Unit Title:	**Data management software**
OCR unit number:	43
Level:	2
Credit value:	3
Guided learning hours:	20
Unit reference number:	J/502/4559

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1. Enter, edit and maintain data records in a data management system	The learner can: 1.1 Describe the risks to data security and procedures used for data protection 1.2 Enter data accurately into groups of records to meet requirements 1.3 Locate and amend data associated with groups of records 1.4 Check data records meet needs, using IT tools and making corrections as necessary 1.5 Respond appropriately to data entry and other error messages 1.6 Apply local and/or legal guidelines for the storage and use of data where available	Benefits of data management system: Accessible, reliable, rapid access, shared view, up-to-date, accurate, secure; simplifies data handling Enter data: Use of data entry form, create new record, add record to table, create new record, add record to table, select and update fields; *groups of records* Amend data records: Find, search and replace; edit record; sort, filter, use wildcards and search operators; *category* Check data records: Spell check, format, accuracy, consistency, remove duplication, verify data; *data validation techniques; record housekeeping* Error messages: Due to field size, data type, validation checks; duplicate records; format; using help; *system access* Security risks and procedures: Access control; authorised use, confidentiality, personal data, password protection and management, user authentication

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		Guidelines for data storage and use: Set by: employer or organisation. Topics covered: security, backup, data format, compliance and reporting, data protection, confidentiality
2. Retrieve and display data records to meet requirements	2.1 Identify what queries and reports need to be run to output the required information 2.2 Select and use queries to search for and retrieve information to meet given requirements 2.3 Create and view reports to output information from the system to meet given requirements	Search and retrieve: Alphanumeric sort, filter, multiple criteria Reports: Standard reports, *customised reports; reports with multiple parameters*

Unit purpose and aim

This is the ability to use a software application designed to store and retrieve data needed for a variety of business functions. It also includes an understanding of the features and facilities of the software and the purpose for which the data is stored. Data management software is often implemented on relational database systems by providing pre-defined file and record structures, processes, reports and data-entry screens. This is about the use of these pre-defined objects.

This unit is about selecting and using intermediate data management software tools and techniques to:

- enter information into data management systems that is at times non-routine or unfamiliar;
- retrieve information using multiple selection criteria; and
- produce customised reports from the system.

The data management system tools, functions and techniques at this level are defined as:

- the software tools and functions involved will at times be non-routine or unfamiliar; and
- the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements.

Any aspect that is unfamiliar may require support and advice from others.

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Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;
- the information input and output type and structure involved; and
- the IT tools, techniques or functions to be used.

See Recommended Assessment Methods in the ITQ Centre Handbook.

Evidence requirements

An evidence checklist must be completed without gaps.

Guidance on assessment and evidence requirements

Please refer to the centre handbook for ITQ 2009.

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