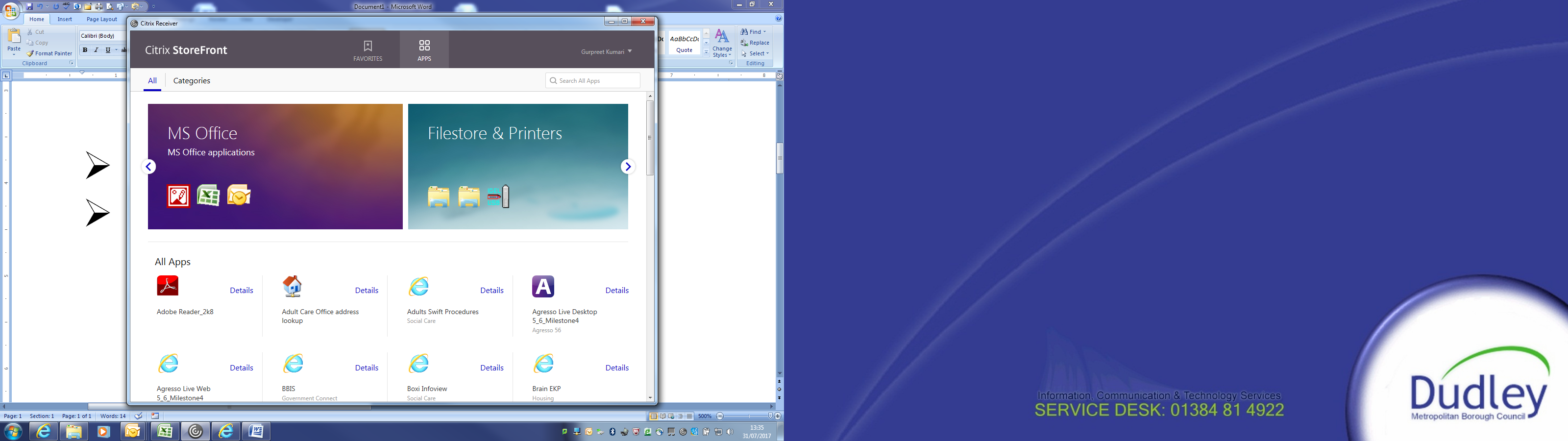
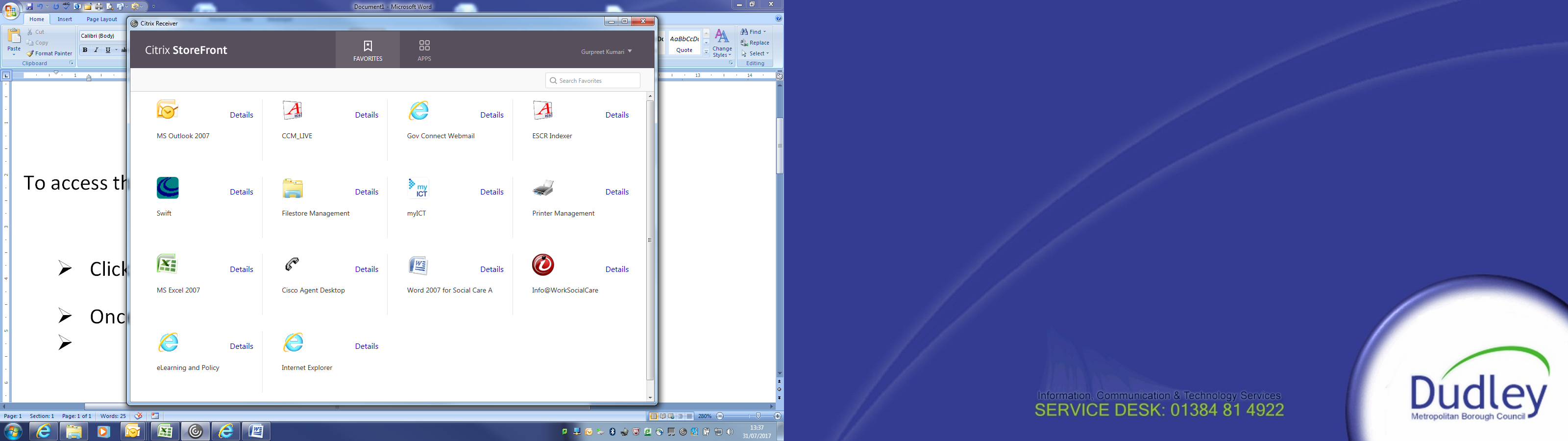
**Mandatory E-Learning and Policies**

To access the E-Learning site:

* Click  from your desktop
* Once Citric Receiver opens click on Favourites at the top 
* You will see a list of Apps saved in this area. Click on  to access the E-Learning /P Policies site
* Your E-Learning will open in a web page.
* You will see two tabs ‘Your Policies’ and ‘Your learning’. You can access all your courses and policies through here.
* Alternatively in the bottom right you will see Keyword Search, you can use this area to search for the courses/policies category you are in (search by typing part of the course/policy name in and clicking the search button)

Under the **‘Your Policies’** tab:

**Corporate Health and Safety**

* Health and Safety Policy

**Corporate ICT Policies**

* IGPOL005 Information Security – Remote Mobile Device Working Policy
* ITPOL005 ICT Equipment Guardianship and Usage Policy

**Data Protection**

* Data Protection Policy

**Information Security**

* DMBC Info + Cyber Security Policy
* GCSX AUP and Personal Commitment Statement
* Guardian Agreement – Portable ICT Equipment
* IGPOL012 WebEx & Jabber Desktop Sharing - Acceptable Usage Policy
* IS Information Protection Policy
* ITPOL016 – USB Memory Stick Devices Policy
* Email and Internet Acceptable Usage Policy

Under ‘**Your Learning’** tab:

**(‘Bitesize Videos – General’)**

* myICT
* Privacy Awareness

**(‘Compliance’)**

* Mandatory - Cyber Security - Reducing the risk of a breach
* Mandatory - Data Protection
* Mandatory - Equality and Diversity
* Mandatory - Freedom of Information & Environmental Information Regulations
* Mandatory - General Data Protection Regulation
* Mandatory - Information Security

**(‘Corporate IT’)**

* Dudley MBC Secure Email Solutions – GCSx
* Jabber

**(‘Health and Safety’)**

* Employee Warning System information/instructions
* Fire Safety
* Personal Safety
* Portable Display Screen Equipment Guidance

**(‘Social Care inc. Safeguarding’)**

* CCM – Introduction & ESCR