Silver 11 - Database Software

Relevant LINKS

BACK TO ITQ UNITS **[1]**

Handbook home page **[2]**

Overview

This is the ability to enter straightforward or routine information into a database;

- set up a single table in a flat file database;
- retrieve information by running routine queries; and
- produce reports using predefined menus or short cuts.

The structure and functionality of the database will be predefined. Any aspects that are unfamiliar will require support and advice from others. Database tools and techniques will be described as 'basic' because: the tools and functions will be predefined or commonly used; and the techniques for inputting, manipulation and outputting will be straightforward or routine.

Examples of Context: Enter names and addresses into a customer database; update stock control data;

Activities supporting the assessment of this award

Assessor's guide to interpreting the criteria

General Information

QCF general description for Level 1 qualifications

- Achievement at QCF level 1 (EQF Level 2) reflects the ability to use relevant knowledge, skills and procedures to complete routine tasks. It includes responsibility for completing tasks and procedures subject to direction or guidance.
- Use knowledge of facts, procedures and ideas to complete well-defined, routine tasks. Be aware of information relevant to
the area of study or work
- Complete well-defined routine tasks. Use relevant skills and procedures. Select and use relevant information. Identify whether actions have been effective.
- Take responsibility for completing tasks and procedures subject to direction or guidance as needed

Requirements

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- Standards must be confirmed by a trained Silver Level Assessor or higher

- Assessors must at a minimum record assessment judgements as entries in the on-line mark book on the INGOTs.org Markbook Site.

- Routine evidence of work used for judging assessment outcomes in the candidates' records of their day to day work will be available from their e-portfolios and on-line work. Assessors should ensure that relevant web pages are available to their account manager on request by supply of the URL.

- When the candidate provides evidence of matching all the criteria to the specification subject to the guidance below, the assessor can request the award using the link on the certification site. The Account Manager will request a random sample of evidence from candidates' work that verifies the assessor's judgement.

- When the Account Manager is satisfied that the evidence is sufficient to safely make an award, the candidate's success will be confirmed and the unit certificate will be printable from the web site.

- This unit should take an average level 1 learner 30 hours of work to complete.

Assessment Method

Assessors can score each of the criteria L, S, H. N indicates no evidence and is the default starting position. L indicates some capability but secure capability has not yet been achieved and some help is still required. S indicates that the candidate can match the criterion to its required specification. H indicates performance that goes beyond the expected in at least some aspects. Candidates are required to achieve at least S on all the criteria to achieve the unit.

Expansion of the assessment criteria

1. Recognise how to use a database

1.1 I can identify the main components of a database.

Candidates should know that a database is a large file or files containing data organised in particular ways. They should be able to identify forms, queries, reports and tables.
Evidence: Candidates documentation, centre devised test.

Additional information and guidance

The database itself is the collection of data, the data management software operates on the data. Usually the data is stored in tables with rows containing the records and columns dividing the records into fields. Candidates should have used forms to enter and view data, made queries using pre-defined templates and obtained reports from these queries.

1.2 I can create a database table for a purpose using specified fields.

Candidates should create simple database structures for a defined purpose. They should specify several fields that will be common to each record.
Evidence: Candidate database files.

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Additional information and guidance

At this level the database will be simple and might have only a limited number of records and fields.

1.3 I can enter structured data into records to meet requirements.
Candidates should demonstrate competence in adding and deleting records and using a data entry form.

Evidence: Candidate database files.

Additional information and guidance

1.4 I can locate and amend data records.
Candidates should be able to search a database for a record and edit its contents.

Evidence: Candidate database files. Centre devised test or task.

Additional information and guidance

This can be from a pre-defined database.

1.5 I can respond appropriately to data entry error messages.

Candidates should be able to adjust data to fit validation checks such as field size, and data type either by using on-line help or referring to other people for guidance.

Evidence: Assessor observation, centre devised test.

Additional information and guidance

The important aspect is to respond in such a way that any issue can be resolved. Candidates should not simply ignore error messages or sit around doing nothing.

1.6 I can check data meets needs, using IT tools and making corrections as necessary.

Candidates should make simple checks on data before entering it or in cases where data is already entered, checking in situ. There should be no spelling errors since they can call for help or support when these are indicated by the software. They should also check for consistency and accuracy in formats eg figures, font sizes and type faces.

Evidence: Candidate data files, centre devised tests or tasks.

Additional information and guidance

Candidates should query anything that doesn't look right. They should be familiar with and use the on-line help. If they are unsure they should ask more experienced people for help.

2. Use a database

2.1 I can identify queries which meet information requirements.

Candidates should demonstrate that they can identify queries that will produce results that will provide useful information from a given data set.

Evidence: Assessor observation, centre devised test, outcomes of running queries.

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Additional information and guidance

At this level queries will be simple and straightforward and will largely be based on searches. What information is needed and how much of it is in the database and where?

2.2 I can run simple database queries.
Candidates should demonstrate that they can sort data on a field or fields, filter data based on matching field content and simple keyword searches.

Evidence: Outputs from queries.

Additional information and guidance

The outcomes of running queries should provide useful information relevant to the task.

2.3 I can identify reports which meet information requirements.
Candidates should be able to associate reports with specified information.

Evidence: Output reports and/or centre devised test

Additional information and guidance

The only requirement is to identify final reports that match the required information but by implication if they produce a report that provides the appropriate information they will also meet these requirements.

2.4 I can generate and print pre-defined database reports.
Candidates should generate and print reports given the parameters needed to generate the information.

Evidence: Output reports and/or centre devised test

Additional information and guidance
Candidates can be given simple instructions, use menus, wizards or other automated approaches.

Moderation/verification

The assessor should keep a record of assessment judgements made for each candidate and make notes of any significant issues for any candidate. They must be prepared to enter into dialogue with their Account Manager and provide their assessment records to the Account Manager through the on-line mark book. They should be prepared to provide evidence as a basis for their judgements through reference to candidate e-portfolios. Before authorising certification, the Account Manager must be satisfied that the assessors judgements are sound.

Source URL: https://theingots.org/community/SIL1U11X

Links
[1] http://theingots.org/community/ITQ_UNIT_development
[2] http://theingots.org/community/handbook2

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