

Title:	Handling and Presenting Business Information
Level:	Level 1
Credit value:	3
GLH:	27
Unique Reference Number:	T/652/0543
Sector Subject Area:	14.1 Foundations for Learning and Life
Aim:	The aim of this unit is to develop the learner's knowledge and skills in handling and presenting business information using digital tools. Learners will develop skills in organising, storing and presenting information clearly so it can be easily accessed and used in a business environment.
Assessment Type:	Assessment of this unit will be through an internally set and internally assessed portfolio of evidence.
Assessment Guidance:	<p>Assessment decisions for skills-based learning outcomes must be made during the learner's normal work activity. Direct observation should form a primary source of evidence and be supported, where appropriate, by discussion, annotated screenshots or photographs, saved documents, or witness statements.</p> <p>Skills-based assessment must be carried out over an appropriate period of time to ensure consistency and independence of performance.</p> <p>Evidence must confirm that the learner can independently organise, store and present business information using appropriate digital tools. Learners should demonstrate the ability to enter and update information, organise information logically, save and store files appropriately, present information clearly, and check the accuracy of information before final use.</p>

Learning outcomes

The learner will:

1. Understand how business information is handled in a business environment.

Delivery content:

The aim of this learning outcome is to develop the learner's understanding of how business information is handled, stored and used within a business environment.

The learner must demonstrate that they can:

- 1.1 Identify **examples of business information used in a business environment.**
- 1.2 Identify **ways business information may be stored.**
- 1.3 Recognise the **importance of handling business information appropriately.**

2. Be able to organise business information using digital tools.

Delivery content:

The aim of this learning outcome is to develop the learner's skills in organising business information using digital tools.

The learner must demonstrate that they can:

- 2.1 **Enter business information** using digital tools.
- 2.2 **Organise business information logically.**
- 2.3 **Save and store business information** using appropriate file names or folders.

3. Be able to retrieve and update business information.

Delivery content:

The aim of this learning outcome is to develop the learner's skills in retrieving, updating and maintaining business information using digital tools.

The learner must demonstrate that they can:

- 3.1 **Retrieve stored business information.**
- 3.2 **Update business information** when required.
- 3.3 **Maintain accurate information records.**

4. Be able to present business information clearly.

Delivery content:

The aim of this learning outcome is to develop the learner's skills in presenting business information clearly using digital tools.

The learner must demonstrate that they can:

- 4.1 **Present business information in an appropriate format.**
- 4.2 **Use simple digital tools to display information clearly.**
- 4.3 **Prepare business information suitable for sharing.**

<p>Scope of Training</p> <p>The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.</p>	
<p>Requirements</p>	
<p>Examples of business information used in a business environment:</p>	<p>Definition:</p> <p>Information used within a business to support communication, record activity, or assist with decision-making.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Learners must be able to identify examples of business information such as: <ul style="list-style-type: none"> ○ Customer information. ○ Employee information. ○ Financial information. ○ Product or service information. ○ Business communications. • Learners must understand that business information is used to support everyday business activities. <p>Teaching could include:</p> <ul style="list-style-type: none"> • Sales information. • Booking or appointment information. • Meeting information. • Stock or inventory information. • Internal and external communications.
<p>Ways business information may be stored:</p>	<p>Definition:</p> <p>Methods used by businesses to store information so that it can be organised and accessed when required.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> • Learners must understand that business information may be stored in: <ul style="list-style-type: none"> ○ Databases. ○ Shared digital folders. ○ Spreadsheets.

	<ul style="list-style-type: none"> ○ Document management systems. ● Learners should understand that information must be stored so that it can be easily accessed and updated. <p>Teaching could include:</p> <ul style="list-style-type: none"> ● Cloud storage systems. ● Document management systems. ● Structured digital folders. ● Shared business information systems.
<p>Importance of handling business information appropriately:</p>	<p>Definition: Managing business information carefully so that it remains accurate, organised and secure.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> ● Learners must understand that handling business information appropriately involves: <ul style="list-style-type: none"> ○ Ensuring information is accurate. ○ Storing information correctly. ○ Using information responsibly. ○ Keeping information organised. ○ Keeping information accurate. ● Learners must recognise that business information should be handled carefully to support business operations. <p>Teaching could include:</p> <ul style="list-style-type: none"> ● Keeping sensitive information confidential. ● Following workplace procedures when handling information. ● Ensuring information is updated when required. ● Avoiding errors when recording or sharing information.
<p>Enter business information:</p>	<p>Definition: Inputting or adding information into a digital system so it can be recorded and used within a business environment.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> ● Learners must be able to: <ul style="list-style-type: none"> ○ Enter business information using digital tools. ○ Input information accurately.

