

Unit Title: Reading And Responding To Information
 In A Health And Social Care Setting
Unit Level: Level 2
Unit Credit Value: 3
GLH: 24
LASER Unit Code: WJF250
Ofqual Unit Code: Y/507/0719

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to locate, retrieve and store information in a health and social care setting.	1.1	Locate written reference sources relevant to a given task in a health and social care setting.
		1.2	Create written notes from given sources in different formats.
		1.3	Use browsers and public search engines to retrieve relevant information.
		1.4	Set up electronic filing systems to enable: <ul style="list-style-type: none"> • Location of information; • Retrieval of information; • Transfer of information.
2.	Be able to respond to written materials in a health and social care setting.	2.1	Use skimming and scanning techniques to find information relevant to a given task in a health and social care setting.
		2.2	Make an accurate and organised summary of the main points extracted from the material.
3.	Be able to produce written materials for specific purposes in a health and social care setting.	3.1	Produce written work relevant to a given task in a health and social care setting, using standard punctuation and accurate spelling with no major grammatical errors.
		3.2	Plan ideas in a clearly structured, sequenced and paragraphed written form.
		3.3	Produce a bibliography and reference source within the scope of the work set.

Assessment Guidance:
NA

Additional Information:
NA