New home for IG training - Additional Q&A's

1. **Does the 'Replacement of the NHS IG Training Tool' briefing mean that we are moving to a two year compliance period, e.g. staff only need training every two years and not every year?**
   No, this change is for IG Toolkit V14 only; it does not set any precedent for the future.

2. **How does this fit with the IG Toolkit requirement that IG Training must be delivered annually?**
   The new instruction has been implemented because the current NHS IG Training Tool (IGTT) materials are out of date and new important messages will be ready early in 2017. This decision has been made as we're conscious of the impact on organisations of training 95% of their staff with the outdated materials on the IGTT website and then having to repeat the process with the updated materials in the same training year.

   Where organisations are using locally produced training, they are of course free to continue to deliver that training if they wish, but must amend their materials to reflect the new messages once the updated materials are available.

3. **Is there a go live date for the new training site?**
   We do not yet have a fixed release date for the new site, but once a date has been agreed we will communicate this information.

4. **Will all organisation types be able to use the new site from the go live date?**
   The service will be available to organisations with a valid ODS code and with a requirement to complete mandatory Information Governance training. There will be several access routes to the service depending on the organisation type.

5. **Will the new system have the capacity to take on the organisations that have been unable to register because of the capacity constraints of the current site?**
   One of the main aims of moving to the new site is to enable organisations currently on the 'waiting list' for registration on the IGTT to be able to access the e-learning.

   The capacity of the new service will be upgraded gradually to meet the demands of up to 3.2m health and social care learners by 2020.

6. **Will the e-Learning for Healthcare site have a similar administrator's account as on the IGTT to enable organisation administrators to access staff training data directly?**
   Local administration accounts will exist in the new service. The range of reporting options for administrators has been simplified based upon Department of Health reporting advice and lessons learned with the IGTT over a number of years. Users will be able to print and export reports on their own learning data to confirm evidence of course completion. Course certificates will also be available to print and save.

   Further information will be made available in the near future detailing how organisations can arrange for local administrator accounts to be set up.

7. **Currently ESR does not provide reporting functionality except for HR staff, will the e-Learning for Healthcare website have similar functionality to the IGTT?**
   Organisations wishing to use the e-Learning for Healthcare site will be required to nominate appropriate local administrators via a registration process. It should be

noted that many IG teams in large organisations are already working closely with their HR colleagues on training statistics and other aspects of IG.

8. **The briefing only mentions IG training - will other modules such as 'The importance of good clinical record keeping' be updated and transferred to the new site?**
The development of e-learning products takes time and our immediate focus has to be on revising the IG training that all staff are mandated to do, and providing some of the materials referenced in the briefing, e.g. modules for Caldicott Guardians and SIROs. In future years it may be possible to develop additional training materials; however it is unlikely that the range of modules currently on the IGTT will be precisely replicated.

9. **Will access to IGTT be revoked by the stated deadline?**
The site is being decommissioned on 31 December 2016. This means that users and administrators will not be able to access the site. Therefore, please encourage staff to download their certificates before this date. Administrators should also ensure they have downloaded any reports they are likely to need. In the event that certificates and reports were not downloaded in time, for a limited time these can be requested via the IGTT Helpdesk at ssd.ig-trainingtoolhelpdesk@nhs.net