



# Information Governance eLearning

## Step-by-step user guide for GMPs and CPs



Hyfforddiant Llywodraethu Gwybodaeth  
Information Governance Training

IGDC • DHCW

## Contents

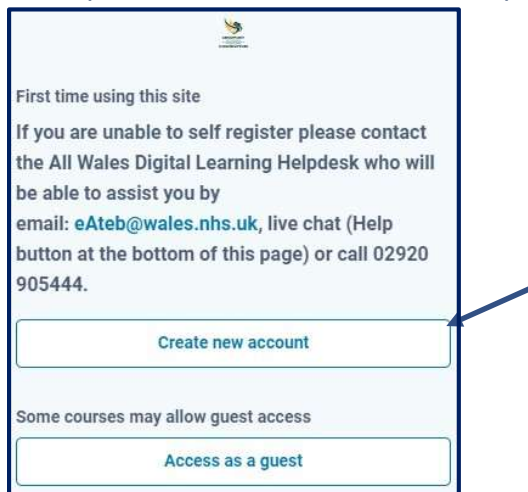
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# 1. Getting started

Follow the link to the NHS Wales e-learning Academy homepage: <https://learning.wales.nhs.uk>

If you already have an eLearning account, please login using your username and password and proceed to the courses section.

If you require a new account to be set up, please do so by clicking on "Create new account".



If you are experiencing issues, you can contact the "All Wales Digital Learning Helpdesk" via email: [eateb@wales.nhs.uk](mailto:eateb@wales.nhs.uk), Telephone: 029 20905444 or the live chat (Help button placed at the bottom of the page).



Alternatively, accounts can be set up by emailing the Team at [eteb@wales.nhs.uk](mailto:eteb@wales.nhs.uk) with the completed 'New Account Request form' or for setting up several accounts use the 'Bulk Upload form'. See below:



New User Form July 2023 (15).docx



bulk upload.csv

Log into your account. Once you are at the home page, select 'NHS'.

Annual FluTwo Programme  
New Course Release: FluTwo is LIVE!

FluTwo is about flu and flu immunisations. It is aimed at individuals administering flu immunisations and also those providing flu immunisation advice across all ages.

Go to Course

National Programmes

We offer courses on various national programmes to inform, remind, and educate.

- Annual FluTwo Programme
- Annual Flu/ COVID-19 One Programme
- COVID-19 Vaccination Programme
- Violence Against Women

Chat

Home Dashboard My courses Help NHS Local Authorities Universities Welsh Government Finance Academy

Annual FluTwo Programme

Go to Course

T11 Programme  
Additional Learning Needs and Education ALNET  
Aneurin Bevan Midwifery and Nursing Academy and Alumni  
Antenatal Screening Wales  
Betsi Cadwaladr University Health Board  
Cardiff and Vale Voluntary Services  
CAV Department of Medical Education  
Dental  
First Responders  
Foundation Doctors  
Foundations for Wellbeing in Dementia Care  
GP  
HMP Cardiff  
Housing Associations  
LED Cardiff and Vale University Health Board  
LLAIS  
Lymphoedema Training and Resource  
Mental Health in Wales  
Newborn Bloodspot Screening Wales  
NHS Wales Covid - 19  
Opticians  
Pharmacists  
Powys Police  
Primary Care Academy  
Private Organisations  
Public Health Wales  
Public Health Wales Health Protection  
Renal Learning Resources  
Residential/Nursing Homes  
Swansea Bay Voluntary Services

Programmes

Programmes to inform, remind, and educate.

- COVID-19 Vaccination Programme
- Violence Against Women

catalogue

atory training courses, as well as professional and personal development (clinical and non-clinical).

