

COMMON KNOWLEDGE (CK) ASSIGNMENT HANDLING INFORMATION

Award & level	CK covered
SCQF level 6 (SVQ2)	36, 37, 38, 39, 40
SCQF level 7 (SVQ3)	32, 33, 34
SCQF level 9 (SVQ4)	40, 41, 42, 43, 44
SCQF level 10 (CSLM)	66, 67, 68, 70, 72

Assignment:

Write a reflective account, using a few examples from your own typical practice, demonstrating how you handled information correctly

To cover the common knowledge points fully, you must include:

- The legislation that influences your organisation's policy on the handling of information – what are the key principles?
- How do you ensure that you follow organisational policy and procedures and therefore ensure that you comply with the legislation you referred to above?
- If relevant to your service, what codes of practice (SSSC) and National Care Standards are concerned with how information is handled?
- Describe how information of different types is stored and who has access to this
- How is the various information in your service protected so that it is not accessed inappropriately?
- When have you passed on information (either in writing or verbally) that would usually be considered confidential?

- Where did you record the information referred to above and why?
- To whom did you pass it on to and why?

There is no suggested word count for this assignment, the emphasis should be on the quality of the content. If you use the above bullet points as a checklist, you should cover the common knowledge points sufficiently.

Your assessor will guide you with a plan or framework so that you have a good starting point. To begin with, read the knowledge points relevant to you in the table above.

