## 13933 Formative assessments

Formative assessment 1

#### Work in pairs

1. Find an organisation, and enquire what their needs are in terms of filling. You can also use your college to gather information.
   1. What does the organisation do? For example:

* Man a help desk for a bank?
* Present training and educational programmes, such as a training college?
  1. What kind of information does the organisation handle? For example:
* Information regarding clients such as address, contact details, account number, etc.
* Details and information about students and facilitators
* Details about training programmes such as content, learner guides, etc.
* Term reports
* Minutes of meetings
  1. Who is responsible for the filing?
  2. Does the organisation have any special requirements regarding the type of storage and retrieval system to be used?

1. Find a policy related to filling and storage. Once you have done this, compile your own policy and standard operating procedure for the storage and retrieval of material in the organisation you chose in the previous assessment

#### Individual activity

Find out the following about your organisation’s archiving system. If your organisation does not have such a system, find an organisation that does have one and research the following topics:

* How does their archiving system work?
* What types of documents do they archive?
* How long do they keep documents in the archive before disposing of them?
* How do they dispose of the documents?

Compare your research notes with your fellow learners paying special attention to different archiving systems, document disposal and document types.

#### Individual activity

See how quickly you can put these numbers in the correct numerical order

|  |  |
| --- | --- |
| **Random Numbers** | **Numerical Order** |
| 321056 |  |
| 459870 |  |
| 698752 |  |
| 326056 |  |
| 865435 |  |
| 459970 |  |
| 295640 |  |
| 698753 |  |
| 709634 |  |

#### Individual activity

See how quickly you can put these words in alphabetical order

|  |  |  |  |
| --- | --- | --- | --- |
| Unintended | Microphone | Worry | Youth |
| Horse | Zebra | Rise | Innocent |
| Xylophone | Order | Bus | Playful |
| Kick | Appeal | Garage | Transfer |
| Natural | Lift | Sausage | Raisin |
| Doubt | Pants | Concert | Jacket |
| Vixen | Forrest | Xylophone | Impala |
| Eatable | Question |  |  |

Formative assessment 2

#### Work in pairs

Contact an organisation and find out what quality control mechanisms they use in their filing system in terms of sorting files and retrieval of files. Discuss what you have found in class with your facilitator and fellow students. Write down at least 5 mechanisms that you did not have and found on the lists of other learners.

#### Work in pairs

Refer back to previous assignments and design a system that will improve the accuracy of the filing system and will keep paper-based documentation up to date.

Discuss your system with the other members of your group. Make notes of the different systems designed by different people

Formative assessment 3

#### Individual activity

1. Write down 10 methods you can implement to ensure that your filing is always complete, accurate, on time and in the right location.
2. Write down two more methods to avoid misfiles or to correct misfiling.

Case study

You have been put in charge of a small filing system. Currently it is a numerical system but you believe that an alphabetical system will be better.

* Write a report about your suggestion. To whom must you address your report?
* Describe the shortcomings of the present filing system
* Make suggestions for the improvement of the system
* Motivate your suggestions and recommendations