

Unit Title: Using A Filing System
Unit Level: Level 1
Unit Credit Value: 2
GLH: 18
LASER Unit Code: WJC620
Ofqual Unit Code: M/506/0553

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know methods and procedures for storing and retrieving information.	1.1	Define methods of storing and retrieving information.
		1.2	Define procedures to be followed for storing and retrieving information.
		1.3	Define legal and organisational procedures for security and confidentiality of information.
2.	Be able to store information.	2.1	Identify and collect information to be stored.
		2.2	Demonstrate how to follow procedures for security and confidentiality of information.
		2.3	Demonstrate how to store information in approved locations.
		2.4	Indicate how to refer problems, if required.
3.	Be able to retrieve information.	3.1	Identify information to be retrieved.
		3.2	Demonstrate how to follow procedures for security and confidentiality of information.
		3.3	Demonstrate how to locate and retrieve the required information.
		3.4	Demonstrate how to provide information in the agreed format and timescale.
		3.5	Indicate how to refer problems, if required.

Assessment Guidance:

NA

Additional Information:

NA