

CFASAA111

Manage and store your own information



Overview

Use organisational systems to manage, research, store and present information.

Links: Self Administration

Specific skills:

1. communicating
2. interpersonal skills
3. managing resources
4. managing time
5. negotiating
6. problem solving
7. organising
8. planning
9. quality checking
10. recording
11. using technology
12. presenting yourself

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Performance criteria

You must be able to:

Use research and store information

- P1 clarify the information you need for your work
- P2 access relevant information sources and manipulate databases where necessary
- P3 locate appropriate information efficiently
- P4 explore the relevant information, extracting the parts you need for your work
- P5 identify where information is relevant to other members of your organisation
- P6 organise and record the information in a way that will be useful to you and others
- P7 record your sources of information
- P8 store the information securely according to organisational procedures and in a way that will help you and others retrieve it in the future
- P9 safeguard confidential information

Present information

- P10 assess the reasons for reporting information, the intended audience, the timing, expected style and the equipment that you will need
- P11 prepare how you will report the information in a way best suited to the requirements
- P12 analyse and report the information clearly, logically and within agreed timescales
- P13 highlight the key points
- P14 deal with questions and suggestions to meet the enquirers needs
- P15 evaluate the outcomes of the report

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Knowledge and understanding

You need to know and understand:

Use research and store information

- K1 the purpose and benefits of being clear about what information you need to find before you begin a search
- K2 the main sources of information you can use when carrying out a search
- K3 the purpose and benefits of keeping a record of your sources
- K4 the relevant manual and electronic systems used in your organisation, for storing, organising and finding information and how to use these
- K5 how to explore information to find precisely the information that you need
- K6 how to identify information that will be helpful to others and why information sharing is important
- K7 how to organise and record information in a way that will be helpful to yourself and others
- K8 the purpose and benefits of storing information securely
- K9 what is confidential information and how you should handle it
- K10 why you should store information in a way that will help you and others find it in the future
- K11 how to store information in a way that will help you and others find it in the future
- K12 relevant legislation and your organisation's procedures for storing and retrieving information

Present information

- K13 the purpose and value of knowing the reasons for reporting information, intended audience, timings and expected style, including your organisation's house-style
- K14 the different formats in which you may be required to report information and how to prepare these as suited to requirements, including the equipment that you will need to use
- K15 how to report, analyse and evaluate information clearly and logically
- K16 the purpose of meeting timescales
- K17 how to identify and emphasise the key points in the information you are reporting and why this is important
- K18 how to deal with questions and suggestions effectively and why this is important
- K19 the purpose and benefits of evaluating the outcomes of the report

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Relevant occupations Agriculture, Horticulture and Animal Care; Business, Administration and Law; Information and Communication Technology; Arts, Media and Publishing; Health, Public Services and Care; Medicine and Dentistry; Nursing and Subjects and Vocations Allie; Health and Social Care; Public Services; Child Development and Well Being; Agriculture; Horticulture and forestry; Animal care and veterinary science; Environmental conservation; Professional Occupations; Managers and Senior Officials; Information and Communication Technology; Research Professionals; Librarians and Related Professionals; Engineering Professionals; Science Professionals; Database Administration; Software Development; Systems Support; Local Area Archives; Associate Professionals and Technical Occupations; Corporate Managers and Senior Officials; Microsoft Certified Professional; Application Support; Business Analyst; Managers and Proprietors in Hospitality ; ICT for practitioners; ICT for users; Science and mathematics; Science; Mathematics and statistics; Construction, Architecture; Building and construction; Urban, rural and regional planning; Retail and commercial enterprise; Retailing and wholesaling; Warehouse and distribution; Service enterprises; Hospitality and catering; Leisure, travel and tourism; Sport, leisure and recreation; Travel and tourism; Performing Arts; Media and communication; Publishing and information services; History, philosophy and theology; History; Archaeology and archaeological sciences; Philosophy; Theology and religious studies; Social sciences; Geography; Sociology and social policy; Politics; Economics; Anthropology; Language, literature and culture; Languages, literature and culture of the; Other languages, literature and culture; Linguistics; Education and training; Teaching and lecturing; Direct learning support; Preparation for

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life and work; Foundations for learning and life; Preparation for work; Accounting and finance; Administration; Business management; Marketing and sales; Law and legal services; Production Managers; Functional Managers; Quality and Customer Care Managers; Financial Institution and Office Manager; Managers in Distribution, Storage and Re; Protective Service Officers; Health and Social Services Officers; Managers in Farming, Horticulture, Forestry; Managers and Proprietors In Other Services; Health Professionals; Teaching Professionals; Legal Professionals; Business and Statistical Professionals; Architects, Town Planners and Surveyors; Public Service Professionals; Science and Engineering Technicians; Draught persons and Building Inspectors; IT Service Delivery Occupations; Health Associate Professionals; Therapists; Social Welfare Associate Professionals; Protective Service Occupations; Artistic and Literary Occupations; Design Associate Professionals; Media Associate Professionals; Sports and Fitness Occupations; Administration and Secretarial Occupations; Government and Related Organisations; Finance; Records; Communications; General; Secretarial and Related Occupations; Skilled Trades Occupations; Printing Trades; Personal Service Occupations; Healthcare and Related Personal Services; Childcare and Related Personal Services; Animal Care Services; Leisure and Travel Service Occupations; Hairdressers and Related Occupations; Housekeeping Occupations; Personal Services Occupations NEC; Sales and Customer Services Occupations; Sales Assistants and Retail Cashiers; Customer Service Occupations; Process, Plant and Machine Operatives; Process Operatives; Plant and Machine Operatives; Assemblers and Routine Operatives; Construction Operatives; Transport Drivers and Operatives; Mobile Machine Drivers and Operatives; Elementary Occupations; Elementary Agricultural Occupations; Elementary Construction Occupations; Elementary Process Plant Occupations; Elementary Goods Storage Occupations; Elementary Administration Occupations; Elementary Personal Services Occupations; Elementary Cleaning Occupations; Elementary Security Occupations; Elementary Sales Occupations; Transport Associate Professionals; Legal Associate Professionals; Business and Finance Associate Professionals; Sales and Related Associate Professional; Conservation Associate Professionals; Public Service and Other Associate Professionals

Suite

Self Administration NOS

Key words

communicating, interpersonal skills, manage resources, managing time, negotiation, organisation, planning, problem solving, recording, using technology, presentation, confidential information, database, source, research, safeguard, questions, analyse

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