



European Union

European
Social Fund

access > skills



Information Handling

FREE Training* in Level 2 and 3 Qualifications

- Legislation - GDPR & Data Protection Regulations
- Entering information and notes
- Storage and safe handling of records
- Where to obtain support, or how to support others to understand how to complete records and reports



Make an enquiry [here](#),
call us today on **0121 510 2169**,
visit www.accessskills.co.uk/esf-funding for all course details/booking.



We also offer **FULLY FUNDED** Level 2, 3 and 5 diploma qualifications, and accredited training such as Dementia, End of Life Care, and Safeguarding.

*eligible companies and individuals

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Approved Centre

Highfield
Qualifications

matrix
Quality Standard for Information
Records and Guidance Services
Approved by the Institute for Information
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