

Unit Title: Use a filing system

OCR unit number	111
Sector unit number	Y/601/2460
Level:	1
Credit value:	2
Guided learning hours:	13

Unit purpose and aim

This unit is about using systems to store and retrieve information.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1. Know methods and procedures for storing and retrieving information</p>	<p>The Learner can:</p> <p>1.1. Describe methods of storing and retrieving information</p> <p>1.2. Describe procedures to be followed for storing and retrieving information</p> <p>1.3 Describe legal and organisational procedures for security and confidentiality of information</p>	<p>Learning outcome1 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 store information</p>	<p>2.1 Identify and collect information to be stored</p> <p>2.2 Follow procedures for security and confidentiality of information</p> <p>2.3 Store information in approved locations</p> <p>2.4 Refer problems, if required</p>	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to use a filing system</p>
<p>3. Be able to retrieve information</p>	<p>3.1 Identify information to be retrieved</p> <p>3.2 Follow procedures for security and confidentiality of information</p> <p>3.3 Locate and retrieve the required information</p>	

	3.4 Provide information in the agreed format and timescale	
	3.5 Refer problems, if required	

Assessment

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

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

- Annotated policies and procedures relating to filing and to security and confidentiality
- Work requests
- Documentation relating to identified problems
- Completed tasks

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAD331 Use a filing system.

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

Functional skills signposting

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

Access to a working environment with associated equipment and resources

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.