

BTEC Intermediate Award (Level 2) in Accountable Log Keeping

The **BTEC in Accountable Log Keeping** is a nationally recognised qualification that demonstrates you have achieved a certain level of skill and competence as a Log Keeper. BTECs offer a realistic and accessible option if you want your performance and skills recognised.

The **BTEC Intermediate Award in Accountable Log Keeping (Level 2)** covers the knowledge, understanding and skills needed to become an accountable and effective Log Keeper.

What will I gain?

Once you have completed this qualification you will:

1. Know the legal and procedural obligations of accountable log keeping
2. Understand accountable log keeping requirements

Who is it for?

This qualification is aimed at people with specific roles and responsibilities for keeping records and logs during investigations and major incidents.

There are no formal entry requirements.

How is it taught?

The qualification has 30 guided learning hours with an element of distance learning study. Learners will attend a one day taught programme within the 30 guided learning hours.

How is it assessed?

This qualification is about learners gaining knowledge and understanding of relevant legislation and the legal and procedural obligations of major incident log keeping, understanding the roles and responsibilities of log keepers and why confidential records need to be accurately recorded. They will also understand and practice record keeping ensuring appropriate filing and provision of information. Assessment is through successful completion of two practical assignments and an evidence portfolio.

This course is endorsed by the Emergency Planning Society.

For further information call 0333 123 2502 or email info@skills2share.co.uk