

Unit Title: Promote Good Practice in Handling Information in Health and Social Care Settings	
Level:	Three
Credit Value:	2
GLH:	16
OCNLR Unit Code:	PA1/3/LQ/009
Ofqual Unit Reference Number:	M/508/3766

*This unit has 3 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand requirements for handling information in health and social care settings.	1.1. Identify legislation and codes of practice that relate to handling information in health and social care. 1.2. Summarise the main points of legal requirements and codes of practice for handling information in health and social care.
2. Be able to implement good practice in handling information.	2.1. Describe features of manual and electronic information storage systems that help ensure security. 2.2. Demonstrate practices that ensure security when storing and accessing information. 2.3. Maintain records that are up to date, complete, accurate and legible.
3. Be able to support others to handle information.	3.1. Support others to understand the need for secure handling of information. 3.2. Support others to understand and contribute to records.

## Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

**P = Prescribed** This assessment method *must* be used to assess all or part of the unit.

**O = Optional** This assessment method *could* be used to assess all or part of the unit.

Case Study	O	Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	
Reflective log/diary	O	Practice file	O