Guidance on completing the e-LfH registration form

The writing in red will help you with what information to provide.

1. Organisation Information

Organisation Name:	Provide your organisation name
ODS code:	Contact exeter.helpdesk@nhs.net if you do not know your code
Please enter your name:	Provide your name
Your email address:	Provide your email address
Please enter your contact phone number:	Provide your phone number
Name of the HR decision maker regarding e-learning:	If you do not have a HR decision maker provide your own name.
How many employees does your organisation have:	Provide number of employees
How many employees will need to complete the Data Security training:	This is up to you – this training is very in-depth so might only be suitable for senior staff.

2. Methods of delivering Mandatory Data Security e-learning courses: Please indicate which service or method you intend to use to train your staff on the Data Security training

	Yes	No	Not Applicable
We will use Electronic Staff Record	☐	☐	☐
We will use e-Learning for Healthcare and the bulk upload service	☐	☐	☐
We will use e-Learning for Healthcare and we will allow staff to self register	☐	☐	☐
We will use OpenAthens	☐	☐	☐
We will build our own courses to meet the required standard	☐	☐	☐
We want a copy of the data security e-learning course files to use our own LMS	☐	☐	☐

For domiciliary care services you will either use the "bulk upload service" or "allow staff to self register".

If you have lots of staff who are going to complete the training then you should choose the bulk upload option. If your staff will register with a personal email address not a work one then you should also choose this option.

If only a few staff will complete the training you can allow them to self-register.

Pick which one sounds right to you and you can always talk it through with e-LfH when they contact you.

3. e-Learning Service Needs

Has your organisation had access to HSCIC/NHS Digital IG training before?	Yes or No?
Have all of your staff got email addresses that are unique to your organisation?	Yes or No?
Approximately how many of your staff use Hotmail, gmail, yahoo mail or any other free/personal email services for work purposes? We need to know this in terms of helping them to access the new e-Learning courses?	You only need to provide the number of staff who will be registering for the training with personal email addresses.
Does your organisation work with volunteers or personal assistants? If yes, are they obliged to do you current IG training?	Yes or No?

4. Systems and Applications

What is the main operating system used with your organisation? E.g. Windows 7, Windows 10, OSX?	If you have Windows you can find out how to do this here. If you have Mac you can find out how to do this here.
e-Learning for Healthcare services does not support the use of old browsers, neither does NHS Digital. Some elements, such as videos, are hosted on the Vimeo service helping to reduce the bandwidth used by the service. Is your organisation able to ensure this web service is not blocked to users?	Yes or no?
Are you an NHS organisation with access to the Electronic Staff Record service and are you fully using it to access e-Learning?	No

5. Reporting: how does your organisation current report mandatory training compliance?

You can answer "n/a" here

6. Other Information: any other information you feel is relevant

Please state that you are a domiciliary care organisation here.