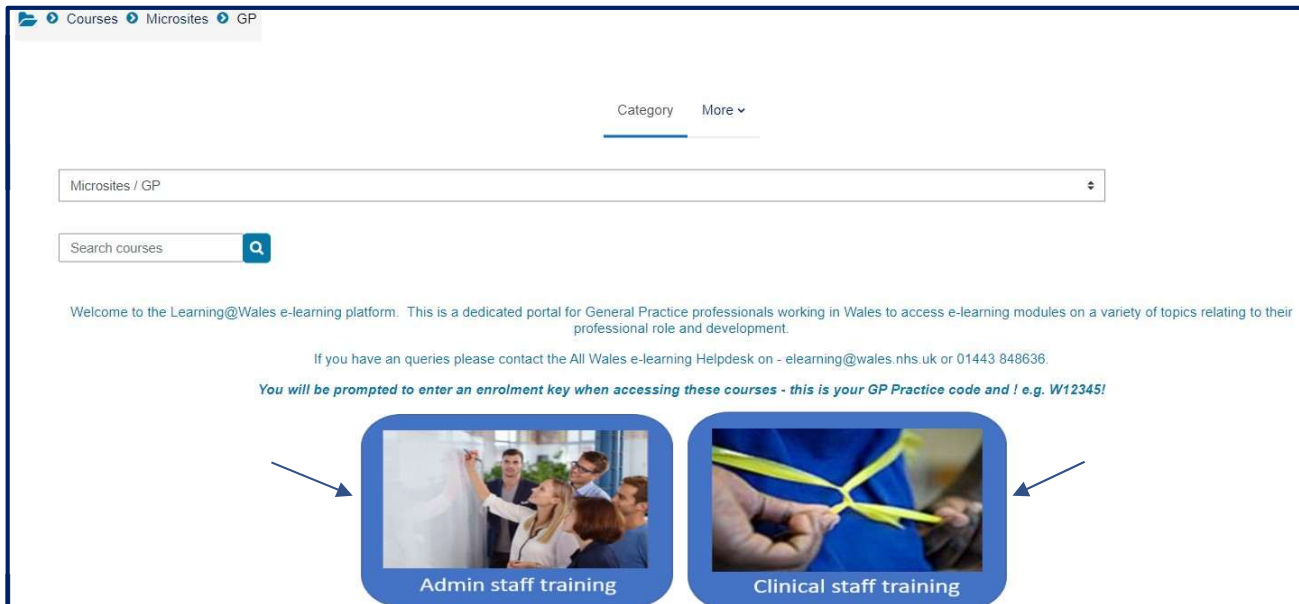
- Safeguarding
- Wellbeing

Chat

If you have any problems, call the Helpdesk on 029 20905444 or contact [eateb@wales.nhs.uk](mailto:eateb@wales.nhs.uk).

