Schools ITQ - Unit 21 Data Management Software (Gold Unit 21)

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Handbook home page [2]

- General guidance for interpreting OCF gualification levels [3]
- Link to assessor's guide to interpreting the criteria for this unit [4]
- Click on the links in the table below for specific guidance on the assessment criteria.
- National Strategies APP criteria [5] are relevant from Entry 3 upwards.
- References to <u>personal learning and thinking skills (PLTS)</u> [6]

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Level 2, Unit 21 - Data Management Software (3 credits)

1. 1. Enter, edit and maintain data records in a data management system

- 1.1 I can describe the risks to data security and procedures used for data protection [7]
- 1.2 I can enter data accurately into groups of records to meet requirements [9]
- 1.3 I can locate and amend data associated with groups of records [11]
- 1.4 I can check data records meet needs, using IT tools and making corrections as necessary [13]
- 1.5 I can respond appropriately to data entry and other error messages [14]
- 1.6 I can apply local and/or legal guidelines for the storage and use of data where available [15]

2. 2. Retrieve and display data records to meet requirements

- 2.1 I can identify what queries and reports need to be run to output the required information [8]
- 2.2 I can select and use queries to search for and retrieve information to meet given requirements [10]
- 2.3 I can create and view reports to output information from the system to meet given requirements [12]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit R - Registration [17]	Level 1, Unit R - Registration [18]	Level 2, Unit R - Registration [19]	Level 3, Unit R - Registration [20]
Entry Level 1. Unit 1 - Improving Productivity Using IT (1 credit) [21]	Level 1, Unit 1 -	Level 2, Unit 1 -	Level 3, Unit 1 -
	Improving	Improving	Improving
	Productivity Using	Productivity Using	Productivity Using
	IT (3 credits) [22]	IT (4 credits) [23]	IT (5 credits) [24]
Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [25]	Level 1, Unit 2 - Website Software (3 credits) [26]	Level 2, Unit 2 - Website Software (4 credits) [27]	Level 3, Unit 2 - Website Software (5 credits) [28]
Entry Level 1. Unit 3 - Online Basics (2 credits) [29]	Level 1, Unit 3 -	Level 2, Unit 3 -	Level 3, Unit 3 -
	Using	Using	Using
	Collaborative	Collaborative	Collaborative
	Technologies (3	Technologies (4	Technologies (6
	credits) [30]	credits) [31]	credits) [32]
Entry Level 1. Unit 4 - Desktop Publishing Software (2 credits) [33]	Level 1, Unit 4 -	Level 2, Unit 4 -	Level 3, Unit 4 -
	IT Security for	IT Security for	IT Security for
	Users (1 credit)	Users (2 credits)	Users (3 credits)
	[34]	[35]	[36]
Entry Level 1. Unit 5 - Safe Working Practices (2 credits) [37]	Level 1, Unit 5 -	Level 2, Unit 5 -	Level 3, Unit 5 -
	Spreadsheet	Spreadsheet	Spreadsheet
	Software (3	Software (4	Software (6
	credits) [38]	credits) [39]	credits) [40]
Entry Level 1,	Level 1, Unit 6 -	Level 2, Unit 6 -	Level 3, Unit 6 - Specialist Software (4 credits) [44]
Unit 6 - Using ICT	Specialist	Specialist	
in the Workplace	Software (2	software (3	
(2 credits) [41]	credits) [42]	credits) [43]	
Entry Level 1. Unit 7 - Imaging software (2 credits) [45]	Level 1, Unit 7 - Word Processing (3 credits) [46]	Level 2, Unit 7 - Word processing (4 credits) [47]	Level 3, Unit 7 - Word Processing Software (6 credits) [48]
Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [49]	Level 1, Unit 8 - Using the Internet (3 credits) [50]	Level 2, Unit 8 - Using the internet (4 credits) [51]	Level 3, Unit 8 - Using the Internet (5 credits) [52]
Entry Level 1.	Level 1, Unit 9 -	Level 2, Unit 9 -	Level 3, Unit 9 -
Unit 9 - Using	Drawing and	Drawing and	Drawing and
Word Processing	planning (2	planning (3	Planning Software

