Unit Title: Data Management Software	
Level:	Entry Three
Credit Value:	2
GLH:	15
OCNLR Unit Code:	CM3/E3/LQ/002
Ofqual Unit Reference Number:	H/505/6368

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. Follow instructions to 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 where available.
2. Be able to retrieve and display data records to meet requirements.	2.1. Search for and retrieve information to meet specified requirements. 2.2. Identify what report to run to output the required information. 2.3. Select and view specified reports to output information.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached.
Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed   This assessment method *must* be used to assess all or part of the unit.

O = Optional   This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	

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