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| Title: | **Workplace records and information systems**  |
| Level: | 2 |
| Credit value: | 1 |
| Unit guided learning hours | 5 |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand the reasons for keeping records within an organisation
 | 1.1 1.2 | Explain why organisations need to keep records Outline the benefits of record keeping  |
| 1. Understand how data and information is stored, indexed and retrieved
 | 2.12.22.3 | Outline the purpose of spread sheets and databases in the workplace Describe how information relevant to the team is stored and indexed for future retrieval Give reasons for regular and secure backup of data  |
| 1. Understand the importance of ensuring the confidentiality and security of records
 | 3.13.23.2 | Outline the main requirements of data storage under the Data Protection ActDescribe why a team leader should ensure that information is retained securely and confidentially Outline what the team leader could do to ensure confidentiality/security of manual/electronic records in line with organisational practice  |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop an understanding of information systems as required by a practising or potential team or cell leader. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to MSC 2004 NOS: F7 |
| 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) | M2.17 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
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| 2 | * Storage, indexing and information retrieval systems (manual and electronic, as appropriate) to meet team and organisation’s procedures
* How and where spreadsheets and databases can be used
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| 3 | * Confidentiality/security of records (levels of access, backup, virus protection, legal aspects)
* Data Protection Act
* Methods of storage to maintain security and confidentiality
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