Unit Title: **Filing Skills**
Unit Level: **Level 1**
Unit Credit Value: **3**
GLH: **27**
LASER Unit Code: **WJD346**
Ofqual Unit Code: **R/505/0825**

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Know about the Data Protection Act.	1.1	Identify the purpose of the Data Protection Act.
		1.2	State the basic requirements of the Data Protection Act.
2.	Know about filing classification systems.	2.1	List the main classification systems.
		2.2	Identify examples of where each of the above systems would be use.
3.	Know about the importance of pre-sorting documents.	3.1	Identify why pre-sorting documents is important.
		3.2	State the procedures to be followed when pre-sorting documents.
4.	Be able to file using different filing classification systems.	4.1	File documents using different methods of classification.
		4.2	Give an example of when files would be cross-referenced.
		4.3	Demonstrate the procedure to be followed when lending and tracing files.
5.	Be able to use an index.	5.1	State the purpose of an index.
		5.2	Use an index.

Assessment Guidance:
NA

Additional Information:
NA