OCR
Oxford Cambridge and RSA

Unit Title:	**Archive information**
OCR unit number:	17
Level:	2
Credit value:	3
Guided learning hours:	14
Unit reference number:	T/506/1865

Unit aim and purpose

This unit aims to develop the knowledge and skills required to archive information. Upon completion of this unit, learners will be able to archive information.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand archiving requirements	**The Learner can:** 1.1 Describe different ways of archiving **information** 1.2 Describe how to retrieve archived information 1.3 Describe organisational procedures for archiving, retrieving and deleting information 1.4 Explain the importance of document retention policies to organisations 1.5 Describe the security and access requirements of **offsite archives**	**Information** could be electronic or paper based **Offsite archives** may include, but are not be exclusive to: • Cloud • Commercial storage facilities
2 Be able to archive **information**	2.1 Confirm the information to be archived 2.2 Identify the retention period post-archiving 2.3 Archive information within the agreed timescale 2.4 Keep archive records up-to-date and indexed 2.5 Report problems to the right person 2.6 Adhere to **organisational policies and procedures, legal and ethical requirements** when archiving information	Where possible, adherence to **organisational policies and procedures, legal and ethical requirements** should be confirmed by a line manager or experienced colleague

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Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	**Unit number**	**Title**
Business & Administration (2013) National Occupational Standards:	CFABAD334	• Provide archive services

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

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