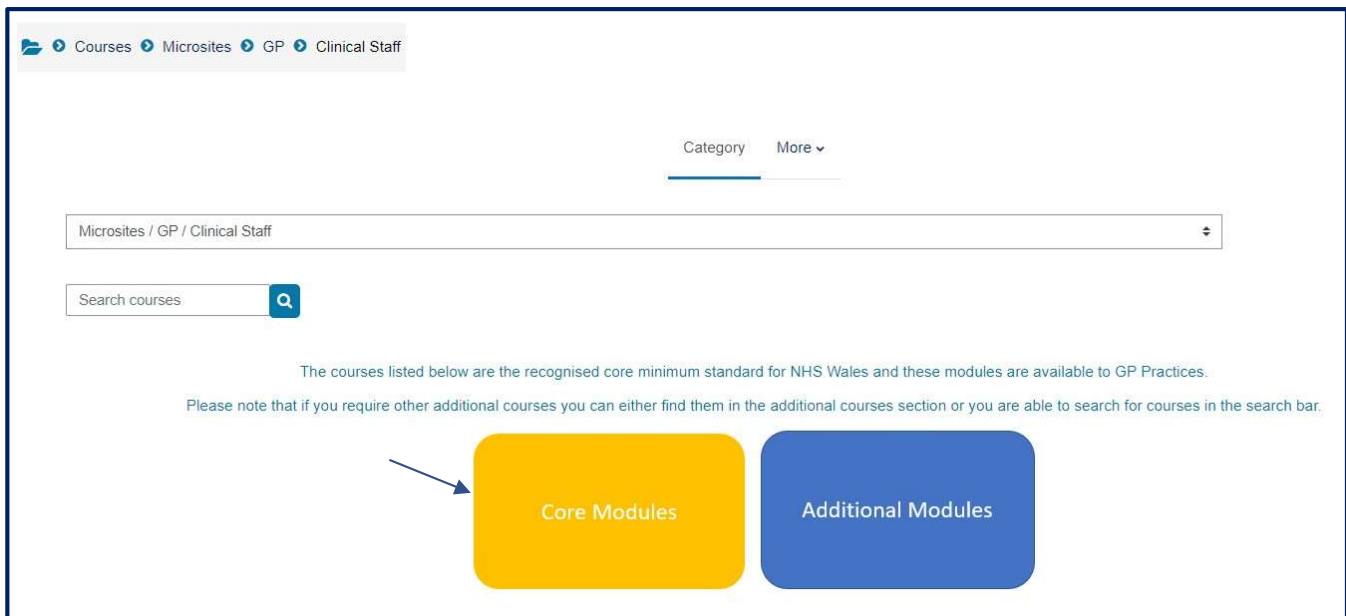
## 2. Finding the course

Once you have selected your organisation, select either Admin or Clinical Staff.



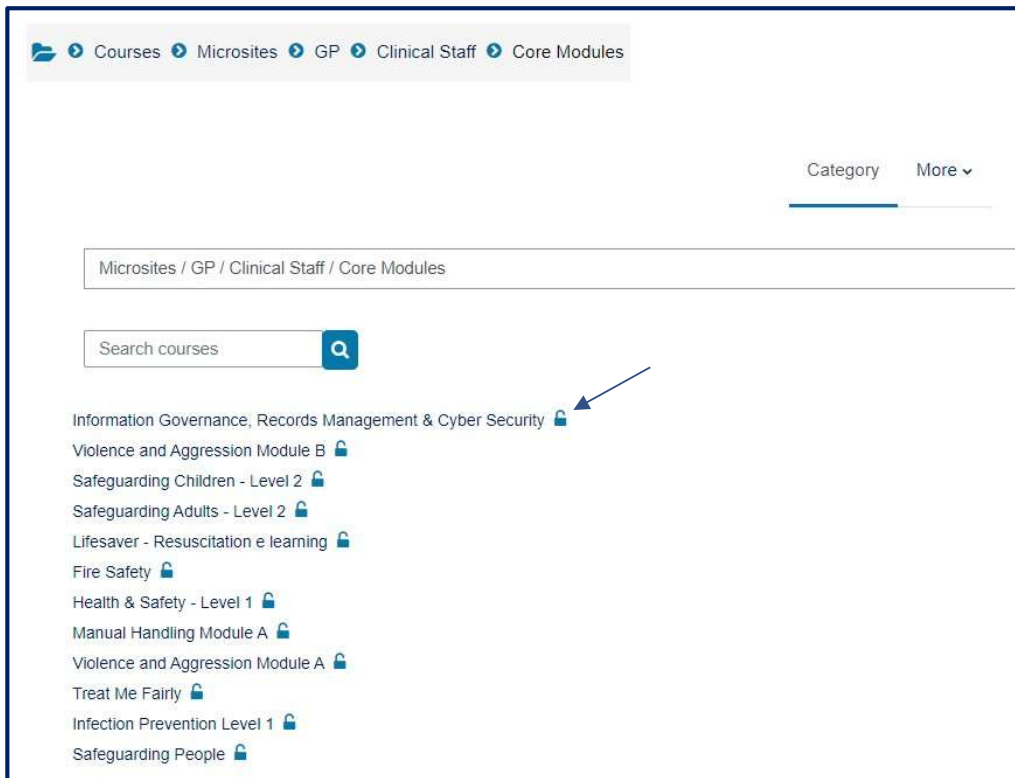
The screenshot shows the Learning@Wales e-learning platform interface. At the top, there is a breadcrumb trail: Courses > Microsites > GP. Below this, there is a 'Category' dropdown menu and a 'More' dropdown menu. The 'Category' dropdown is currently set to 'Microsites / GP'. There is a search bar labeled 'Search courses' with a magnifying glass icon. Below the search bar, there is a welcome message: 'Welcome to the Learning@Wales e-learning platform. This is a dedicated portal for General Practice professionals working in Wales to access e-learning modules on a variety of topics relating to their professional role and development.' Below the welcome message, there is a note: 'If you have an queries please contact the All Wales e-learning Helpdesk on - elearning@wales.nhs.uk or 01443 848636.' Below the note, there is a warning: 'You will be prompted to enter an enrolment key when accessing these courses - this is your GP Practice code and ! e.g. W12345!'. At the bottom, there are two buttons: 'Admin staff training' (with an image of people in a meeting) and 'Clinical staff training' (with an image of hands holding a yellow ribbon). Arrows point to both buttons.

