

CFABAD332 - SQA Code HC93 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

CFABAD332 - SQA Code HC93 04

Store and retrieve information using a filing system

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

CFABAD332 - SQA Code HC93 04

Store and retrieve information using a filing system

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

CFABAD332 - SQA Code HC93 04

Store and retrieve information using a filing system

Additional Information

Skills

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

Links to other NOS

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

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	