVERAGE / MAS- TERY	MASTERY	LAST ACTIVE
Priya Raman priya.raman@northwind.example	OWNER	8 Jan 2026	96%	91%	29 Jun 2026
Marcus Hale marcus.hale@northwind.example	MEMBER	8 Jan 2026	88%	79%	28 Jun 2026
Sofia Alvarez sofia.alvarez@northwind.example	MEMBER	8 Jan 2026	64%	58%	27 Jun 2026
Daniel Okoye daniel.okoye@northwind.example	MEMBER	8 Jan 2026	41%	33%	22 Jun 2026
Hana Kim hana.kim@northwind.example	MEMBER	8 Jan 2026	12%	9%	12 Jun 2026

Methodology & definitions

How to read this report. These definitions apply to every figure above.

Coverage

The percentage of a course's information points the member has been introduced to. It measures breadth of exposure — not a test score.

Mastery

The member's average retained-recall score across all of a course's information points (0–100%), measured by adaptive spaced-repetition quizzing. Untouched points count as 0, so mastery can never outrun coverage.

Completed (Complete)

A member has completed a course once they reach 100% coverage AND at least 80% average mastery. The completion date is the first day both thresholds were met, derived from durable daily progress snapshots.

Overdue / Expiring / Expired

A required course not completed by its due date is Overdue. A completed course within 30 days of the end of its validity window is Expiring; past it, Expired and no longer counted as compliant.

Identity assurance

Completion is attributed to the authenticated account that performed the learning. Account access (SSO / MFA / password policy) is governed by your organisation.

Data source & retention

Figures are read from Cognia's durable per-member progress snapshots at generation time. This is a point-in-time record; retain it per your record-keeping obligations. Each certificate is independently verifiable at its printed link.