	<ul style="list-style-type: none"> ○ Add new information to existing records or files. ● Examples of business information may include: <ul style="list-style-type: none"> ○ Customer details. ○ Product or service information. ○ Booking or appointment information. ○ Simple financial information. <p>Teaching could include:</p> <ul style="list-style-type: none"> ● Entering information into spreadsheets. ● Entering information into databases. ● Updating information within digital records. ● Using structured fields or tables when entering information.
<p>Organise business information logically:</p>	<p>Definition: Arranging business information in a clear and structured way so that it can be easily located and understood.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> ● Learners must be able to: <ul style="list-style-type: none"> ○ Organise information in a logical structure. ○ Group related information together. ○ Arrange information so it can be easily accessed. ● Examples may include: <ul style="list-style-type: none"> ○ Organising information within tables. ○ Arranging information in lists. ○ Structuring information within folders or files. <p>Teaching could include:</p> <ul style="list-style-type: none"> ● Organising information using spreadsheet columns and rows. ● Grouping related information in records or tables. ● Arranging information to improve clarity and usability.
<p>Save and store business information:</p>	<p>Definition: Saving and storing business information so it can be easily located, accessed and updated when required.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> ● Learners must be able to: <ul style="list-style-type: none"> ○ Save business information using digital tools.

	<ul style="list-style-type: none"> ○ Use appropriate file names or folder structures. ○ Store information in a suitable digital location. ● Learners should understand that information must be saved in a way that allows it to be retrieved when needed. <p>Teaching could include:</p> <ul style="list-style-type: none"> ● Organising files into folders. ● Saving updated versions of information. ● Storing information within shared systems or drives. ● Retrieving saved information when required.
<p>Retrieve stored business information:</p>	<p>Definition: Accessing previously stored business information using digital tools so that it can be reviewed or used when required.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> ● Learners must be able to: <ul style="list-style-type: none"> ○ Locate stored business information using digital tools. ○ Retrieve information from stored files or records. ○ Access information from an appropriate storage location. ● Examples of stored business information may include: <ul style="list-style-type: none"> ○ Customer records. ○ Appointment or booking information. ○ Product or service information. ○ Internal business information. <p>Teaching could include:</p> <ul style="list-style-type: none"> ● Retrieving information from shared folders. ● Retrieving information from spreadsheets or databases. ● Searching for stored files or records. ● Locating information within organised folders or systems.
<p>Update business information:</p>	<p>Definition: Making changes to existing business information so that it remains accurate and up to date.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> ● Learners must be able to: <ul style="list-style-type: none"> ○ Edit existing business information.

	<ul style="list-style-type: none"> ○ Update records when information changes. ○ Replace incorrect or outdated information. ● Examples may include: <ul style="list-style-type: none"> ○ Updating customer contact details. ○ Changing booking or appointment information. ○ Updating product or service information. <p>Teaching could include:</p> <ul style="list-style-type: none"> ● Updating information within spreadsheets. ● Editing information stored in digital records. ● Recording changes made to information.
<p>Maintain accurate information records:</p>	<p>Definition: Ensuring business information records remain correct, complete and up to date.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> ● Learners must be able to: <ul style="list-style-type: none"> ○ Check information records for accuracy. ○ Ensure information is complete. ○ Maintain records so they remain reliable for business use. ● Examples may include: <ul style="list-style-type: none"> ○ Reviewing stored information for errors. ○ Ensuring information has been updated correctly. ○ Confirming that records are organised and accurate. <p>Teaching could include:</p> <ul style="list-style-type: none"> ● Reviewing information before sharing it with others. ● Checking records against original information sources. ● Maintaining consistency in information records.
<p>Present business information in an appropriate format:</p>	<p>Definition: Organising and displaying business information so that it can be easily understood by others.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> ● Learners must be able to: <ul style="list-style-type: none"> ○ Present business information in a clear format. ○ Arrange information so it can be easily understood.

	<ul style="list-style-type: none"> ○ Present information appropriately for the intended purpose. ● Examples may include: <ul style="list-style-type: none"> ○ Presenting information in lists. ○ Presenting information in tables. ○ Presenting summarised business information. <p>Teaching could include:</p> <ul style="list-style-type: none"> ● Presenting information in simple charts or visual formats. ● Presenting information within structured layouts. ● Selecting appropriate formats for different types of information.
<p>Use simple digital tools to display information clearly:</p>	<p>Definition: Using digital tools to display business information in a clear and organised way.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> ● Learners must be able to: <ul style="list-style-type: none"> ○ Use digital tools to present business information. ○ Display information clearly using appropriate features. ○ Ensure information is easy to read and understand. ● Examples may include: <ul style="list-style-type: none"> ○ Displaying information in tables. ○ Using headings or labels. ○ Arranging information logically within digital tools. <p>Teaching could include:</p> <ul style="list-style-type: none"> ● Displaying information using simple charts. ● Using formatting to improve clarity. ● Using simple visual elements to support information.
<p>Prepare business information suitable for sharing:</p>	<p>Definition: Reviewing and organising business information ready to be shared with others.</p> <p>Teaching must include:</p> <ul style="list-style-type: none"> ● Learners must be able to: <ul style="list-style-type: none"> ○ Prepare information before sharing it. ○ Ensure information is clear and complete.

	<ul style="list-style-type: none">○ Present information appropriately for its intended audience.● Examples may include:<ul style="list-style-type: none">○ Preparing information for internal communication.○ Preparing information for reports or summaries.○ Preparing information to share with colleagues or customers. <p>Teaching could include:</p> <ul style="list-style-type: none">● Reviewing information before sharing.● Selecting appropriate formats for sharing information.● Presenting information for meetings or briefings.
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