



Qualification Specification

A learner's guide to the

QNUK Level 2 Award in Principles of Handling Information in Health and Social Care (RQF)

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INTRODUCTION

1 INTRODUCTION

1.1 This qualification specification outlines the key information related to the QNUK Level 2 Award in Principles of Handling Information in Health and Social Care (RQF)

2 QUALIFICATION PURPOSE

2.1 This qualification provides learners with the knowledge required by those working in a health and social care settings in relation to recording, storage and sharing of information. The qualification is ideal for those in the sector with no prior qualification in the subject area, or as CPD/refresher training for experienced health care workers.

3 QUALIFICATION OBJECTIVE

3.1 This is a qualification taken primarily for growth and enjoyment

4 QUALIFICATION STRUCTURE

4.1 This qualification comprises a single unit. The learning outcomes and assessment criteria can be found in section 8

4.2 Qualification title

4.2.1 QNUK Level 2 Award in Principles of Handling Information in Health and Social Care (RQF)

4.3 Qualification accreditation number

4.3.1 603/1025/X

4.4 Qualification level

4.4.1 Level 2

4.5 Credit value

4.5.1 1

4.6 Guided learning hours (GLH)

4.6.1 6

4.7 Total Qualification Time (TQT)

4.7.1 6

4.8 Unit one title

4.8.1 Principles of recording, storing and sharing information in health and social care

4.9 Unit one reference number

4.9.1 Y/615/4677

5 PRE-REQUISITES

5.1 It is recommended that learners have a minimum of Level 1 literacy and numeracy or equivalent.

5.2 The recommended minimum age to undertake this qualification is 14 years.

5.3 There are no other pre-requisites for this qualification.

6 GEOGRAPHICAL COVERAGE

6.1 This qualification is primarily available to learners in England and Wales. The Qualification can be delivered in other countries however learners should be aware that the content is designed to meet current UK legislation.

7.1 ACCEPTABLE FORMS OF I.D.

7.1.1 The list below outlines acceptable forms of identification for learners undertaking a regulated qualification with Qualifications Network.

7.1.2 Ideally learners should provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be produced.

7.1.3 Acceptable forms of photographic I.D (1 required) are:

Signed UK Photo card driving licence

- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Firearms license (with photo)

7.1.4 Acceptable forms of non-photographic I.D (2 required) are:

- Current driving license – paper version
- Birth certificate
- Marriage/civil partnership certificate
- Mortgage statement (issued within past 12 months)
- Bank or building society statement (issued within last 3 months)
- Bank or building society account opening confirmation letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Pension or endowment financial statement (issued within last 12 months)
- P45 or P60 statement (issued within last 12 months)
- Council tax statement (issued within last 12 months)
- Valid work permit or visa issue by UK government
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

8 UNITS OF ASSESSMENT

8.1 Each learner should successfully be assessed against the assessment criterion outlined below.

8.2

	Learning outcome		Assessment Criterion
1	Know the use and purpose of each record or report the worker has to use or contribute to	1.1	Identify the types of records used in a health and social care setting
		1.2	Give reasons for retaining different types of records in a health and social care setting
		1.3	Outline the principles of key legislation related to record keeping in health and social care
2	Know the key principles of best practice in recording information in a health and social care setting	2.1	Identify elements of good practice in the recording of information
		2.2	Differentiate between objective and subjective statements
		2.3	Explain the importance of following agreed ways of working in relation to the recording, storage and sharing of information
3	Know how to maintain the security and confidentiality of records	3.1	Explain why it is important to have secure systems for recording, storing and sharing information
		3.2	Identify procedures that contribute to keeping electronic records secure and confidential
		3.3	Identify procedures that contribute to keeping paper based records secure and confidential

9 ASSESSMENT METHODS

9.1 Learners are assessed by multiple choice questions.

9.2 Multiple choice questions

9.2.1 There is a single multiple choice question paper. Learners must achieve a minimum of 66% to pass.

9.4 Example question

9.4.1 Confidential medical information related to a resident in a care home can be shared with:

- A An off-duty police officer
- B The residents G.P.
- C All of the resident's family members

10 REASONABLE ADJUSTMENTS

10.1 All learners will have an opportunity to access fair assessment to demonstrate evidence of relevant knowledge. Requests for reasonable adjustments can be made to the Centre delivering the qualification.