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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  |