
Schools ITQ Level 2 - Unit 11 - DB (Gold Unit 11)

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- [General guidance for interpreting OCF qualification levels](#) [3].
- [Link to assessor's guide to interpreting the criteria for this unit.](#) [4]
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- National Strategies [APP criteria](#) [5] are relevant from Entry 3 upwards.
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Level 2, Unit 11 - Database software (4 credits)

1. Create and modify non-relational database tables.

[1.1 I can identify the components of a database design.](#) [7]

[1.2 I can describe the field characteristics for the data required.](#) [10]

[1.3 I can create and modify database tables using a range of field types.](#) [13]

[1.4 I can describe ways to maintain data integrity.](#) [16]

[1.5 I can respond appropriately to problems](#)

2. Enter, edit and organise structured information in a database.

[2.1 I can create forms to enter, edit and organise data in a database.](#) [8]

[2.2 I can select and use appropriate tools and techniques to format data entry forms.](#) [11]

[2.3 I can check data entry meets needs, using IT tools and making corrections as necessary.](#) [14]

[2.4 I can respond appropriately to data entry errors.](#) [17]

3. Use database software tools to run queries and produce reports.

[3.1 I can create and run database queries using multiple criteria to display or amend selected data.](#) [9]

[3.2 I can plan and produce database reports from a single table non-relational database.](#) [12]

[3.3 I can select and use appropriate tools and techniques to format database reports.](#) [15]

[3.4 I can check reports meet needs, using IT tools and making corrections as necessary.](#) [18]

[with database tables.](#)

[19]

[1.6 I can use database tools and techniques to ensure data integrity is maintained.](#) [20]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [22]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [23]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [24]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [25]
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Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [30]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [31]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [32]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [33]
Entry Level 2, Unit 3 - Online Basics (2 credits) [34]	Level 1, Unit 4 - IT Security for Users (1 credit) [35]	Level 2, Unit 4 - IT Security for Users (2 credits) [36]	Level 3, Unit 4 - IT Security for Users (3 credits) [37]
Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [38]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [39]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [40]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [41]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [42]	Level 1, Unit 6 - Specialist Software (2 credits) [43]	Level 2, Unit 6 - Specialist software (3 credits) [44]	Level 3, Unit 6 - Specialist Software (4 credits) [45]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [46]	Level 1, Unit 7 - Word Processing (3 credits) [47]	Level 2, Unit 7 - Word processing (4 credits) [48]	Level 3, Unit 7 - Word Processing Software (6 credits) [49]
Entry Level 2, Unit 7 - Using ICT in the Workplace (3 credits) [46]	Level 1, Unit 8 - Using ICT in the Workplace (3 credits) [46]	Level 2, Unit 8 - Using ICT in the Workplace (4 credits) [48]	Level 3, Unit 8 - Using ICT in the Workplace (6 credits) [49]

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Unit 7 - Imaging software (2 credits) [50]	Using the Internet (3 credits) [51]	Using the internet (4 credits) [52]	Using the Internet (5 credits) [53]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [54]	Level 1, Unit 9 - Drawing and planning (2 credits) [55]	Level 2, Unit 9 - Drawing and planning (3 credits) [56]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [57]
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Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [66]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [67]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [68]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [69]
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Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [78]	Level 1, Unit 15 - Imaging Software (3 credits) [79]	Level 2, Unit 15 - Imaging Software (4 credits) [80]	Level 3, Unit 15 - Imaging Software (5 credits) [81]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [82]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [83]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [84]	Level 3, Unit 17 - Video Software (4 credits) [85]
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