

# DATA PROTECTION & INFORMATION GOVERNANCE PRACTITIONER LEVEL 4



CLEAR QUALITY



## WHO IS IT FOR?

This occupation is found in organisations of all sizes across all sectors where personal and commercial data is processed. DP & IG practitioners work in varied environments including in an office, onsite, or remotely. They are responsible for assisting the organisation in its compliance with information governance and data protection best practice and associated laws and regulations. This qualification is available to apprentices of any age. Previous qualifications will not affect your ability to apply for this Work-based learning as long as you are in or moving into an information management role within your organisation.



## WHATS INCLUDED?

The DP & IG Practitioner Work-based learning covers:

- Development of policies and guidance
- Disposal of data in compliance with legislation, regulation and good practice
- Development and delivery of in-house training and awareness packages
- Documenting records of processing activities
- Analysing data and present the outcomes
- Managing, co-ordinating and responding to information requests
- Impact assessments
- Investigating reported personal data breaches
- Quality and risk management / Audits



## DURATION AND COST

COURSE DURATION: 16 MONTHS

COURSE COST: £10000

5% NON LEVY CONTRIBUTION: £500



## HOW WE DO IT!

All of our Work-based learnings are delivered remotely using the most up to date technology including online lectures, eLearning and assignments. We have designed all our training to be split into bite sized chunks of learning.



## ENROLMENT

Please get in touch if you would like more information on our Work-based learning Programmes.

We run cohorts every quarter for the Work-based learning so please register your interest now to ensure you have a place on the next available cohort.

Email: [training@clearquality.co.uk](mailto:training@clearquality.co.uk)

Phone: 01709 918501



## HOW IS IT FUNDED?

Levy paying: if your levy account has the funds to cover the full Work-based learning costs then the cost will be drawn down from your levy account each month for the duration of the Work-based learning.

Non-levy-paying companies: employers will pay 5% towards the cost of the Work-based learning and the Government will pay the remaining 95%, up to the funding band maximum. The 5% contribution will be required after the initial enrolment is completed and will be billed in full.

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**Work-based learning courses by the ISO Specialists at  
Clear Quality**