

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Managing, Accessing and Creating Information Resources in Information, Advice and Guidance
QAC Code:	F/615/3796
Level:	3
Credit Value:	3
Minimum GLH:	21

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the reasons for managing information resources	1.1 Explain the range of information needed to support information, advice and guidance practice
	1.2 Explain ways in which information can be organised and stored to enable clients to access for own needs
2. Understand the range of media which can be used to provide information for clients	2.1 Give examples of the range of media which can be used to provide impartial information for clients
	2.2 Explain ways in which media can be adapted to meet client need
3. Understand ways of acquiring, creating and maintaining information resources	3.1 Give examples of the range of sources used to acquire relevant information
	3.2 Explain procedures for ensuring that information is current, accurate and impartial
	3.3 Explain ways in which information can be presented to enable clients to access and use effectively
	3.4 Describe the key features of relevant legislation and policies in relation to data protection, equality and diversity and copyright

