

## Level 4

# Data Protection & Information Governance Practitioner

**TYPICAL DURATION: 18 MONTHS**

**FUNDING VALUE: £10000\***



### Role Profile

As a Data Protection & Information Governance Practitioner, the responsibilities include providing regulatory and technical advice, analysing data, developing briefings for senior leadership, and investigating information governance complaints and incidents. Key skills required for this role include IT systems management, effective communication, documentation preparation, prioritisation under time pressure, and adaptability to changing priorities. Relevant certifications and experience in data protection and information governance are beneficial. Commonly used tools and technologies include IT systems for data management and communication mediums for stakeholder engagement.

### Qualifications

Level 2 in English & Maths

A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

### Course Content

During the apprenticeship, individuals will acquire the necessary skills, knowledge, and behaviours for their chosen role and industry. This includes areas such as; Communication, Risk Methodologies, Technology, Data Analysis and Data Management, Regulation & Legislation Organisation Awareness, Stakeholder Management, Self-Development, Managing Workloads.

### End Point Assessment

This EPA has 2 assessment methods.

- Work-based project report with a presentation and questions & answers
- Professional Discussion underpinned by portfolio

### Awarding Body

BCS

### Non-levy Employer Contribution\*

£500 (5%)

### Typical Job Roles

Data Protection Lead

Data Protection Manager

Information compliance officer

Information governance lead

Information governance officer

Privacy officer

### Further Information

This standard aligns with the following professional recognition: Information and Records Management Society for Individual member grade, The British Computer Society for Associate member grade

To learn more about opportunities for full or part funded, high quality training for you and your staff, call **0845 223 2401**, or e-mail us at [info@steadfasttraining.co.uk](mailto:info@steadfasttraining.co.uk)