Unit Title: **Understand how to handle information in social care settings**

Unit sector reference: PWCS 28

Level: 2

Credit value: 1

Guided learning hours: 9

Unit expiry date: 31/07/2015

Unit accreditation number: Y/602/3118

Unit purpose and aim

This unit introduces knowledge required for good practice in recording, storing and sharing information in a social care setting. This unit is aimed at those who are interested in, or new to, working in social care settings.

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Exemplification
1 Understand the need for secure handling of information in social care settings	1.1 Identify the legislation that relates to the recording, storage and sharing of information in social care 1.2 Explain why it is important to have secure systems for recording and storing information in a social care setting	**Legislation** includes: • Data Protection Act 1998 • Freedom of Information Act 2000 • Health & Social Care Act 2008 - Essential standards **Importance of secure systems** includes: • to comply with legislation • to protect confidentiality • to prevent identity theft • to maintain the rights of individuals • to ensure information is accessible for those who need to know
2 Know how to access support for handling information in social care settings	2.1 Describe how to access guidance, information and advice about handling information 2.2 Outline what actions to take when there are concerns over the recording, storing or sharing of information	**Guidance, information and advice** could be obtained from: • colleagues • senior members of staff • individual • policies and procedures • internet

		• Information Commissioners Office
		Actions to take include:
		• reporting to a colleague
		• reporting to a senior member of staff
		• appropriate recording

Assessment

This unit needs to be assessed in line with the Skills for Care and Development QCF Assessment principles.

This unit is knowledge based. OCR will provide a set assignment which candidates must complete. The assignment can be downloaded from the web page for this qualification on OCR's website: www.ocr.org.uk

Guidance on assessment and evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing learning programmes.

National Occupational Standards (NOS) mapping/signposting

This unit has been developed by Skills for Care and Development in partnership with Awarding Organisations. It provides a key progression route between education and employment (or further study/training leading to employment). It is directly relevant to the needs of employers and relates to national occupational standards developed by Skills for Care and Development.

As such, the unit may provide evidence for the following national occupational standards in health and social care developed by Skills for Care and Development:

HSC 21

Content recurs throughout HSC NOS knowledge requirements.

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

Websites

- www.dh.gov.uk

- www.ico.gov.uk

- www.mind.org.uk

Books

- Pocket guide on information sharing (HMG, 2008)

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Administrative Guide for Vocational Qualifications' (A850).*

This unit is a shared unit. It is located within the subject/sector classification system 01.3 Health and Social Care.