CFABAD332 - SVQ Unit Code H4R6 04
Store and retrieve information

Overview

Process, store, and retrieve information using different information systems, in line with organisational requirements.

Links: IT; Health, Safety and Security of People, Premises and Property; Manage Information and Data

Specific skills:

1. communicating
2. organising
3. planning
4. problem solving
5. using technology

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Performance criteria

You must be able to:

Processing information

P1 identify and collect required information
P2 follow agreed procedures and legislation to maintain security and confidentiality
P3 store required information in approved locations to the agreed deadlines
P4 update information, as required
P5 follow agreed procedures for deleting information

Retrieve information

P6 confirm information for retrieval
P7 comply with procedures and legislation for accessing an information system
P8 locate and retrieve the required information
P9 follow the correct procedures when there are problems with information systems
P10 provide information in the agreed format and within agreed timescales

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Knowledge and understanding

You need to know and understand:

K1 the purpose of storing and retrieving required
K2 the different information systems and their main features
K3 legal and organisational requirements covering the security and confidentiality of information
K4 the purpose of confirming information to be collected, stored and retrieved
K5 the methods that can be used to collect required information
K6 the procedures to be followed to access information systems
K7 the types of information to be deleted
K8 the procedures for identifying and deleting information and why they must be followed
K9 how to make sure information is accurate
K10 the problems that occur with information systems and who to report them to
K11 the purpose of providing information in the required format and within agreed timescales

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