

CFABAD332 - SQA Unit Code H559 04

Store and retrieve information using a filing system



Overview

This standard is about storing and retrieving information using a filing system, in line with organisational requirements. Filing systems may be paper-based or electronic. It is for administrators who store and retrieve information from filing systems as part of their role.

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

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Performance criteria

Store information

You must be able to:

- 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

You must be able to:

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

Knowledge and understanding

You need to know and understand:

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

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Additional Information

Skills

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

Links to other NOS

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