

TRAINING SOLUTIONS

SPECIALIST TRAINING PROVIDER

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Recording Skills

COURSE OVERVIEW

To learn how to produce accurate and well written documents

COURSE CONTENT

- ✓ Acknowledge the need for accurate record keeping
- ✓ Be aware of the linking of recorded information to generate a 'paper trail of evidence'
- ✓ Identify the difference between fact and opinion
- ✓ Aspire to produce well written and clear records
- ✓ Recognise confidentiality requirements

CERTIFICATION

Attendance Certificate

WHO SHOULD ATTEND:

All staff who have not previously attended the course or wish to refresh their knowledge.

UNITS COVERED:

1.2a, 1.2b, 1.2c, 1.3b, 2.1c, 2.4a, 3.1b, 4.4f, 5.1a, 5.1b, 5.2a, 5.3a, 5.3b, 5.4a, 5.4b, 5.6d, 6.4a.

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