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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 30** | | | **Unit Number: A/502/4560** | |
| **QCF Credit Value: 4** | | | **Learning Outcomes (Number): 2** | |
| **Examples of Context:**   * Working with the software manufacturer or IT professional to develop and implement new data handling techniques; * Examples of customisation includes: additional product training; creation of process triggers and workflow; * assistance writing reports; * complex data extracts or implementing Business Intelligence. | | | **Learning Materials Available:**  None available for this unit | |
| **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 | Discuss when and how to change or create a new data entry form |  |  |
| 1.2 | Enter data accurately into 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 | Configure characteristics of groups of records | *Record characteristics: Attributes, categories, teams, flags, keys* |  |
| 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 | *Check data: Spell check, format, consistency, remove duplication, verify data; data validation techniques, record housekeeping* |  |
| 1.6 | Interpret and respond appropriately to a range of data and application error messages | *Error messages: Data entry; using help; troubleshooting; logging, reporting and dealing with application errors* |  |
| 1.7 | Evaluate and explain the risks to data security and procedures used for data protection | *Security risks and procedures: Access control; authorised use, 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; constraints of using system, audit trail* |  |
| 1.8 | Manage data files effectively, in line with local and/or legal guidelines for the storage and use of data where available | *Manage data files: File storage, data import and export, restore lost data; identify ineffective backup storage*  *Guidelines for the storage and use of data: Set by employer or organisation. Policies relating to security, backup and data protection; guidelines for data format; compliance, audit and reporting requirements File management will vary according to the application* |  |
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| **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 | *Search and retrieve: Alphanumeric sort, filter, multiple criteria, cross-tabulate data; queries to update and amend data; logical operators* |  |
| 2.3 | Create, define and set up reports to output information to meet requirements | *Reports: Customised reports; define report parameters; for others; system reports; errors in reports* |  |
| 2.4 | Use the file handling techniques of the software to import and export data | *Import and export data: To other systems or software; file formats; mail merge; data migration; data archiving* |  |
| 2.5 | Use available techniques to combine and link data |  |  |

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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:** |  |