



Information Governance eLearning:

Step-by-step user guide for GMPs

HYFFORDDIANT LLYWODRAETHU GWYBODAETH
INFORMATION GOVERNANCE TRAINING



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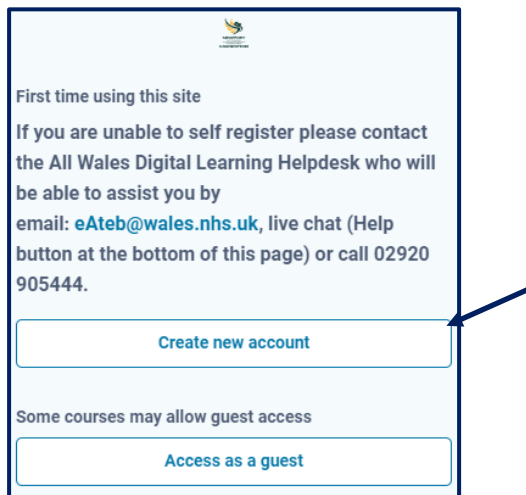
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1. Getting started

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”.



First time using this site

If you are unable to self register please contact the All Wales Digital Learning Helpdesk who will be able to assist you by email: eAteb@wales.nhs.uk, live chat (Help button at the bottom of this page) or call 02920 905444.

Create new account

Some courses may allow guest access

Access as a guest

If you are experiencing issues, you can contact the “All Wales Digital Learning Helpdesk” via email: 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 with the completed ‘New Account Request form’ or for setting up several accounts use the ‘Bulk Upload form’. See below:

