

Unit Title: Introduction To Filing
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJH131
Ofqual Unit Code: H/650/1124

This unit has 4 learning outcomes.

| LEARNING OUTCOMES | | ASSESSMENT CRITERIA | |
|-------------------|--|---------------------|--|
| The learner will: | | The learner can: | |
| 1. | Know about the Data Protection Act. | 1.1 | State the purpose of the Data Protection Act. |
| | | 1.2 | Provide examples of sensitive data covered by the Data Protection Act. |
| 2. | Know about filing classification systems. | 2.1 | List the main filing classification systems. |
| | | 2.2 | Give examples of where the main filing classification systems would be used. |
| 3. | Know about the importance of sorting items for filing. | 3.1 | State why sorting items for filing is important. |
| | | 3.2 | State the procedures to be followed when sorting items for filing. |
| | | 3.3 | Give an example of when items would be cross-referenced for filing. |
| | | 3.4 | State the purpose of an index. |
| 4. | Be able to file using different filing classification systems. | 4.1 | Demonstrate how to file using different classification systems. |
| | | 4.2 | Demonstrate how to use an index for filing. |

Assessment Guidance:

NA

Additional Information:

NA