Unit 117: Database Software Level 1

Level: 1
Credit value: 3
Guided learning hours: 20

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

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.
Database tools and techniques at this level will be defined as:

- 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;

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.

Where candidates are submitting evidence produced having sat an OCR-set assignment, there is no need to complete an evidence checklist.

Guidance on assessment and evidence requirements

Please refer to the centre handbook for ITQ 2009.