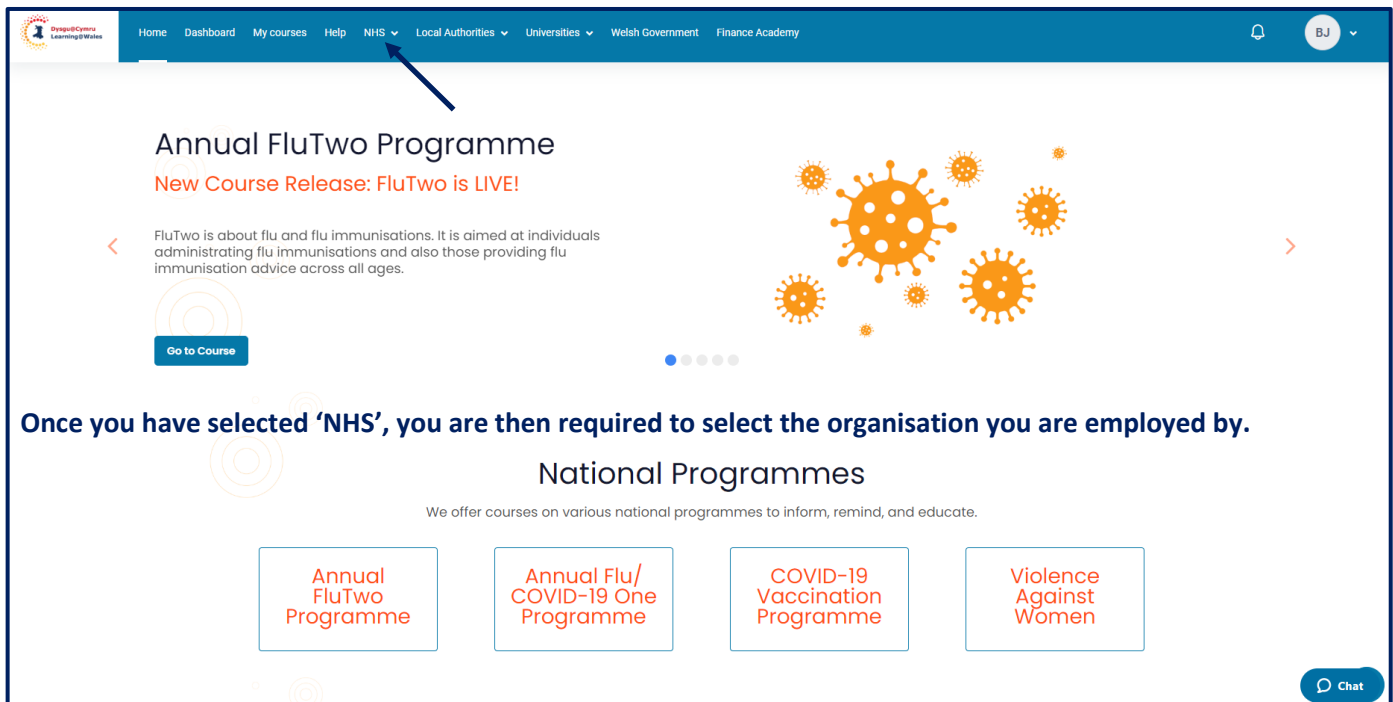


New User Form July
2023 (15).docx

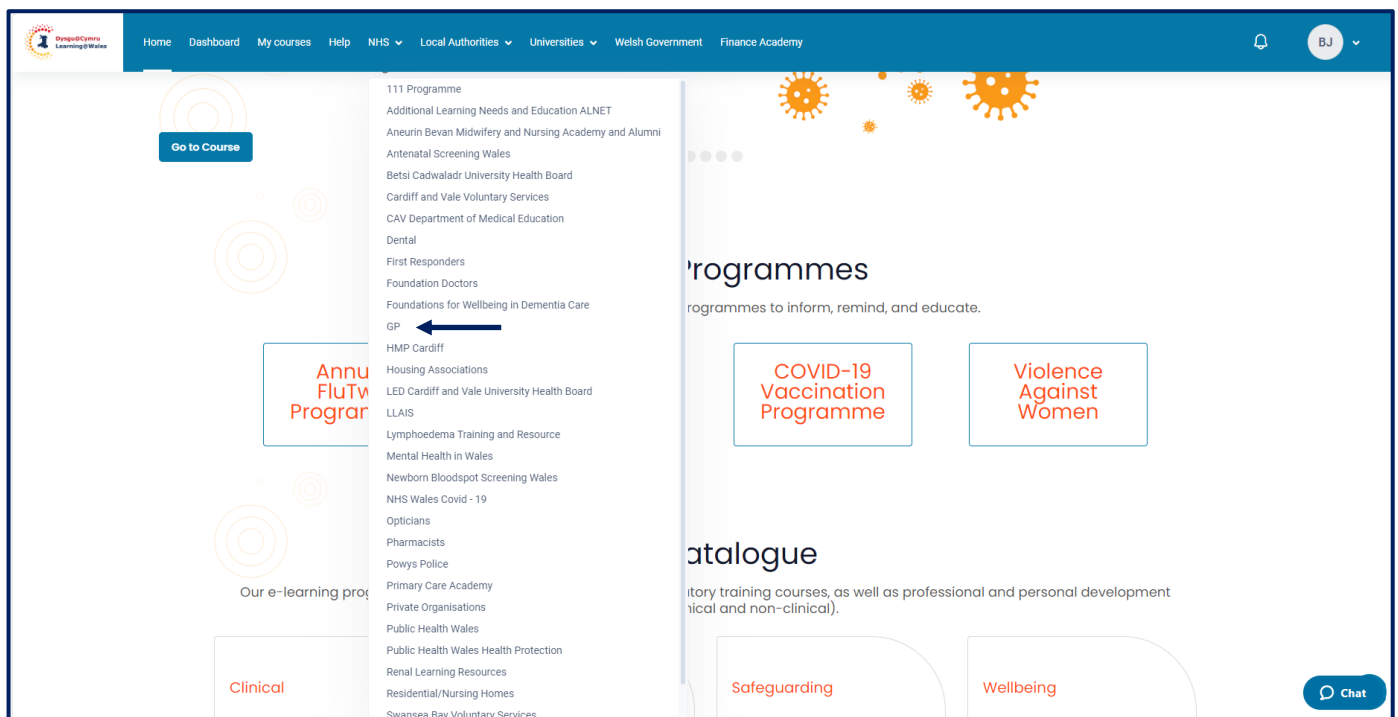


bulk upload.csv

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



The screenshot shows the top navigation bar of the e-learning portal. The 'NHS' menu item is highlighted with a blue arrow. Below the navigation bar, the main content area features a banner for the 'Annual FluTwo Programme' with the text 'New Course Release: FluTwo is LIVE!'. To the right of the banner are several orange virus-like icons. Below the banner, there is a section titled 'National Programmes' with a sub-header 'We offer courses on various national programmes to inform, remind, and educate.' This section contains four buttons: 'Annual FluTwo Programme', 'Annual Flu/ COVID-19 One Programme', 'COVID-19 Vaccination Programme', and 'Violence Against Women'. A 'Go to Course' button is located on the left side of the banner. A 'Chat' button is in the bottom right corner.



