

# Words Worth Reading Ltd

September 2012 ISSUE 44

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Hi, and welcome to the September edition of the Words Worth Reading Ltd newsletter. As the schools go back and the sun comes out the Words Worth Reading office has the coffee on and busy reading essays and dissertations, with August seeing the largest number of the student submissions so far in 2012, with on average 5 dissertation proofread submissions per day!

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## **We have new templates to help you complete the Information Governance Toolkit**

Words Worth Reading Ltd now provide downloadable templates that facilitate the in-house completion of required documentation for the Information Governance Toolkit.

Information Governance (IG) is the framework for handling personal information in a confidential and secure manner to appropriate ethical and quality standards in a modern health service.

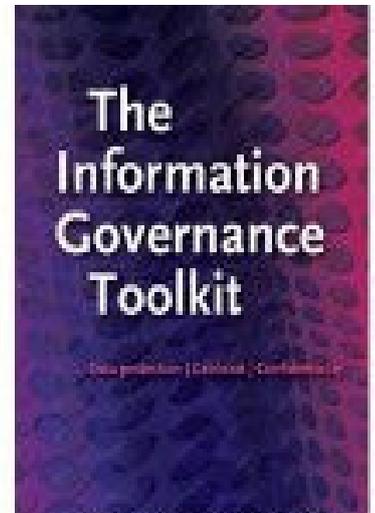
The Information Governance Toolkit (IGT) is an online system which allows NHS organisations, including community pharmacies, dental practices, eye care services and general practices along with adult social care services and other health related providers to assess themselves against Department of Health Information Governance standards.

The latest version of the IGT, version 9, is considered to be more rigorous and prescriptive than previous versions. It has been further tailored to fall in line with the Information Governance requirements of the Care Quality Commission's registration process.

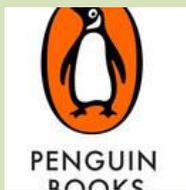
Words Worth Reading Ltd has a wealth of experience in supporting companies to meet the Information Governance requirements, and we now offer a new service to help you write your own information governance documents. We now provide downloadable templates that facilitate the in-house completion of required action plans, policies, training material and process mapping. These templates can be found in the 'Health Services' section of our website.

[Click here to visit our website.](#)

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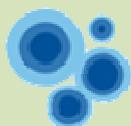
## Spotted on Twitter



### **Penguin Books@PenguinPbks**

With a hint of fall in the air, [@TucsonCitizen](#) looks ahead to Halloween & "the perfect book for a crisp Oct evening."

<http://ow.ly/dDDXH>



### **NHS local@NHSlocal**

Thinking of giving up smoking? Why not join thousands of others next month who are taking part in [#Stoptober](#) <http://ow.ly/dAE7p>



### **Poets & Writers@poetswritersinc**

An adaptation of "A Quiet Passion" has cast Cynthia Nixon as poet Emily Dickinson. [#DailyNews](#)

<http://at.pw.org/P8ODzL>



### **BMJ@bmj\_latest**

Athene Donald: "Science: it's a girl thing" is not a cure...

<http://fb.me/1cdZgE0I6>



### **The Paris Review@parisreview**

[T]here's going to be another book that will just be called "Bedroom."

There won't be any characters. – Stephen King <http://bit.ly/MZgOPm>

## Has the CQC sent you extra registration codes?

Once you have registered online, you will have received your registration letter from the CQC. This letter includes the code you need to begin the application process online. However, you may have received more than one invitation letter to register.



This does not mean you have to register more than once. Extra access codes were sent out to providers because the CQC used data based on contracts rather than your legal entity. If your contracts are all held by one legal entity, you only need to complete one registration, using one of the access code you have received.

But, you must remember to deactivate the codes you won't be using. The CQC will be sending out letters and phoning providers who have not deactivated the extra codes. It is a simple process that can be done online. To deactivate your extra codes, visit the [CQC website](#).

*If you would like help and support with any aspect of the CQC registration process, visit our [website](#).*

## Voluntary Remote Work Experience Programme

This month saw Words Worth Reading Ltd launch their remote work experience programme which is already proving to be very popular.

At Words Worth Reading Ltd we are passionate about delivering excellence in the proofreading, writing, editorial and design services we offer. We are also passionate about passing on our expertise and skills to others, which is why we are delighted to announce the launch of the Words Worth Reading Ltd Voluntary Remote Work Experience Programme.

The programme can be completed across 2-4 weeks and it requires commitment of 12-18 hours in total. When you undertake the work experience programme you will be assigned a point of contact for guidance and support. All work and communication will be completed remotely, over email or telephone.

Words Worth Reading Ltd operates a proofreading service across 4 different client groups; writers, students, job seekers and businesses. The work experience programme therefore covers these 4 areas.

Once the programme has been completed we will provide a full reference for you to use in the future, outlining exactly what work was completed, the skills ascertained by completing the programme.

*If you would like to take part in the Words Worth Reading Ltd Voluntary Remote Work Experience Programme email us from [here](#) or visit the [WWR Ltd website](#) for more information.*

## In other news...

**Customer feedback published...** Words Worth Reading Ltd have released the first of our quarterly reports that analyses customer feedback and responses to satisfaction questions. You can find the link to this on the Newsletters section of our [website](#).

**Here comes Autumn...** Keep an eye on the Words Worth Reading Ltd website, as we gear up for autumn the colouring of the website logo has changed to match this autumn's popular colour pallet!

## Things that we like this month



All natural completely handmade products [www.allnaturaluk.com](http://www.allnaturaluk.com)



Homemade, handmade muffin gifts [www.muffinheaven.co.uk](http://www.muffinheaven.co.uk)



Book Bouquet, gift basket with gifts [www.bookbouquet.com](http://www.bookbouquet.com)

## Contact us:

If you wish to find out more about the services we offer or want to get in touch with us about anything then please do not hesitate to contact us in any of the following ways:

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