Open Awards Qualification Unit

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1 Unit Details

Unit Title:	Data Management Software
Unit Reference Number:	D/615/9735
Level:	Level 2
Credit Value:	3
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Enter, edit and maintain data records in a data management system.	1.1 Describe the risks to data security and procedures used for data protection.
	1.2 Enter data accurately into groups of records to meet requirements.
	1.3 Locate and amend data associated with groups of records.
	1.4 Check data records meet needs, using IT tools and making corrections as necessary.
	1.5 Respond appropriately to data entry and other error messages.
	1.6 Apply local and/or legal guidelines for the storage and use of data where available.
2 Retrieve and display data records to meet requirements.	2.1 Identify what queries and reports need to be run to output the required information.
	2.2 Select and use queries to search for and retrieve information to meet given requirements.
	2.3 Create and view reports to output information from the system to meet given requirements.

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