

Unit Title: Data Management Software
Unit Level: Level 3
Unit Credit Value: 4
GLH: 30
LASER Unit Code: CAJ010
Ofqual Unit Code: A/502/4560

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	Discuss when and how to change or create a new data entry form.
		1.2	Enter data accurately into records to meet requirements.
		1.3	Configure characteristics of groups of records.
		1.4	Discuss and explain how to locate and amend data records.
		1.5	Check data records meet needs, using IT tools and making corrections as necessary.
		1.6	Interpret and respond appropriately to a range of data and application error messages.
		1.7	Evaluate and explain the risks to data security and procedures used for data protection.
		1.8	Manage data files effectively, in line with 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	Determine and explain what queries and reports need to be run to output the required information.
		2.2	Create and use queries to search for and retrieve information from the system.
		2.3	Create, define and set up reports to output information to meet requirements.
		2.4	Use the file handling techniques of the software to import and export data.
		2.5	Use available techniques to combine and link data.

Assessment Guidance:

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

Additional Information:

NA