

**Unit Title:** Database Software  
**Unit Level:** Level 2  
**Unit Credit Value:** 4  
**GLH:** 30  
**LASER Unit Code:** WJH127  
**Ofqual Unit Code:** F/650/1737

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to create non-relational database tables.	1.1	Identify the components of a database design.
		1.2	Describe the field characteristics for the data required.
		1.3	Create database tables using a range of field types.
		1.4	Modify database tables that contain a range of field types
		1.5	Describe ways to maintain data integrity.
		1.6	Respond appropriately to problems with database tables.
		1.7	Use database tools and techniques to ensure data integrity is maintained.
2.	Be able to organise structured information in a database.	2.1	Create database forms to enable data to be: <ul style="list-style-type: none"> <li>• entered</li> <li>• edited</li> <li>• and organised .</li> </ul>
		2.2	Select tools and techniques to format data entry forms.
		2.3	Format data entry forms.
		2.4	Use tools to check data entry meets needs.
		2.5	Make corrections to data entry inputs to meet needs.
		2.4	Respond to data entry errors.
3.	Be able to produce reports.	3.1	Create database queries using multiple criteria.
		3.2	Run database queries to display or amend selected data.
		3.3	Plan database reports from a single table non-relational database.
		3.4	Produce database reports from a single table non-relational database.
		3.5	Select tools and techniques to format database reports.
		3.6	Format database reports
		3.7	Review effectiveness of reports in meeting needs.

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		3.8	Make corrections to reports as necessary.
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<b>Assessment Guidance:</b>

<b>Additional Information:</b>
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