The screenshot shows the 'NHS' dropdown menu open, displaying a list of 111 programmes. The 'GP' option is highlighted with a blue arrow. The list includes: 111 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, and Swansea Bay Voluntary Services. The main content area on the right shows the 'National Programmes' section with the same four buttons as the previous screenshot. A 'Go to Course' button is on the left side of the banner. A 'Chat' button is in the bottom right corner.

If you have any problems, call the [Helpdesk on 029 20905444](tel:02920905444) or contact eateb@wales.nhs.uk.

2. Finding the course

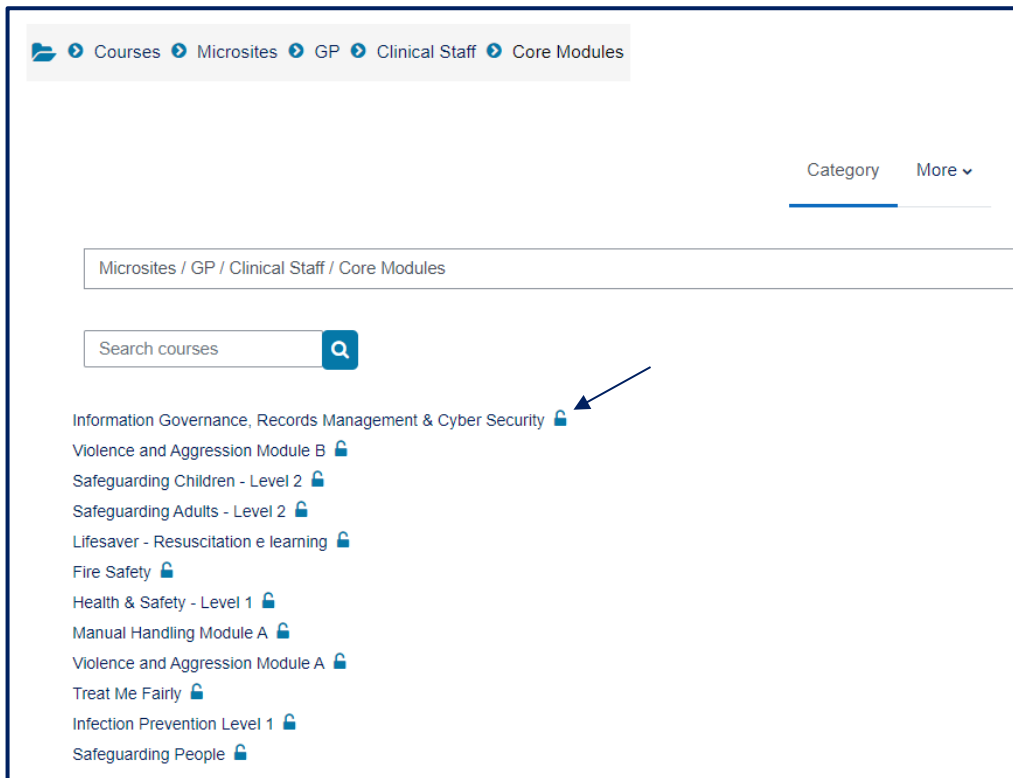
Once you have selected your organisation, select either Admin or Clinical Staff.

The screenshot shows the Learning@Wales e-learning platform interface. At the top, there is a breadcrumb trail: Courses > Microsites > GP. Below this, there are tabs for 'Category' and 'More'. A dropdown menu shows 'Microsites / GP'. There is a search bar with the text 'Search courses' and 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 contact information line: 'If you have any queries please contact the All Wales e-learning Helpdesk on - elearning@wales.nhs.uk or 01443 848636.' Below the contact information, there is a note: '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' and 'Clinical staff training'. Arrows point to these buttons from the left and right sides.

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

The screenshot shows the Learning@Wales e-learning platform interface for Clinical Staff training. At the top, there is a breadcrumb trail: Courses > Microsites > GP > Clinical Staff. Below this, there are tabs for 'Category' and 'More'. A dropdown menu shows 'Microsites / GP / Clinical Staff'. There is a search bar with the text 'Search courses' and 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.' Below the message, there is a note: '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' and 'Additional Modules'. An arrow points to the 'Core Modules' button from the left side.

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.

The screenshot shows the 'Enrolment options' form. At the top, it says 'Information Governance, Records Management & Cyber Security - Level 1'. Below this, there's a section titled 'Self enrolment (Student)'. Under this section, there's a label 'Enrolment key' next to a text input field. A blue arrow points to this input field. At the bottom right of the form, there's a blue button labeled 'Enrol me'.

