Unit Title: Managing Information
Unit Level: 2
Unit Credit Value: 1
GLH: 6
LASER Unit Code: WJB092
Ofqual Unit Code: L/502/3557

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Understand the key issues when managing data in the place of work.	1.1	Describe the sorts of information and data that are used by businesses, providing examples from a local business.
		1.2	Describe 3 key issues related to the use of data in the place of work.
2.	Know how to use work-based information following appropriate management procedures.	2.1	Describe the types of procedures businesses have to govern the handling of information.
		2.2	Demonstrate the ability to handle information safely.
3.	Know how to work with numerical present information using appropriate methods.	3.1	List the different types of numerical information businesses have to deal with and describe three ways businesses present numerical information.
		3.2	Interpret tabulated numerical information from a business context and present it in an appropriate graphical manner.

Assessment Guidance:
NA

Additional Information:
NA