Once you have clicked in to either Admin or Clinical Staff, select Core Modules



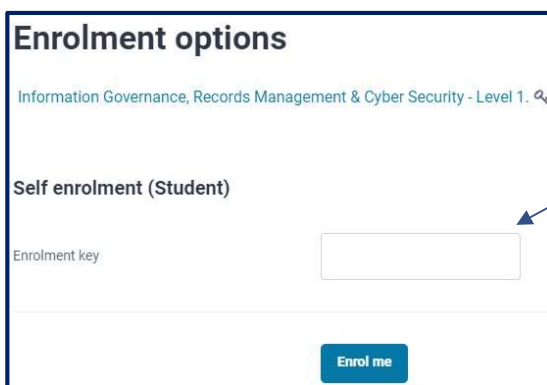
The screenshot shows the Learning@Wales e-learning platform interface. At the top, there is a breadcrumb trail: Courses > Microsites > GP > Clinical Staff. Below this, there is a 'Category' dropdown menu and a 'More' dropdown menu. The 'Category' dropdown is currently set to 'Microsites / GP / Clinical Staff'. There is a search bar labeled 'Search courses' with a magnifying glass icon. Below the search bar, there is a message: 'The courses listed below are the recognised core minimum standard for NHS Wales and these modules are available to GP Practices. Please note that if you require other additional courses you can either find them in the additional courses section or you are able to search for courses in the search bar.' At the bottom, there are two buttons: 'Core Modules' (yellow) and 'Additional Modules' (blue). An arrow points to the 'Core Modules' button.

Select the Information Governance, Records Management and Cyber Security course.



### 3. Enrolment Key

The first time you access the course an 'Enrolment Key' will be required.



Each Practice will each have their own unique 'Enrolment Key' which is to be used only by the staff of that Practice. This is the 'W-code' for the Practice main site, followed by an exclamation mark.

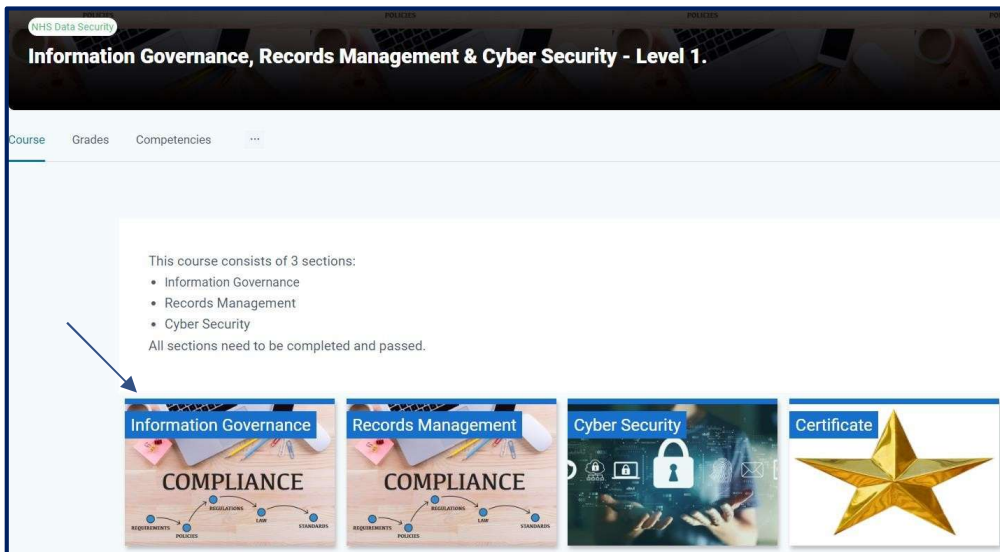
For example: **W12345!**

Please Note:

