**OCR**

Oxford Cambridge and RSA

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| **Unit Title:** | **Data management software** |
| OCR unit number: | 21 |
| Level: | 1 |
| Credit value: | 2 |
| Guided learning hours: | 15 |
| Unit reference number: | F/502/4558 |

## Unit purpose and aim

This is the ability to use a software application designed to store and retrieve data needed for a variety of business functions. It also includes an understanding of the features and facilities of the software and the purpose for which the data is stored. Data management software is often implemented on relational database systems by providing pre-defined file and record structures, processes, reports and data-entry screens. This is about the use of these pre-defined objects.

The user at this level can use basic data management software tools and techniques to:

· enter straightforward or routine information using pre-set data-entry screens;

· retrieve information by running pre-defined methods; and

· produce reports using predefined menus or short cuts.

The tools and techniques at this level are defined as basic because:

· the tools and functions will be predefined or commonly used; and

· the techniques for inputting, manipulation and outputting data will be straightforward or routine.

The structure and functionality of the data management system will be predefined. Any aspects that are unfamiliar will require support and advice from others.

| Learning Outcomes | Assessment Criteria | Examples |
|---|---|---|
| The learner will: | The learner can: | Enter data: Use of data entry form; create new record; add record to table |
| 1 Enter, edit and maintain data records in a data management system | 1.1. Identify the security procedures used to protect data | Amend data records: Find, search and replace; edit record |
| | 1.2. Enter data accurately into records to meet requirements | Check data records: Spell check, format, accuracy, consistency, remove duplication, verify data |
| | 1.3. Locate and amend individual data records | Security procedures: Access control; authorised use, password protection and management, user |
| | 1.4. Check data records meet needs, using IT tools and making corrections as necessary | |

| Learning Outcomes | Assessment Criteria | Examples |
|---|---|---|
| | 1.5. Respond appropriately to data entry error messages<br><br>1.6. Follow local and/or legal guidelines for the storage and use of data where available | authentication<br><br>Error messages: Due to field size, data type, validation checks; duplicate records; format; using help<br><br>Guidelines for data storage and use: Set by: employer or organisation.<br>Topics covered: security, backup, data format, compliance and reporting, data protection, confidentiality; File management will vary according to the application |
| 2   Retrieve and display data records to meet requirements | 2.1. Search for and retrieve information using pre-defined methods to meet given requirements<br><br>2.2. Identify which report to run to output the required information<br><br>2.3. Select and view specified reports to output information to meet given requirements | Search and retrieve: Display selected records; Alphanumeric sort, filter, single criteria, queries, filters<br><br>Reports: Accessing reports that have already been run; using menus or shortcuts, report templates to produce standard reports based on current data |

## 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 the Assessment and postal moderation section of the ITQ Centre Handbook.

## Evidence requirements

Candidates must complete the Evidence Checklist without gaps for this unit.  Individual unit checklists are available to download from the qualification webpage (see forms).

## Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our webpage.

## 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).