

Recording and Reporting

In our Recording and Reporting training course you will learn the importance of keeping accurate records and handling information safely in health & social care. You will understand who it is okay to share information with and how to do so securely, following the General Data Protection Regulations 2016. We will outline the benefits of Care Plans and why they are essential in providing quality care. You will also grasp the basic principles of legislation governing information management and confidentiality.

Our experienced trainers will guide you through practical examples and interactive activities so that you gain the knowledge and skills needed to maintain accurate records, protect sensitive data, and ensure compliance with legal requirements. Whether you are working in healthcare, social services, or any other sector requiring data handling, this course equips you with the fundamental understanding to safeguard information effectively while delivering the best possible care.

[Learn more >](#)

Learning Outcomes

- Understand the importance of record keeping
- Handling information safely
- Understand who to share information with
- The General Data Protection Regulations 2016
- Outline the benefits of Care Plans
- Know the basic principles of legislation

Course Content

Module 1: Understanding the significance of record keeping and its role in maintaining quality care standards:

- We will explore the legal framework surrounding data protection, specifically focusing on the General Data Protection Regulations (GDPR) of 2016. You will learn practical strategies that will enable you to securely share information only with authorised parties.

Module 2: The benefits of Care Plans:

- Learn how they enhance the quality of care delivery and understand the fundamental principles of legislation governing information management and confidentiality.

Module 3: Maintaining accurate records:

- You will learn how to maintain records accurately, how to safeguard sensitive data and ensure compliance with legal obligations.