

Title:	Filing Skills
Level:	1
Credit value:	3
GLH:	27
Unique Reference Number:	J/505/0627
Sector Subject Area:	15.2 Administration
Aim:	The aim of this unit is to provide learners with the skills and knowledge to understand filing skills.
Assessment Type:	Assessment of this unit will be through the completion of a mandatory internally set and internally assessed portfolio of evidence.

Learning outcomes

The learner will:

1. Understand methods of filing, types of storage and the need for security and confidentiality.

Delivery content:

The aim of this learning outcome is to provide the learners with the knowledge and skills to understand the aspects of equality.

The learner must:

- 1.1 Outline **ways in which information can be filed**.
- 1.2 Describe **types of storage** used for filing.
- 1.3 Give advantages and disadvantages of different storage systems.
- 1.4 State the purpose of the **Data Protection Act**.
- 1.5 Identify **workplace procedures for maintaining security and confidentiality** in filing.

2. Be able to file information according to workplace procedures.

Delivery content:

The aim of this learning outcome is to provide the learners with the knowledge and skills to be able to file information according to workplace procedures.

<p>The learner must:</p> <ul style="list-style-type: none"> 2.1 Outline workplace procedures for filing given information. 2.2 Demonstrate how to file given information according to workplace procedures. 2.3 Give examples of how problems in filing can be addressed.
<p>3. Be able to retrieve and pass on specified information.</p>
<p>Delivery content:</p> <p>The aim of this learning outcome is to provide the learners with the knowledge and skills to be able to understand stereotyping.</p> <p>The learner must:</p> <ul style="list-style-type: none"> 3.1 Demonstrate how to retrieve specified information from files. 3.2 State the methods which could be used for passing on the information to a colleague.

<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>1.1 Ways in which information can be filed</p>	<p>Could include but is not limited to:</p> <ul style="list-style-type: none"> • Alphabetical filing. • Numerical filing. • Chronological filing. • Subject-based filing. • Digital filing.
<p>1.2 Types of storage.</p>	<p>Could include:</p> <ul style="list-style-type: none"> • Filing cabinets. • Shelving units. • Digital cloud storage. • Hard drives and USBs. • Fireproof safes.
<p>1.4 Data Protection Act.</p>	<p>Should be current and up to date.</p> <p>The Data Protection Act (UK) ensures the fair, lawful, and secure processing of personal data, protecting individuals' privacy and rights while regulating how organisations collect, store, and use information.</p>

1.5 Workplace procedures for maintaining security and confidentiality.	Could include but is not limited to: <ul style="list-style-type: none">• Access control.• Password protection.• Locked storage.• Data encryption.• Clear desk policies.• Regular shredding.• Compliance with data protection laws.
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