Level 1 Unit 6 - Database Software (3 credits)

1. 1. Recognise how to use a database
   1.1 I can identify the main components of a database [2]
   1.2 I can create a database table for a purpose using specified fields [4]
   1.3 I can enter structured data into records to meet requirements [6]
   1.4 I can locate and amend data records [8]
   1.5 I can respond appropriately to data entry error messages [10]
   1.6 I can check data meets needs, using IT tools and making corrections as necessary [11]

2. 2. Use a database
   2.1 I can identify queries which meet information requirements [3]
   2.2 I can run simple database queries [5]
   2.3 I can identify reports which meet information requirements [7]
   2.4 I can generate and print pre-defined database reports [9]

Level 2, Unit 6 - Database Software (4 credits)

1. 1. Create and modify non-relational database tables
   1.1 I can identify the components of a database design [13]

2. 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 [14]

3. 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 [15]
## Level 3, Unit 6 - Database Software (6 credits)

<table>
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<tr>
<th>1. 1. Plan, create and modify relational database tables to meet requirements</th>
<th>2. 2. Enter, edit and organise structured information in a database</th>
<th>3. 3. Use database software tools to create, edit and run data queries and produce reports</th>
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<tbody>
<tr>
<td><strong>1.1</strong> I can explain how a relational database design enables data to be organised and queried</td>
<td><strong>2.1</strong> I can design and create forms to access, enter, edit and organise data in a database</td>
<td><strong>3.1</strong> I can explain how to select, generate and output information from queries according to requirements</td>
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<td><strong>1.2</strong> I can plan and create multiple tables for data entry with appropriate fields and properties</td>
<td><strong>2.2</strong> I can select and use appropriate tools and techniques to format data entry forms</td>
<td><strong>3.2</strong> I can create and run database queries to display, amend or calculate selected data</td>
</tr>
<tr>
<td><strong>1.3</strong> I can set up and modify relationships between database tables</td>
<td><strong>2.3</strong> I can check data entry meets needs, using IT tools and making corrections as necessary</td>
<td><strong>3.3</strong> I can plan and produce database reports from a multiple-table relational database</td>
</tr>
<tr>
<td><strong>1.4</strong> I can explain why and how to maintain data</td>
<td><strong>2.4</strong> I can respond appropriately to data entry errors</td>
<td><strong>3.4</strong> I can select and use appropriate tools and techniques to format database reports</td>
</tr>
</tbody>
</table>

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### 1. Plan, create and modify database tables

**1.2** I can describe the field characteristics for the data required [16]

**1.3** I can create and modify database tables using a range of field types [19]

**1.4** I can describe ways to maintain data integrity [22]

**1.5** I can respond appropriately to problems with database tables [25]

**1.6** I can use database tools and techniques to ensure data integrity is maintained [26]

### 2. Enter, edit and organise data in a database

**2.2** I can select and use appropriate tools and techniques to format data entry forms [17]

**2.3** I can check data entry meets needs, using IT tools and making corrections as necessary [20]

**2.4** I can respond appropriately to data entry errors [23]

### 3. Use database software tools to create, edit and run data queries and produce reports

**3.2** I can plan and produce database reports from a single table non-relational database [18]

**3.3** I can select and use appropriate tools and techniques to format database reports [21]

**3.4** I can check reports meet needs, using IT tools and making corrections as necessary [24]

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