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| Title: | | **Understanding workplace information systems** | | |
| Level: | | **3** | | |
| Credit value: | | **1** | | |
| Unit guided learning hours | | **6** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand the need to maintain information systems | | | 1.1  1.2  1.3  1.4  1.5 | Explain the purpose of record-keeping for the organisation  Identify key information to be recorded to meet organisational and legal requirements  Identify appropriate systems to store and retrieve information  Explain the need to control data access  Identify records which are included under relevant legislation (for example the Data Protection Act of 1998) |
| 1. Understand the use and application of IT applications for information systems in an organisation | | | 2.1  2.2  2.3 | Identify different uses or applications of spreadsheets and/or databases in the organisation  Explain the value of electronic communication methods  Describe how data used to manage workplace information is backed up in the organisation |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To develop knowledge and understanding of information systems as required by a practising or potential first line manager. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Management & Leadership 2008 NOS: E11 | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | | M3.34 – Understanding workplace information systems | |
| Location of the unit within the subject/sector classification system | | | 15.3 – Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * The purpose of record-keeping for the organisation including legal requirements * How to identify the essential content of records needed for internal and external use * Storage, indexing and information retrieval systems (manual and IT, as appropriate) * Confidentiality/security of records (level of access, backup, virus protection, legal aspects) * Data Protection Act 1998 | | | |
| 2 | * Basics of using spreadsheets * Basics of using databases * Advantages and disadvantages of e-mail, internet and intranet * The method of IT backup within an organisation * Security and confidentiality | | | |