

Unit Title: Digital Data	
Level:	Entry Three
Credit Value:	2
GLH:	20
OCNLR Unit Code:	CN0/E3/LQ/010
Ofqual Unit Reference Number:	R/616/8240

*This unit has 3 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Be able to enter, edit and maintain data in a record-based storage system.	1.1. Access a protected record-based storage system. 1.2. Enter data accurately into records. 1.3. Locate and amend individual data records. 1.4. Identify a data entry error.
2. Be able to use help systems.	2.1. Use an appropriate help system to locate information about a software function.
3. Be able to retrieve and display data records.	3.1. Search for and retrieve a basic information set (e.g. a list of clients within a given age range). 3.2. Identify a suitable report to output the required information.

## Assessment

The grid below provides suggestions for the types of assessment activities that can be used with the unit attached to provide evidence for the learner's portfolio. Please refer to the OCN London Assessment Guidance document for definitions of each activity and the expectations for assessment practice and evidence for moderation.

Case Study		Project	✓
Written question & answer/test/exam	✓	Role play/simulation	
Essay		Practical demonstration	✓
Report		Group discussion	
Oral question and answer	✓	Performance/exhibition	
Written description	✓	Production of artefact	
Reflective log/diary		Practice file	