Unit Title: **Data Management Software**
Unit Level: **Level 1**
Unit Credit Value: **2**
GLH: **15**
LASER Unit Code: **CAJ014**
Ofqual Unit Code: **F/502/4558**

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Enter, edit and maintain data records in a data management system.	1.1	Identify the security procedures used to protect data.
		1.2	Enter data accurately into records to meet requirements.
		1.3	Locate and amend individual data records.
		1.4	Check data records meet needs, using IT tools and making corrections as necessary.
		1.5	Respond appropriately to data entry error messages.
		1.6	Follow local and/or legal guidelines for the storage and use of data where available.
2.	Retrieve and display data records to meet requirements.	2.1	Search for and retrieve information using predefined methods to meet given requirements.
		2.2	Identify which report to run to output the required information.
		2.3	Select and view specified reports to output information to meet given requirements.

Assessment Guidance:
See IT User Assessment Strategy available from www.e-skills.com

Additional Information:
NA