

Unit Title:	Database software
OCR unit number:	18
Level:	1
Credit value:	3
Guided learning hours:	20
Unit reference number:	H/502/4553

Unit purpose and aim

This is the ability to use a software application designed to organise and store structured information and generate reports.

This unit is about using basic database software tools and techniques to:

- enter straightforward or routine information into a database;
- set up a single table in a flat file database;
- retrieve information by running routine queries; and
- produce reports using predefined menus or short cuts.

The structure and functionality of the database will be predefined. Any aspects that are unfamiliar will require support and advice from others.

Learning Outcomes	Assessment Criteria	Examples
<p>The learner will:</p> <p>1 Enter, edit and organise structured information in a database</p>	<p>The learner can:</p> <p>1.1. Identify the main components of a database</p> <p>1.2. Create a database table for a purpose using specified fields</p> <p>1.3. Enter structured data into records to meet requirements</p> <p>1.4. Locate and amend data records</p> <p>1.5. Respond appropriately to data entry error messages</p> <p>1.6. Check data meets needs, using IT tools and making corrections as necessary</p>	<p>Database components: What types of information are stored: tables, forms, queries, reports</p> <p>Enter structured data: Tables; fields, records; Use of data entry form; create new record; add record to table</p> <p>Locate and amend: Find, search and replace; sort; wildcards</p> <p>Data entry errors: Due to field size, data type, validation checks; using help</p> <p>Check data: Spell check, format, accuracy, consistency</p>

Learning Outcomes	Assessment Criteria	Examples
2 Use database software tools to extract information and produce reports	2.1 Identify queries which meet information requirements 2.2 Run simple database queries 2.3 Identify reports which meet information requirements 2.4 Generate and print pre-defined database reports	Database queries: Alphanumeric sort, filter, single criteria Database reports: Using menus, wizards or shortcuts

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 that at this level:

- the tools and functions will be predefined or commonly used; and
- the techniques for inputting, manipulation and outputting will be straightforward or routine.

Examples of Context: Enter names and addresses into a customer database; update stock control data.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

Evidence requirements

Candidates must complete the Evidence Checklist without gaps for this unit unless they are using one of the live OCR-set assignments to generate the evidence.

Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our [webpage](#).

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).