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

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- National Strategies [APP criteria](#) [5] are relevant from Entry 3 upwards.
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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 1 - Improving Productivity Using IT (1 credit) [17]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [18]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [19]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [20]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [21]	Level 1, Unit 2 - Website Software (3 credits) [22]	Level 2, Unit 2 - Website Software (4 credits) [23]	Level 3, Unit 2 - Website Software (5 credits) [24]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [25]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [26]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [27]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [28]
Entry Level 2, Unit 3 - Online Basics (2 credits) [29]	Level 1, Unit 4 - IT Security for Users (1 credit) [30]	Level 2, Unit 4 - IT Security for Users (2 credits) [31]	Level 3, Unit 4 - IT Security for Users (3 credits) [32]
Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [33]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [34]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [35]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [36]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [37]	Level 1, Unit 6 - Specialist Software (2 credits) [38]	Level 2, Unit 6 - Specialist software (3 credits) [39]	Level 3, Unit 6 - Specialist Software (4 credits) [40]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [41]	Level 1, Unit 7 - Word Processing (3 credits) [42]	Level 2, Unit 7 - Word processing (4 credits) [43]	Level 3, Unit 7 - Word Processing Software (6 credits) [44]
Entry Level 2, Unit 7 - Imaging software (2 credits) [45]	Level 1, Unit 8 - Using the Internet (3 credits) [46]	Level 2, Unit 8 - Using the internet (4 credits) [47]	Level 3, Unit 8 - Using the Internet (5 credits) [48]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [49]	Level 1, Unit 9 - Drawing and planning (2 credits) [50]	Level 2, Unit 9 - Drawing and planning (3 credits) [51]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [52]
Entry Level 2, Unit 9 - Using	Level 1, Unit 10 - Presentation	Level 2, Unit 10 - Presentation	Level 3, Unit 10 - Presentation

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Entry Level 2, Unit 10 - ICT for Employment (1 credit) [57]	Level 1, Unit 11 - Database Software (3 credits) [58]	Level 2, Unit 11 - Database software (4 credits) [59]	Level 3, Unit 11 - Database Software (6 credits) [60]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [61]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [62]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [63]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [64]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [65]	Level 1, Unit 13 - Using Email (2 credits) [66]	Level 2, Unit 13 - Using Email (3 credits) [67]	Level 3, Unit 13 - Using Email (3 credits) [68]
Entry Level 3, Unit 20 - Introduction to Using mobile IT devices (2 credits) [69]	Level 1, Unit 14 - Audio Software (2 credits) [70]	Level 2, Unit 14 - Audio Software (3 credits) [71]	Level 3, Unit 14 - Audio Software (4 credits) [72]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [73]	Level 1, Unit 15 - Imaging Software (3 credits) [74]	Level 2, Unit 15 - Imaging Software (4 credits) [75]	Level 3, Unit 15 - Imaging Software (5 credits) [76]
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Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [81]	Level 1, Unit 17 - Video Software (2 credits) [82]	Level 2, Unit 17 - Video Software (3 credits) [83]	Level 3, Unit 23 - Multimedia Software (6 credits) [84]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [85]	Level 1, Unit 18 - IT Software Fundamentals (3 credits) [86]	Level 2, Unit 18 - IT Software Fundamentals (3 credits) [87]	Level 3, Unit 24 - Additive Manufacture (6 credits) [88]
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Entry Level 3, Unit 6 -	Level 1, Unit 20 - Using Mobile IT	Level 2, Unit 20 - Using Mobile IT	Level 3, Unit 28 - Optimise IT

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Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [97]	Level 1, Unit 21 - Data Management Software (2 credits) [98]	Level 2, Unit 21 - Data Management Software (3 credits) [99]	Level 3, Unit 29 - Set Up an IT System (5 credits) [100]
Entry Level 3, Unit 8 - IT Security for users (1 credit) [101]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [102]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [103]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [104]
Entry Level 3, Unit 10 - Presentation software (2 credits) [105]	Level 1, Unit 23 - Multimedia Software (3 credits) [106]	Level 2, Unit 23 - Multimedia Software (4 credits) [107]	Level 3, Unit 37 - Internet of Things (6 credits) [108]
Entry Level 3, Unit 15 - Imaging Software (2 credits) [109]	Level 1, Unit 24 - Additive Manufacture (3 credits) [110]	Level 2, Unit 24 - Additive Manufacture (3 credits) [111]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [112]
Entry Level 3, Unit 28 - Personal information management software (1 credit) [113]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [114]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [115]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [116]
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	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [123]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [124]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [125]
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