| Unit Title: Database Software | |
|---|---|
| Level: | Entry Three |
| Credit Value: | 2 |
| GLH: | 15 |
| OCNLR Unit Code: | CP2/E3/LQ/002 |
| Ofqual Unit Reference Number: | K/505/6369 |

*This unit has 2 learning outcomes*

| LEARNING OUTCOMES | ASSESSMENT CRITERIA |
|---|---|
| The learner will: | The learner can: |
| 1. Be able to enter, edit and organise structured information in a database. | 1.1. List the main components of a database.<br>1.2. Follow instructions to create a database table for a purpose using specified fields.<br>1.3. Enter structured data into records to meet requirements.<br>1.4. Locate and amend data records.<br>1.5. Respond appropriately to data entry error messages.<br>1.6. Check data meets needs, making corrections as appropriate. |
| 2. Be able to use database software tools to produce reports. | 2.1. State the type of information that may be required in a report.<br>2.2. Generate and print pre-defined database reports. |

# 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 | |