

Title:	WT2.15 Utilise Record Keeping Systems	
Level:	2	
Credit Value:	2	
Learning outcomes	Assessment criteria	
1. Follow organisational procedures relating to the utilisation of record keeping systems	1.1. Work safely at all times 1.2. Comply with the health, safety and environmental requirements set out by the organisation relevant to the site 1.3. Follow the organisational procedures that are appropriate to the operation being undertaken	
2. Prepare to utilise record keeping systems	2.1. Identify and communicate with the relevant site contact in accordance with company operating procedures 2.2. Identify the record keeping system in use, or that is to be used, and where it is kept 2.3. Identify what data is recorded in the record keeping system 2.4. Collect and collate all data relevant to the tasks being recorded	
3. Carry out the utilisation of record keeping systems	3.1. Enter data into the record keeping system in accordance with company operating procedures 3.2. Review the data entered in the record keeping system in accordance with company operating procedures 3.3. Identify any data that is missing or has been incorrectly entered 3.4. Identify any non conformances and report in accordance with company operating procedures	
4. Complete activities relating to the utilisation of record keeping systems	4.1. Complete documentation in accordance with company operating procedures 4.2. Provide documentation to the	

	relevant people
5. Know how to follow organisational procedures	<p>5.1. Explain personal and legal responsibilities with regard to health and safety in the working area</p> <p>5.2. Explain the company procedures relevant to the utilisation of record keeping systems</p>
6. Know how to prepare for the utilisation of record keeping systems	<p>6.1. Describe who the site contact is</p> <p>6.2. Describe what record keeping systems can be used and what system is in use for the client involved</p> <p>6.3. Explain where record keeping systems can be kept and where the client keeps their records</p> <p>6.4. Explain why record keeping systems are important</p> <p>6.5. Describe what records should be kept to comply with regulations and guidelines</p> <p>6.6. Explain what to do if no record keeping system is in place</p> <p>6.7. Describe what data is recorded</p> <p>6.8. Describe what data is relevant to the tasks being carried out and where it is found</p>
7. Know how to carry out the utilisation of record keeping systems	<p>7.1. Describe how data should be presented in the relevant record keeping system</p> <p>7.2. Describe how the data should be entered into the relevant record keeping system</p> <p>7.3. Describe what data is reviewed and how often with regard to the operation being carried out</p> <p>7.4. Explain how to review relevant data</p> <p>7.5. Explain what to do if any data is missing or has been incorrectly entered</p> <p>7.6. Describe what represents a non</p>

	conformance and how to report it in accordance with organisational procedure
8. Know how to complete activities relating to the utilisation of record keeping systems	<p>8.1. Describe what documentation should be produced in accordance with organisational procedure relevant to the operation being carried out</p> <p>8.2. Describe how to complete the relevant documentation and who the relevant people are to provide it to</p>
Additional information about the unit	
Unit purpose and aim(s)	This unit addresses the skills and knowledge required to prepare for and utilise record keeping systems.
Unit expiry date	31/07/2016
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	This unit covers the skills and knowledge requirements of NOS "Utilise Record Keeping Systems".
Assessment requirements specified by a sector or regulatory body (if appropriate)	This unit is subject to the requirements set out in the Cogent SSC Assessment Strategy.
Endorsement of the unit by a sector or other appropriate body (if required)	Cogent SSC
Location of the unit within the subject/sector classification system	2.1 , 4.2
Name of the organisation submitting the unit	PAA\VQ-SET
Availability for use	Restricted unit
Unit available from	
Unit guided learning hours	8