



Information Governance training for Volunteers

Go to <https://www.igtt.hscic.gov.uk/igte/index.cfm>

Pick 'IG training tools' from the LHS

Then, if you think you have **done it before** put in your email address as the user name. You may be able to remember your password. If not there is a password retrieval system. Its based on something you told them last time. You may have forgotten what you said your favourite book was at that at time, and how you spelled it. Finally, through trial and error, or persistence and bloody-mindedness, you will win through and you will get in.

If you have never registered for IG training before go to bottom right hand side and register yourself as a new user by completing your details, filling in job (probably Breastfeeding Helper) and organisation (Breastfeeding Network)

Either way, pick 'learning tools' to find your courses.

Safeguarding training for Volunteers

Accounts for safeguarding training need to set up centrally.

Please email your request to the admin email address with

- your status (helper, supporter, etc)
- full name and
- email address

An account will be set up centrally and you will receive an email with your log in details.

If you have **forgotten** your log in details we can retrieve them centrally so email us.

If you **need proof** of the training you have completed you can you log in in the usual way at

<https://safeguardingchildren.vc-tms.co.uk/default.aspx?session=to>

You can see two tabs.

Choose the 'completed learning' tab, then look for the tiny printer icon at the end of the row. If you click on that you can print a **certificate**. If this doesn't work it can be printed in the office, scanned and sent as an attachment to you by email

Still got questions?

Email admin and we will do our best to help.

To speak to a Breastfeeding Supporter call National Breastfeeding Helpline 0300 100 0212

Calls to 0300 numbers cost no more than calls to UK numbers starting 01 and 02 and will be part of any inclusive minutes that apply to your provider and call package

*The Breastfeeding Network is a Company Limited by Guarantee Registered in Scotland Company No. 330639
Registered office Alexander Sloan, Chartered Accountants, 38 Cadogan Street, Glasgow, G2 7HF
The Breastfeeding Network is a Registered Scottish Charity No SC027007*