

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Handling Information in a Social Care Setting

Unit Reference Number: J/651/0289

Level: Two (2)

Credit Value: One (1)

Minimum Guided Learning Hours: 7

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to handle information	1.1 Explain why it is important to have secure systems and follow the agreed ways of working for: <ul style="list-style-type: none"> a) accessing b) recording c) storing d) sharing information
	1.2 Explain the support an individual may need to keep their information safe and secure
	1.3 Demonstrate how to keep records that are up to date, complete, accurate and legible
	1.4 Outline how, and to whom, to report if: <ul style="list-style-type: none"> a) agreed ways of working and legislation have not been followed b) there has been a data breach or risk to data security

Indicative Content	
LO1	<p>Secure systems for accessing, recording, storing, and sharing of information: this includes both manual/written recording and electronic systems where learners are required to use different systems within the setting.</p> <p>Agreed ways of working: how they work in accordance with their employer, these will include policies, procedures and job descriptions and will include 58 approaches to maintaining and promoting confidentiality. This will also include the learners personal responsible for handling data safely and the importance of data and cyber security.</p> <p>Legislation: the learner should consider how different legislation impacts practice.</p>

This may include, but is not limited to:

- Data Protection Act 2018
- The General Data Protection Regulation (GDPR) 2016
- Freedom of Information Act 2000
- Care Act 2014
- Health and Social Care Act 2012
- Human Rights Act 1998.

Individual: A person accessing care and support. The individual, or individuals, will normally refer to the person or people that the learner is providing care and support for. This will include supporting the individual to understand their rights and choices with regards to their personal information, such as how their information is stored and used.

Report: In line with agreed ways of working within the setting and could include the use of verbal, written and electronic systems.

Data Breach: This is the accidental or unlawful destruction, loss, alternation, unauthorised disclosure of, or access to, personal or secure data.

Criteria 1.1, a, and b achievement should reflect handling information both manual/written and electronically where learners are required to use different systems within the setting.

Criteria 1.3: The learner should avoid the use of abbreviations and jargon and use respectful and inclusive language when contributing to records and reports.

Assessment Guidance

Assessment decisions for skills-based learning outcomes must be made during the learner's normal work activity.

Skills-based assessment must include direct observation as the main source of evidence and must be carried out over an appropriate period of time.

Any knowledge evidence integral to skills-based learning outcomes may be generated outside of the work environment, but the final assessment decision must show application of knowledge within the real work environment.