

## Methodological tool: File management system and practice analysis

Number of methodological Tool	<b>EUPA_LO_059_M_001</b>
Work Area Code and Title	<b>WA 5: Filing System Documentation and Databases</b>
Unit Code and Title	<b>3.7 Use filing skills to design and maintain a filing system given specific instructions</b>
Learning Outcome Number and Title	<b>LO059 Demonstrate the ability to analyse current organisational File Management practice and recommend improvements within roles and responsibilities.</b>
Objective of the methodological tool	After the completion of this exercise, learners will be able to analyse the current file management practice of the company and to recommend changes.
Approximate Time needed for the completion of this exercise	10 min
Individual or group exercise	<input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Group exercise <input checked="" type="checkbox"/> Exercise using IC <input checked="" type="checkbox"/> Group discussion <input checked="" type="checkbox"/> Case study
Description of the exercise/Procedure	Work in small groups (3-4) 1, Ask participants in groups to describe the real file management structure and practice in their present or former company 2, Now ask them to analyse the structure towards the example checklist presented in the lecture. 3, Group discussion follows A, please present your findings to the group B, were there any large differences towards the best practice? C, what changes would you recommend?
Exercise is accompanied by	-
Exercise solution	Best practices from the lecture should be mentioned and adopted to recommendations by learners
Other comments to the trainer	-

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