

Unit Title: Data Management Software Skills
Unit Level: Entry 3
Unit Credit Value: 2
GLH: 20
LASER Unit Code: WJD310
Ofqual Unit Code: D/505/1654

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to 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.
		1.3	Locate and amend individual data records.
		1.4	Check data records for accuracy making corrections as necessary.
		1.5	Respond appropriately to data entry error messages.
		1.6	Follow local or legal guidelines for the storage and use of data.
2.	Retrieve and display data records to meet requirements.	2.1	Search for and retrieve information to meet given requirements.
		2.2	Identify a report to run to output required information.
		2.3	Run specified reports to output required information.

Assessment Guidance:

NA

Additional Information:

NA