Unit DP72 04 (102)   Store and Retrieve Information

Unit Summary

This Unit is about using a manual or electronic information system to store and retrieve information in food and drink manufacturing. You need to process information and retrieve information.

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
♦ Produce well-structured written communication.

Numeracy Intermediate 2
♦ Apply a wide range of numerical skills in everyday and generalised contexts.

Working with Others Access 2
♦ Work with others in a group to complete a simple, familiar activity under supervision.

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) 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 retrieving information. (c) Locate and retrieve the required information. (d) Report problems with information systems.	Evidence of retrieving 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			

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You need to know and understand	Evidence
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.	
K1 Why it is important to store and retrieve 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 and retrieved.	
K5 The methods you can use to collect required information.	
K6 The procedures you should follow to retrieve information.	
K7 The types of problems that occur with information systems and who to report them to.	

Notes/Comments

Assessor signature: _____ **Date:** _____