Software (2 credits) [53]	credits) [54]	credits) [55]	(4 credits) [56]
Entry Level 1, Unit 11 - Audio and Video Software (2 credits) [57]	Level 1, Unit 10 - Presentation Software (3 credits) [58]	Level 2, Unit 10 - Presentation software (4 credits) [59]	Level 3, Unit 10 - Presentation Software (6 credits) [60]
Entry Level 1, Unit 12 - Presentation Software (2 credits) [61]	Level 1, Unit 11 - <u>Database</u> <u>Software (3</u> <u>credits)</u> [62]	Level 2, Unit 11 - Database software (4 credits) [63]	Level 3, Unit 11 - <u>Database</u> <u>Software (6</u> <u>credits)</u> [64]
Entry Level 1, Unit 13 - Computer Games Development (2 credits) [65]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [66]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [67]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [68]
Entry Level 1, Unit 14 - Video Communication (2 credits) [69]	Level 1, Unit 13 - Using Email (2 credits) [70]	Level 2, Unit 13 - Using Email (3 credits) [71]	Level 3, Unit 13 - Using Email (3 credits) [72]
Entry Level 1. Unit 29 - Understand social media (2 credits) [73]	Level 1, Unit 14 - Audio Software (2 credits) [74]	Level 2, Unit 14 - Audio Software (3 credits) [75]	Level 3, Unit 14 - Audio Software (4 credits) [76]
Entry Level 2, Unit R - Registration [77]	Level 1, Unit 15 - Imaging Software (3 credits) [78]	Level 2, Unit 15 - Imaging Software (4 credits) [79]	Level 3, Unit 15 - Imaging Software (5 credits) [80]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [81]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [82]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [83]	Level 3, Unit 17 - Video Software (4 credits) [84]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [85]	Level 1, Unit 17 - Video Software (2 credits) [86]	Level 2, Unit 17 - Video Software (3 credits) [87]	Level 3, Unit 23 - Multimedia Software (6 credits) [88]
Entry Level 2, Unit 3 - Online Basics (2 credits) [89]	Level 1, Unit 18 - IT Software Fundamentals (3 credits) [90]	Level 2, Unit 18 - IT Software Fundamentals (3 credits) [91]	Level 3, Unit 24 - Additive Manufacture (6 credits) [92]
Entry Level 2, Unit 4 -Desktop Publishing Software (2	Level 1, Unit 19 - IT User Fundamentals (3 credits) [94]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [95]	Level 3, Unit 27 - Design Software (5 credits) [96]

credits) [93]

Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [97]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [98]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [99]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [100]
Entry Level 2. Unit 6 - Using ICT in the Workplace (3 credits) [101]	Level 1, Unit 21 - Data Management Software (2 credits) [102]	Level 2, Unit 21 - Data Management Software (3 credits) [103]	Level 3, Unit 29 - Set Up an IT System (5 credits) [104]
Entry Level 2. Unit 7 - Imaging software (2 credits) [105]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [106]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [107]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [108]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [109]	Level 1, Unit 23 - Multimedia Software (3 credits) [110]	Level 2, Unit 23 - Multimedia Software (4 credits) [111]	Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [112]
Entry Level 2. Unit 9 - Using Word Processing Software (2 credits) [113]	Level 1, Unit 24 - Additive Manufacture (3 credits) [114]	Level 2, Unit 24 - Additive Manufacture (3 credits) [115]	Level 3, Unit 37 - Internet of Things (6 credits) [116]
Entry Level 2. Unit 10 - ICT for Employment (1 credit) [117]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [118]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [119]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [120]
Entry Level 2. Unit 11 - Audio and Video Software (2 credits) [121]	Level 1, Unit 26 - Computer Games Development (3 credits) [122]	Level 2, Unit 26 - Computer Games Development (4 credits) [123]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [124]
Entry Level 2. Unit 12 - Presentation Software (2 credits) [125]	Level 1, Unit 27 - Design Software (3 credits) [126]	Level 2, Unit 27 - Design Software (4 credits) [127]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [128]
Entry Level 2. Unit 14 - Video Communication (2	Level 1, Unit 28 - Optimise IT System	Level 2, Unit 28 - Optimise IT System	Level 3, Unit 44 - Bespoke Software (4 credits) [132]