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:

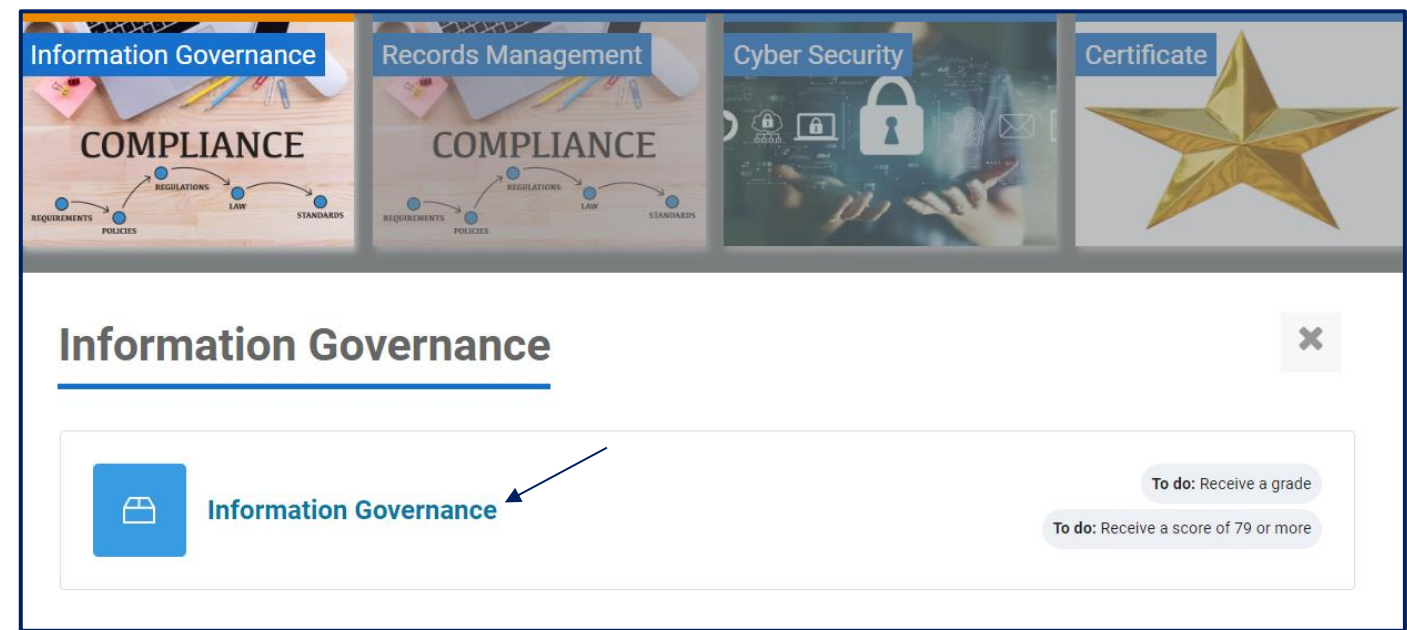
The Enrolment Key is case sensitive - a capital W must be used.

4. Accessing the course

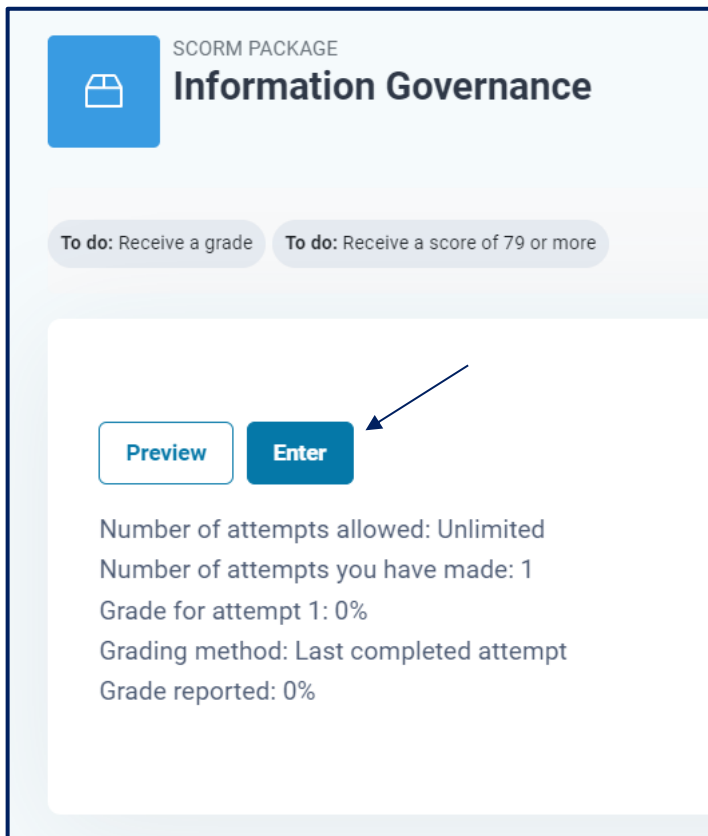
The course is broken down into three sections, you will need to complete each one. Begin by selecting “Information Governance”.



