

<b>Unit Title:</b>	<b>Archive information</b>
OCR unit number	112
Sector unit number	H/601/2462
Level:	1
Credit value:	2
Guided learning hours:	13

## Unit purpose and aim

This unit is about using the procedures to be followed when archiving and retrieving information.

Learning Outcomes	Assessment Criteria	Exemplification
<p><b>The Learner will:</b></p> <p>1. Understand procedures for archiving information</p>	<p><b>The Learner can:</b></p> <p>1.1 Explain when required information should be archived</p> <p>1.2 Describe procedures to be followed for archiving information, including legal requirements, if required</p> <p>1.3 Explain the purpose of organisational and legal requirements for the security and confidentiality of archived information</p> <p>1.4 Explain the purpose of confirming information to be archived</p> <p>1.5 Describe procedures for recording and keeping archived information</p> <p>1.6 Explain how to retrieve archived information</p> <p>1.7 Describe problems that may occur with systems containing archived information and how to deal with them</p>	<p>Learning outcome 1 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units.</p>
<p>2. Be able to archive information</p>	<p>2.1 Confirm the information to be archived</p> <p>2.2 Follow legal and organisational procedures for security and confidentiality of information</p>	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to archive information</p>

	<p>2.3 Follow instructions to archive information in the agreed format and timescale</p> <p>2.4 Maintain a record of information archived</p> <p>2.5 Follow instructions to retrieve archived records upon request</p> <p>2.6 Resolve or refer problems, if required</p>	
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## Assessment

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This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

## Evidence requirements

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A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Annotated policies and procedures relating to archiving and to security and confidentiality
- Work requests
- Documentation relating to identified problems
- Completed tasks
- Records of information archived

## National Occupational Standards (NOS) mapping/signposting

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This unit is based on the NOS BAD333 Archive Information

NOS can be viewed on CfA website at <http://www.cfa.uk.com> or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

## Functional skills signposting

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This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.qcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing		Find and select information	✓
Writing	✓	Interpreting		Develop, present and communicate information	✓

## Resources

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Access to a working environment with associated equipment and resources

## Additional information

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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](http://www.ocr.org.uk) .