Unit XXXX 04 (203)   Store, Retrieve and Archive Information

Unit Summary

This Unit is about preparing, moving and relocating livestock. It covers checking livestock destinations and routes, reporting livestock which show any signs of injury and street, as well as monitoring livestock and working safely and hygienically.

This Unit is for you if you work in meat and/or poultry processing operations and your role requires you to move and relocate livestock.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Communication Intermediate 2
♦   Read, understand and evaluate written communication.
♦   Produce well-structured written communication.

Information Technology Intermediate 2
♦   Using an IT system effectively and responsibly to process a range of information.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

You must be able to		Evidence Requirements **In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.** Your evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***	Evidence/ Activity Ref No.
1	Process information This means you: (a) Identify and collect required information. (b) Follow agreed procedures and legislation for maintaining security and confidentiality. (c) Store information accurately in approved locations. (d) Update information as required.	Evidence of processing information in accordance with workplace procedures.	
2	Retrieve information This means you: (a) Confirm information for retrieval. (b) Comply with procedures and legislation for accessing an information system. (c) Locate and retrieve the required information. (d) Identify and report problems with information systems. (e) Provide information in the agreed format and within agreed timescales.	Evidence of retrieving information in accordance with workplace procedures.	

		Evidence Requirements	
3	Archive information This means you: (a) Confirm information to be archived. (b) Comply with procedures and legislation for archiving information. (c) Archive information correctly and within agreed timescales. (d) Maintain a record of archived information. (e) Retrieve archived records on request.	Evidence of archiving information in accordance with workplace procedures.	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:
- ♦ observation
- ♦ written and oral questioning
- ♦ evidence from company systems (eg Food Safety Management System)
- ♦ reviewing the outcomes of work
- ♦ checking any records of documents completed
- ♦ checking accounts of work that the candidate or others have written
- ♦ witness testimony

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No	Activity	Assessor initials/date
Candidate name:		
1		
2		
3		

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You need to know and understand Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		**Evidence**
K1	Why it is important to store, retrieve and archive information effectively and efficiently.	
K2	The different information systems and their main features.	
K3	Legal and organisational requirements covering the security and confidentiality of information.	
K4	Why it is important to confirm information to be collected, stored, retrieved and archived.	
K5	The methods you can use to collect required information.	
K6	The procedures you should follow to access information systems.	
K7	How to make sure information is accurate.	
K8	The types of problems that occur with information systems and who to report them to.	
K9	Why it is important to provide information in the required format and within agreed timescales.	
K10	When information should be archived and the procedures to follow.	

Notes/Comments

Assessor signature: _____ **Date:** _____