

Level 2 Core Awards

Level 2 Core Award in Handling and Recording Information (3hrs)



Aim

To help healthcare support workers and adult social care workers to explore and understand the principles of good record keeping

Learning Objectives

- To be able to explain the importance of documents
- To be able to describe secure record keeping systems
- To be able to explain how to maintain good records
- To be able to explain the appropriate use of language
- To be able to explain when and how to share information
- To be able to explain confidentiality and the Data Protection Act

Certification

Successful candidates will be issued with a certificate valid for 3 years.

Accreditation

External accreditation is available for this course, if required, through Advantage Accreditation. Additional costs will apply, please contact us.

Mapped To

HSC 028. Links to NMTS Standard 9.

Cost £275 +VAT

for a minimum of 2 and maximum of 12 delegates