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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 15** | | | **Unit Number: F/502/4558** | |
| **QCF Credit Value: 2** | | | **Learning Outcomes (Number): 2** | |
| **Examples of Context:**   * Adding or amending customer details into a company CRM system such as Integra; * Booking patient appointments for doctor, dentist or hospital; * Registering new student details onto a school or college SIMS database. | | | **Learning Materials Available:**   * Syllabus * Sample test | |
| **Suggested Assessment Methods:**  All ITQ units may be assessed using any method or combination of methods which clearly demonstrates that the learning outcomes and assessment criteria have been fully met   * Scenario * Coursework * Portfolio of Evidence – classroom or work-based * Practical Demonstration * Assignment * Task-based Controlled Assessment * Professional Discussion * Observation * Witness Statement | | |

| **Ofqual Learning Outcome** | | **Assessment Criteria** | **Examples of Content**  *The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
| --- | --- | --- | --- | --- |
| **1 Enter, edit and maintain data records in a data management system** | 1.1 | Identify the security procedures used to protect data | *Security procedures: Access control; authorised use, password protection and management, user authentication* |  |
| 1.2 | Enter data accurately into records to meet requirements | *Enter data: Use of data entry form; create new record; add record to table* |  |
| 1.3 | Locate and amend individual data records | *Amend data records: Find, search and replace; edit record, sort, use wildcards* |  |
| 1.4 | Check data records meet needs, using IT tools and making corrections as necessary | *Check data records: Spell check, format, accuracy, consistency, remove duplication, verify data* |  |
| 1.5 | Respond appropriately to data entry error messages | *Error messages: Due to field size, data type, validation checks; duplicate records; format; using help* |  |
| 1.6 | Follow local and/or legal guidelines for the storage and use of data where available | *Guidelines for the storage and use of data: Set by employer or organisation. Policies relating to security, backup and data protection; guidelines for data format; compliance, audit and reporting requirements File management will vary according to the application* |  |
| **2 Retrieve and display data records to meet requirements** | 2.1 | Search for and retrieve information using predefined methods to meet given requirements | *Search and retrieve: Alphanumeric sort, filter, single criteria, standard queries* |  |
| 2.2 | Identify which report to run to output the required information |  |  |
| 2.3 | Select and view specified reports to output information to meet given requirements | *Reports: Accessing reports that have already been run; using menus or shortcuts, report templates to produce standard reports based on current data* |  |

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| **Assessment Report** | | | | |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) | | | | |
| **Internal Verifier actions / comments / feedback** | | | | |
| **Assessor signature:** |  | **Assessment date:** |  | **Reason for IV:**  **New Assessor**  **Random Sample**  **New Unit/Qualification**  **Other** |
| **IV signature:** |  | **IV date:** |  |