credits) [129]	Performance (2 credits) [130]	Performance (4 credits) [131]	
Entry Level 2. Unit 16 - Using Collaborative Technologies (2 credits) [133]	Level 1, Unit 29 - Set Up an IT System (3 credits) [134]	Level 2, Unit 29 - Set Up an IT System (4 credits) [135]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [136]
Entry Level 2. Unit 26 - Computer Games Development (2 credits) [137]	Level 1, Unit 30 - CAD (3 credits) [138]	Level 2, Unit 30 - CAD (3 credits) [139]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [140]
Entry Level 2, Unit 29 - Understand social media (2 credits) [141]	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [142]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [143]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [144]
Entry Level 2, Unit 32 - Website Software (2 credits) [145]	Level 1, Unit 32 - Computerised Accounting Software (2 credits) [146]	Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [147]	Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks (6 credits) [148]
Entry Level 2. Unit 36 - Specialist Software (2 credits) [149]	Level 1, Unit 36 - Financial Modelling (3 credits) [150]	Level 2, Unit 34 - Developing skills for project management (4 credits) [151]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [152]
Entry Level 3, Unit R - Registration [153]	Level 1, Unit 38 - Animation Software (3 credits) [154]	Level 2, Unit 35 - Using Project Management Software (4 credits) [155]	Level 3, Unit 64 - Cisco - CCNA Security (6 credits) [156]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [157]	Level 1, Unit 39 - Digital Art (3 credits) [158]	Level 2, Unit 38 - Animation Software (4 credits) [159]	Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [160]
Entry Level 3, Unit 2 - Online Basics (1 credit) [161]	Level 1, Unit 43 - E-safety for learners (2 credits) [162]	Level 2, Unit 39 - Digital Art (4 credits) [163]	Level 3, Unit 66 - Cisco - IT Essentials (6 credits) [164]
Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [165]	Level 1, Unit 50 - Developing skills for remote working (3 credits) [166]	Level 2, Unit 43 - E-safety for learners (3 credits) [167]	Level 3, Unit 67 - Cisco - Networking Essentials (6 credits) [168]

Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [169]	Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [170]	Level 2, Unit 50 - Developing skills for remote working (3 credits) [171]
Entry Level 3. Unit 5 - Using ICT to Find Information (3 credits) [172]	Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [173]	Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [174]
Entry Level 3. Unit 6 - Communicating Information Using ICT (3 credits) [175]	Level 1, Unit 103 - Digital Modelling (4 credits) [176]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [177]
Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [178]	Level 1, Unit 105 - Digital Design and Graphics (4 credits) [179]	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [180]
Entry Level 3. Unit 8 - IT Security for users (1 credit) [181]		DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [182]
Entry Level 3. Unit 10 - Presentation software (2 credits) [183]		DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems (6 credits) [184]
Entry Level 3. Unit 14 - Audio and Video Software (2 credits) [185]		Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [186]
Entry Level 3. Unit 15 - Imaging Software (2 credits) [187]		Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits) [188]
Entry Level 3. Unit 16 - Using		Level 2, Unit 82 - Digital Editing and

Collaborative Technologies (3 credits) [189] Publishing (3 credits) [190]

Entry Level 3, Unit 20 -Introduction to Using mobile IT devices (2 credits) [191] Level 2, Unit 83 -Digital Design and Graphics (3 credits) [192]

Entry Level 3, Unit 23 -Multimedia Software (2 credits) [193] Level 2, Unit 84 -Digital Modelling and Data Management (3 credits) [194]

Entry Level 3.
Unit 25 Developing
Computer Games
and Puzzles (3
credits) [195]

Level 2, Unit 85 - Virtual Reality and the Development Life Cycle (4 credits) [196]

Entry Level 3. Unit 26 -Computer Games Development (3 credits) [197]

Entry Level 3, Unit 28 - Personal information management software (1 credit) [198]

Entry Level 3, Unit 32 - Website Software (2 credits) [199]

Entry Level 3, Unit 36 - Specialist Software (2 credits) [149]

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