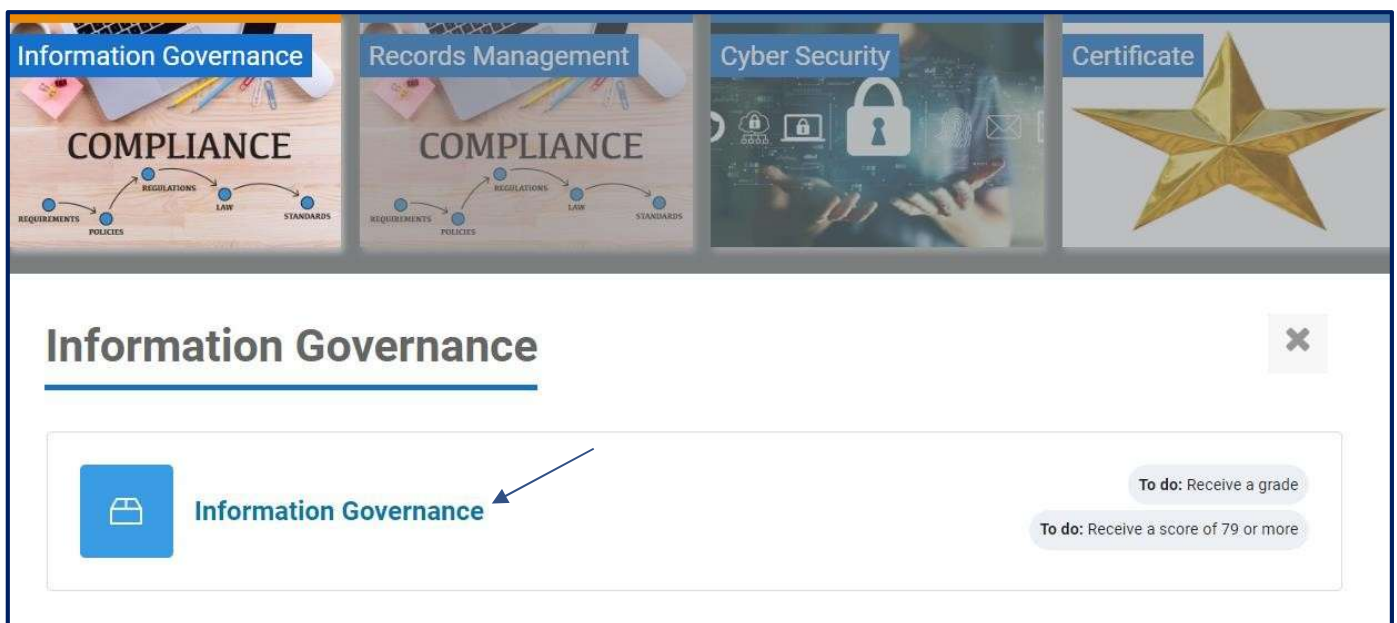
The Enrolment Key is case sensitive - a capital W must be used.

## 4. Accessing the course

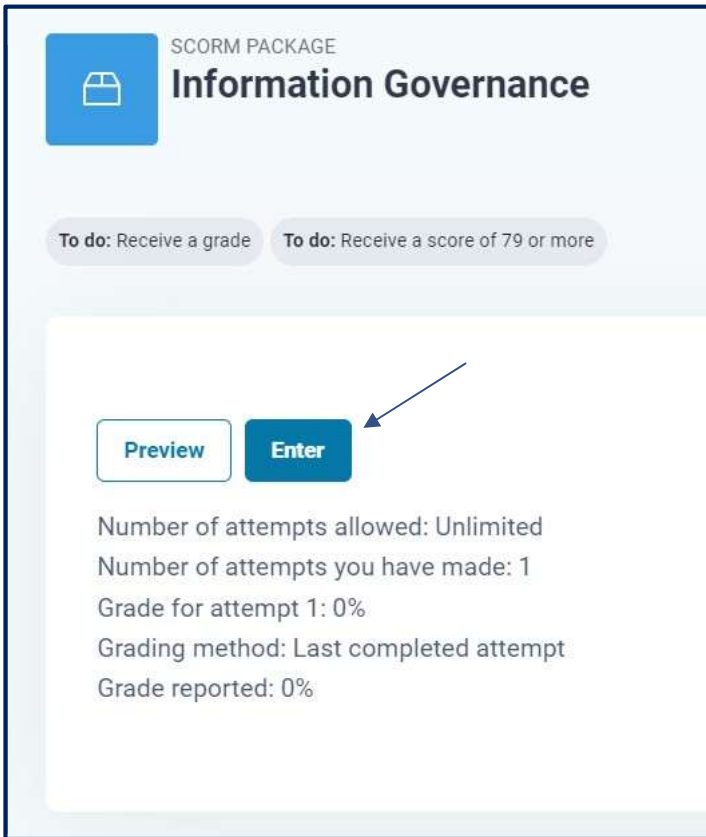
The course is broken down into three sections, you will need to complete each one. Begin by selecting "Information Governance".



