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| **Standard 14: Handling Information** | |
| **Outcome –**  **The learner is able to:** | **Assessment – The learner must:** |
| **14.1 Handle information** | 14.1a Describe the **agreed ways of working** and **legislation** regarding the recording, storing and sharing of information    14.1b Explain why it is important to have **secure systems** for recording, storing and sharing information    14.1c Demonstrate how to keep records that are up to date, complete, accurate and legible    14.1d Explain how, and to whom, to **report** if they become aware that **agreed ways of working** have not been followed |