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

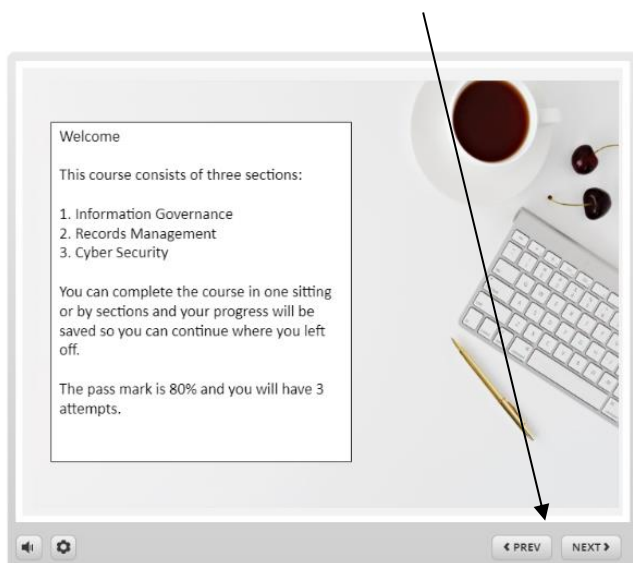
[Preview](#) [Enter](#)

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

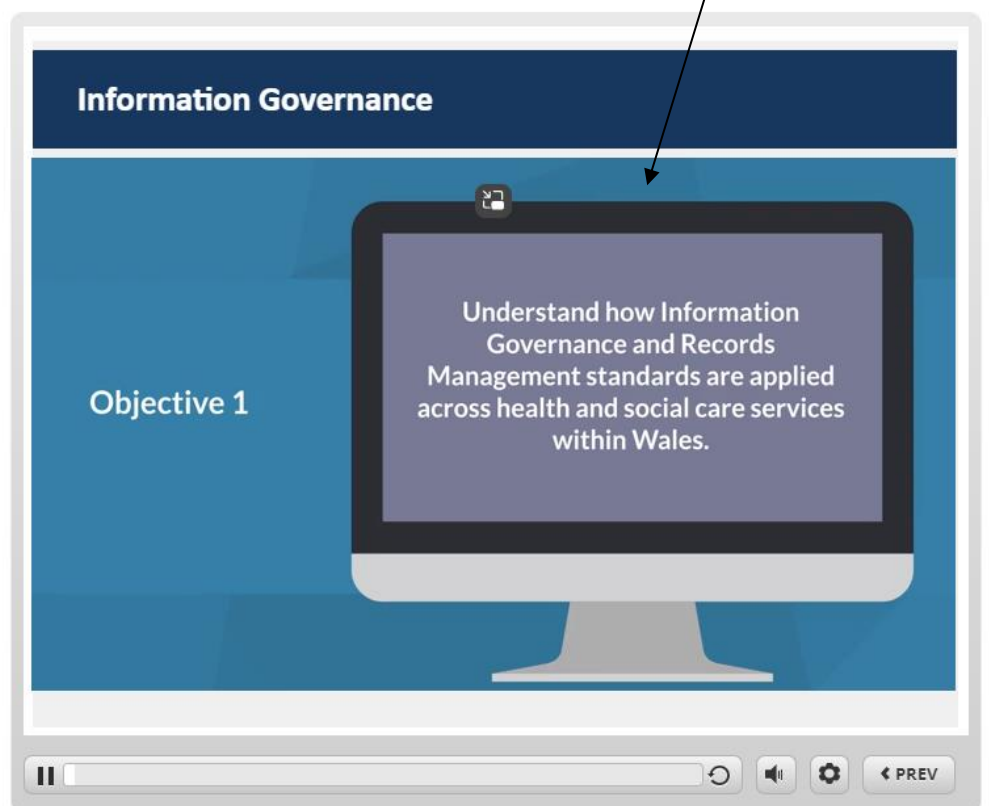
Llywodraethu Gwybodaeth, Rheoli Cofnodion a Seiberddiogelwch

