Unit Title:	**Store and retrieve information**
OCR unit number:	14
Level:	2
Credit value:	4
Guided learning hours:	19
Unit reference number:	R/506/1811

Unit aim and purpose

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

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand information storage and retrieval	**The Learner can:** 1.1 Describe **systems** and procedures for storing and retrieving information 1.2 Outline legal and organisational requirements for information security and retention 1.3 Explain how to create filing systems to facilitate information identification and retrieval 1.4 Explain how to use different search techniques to locate and retrieve information 1.5 Describe what to do when problems arise when storing or retrieving information	**Systems** may include: • Paper • Electronic • Organisational systems
2 Be able to gather and store information	2.1 Gather the information required within the agreed timescale 2.2 Store files and folders in accordance with organisational procedures 2.3 Store information in approved locations 2.4 Adhere to **organisational policies and procedures, legal and ethical requirements**	Where possible, adherence to **organisational policies and procedures and legal requirements** should be confirmed by a line manager or experienced colleague.

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Learning Outcomes	Assessment Criteria	Additional Guidance
3 Be able to retrieve information	3.1 Confirm information to be retrieved and its intended use 3.2 Retrieve the required information within the agreed timescale	

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:	CFABAD332	• Store and retrieve information using a filing system

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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