

Unit Title: Digital Data	
Level:	One
Credit Value:	2
GLH:	18
OCNLR Unit Code:	CN0/1/LQ/011
Ofqual Unit Reference Number:	Y/616/8255

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
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. Check data records using IT tools, making amendments as necessary. 1.5. Respond appropriately to data entry error messages. 1.6. Follow local and/or legal guidelines for the storage and use of data where available.
2. Be able to use help systems.	2.1. Use an appropriate help system to locate information on a minimum of two software functions.
3. Be able to retrieve and display data records.	3.1. Search for and retrieve an information set according to at least two criteria (e.g. a list of clients within a given age range and gender). 3.2. Run a report to output and clearly present 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	