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Navigation buttons: < PREV, NEXT >

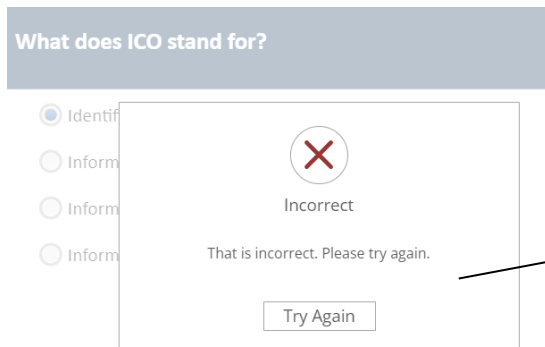
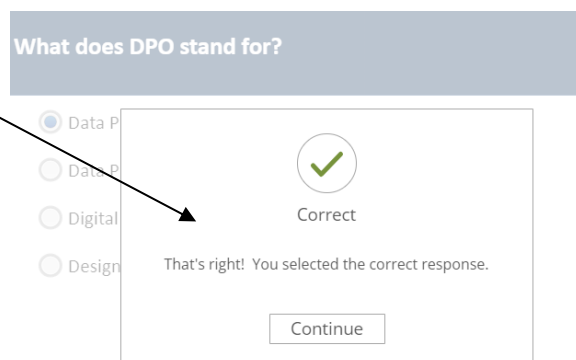


The course includes instructional videos that provide a preview of the content you will be presented with.





