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| Unit Title: | Archive information |
| OCR unit number | 220 |
| Sector unit number | Y/601/2491 |
| Level: | 2 |
| Credit value: | 2 |
| Guided learning hours: | 13 |

Unit purpose and aim

This unit is about deciding and agreeing the information to be archived and deleted within a business environment, including, working with external archive systems if this function is outsourced from an organisation.

| Learning Outcomes | Assessment Criteria | Exemplification |
|---|---|--|
| <p>The Learner will:</p> <p>1. Understand procedures for archiving information</p> | <p>The Learner can:</p> <p>1.1 Explain why and when required information should be archived</p> <p>1.2 Explain the purpose of agreeing retention periods for archiving information</p> <p>1.3 Describe procedures to be followed for archiving information, including legal requirements, if required</p> <p>1.4 Explain the purpose of organisational and legal requirements for the security and confidentiality of archived information</p> <p>1.5 Explain the purpose of deciding and agreeing information to be archived</p> <p>1.6 Describe procedures for recording and keeping archived information</p> <p>1.7 Explain how to retrieve archived information</p> <p>1.8 Describe how to delete information from an archive system</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> |

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| | <p>1.9 Describe problems that may occur with systems containing archived information and how to deal with them or refer them</p> <p>1.10 Describe the purpose of conforming to requirements of an external archive system, if outsourced from the organisation</p> | |
| 2. Be able to archive information | <p>2.1 Decide and agree the information to be archived, retrieved and deleted</p> <p>2.2 Decide and agree on the retention period for information being archived</p> <p>2.3 Follow legal and organisational policies and procedures for security and confidentiality of information</p> <p>2.4 Archive information to the agreed brief and timescale</p> <p>2.5 Maintain and update a record of information archived</p> <p>2.6 Resolve or refer problems, if required</p> <p>2.7 Retrieve archived information on request</p> <p>2.8 Delete archived information, if required</p> <p>2.9 Conform to requirements of external archive systems, if outsourced from the organisation</p> | Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to archive information |

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 organisational policies and procedures relating to archiving of information
- Annotated organisational policies and procedures relating to security and confidentiality
- Work requests
- Work plans
- Correspondence relating to material to be archived and time period
- Records of information stored
- Records of agreed information which has been deleted

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAD334 Archive Information

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.