Once you have selected Information Governance the below will appear, click on Information Governance again.



Click Enter to start the training



SCORM PACKAGE  
**Information Governance**

To do: Receive a grade To do: Receive a score of 79 or more

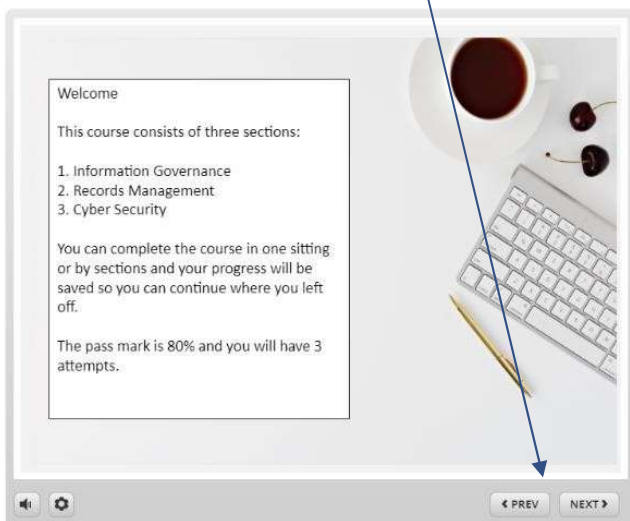
[Preview](#) [Enter](#)

Number of attempts allowed: Unlimited  
Number of attempts you have made: 1  
Grade for attempt 1: 0%  
Grading method: Last completed attempt  
Grade reported: 0%

## Course Content

The course is organised into interactive slides.

Navigation buttons are displayed at the bottom of, or within the slide



Welcome

This course consists of three sections:

1. Information Governance
2. Records Management
3. Cyber Security

You can complete the course in one sitting or by sections and your progress will be saved so you can continue where you left off.

The pass mark is 80% and you will have 3 attempts.

Navigation buttons: < PREV NEXT >



Information Governance, Records Management and Cyber Security

Llywodraethu Gwybodaeth, Rheoli Cofnodion a Seiberddiogelwch

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Navigation buttons: < PREV NEXT >



The course includes instructional videos that provide a preview of the content you will be presented with.



### What does DPO stand for?

- Data Protection Officer
- Design Protection Officer
- Data Publication Officer
- Digital Privacy Officer

Interactive buttons

### When a question is answered correctly

### What does DPO stand for?

- Data P
- Data P
- Digital
- Design



Correct

That's right! You selected the correct response.

Continue

### What does ICO stand for?

- Identif
- Inform
- Inform
- Inform



Incorrect

That is incorrect. Please try again.

Try Again

### When a question is answered incorrectly

## 5. End of Section

Once you have completed the section you will receive your score and your points achieved, you can then Exit your course.

Quiz Results

Nice job, you passed!  
Bethan you scored

<b>YOUR SCORE</b> 86.66% <small>PASSING SCORE: 80%</small>	<b>YOUR POINTS</b> 130 <small>PASSING POINTS: 120</small>
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Exit Course

PREV

Complete the same steps for the “Records Management” and “Cyber Security” sections.