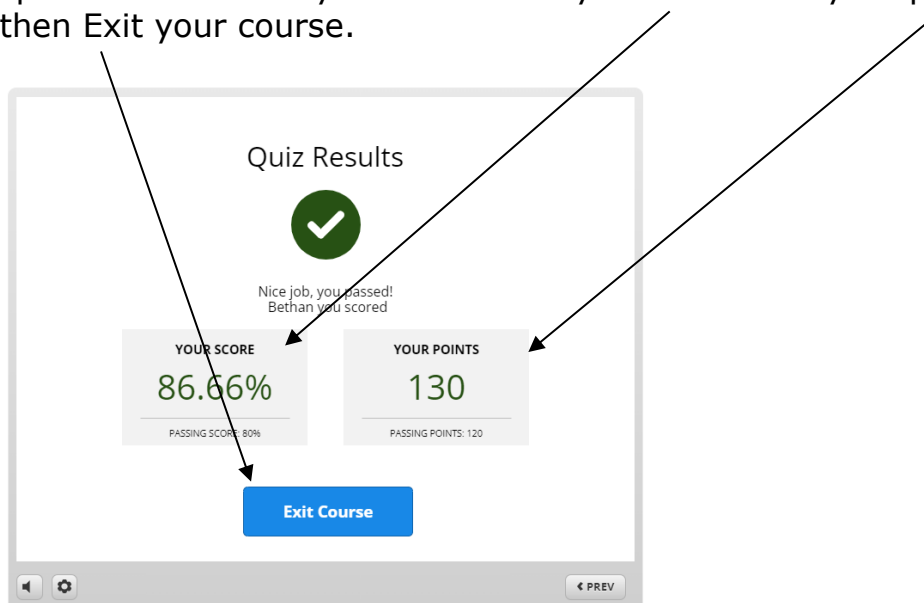
When a question is answered correctly



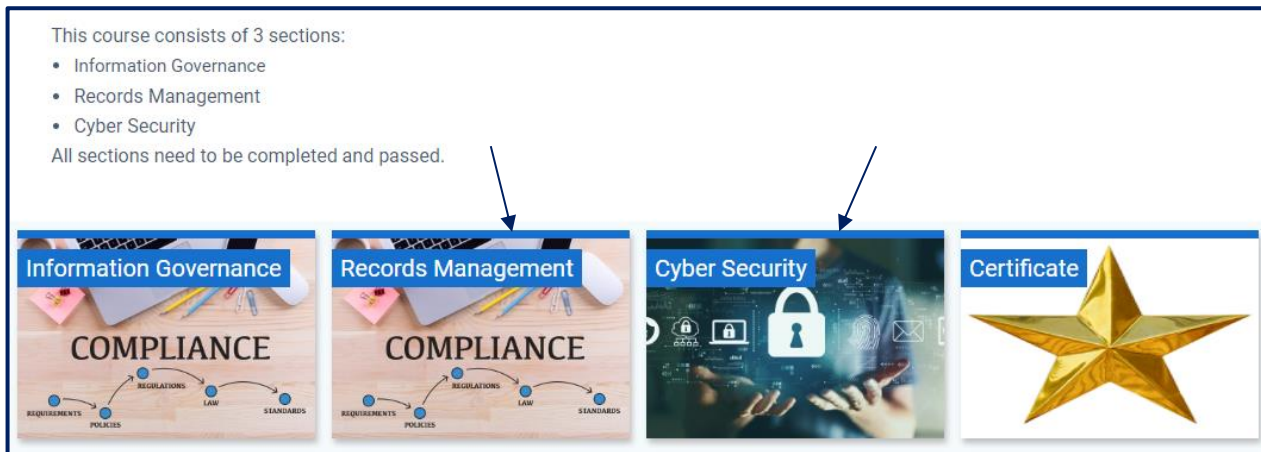
When a question is answered incorrectly

End of Section

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

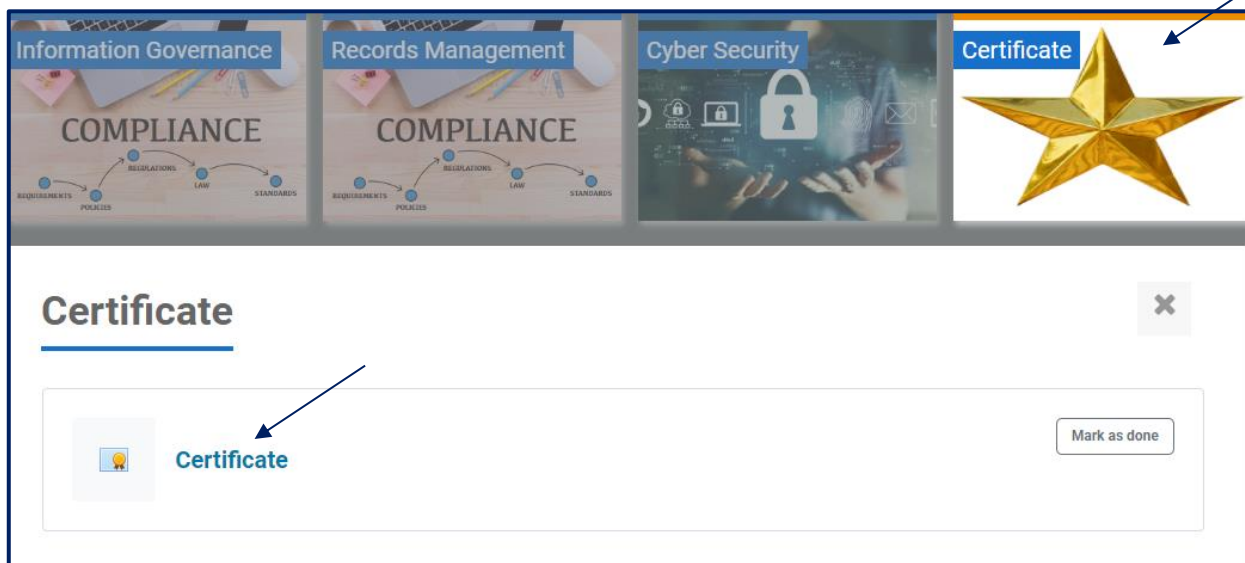


Complete the same steps for the “Records Management” and “Cyber Security” sections.

