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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 20** | | | **Unit Number: J/502/4559** | |
| **QCF Credit Value: 3** | | | **Learning Outcomes (Number): 2** | |
| **Examples of Context:**   * Setting up a new query to interrogate a CRM system and output selected records to another application. | | | **Learning Materials Available:**   * Syllabus * Sample test | |
| **Suggested Assessment Methods:**  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 fully met   * Scenario * Coursework * Portfolio of Evidence – classroom or work-based * Practical Demonstration * Assignment * Task-based Controlled Assessment * Professional Discussion * Observation * Witness Statement | | |

| **Ofqual Learning Outcome** | | **Assessment Criteria** | **Examples of Content**  *The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
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| **1 Enter, edit and maintain data records in a data management system** | 1.1 | Describe the risks to data security and procedures used for data protection | *Security risks and procedures: Access control; authorised use, confidentiality, personal data, password protection and management, user authentication*  *Benefits of data management system: Accessible, reliable, rapid access, shared view, up-to-date, accurate, secure; simplifies data handling* |  |
| 1.2 | Enter data accurately into groups of records to meet requirements | *Enter data: Use of data entry form, create new record, add record to table, create new record, add record to table, select and update fields; groups of records* |  |
| 1.3 | Locate and amend data associated with groups of records | *Amend data records: Find, search and replace; edit record; sort, filter, use wildcards and search operators; category* |  |
| 1.4 | Check data records meet needs, using IT tools and making corrections as necessary | *Check data records: Spell check, format, accuracy, consistency, remove duplication, verify data; data validation techniques; record housekeeping* |  |
| 1.5 | Respond appropriately to data entry and other error messages | *Error messages: Due to field size, data type, validation checks; duplicate records; format; using help; system access* |  |
| 1.6 | Apply local and/or legal guidelines for the storage and use of data where available | *Guidelines for data storage and use: Set by: employer or organisation. Topics covered: security, backup, data format, compliance and reporting, data protection, confidentiality* |  |
| **2 Retrieve and display data records to meet requirements** | 2.1 | Identify what queries and reports need to be run to output the required information |  |  |
| 2.2 | Select and use queries to search for and retrieve information to meet given requirements | *Search and retrieve: Alphanumeric sort, filter, single criteria, multiple criteria, save queries and output* |  |
| 2.3 | Create and view reports to output information from the system to meet given requirements | *Reports: Standard reports, customised reports; reports with multiple parameters* |  |

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| **Assessment Report** | | | | |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) | | | | |
| **Internal Verifier actions / comments / feedback** | | | | |
| **Assessor signature:** |  | **Assessment date:** |  | **Reason for IV:**  **New Assessor**  **Random Sample**  **New Unit/Qualification**  **Other** |
| **IV signature:** |  | **IV date:** |  |