

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Understand How to Handle Information in Social Care Settings
Unit Reference Number:	K/506/3547
Level:	Level 2
Credit Value:	1
Minimum GLH:	9

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the need for secure handling of information in social care settings	1.1 Identify the legislation that relates to the recording, storage and sharing of information in social care
	1.2 Explain why it is important to have secure systems for recording and storing information in a social care setting
2. Know how to access support for handling information in social care settings	2.1 Describe how to access guidance, information and advice about handling information
	2.2 Outline what actions to take when there are concerns over the recording, storing or sharing of information

The contents of this unit could be linked to [The Care Certificate Standards](#)

LO11.1 Identify the legislation that relates to the recording, storage and sharing of information in social care. This can be mapped over to Element 14 14.1a Describe the agreed ways of working and legislation regarding the recording, storing and sharing of information.

LO2 2.2 Outline what actions to take when there are concerns over the recording, storing or sharing of information. This can be mapped over to Element 14 14.1d Explain how, an to whom, to report if they become aware that agreed ways of working have not been followed.