

Unit Title: Filing Skills	
Level:	One
Credit Value:	3
GLH:	27
OCNLR Unit Code:	AY4/1/LQ/002
Ofqual Unit Reference Number:	R/505/0825

This unit has 5 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know about the Data Protection Act.	1.1. Identify the purpose of the Data Protection Act. 1.2. State the basic requirements of the Data Protection Act.
2. Know about filing classification systems.	2.1. List the main classification systems. 2.2. Identify examples of where each of the above systems would be used.
3. Know about the importance of pre-sorting documents.	3.1. Identify why pre-sorting documents is important. 3.2. State the procedures to be followed when pre-sorting documents.
4. Be able to file using different filing classification systems.	4.1. File documents using different methods of classification. 4.2. Give an example of when files would be cross-referenced. 4.3. Demonstrate the procedure to be followed when lending and tracing files.
5. Be able to use an index.	5.1. State the purpose of an index. 5.2. Use an index.

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		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	