

Unit D79Y 04 (1R9)

Find and store files in a paper-based system

This Unit has the following elements:

Element 1 (1R9.1)

Find Files

Element 2 (1R9.2)

Update and store files

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

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

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

Unit D79Y 04 (1R9)

Find and store files in a paper-based system

Unit Summary

This Unit is about finding and returning files stored in a simple paper-based filing system.

This Unit is the same as the Council for Administration Unit 104.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ finding files in a storage system
- ◆ keeping files safe and intact
- ◆ passing on files to other people, keeping confidential information secure
- ◆ adding new items to a file
- ◆ storing files in the correct place according to an index system

What some of the words in this Unit mean	
Stored numerically	this would include stored, for example, by date

Simulation

Simulation is acceptable for this Unit. You should bear in mind that the overall assessment strategy is for candidates to produce performance evidence from real work. As this is an optional Unit you should discuss the appropriateness of the Unit with the candidate if stimulation is the only way for candidates to achieve performance evidence.

Simulation should be an exception where there is a lack of real work evidence eg where it is too costly or there is a lack of opportunity in the workplace due to the candidate's personal circumstances.

Unit D79Y 04 (1R9)

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Element 1 (1R9.1)

Find Files

What you must do		Assessor initials/date
Evidence should be gathered through observation, products of work, projects, questioning, work-based assignments, and expert witness testimony		
1	Find the file using the correct procedures	
2	Identify any problems with the file and report these problems to a relevant person	
3	Keep the file and its contents safe and intact	
4	Pass the file on to the person who asked for it on time	
5	Treat any confidential information correctly	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through projects, questioning, work-based assignments, and expert witness testimony						
<i>Find both of the following files:</i>						
stored alphabetically						
stored numerically						

Examples of evidence

Observing the candidate finding files whilst performing their job eg checking the files to ensure that the file is up-to-date.

Work products produced by the candidate whilst performing their job eg copy forms or memos requesting files to be located and despatched.

Authentic witness testimonies eg from the candidate's line manager, team leader or the person requesting the files.

Responses to questions asked by the assessor to confirm the candidate's competence, particularly for underpinning knowledge, scope or contingencies.

Unit D79Y 04 (1R9)**Find and store files in a paper-based system****Element 1 (1R9.1)****Find Files**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit D79Y 04 (1R9)

Find and store files in a paper-based system

Element 2 (1R9.2)

Update and store files

What you must do		Assessor initials/date
Evidence should be gathered through observation, products of work, projects, questioning, work-based assignments, and expert witness testimony		
1	Add new items to the file as instructed	
2	Make sure the file and its contents are complete	
3	Store the file safely as soon as you can	
4	Store the file in the correct place, using the index system	
5	Follow the correct procedures for storing the file	
6	Treat any confidential information correctly	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through projects, questioning, work-based assignments, and expert witness testimony						
<i>Update and store both of the following files:</i>						
stored alphabetically						
stored numerically						

Examples of evidence

Observing the candidate updating files whilst performing their job eg ensuring files are returned to the system correctly so that the files can easily be located in the future.

Work products produced by the candidate whilst performing their job eg copy forms or memos requesting information or items to be added to an existing file.

Authentic witness testimonies eg from the candidate's line manager, team leader or the person requesting the files or up-dates.

Responses to questions asked by the assessor to confirm the candidate's competence, particularly for underpinning knowledge, scope or contingencies.

Unit D79Y 04 (1R9)**Find and store files in a paper-based system****Element 2 (1R9.2)****Update and store files**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit D79Y 04 (1R9)**Find and store files in a paper-based system**

What you must know for the Unit	
For the whole Unit	
K1	Why you should get permission to use the filing system and who you should ask
K2	Why it is important for your organisation to have an effective, efficient and tidy filing system and what would happen if it did not
K3	Alphabetical and numerical filing systems and how to use them
K4	How to use indexes
K5	Why you should not lose or damage files and their contents, and how to keep them safe
K6	Why it is important to find and return files without unnecessary delay
K7	What is confidential information and how to deal with it
Element 1 (1R9.1) Find Files	
K8	Why it is important to note that you have removed a file and how to do so
K9	The correct procedures for reporting and finding missing items and why it is important to follow these
Element 2 (1R9.2) Update and store files	
K10	The correct procedures to follow when storing files

Knowledge evidence retained

Assessor signature: _____**Date:** _____

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback