



Pecyn Cymorth Llywodraethu
Gwybodaeth Cymru
**Welsh Information Governance
Toolkit**

IGDC • DHCW

Welsh IG Toolkit

Registration Support

Navigating to the Platform

In 2023 the Welsh IG Toolkit (WIGTK) transitioned onto a new platform called Caforb.

To get started on the platform, an individual within the organisation will be required to register as the Organisation Administrator.

The Organisation Administrator has the responsibility to complete and submit the WIGTK. Additionally, they are responsible for maintaining the organisation profile, creating users, and controlling access to the organisation's WIGTK form.

Only one Organisation Administrator can be set for each organisation. If changes need to be made to the Organisation Administrator, please reach out to the [WIGTK Team](#).

To register as an Organisation Administrator, visit the [Caforb Platform site](#) and click on 'Register.'

Registering your Organisation for the WIGTK

You will be taken to the registration page once you have completed the steps above.

Your Account

This section must be completed at this stage, as all fields are mandatory to ensure your account is created with the correct details. You can register using any email address, and the email address you provide will become your username to access the platform moving forward.

Organisation Details

Continue through to the 'Organisation details' section and search for your organisation using either your organisation name or code. You will need to enter at least two characters to activate the search function.

Select your organisation from the list that appears. This will auto populate the organisation details on the righthand side of the form.

Note: Organisations that are not selectable either have an Organisation administrator registered already or their registration is awaiting review.

If you are unable to find your organisation you can complete a copy of our [onboarding form](#)

If you require any changes to an existing Organisation Administrator, please contact the [WIGTK Team](#) directly.



Organisation Profile

These fields are not mandatory to be completed at the registration stage, however we recommend completing these fields at this point, to prevent the need to revisit them later within the platform.

After completing these sections, click the 'Submit' button. This will send a notification to the WIGTK team, who will process the request. The team aims to process requests as quickly as possible, and you will receive a notification once your request is approved or rejected.

If your account is approved, you will receive an email with instructions to set your password. Your password must be at least 11 characters long, and weak passwords will not be accepted.

Once your password is set, you can log in to the platform using the email address you provided during registration as your username.

For additional help in completing this process, please refer to the "Users and Registration" bitesize video available on the [Support and Resources](#) page.

Adding the Pharmacy Clinical Governance Toolkit (CGTK) within Caforb

For further information in relation to adding the CGTK to your Caforb portal, please refer to the CGTK Registration Support guidance available on the [Support and Resources](#) page.

Adding the Clinical Governance Practice Self-Assessment Toolkit (CGPSAT) within Caforb

The WIGTK team do not administer or manage the CGPSAT. However, GPs can utilise the CGTK guidance available on the [Support and Resources](#) page to assist in registering for an additional team on the Caforb platform, as this process is similar. However, GPs will be required to select the 'CGPSAT' team to register.

For any queries regarding the CGPSAT, please contact the relevant team via email: nwssp.pcs-gms&coreserviceteam@wales.nhs.uk



Parent and Child Functionality

The WIGTK has a Parent and Child relationship functionality which is available to be used. The Parent and Child relationship refers to a host organisation, where organisations sit underneath, these organisations are referred to as Child organisations.

The Parent organisation typically provides strategic direction, policies, and overall governance. While child organisations may have its own operational autonomy and local deviations, they generally follow the overall direction set by the Parent organisation. However, each set up can vary and not all of them are the same.

Please note, this functionality has changed following the introduction of the Copy Down feature in V7 of the Caforb platform. Please refer to the WIGTK User Guide for further details on this.

If your organisation would like to use the Parent and Child functionality, please complete a copy of the [Parent and Child Form](#), with the relevant details.

Support and Resources for the WIGTK

Resources to support you in navigating and completing the WIGTK are available on the [WIGTK Website](#), these include a fully comprehensive [User Guide](#), offline question sets, summary of changes documents, requirement guidance documents for each section of the WIGTK, a range of bitesize videos to assist in navigating the platform and a dedicated [FAQ page](#).

For any queries regarding the WIGTK, please contact the team via email: WelshIGToolkit@wales.nhs.uk or complete a copy of our [Submit a Query or Request a Call Back Form](#)