This course consists of 3 sections:

- Information Governance
- Records Management
- Cyber Security

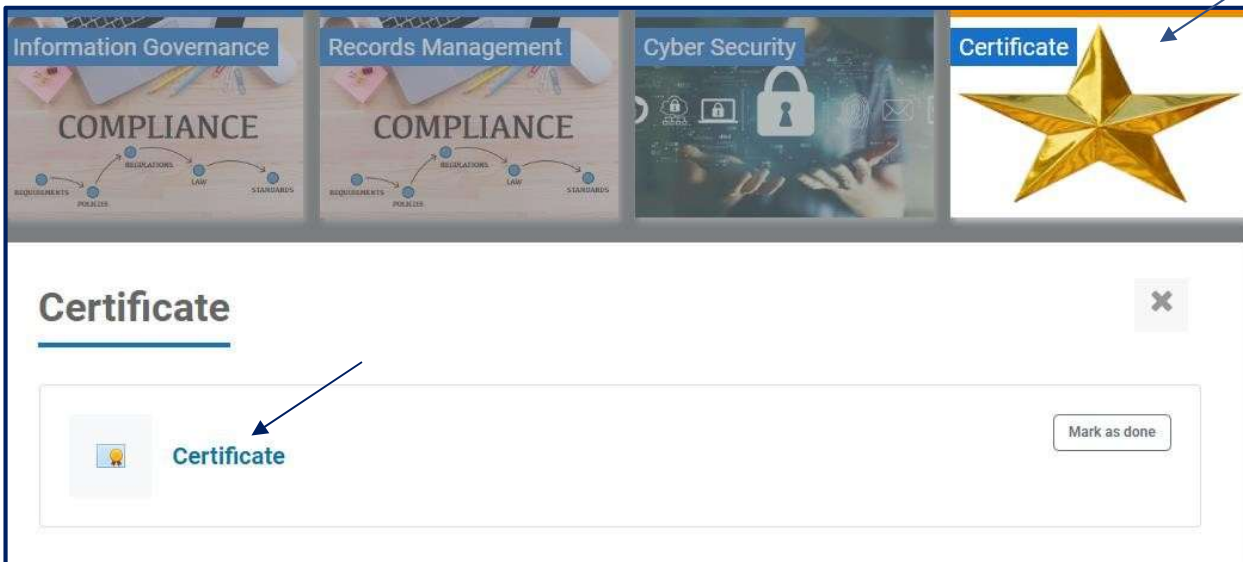
All sections need to be completed and passed.



The image shows four course cards in a row. The first two are 'Information Governance' and 'Records Management', both with a 'COMPLIANCE' sub-header and a diagram showing 'REGULATIONS', 'LAW', 'STANDARDS', 'REQUIREMENTS', and 'POLICIES'. The third is 'Cyber Security' with a padlock icon. The fourth is 'Certificate' with a gold star icon. Two blue arrows point from the text above to the 'Records Management' and 'Cyber Security' cards.

## 6. Certificate

Once you have completed all three sections, click on Certificate.



The image shows a navigation bar with four items: 'Information Governance', 'Records Management', 'Cyber Security', and 'Certificate'. The 'Certificate' item is highlighted with a blue bar and a gold star icon, and an arrow points to it from the right. Below the navigation bar is a pop-up window titled 'Certificate' with a close button (X) in the top right. Inside the window, there is a lightbulb icon next to the word 'Certificate' and a 'Mark as done' button. An arrow points to the 'Certificate' text.

Then view Certificate.

