

Unit Title: Handling Information At Work
Unit Level: 1
Unit Credit Value: 1
GLH: 6
LASER Unit Code: WJB117
Ofqual Unit Code: M/502/3597

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know the key issues when handling data in the place of work.	1.1	Provide a basic description of 2 of the following in relation to data handling: a. Data protection b. Confidentiality c. Security.
		1.2	Give an example of why failing to consider one of these can cause a problem.
2.	Know how to adhere to work-based information handling procedures.	2.1	Identify the information handling procedures for a particular work role.
		2.2	Carry out at least 2 work related activities demonstrating they can adhere to information handling procedures that relate to the activities, including: a. Verbal b. Written c. ICT based information.

Assessment Guidance:
NA

Additional Information:
NA