

<b>Unit Title:</b>	<b>Store and retrieve information</b>
OCR unit number	219
Sector unit number	R/601/2490
Level:	2
Credit value:	3
Guided learning hours:	17

## Unit purpose and aim

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This unit is about storing and retrieving information securely and within confidentiality requirements of the organisation.

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	<b>Exemplification</b>
<b>The Learner will:</b> 1. Understand processes and procedures for storing and retrieving information	<b>The Learner can:</b> 1.1 Explain the purpose of storing and retrieving required information 1.2 Describe different information systems and their main features 1.3 Explain the purpose of legal and organisational requirements for the security and confidentiality of information 1.4 Explain the purpose of confirming information to be stored and retrieved 1.5 Describe ways of checking information for accuracy 1.6 Explain the purpose of checking information for accuracy 1.7 Explain the purpose of providing information to agreed format and timescales 1.8 Describe the types of information that may be deleted 1.9 Describe problems that may occur with information	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.

	systems and how to deal with them, when necessary	
2. Be able to store information	<p>2.1 Identify, confirm and collect information to be stored</p> <p>2.2 Follow legal and organisational procedures for security and confidentiality of information to be stored</p> <p>2.3 Store information in approved locations</p> <p>2.4 Check and update stored information, if required</p> <p>2.5 Delete stored information, if required</p> <p>2.6 Deal with, or refer problems, if required</p>	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to store and retrieve information
3. Be able to retrieve information	<p>3.1 Confirm and identify information to be retrieved</p> <p>3.2 Follow legal and organisational procedures for security and confidentiality of information</p> <p>3.3 Locate and retrieve the required information</p> <p>3.4 Check and update information, if required</p> <p>3.5 Provide information in the agreed format and timescale</p> <p>3.6 Deal with, or refer problems if required</p>	

## 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 organisational policies and procedures relating to security and confidentiality
- Work requests
- Work plans
- Correspondence relating to problems encountered
- Records of or completed work tasks

## National Occupational Standards (NOS) mapping/signposting

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This unit is based on the NOS BAD332 Store and retrieve information.

NOS can be viewed on the relevant Sector Skills Council's website 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).