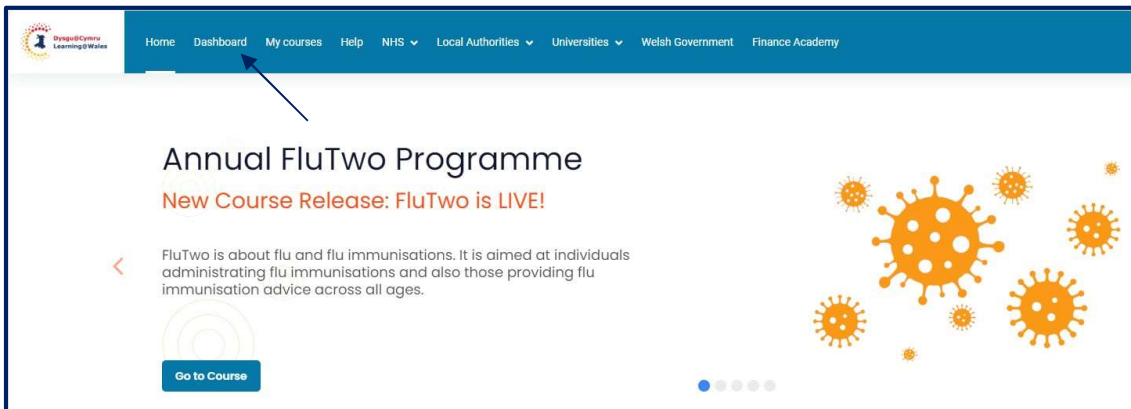


The image shows a page titled 'Information Governance, Records Management & Cyber Security - Level 1. / Certificate / Certificate'. It features a 'CUSTOM CERTIFICATE' section with a lightbulb icon and the word 'Certificate'. Below this is a 'Mark as done' button and a 'View certificate' button. An arrow points to the 'View certificate' button.

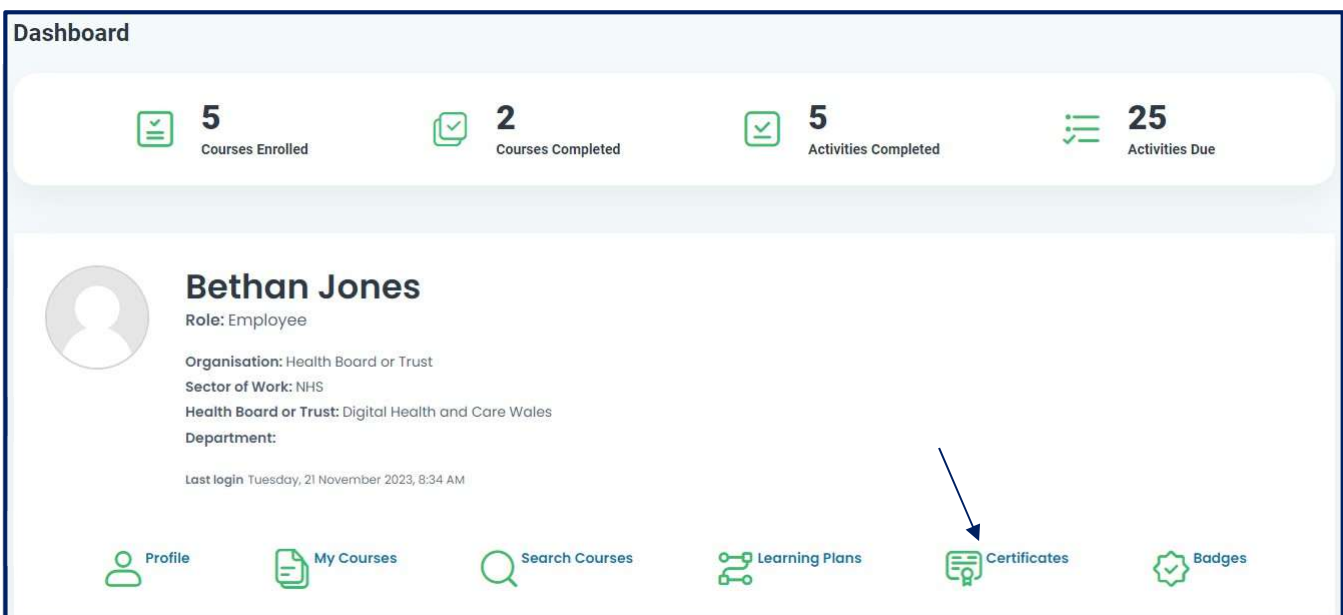
You will then be presented with your Certificate, please note it is only valid for two years.



In the future you will be able to find your Certificate in your Dashboard



Once you have been directed to your Dashboard, click on certificates where you will find them all saved for the courses you have completed




You are able to download your certificate here.

**My certificates**

These are the certificates you have been issued by either email or downloading manually.

Download table data as

Name	Course	Awarded on	Code	File
Certificate	Information Governance, Records Management & Cyber Security - Level 1.	Wednesday, 22 November 2023, 1:14 PM	W2BhjCul09	

The system will generate a certificate in a PDF format in which you can then either 'Print' or 'Save' to a file.

## 7. Learning Support / IT Support

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