Database

General level descriptors [1]

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]

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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]

2.2 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]

3.2 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]

Level 3, Unit 6 - Database Software (6 credits)

1. 1. Plan, create and modify relational database tables to meet requirements

1.1 I can explain how a relational database design enables data to be organised and queried [28]

1.2 I can plan and create multiple tables for data entry with appropriate fields and properties [31]

1.3 I can set up and modify relationships between database tables [34]

1.4 I can explain why and how to maintain data

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

2.1 I can design and create forms to access, enter, edit and organise data in a database [29]

2.2 I can select and use appropriate tools and techniques to format data entry forms [32]

2.3 I can check data entry meets needs, using IT tools and making corrections as necessary [35]

2.4 I can respond appropriately to data entry

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

3.1 I can explain how to select, generate and output information from queries according to requirements [30]

3.2 I can create and run database queries to display, amend or calculate selected data [33]

3.3 I can plan and produce database reports from a multiple-table relational database [36]

3.4 I can select and use appropriate tools and

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integrity [37]

errors [38]

techniques to format database reports [39]

1.5 I can respond appropriately to problems with database tables [40]

3.5 I can check reports meet needs, using IT tools and making corrections as necessary [41]

1.6 I can use database tools and techniques to ensure data integrity is maintained [42]

Links to other Open Office Units

Entry Level	Level 1	Level 2	Level 3
Bronze 1 [44]	Silver 1: IPU [45]	Gold 1: IPU [46]	Platinum 1: IPU [47]
Bronze 2 [48]	Silver 2: WP [49]	Gold 2: WP [50]	Platinum 2: WP [51]
Bronze 3 Unit 1 [52]	Silver 3: SS [53]	Gold 3: SS [54]	Platinum 3: SS [55]
Bronze 3 Unit 2 [56]	Silver 4: DPS [57]	Gold 4: DPS [58]	Platinum 4: DPS [59]
	Silver 5: PS [60]	Gold 5: PS [61]	Platinum 5: PS [62]
	Silver 6: DB [63]	Gold 6: DB [64]	Platinum 6: DB [65]

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Links
[1] https://theingots.org/community/qcf_levels
[2] https://theingots.org/community/oool1u6x#1.1
[3] https://theingots.org/community/oool1u6x#2.1
[4] https://theingots.org/community/oool1u6x#1.2
[5] https://theingots.org/community/oool1u6x#2.2
[6] https://theingots.org/community/oool1u6x#1.3

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[7] https://theingots.org/community/oool1u6x#2.3
[8] https://theingots.org/community/oool1u6x#1.4
[9] https://theingots.org/community/oool1u6x#2.4
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[65] https://theingots.org/community/ooodb#3

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Database

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