Unit F2MJ 04 (516)   Manage and Store Information

Unit Summary

This Unit is about using business systems to manage, research, store and present information. You may be required to produce short reports and/or present to others in your team or colleagues.

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.

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

Problem Solving Intermediate 2
♦   Analyse a situation or issue.
♦   Plan, organise and complete a task.
♦   Review and evaluate a problem solving activity.

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: _____

Unit F2MJ 04 (516)   Manage and Store Information

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.
Use, research and store information This means you: 1 (a) Are clear about the information you need for your work. (b) Access relevant information sources and manipulate databases where necessary. (c) Locate appropriate information efficiently. (d) Explore the relevant information, extracting the parts you need for your work. (e) Identify where information is relevant to other members of your business. (f) Organise and record the information in a way that will be useful to you and others. (g) Record your sources of information. (h) Store the information securely according to company procedures and in a way that will help you and others retrieve it in the future. (i) Safeguard confidential information.	Evidence of using, researching and storing information in accordance with workplace procedures.	
Present information This means you: 2 (a) Assess the reasons for presenting information, the intended audience, the timing, expected style and the equipment that you will need. (b) Prepare how you will present the information in a way best suited to the requirements. (c) Analyse and present the information clearly, logically and within agreed timescales. (d) Highlight the key points. (e) Deal with questions and suggestions effectively.	Evidence of presenting information in accordance with workplace procedures.	

		Evidence Requirements (cont)		3
2 (cont)	(f) Evaluate the outcomes of the presentation.			

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

Unit F2MJ 04 (516)   Manage and Store Information

No	Activity	Assessor initials/date
1		
2		

Unit F2MJ 04 (516)   Manage and Store Information

	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 be clear about what information you need to find before you begin a search.	
K2	The main sources of information you can use when carrying out research.	
K3	Why it is important to keep a record of your sources.	
K4	The relevant manual and electronic systems used in your business, for storing, organising and finding information and how to use these.	
K5	How to explore information to find precisely the information that you need.	
K6	How to identify information that will be helpful to others and why information sharing is important.	
K7	How to organise and record information in a way that will be helpful to yourself and others.	
K8	Why it is important to store information securely.	
K9	What is confidential information and how you should handle it.	
K10	Why you should store information in a way that will help you and others find it in the future, and how to do so.	
K11	Relevant legislation and your company's procedures for storing and retrieving information.	
K12	Why it is important to know the reasons for presenting information, intended audience, timings and expected style, including your organisation's house style.	
K13	The different formats in which you may be required to present information and how to prepare these as suited to requirements, including the equipment that you will need to use.	
K14	How to present, analyse and evaluate information clearly and logically.	
K15	The importance of meeting timescales.	
K16	How to identify and emphasise the key points in the information you are presenting and why this is important.	
K17	How to deal with questions and suggestions effectively and why this is important.	
K18	Why it is important to evaluate the outcomes of the presentation.	

Notes/Comments

Assessor signature: _____   Date: _____