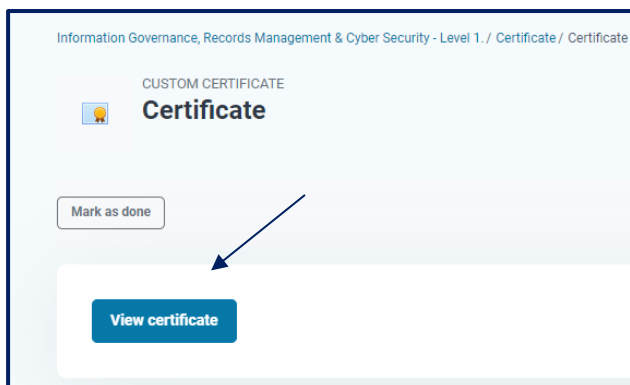


5. Certificate

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



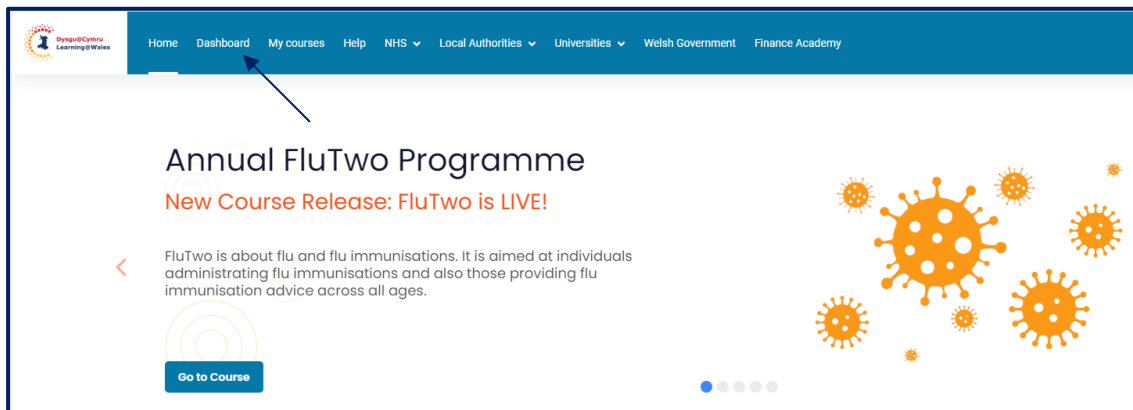
Then view Certificate.



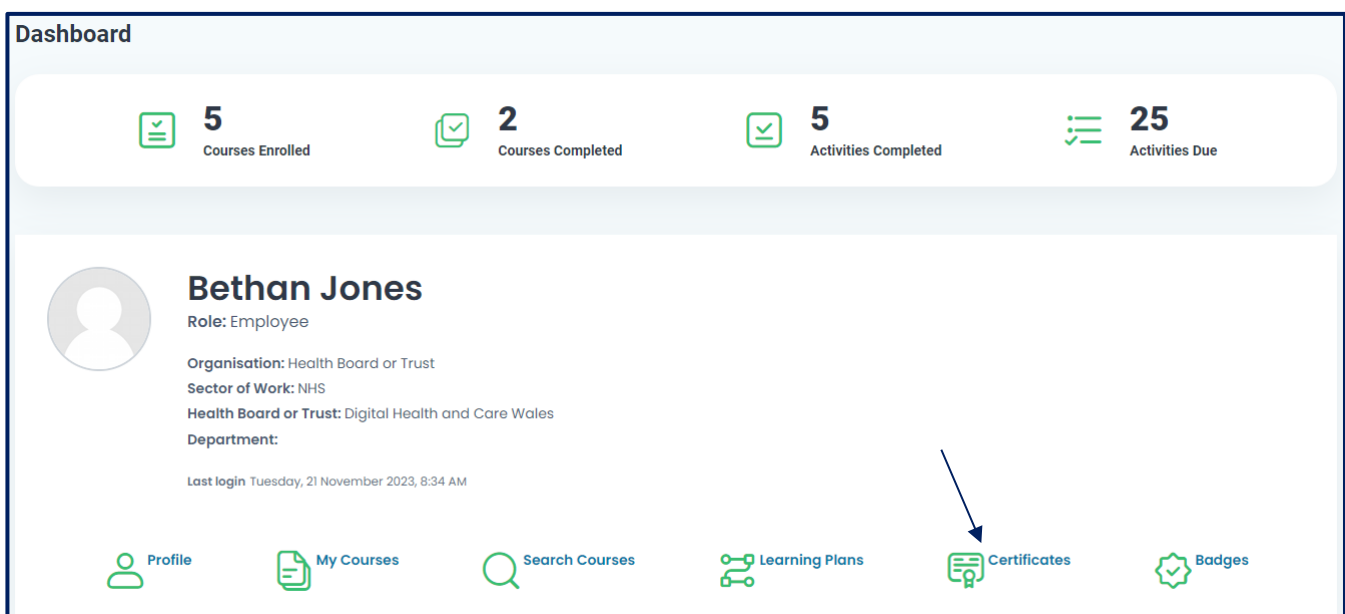
You will then be presented with your Certificate, please note it is only valid for two years.



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 Comma separated values (.csv) Download

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.

6. Learning Support / IT Support

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