



# DATA PROTECTION & INFORMATION GOVERNANCE PRACTITIONER

## LEVEL 4

**Data protection and information governance practitioners** work in varied environments including in an office, onsite, or remotely. The broad purpose of the occupation is to provide regulatory and technical advice and guidance providing assurance to key stakeholders and regulators of compliance with information governance (IG) and data protection (DP) requirements.

### DURATION

18 months.

### MANDATORY QUALIFICATIONS

- Level 2 in English and maths (City and Guilds)

### WHAT DOES THE QUALIFICATION COVER?

A Data Protection and Information Governance Practitioners will have knowledge of, be able to understand and apply in practice the following areas of learning:

- The processing of data in technology and software and risks associated with it.
- Technology and software used to provide appropriate representation of data and manipulate them into formats for publication.
- Risk assessment methodologies and approaches to risk treatment or mitigation pertaining to processing data and the impact to the business .
- Fundamental rights of information requests such as Freedom of Information (FOI), Individual Rights (IR), Environmental Information Regulation (EIR), Data Interoperability and Data Protection (DP).
- Industry or regulatory toolkits and control frameworks or standards.

### HOW WILL IT BE DELIVERED?

The apprenticeship can be delivered in a classroom setting to a cohort of learners or on an individual 1-1 basis to meet the needs of the employer and learner. Our blended learning approach supports the inclusion of additional elements of learning relevant to the individuals job role and specific employer requirements

Training will be delivered in line with the agreed Commitment Statement and will include:

- A robust initial assessment covering English and maths.
- Monthly 1-1 meetings between the apprentice and the trainer
- Tri-partite meetings every 12 weeks between the employer, learner and trainer to review progress and review the 'off the job' training elements.





- Learner progress is recorded via our e-learning platform, which gives access to a broad range of online courses and materials.
- The employer can access the learners e-portfolio using their own log in to check on progress.

Once the learner has completed the appropriate functional skills and the employer, learner and trainer agree that the apprentice has reached the required standard in their knowledge, skills and experience, the learner will be put forward for their EPA.

## END POINT ASSESSMENT

The end-point assessment is designed to enable apprentices to demonstrate that they are fully conversant in the skills, knowledge and behaviours expected of individuals at this level. It is designed to provide the independent assessor with a holistic view of the apprentice, and allow them to assess to what extent the apprentice meets or exceeds the apprenticeship standard.

The end-point assessment will consist of:

- Work-based project report with a presentation and questions and answers
- Professional discussion underpinned by a portfolio of evidence

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