CCSMP33
Collect, store, retrieve and update information in a music publishing environment

Overview	This unit is about collecting, storing, retrieving and updating a variety of information as required. Information may be stored in a manual or electronic information system. You must ensure that you work in accordance with legal and organisational requirements relating to data protection and confidentiality.

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You must be able to:

P1   collect required information

P2   follow agreed procedures and legislation for maintaining security and confidentiality

P3   store information accurately in approved locations

P4   update information as required

P5   confirm information for retrieval

P6   comply with procedures and legislation for retrieving information

P7   locate and retrieve the required information

P8   report problems with information systems

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Knowledge and understanding

You need to know and understand:

K1   why it is important to store and retrieve information effectively and efficiently

K2   the different information systems and their main features

K3   legal and organisational requirements covering the security and confidentiality of information

K4   why it is important to confirm information to be collected, stored and retrieved

K5   the methods you can use to collect required information

K6   the procedures you should follow to retrieve information

K7   the types of problems that occur with information systems and who to report them to

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