

Unit Title: Store and retrieve information	
Level:	Two
Credit Value:	4
GLH:	19
OCNLR Unit Code:	AY5/2/LQ/002
Ofqual Unit Reference Number:	R/506/1811

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand information storage and retrieval.	1.1. Describe systems and procedures for storing and retrieving information. 1.2. Outline legal and organisational requirements for information security and retention. 1.3. Explain how to create filing systems to facilitate information identification and retrieval. 1.4. Explain how to use different search techniques to locate and retrieve information. 1.5. Describe what to do when problems arise when storing or retrieving information.
2. Be able to gather and store information.	2.1. Gather the information required within the agreed timescale. 2.2. Store files and folders in accordance with organisational procedures. 2.3. Store information in approved locations. 2.4. Adhere to organisational policies and procedures, legal and ethical requirements.
3. Be able to retrieve information.	3.1. Confirm information to be retrieved and its intended use. 3.2. Retrieve the required information within the agreed timescale.



Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	O