![OCR RECOGNISING ACHIEVEMENT logo]

Unit Title:	**Understand how to handle information in social care settings**
Unit sector reference:	PWCS 38
Level:	3
Credit value:	1
Guided learning hours:	9
Unit expiry date:	31/07/2015
Unit accreditation number:	D/602/3119

Unit purpose and aim

This unit develops the knowledge and understanding needed to implement and promote good practice in recording, sharing, storing and accessing information in social care settings. 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 requirements for handling information in social care settings	1.1 Identify legislation and codes of practice that relate to handling information in social care settings 1.2 Explain how legal requirements and codes of practice inform practice in handling information	**Legislation** includes: • Data Protection Act 1998 • Freedom of Information Act 2000 • Health & Social Care Act 2008 - Essential standards **Codes of Practice** includes: • GSCC • ICO • Local or internal **Codes of Practice**
2 Understand good practice in handling information in social care settings	2.1 Explain how to maintain records that are up to date, complete, accurate and legible 2.2 Describe practices that ensure security when storing and accessing information 2.3 Describe features of manual and electronic information storage systems that help ensure security	**How to maintain records includes:** • clear and accurate writing • recording the information straight away or as soon as practicable • including a time, date, signature and printed name • using a black pen • putting a line through any errors and initialling • all boxes on pro-formas to be completed

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Exemplification
		Practices that ensure security include: • correct storage of records • ensuring no one can hear confidential information i.e. phone calls, handover • returning records to the correct storage place • not removing records from the workplace • signing records out • reporting any issues • appropriate disposal **Features of manual and electronic information storage** include: • locked drawers or cupboards • password protected files • access is only given to those who need to know
3 Understand how to support others to handle information	3.1 Explain how to support **others** to understand the need for secure handling of information 3.2 Explain how to support others to understand and contribute to records	**Others** may include: • Colleagues • External third party such as IT specialist • Social worker • Occupational Therapist • GP • Speech and Language Therapist • Physiotherapist • Pharmacist • Nurse • Specialist nurse • Psychologist • Psychiatrist • Independent Mental Capacity Advocate • Advocate • Dementia care advisor **Support** checking identity, need to know, need for/purpose of information, working to legislation, codes of practice and procedures.

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 31

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)

Appendix 7 British Psychological Society Guidance on recordkeeping Dr Sarah Newton 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.