

105 Store and retrieve information

Summary

Use a manual or electronic information system to store and retrieve information.

You will apply the following skills:

- Planning
- Organising
- Reading
- Writing
- Using number
- Communicating
- Using technology

Performance Indicators

You will:

Process information

1. Collect required information
2. Follow agreed procedures and legislation for maintaining security and confidentiality
3. Store information accurately in approved locations
4. Update information as required

Retrieve information

5. Confirm information for retrieval
6. Comply with procedures and legislation for retrieving information
7. Locate and retrieve the required information
8. Report problems with information systems

Knowledge

You will know:

1. Why it is important to store and retrieve information effectively and efficiently
2. The different information systems and their main features
3. Legal and organisational requirements covering the security and confidentiality of information
4. Why it is important to confirm information to be collected, stored and retrieved
5. The methods you can use to collect required information
6. The procedures you should follow to retrieve information
7. The types of problems that occur with information systems and who to report them to