

Unit	Digital Information Management
Code	HD57 04
SCQF Level	6
SCQF Credit Value	6
Guided Learning Hours	40
Unit summary	This project-based unit is about the information management operations required to support a research investigation in a business context. It includes applying the tools and techniques for information record classification, storage and dissemination in line with the legal and regulatory environment and organisational guidelines and policies.
Learning Outcomes The learner will be able to:	Assessment Criteria
1. Source and retrieve information to meet business requirements	1.1 Identify a range of digital information sources relevant to a given subject 1.2 Explain the importance of quality assurance in information management 1.3 Explain how to recognise reliable information sources and verify information 1.4 Index and catalogue information sources used to meet requirements 1.5 Summarise and present research techniques and findings
2. Apply guidelines for information management	2.1 Identify external standards and regulations relating to information management 2.2 Describe organisational policies and guidelines for information access and management 2.3 Categorise information within own area of work according to organisational guidelines 2.4 Classify information according to its value to the organisation 2.5 Organise and store information in line with organisational guidelines
3. Organise and share information sources	3.1 Use content curation tools to organise digital information 3.2 Publish curated content to share with others 3.3 Manage access to information sources securely to maintain confidentiality, integrity and availability of information
Additional information about the unit	
Guidance on approaches to assessment	<i>This unit must be assessed in the workplace.</i>
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards	This unit is based on the e-skills UK NS ESKITP1013: Perform information management operations ESKITU012: Interpret digital information available from: http://nos.ukces.org.uk/
Location of the unit within the subject/sector classification system	6.1 IT User
Name of the organisation submitting the unit	The Tech Partnership