

SFJCCZH2 - SQA Unit Code F2AM 04

Enter and find data using a computer



Overview

This unit is about making effective use of basic computer operations. It includes entering words and numbers into a computer and finding similar data. You may use any type of software for this unit: word processing, spreadsheet, database or an 'in-house' package.

There are two elements

- 1 Enter data on a computer
- 2 Find data on a computer

Target Group

This unit applies to all operational staff working in custodial environments who have to make regular use of computers as part of their duties.

Performance criteria

You must be able to:

Enter data on a computer

- P1 get clear instructions about the data you have to enter and the reasons for entering it
- P2 input the data accurately, identifying and correcting any errors you might make
- P3 ask the relevant person for help if the data is unclear or incomplete
- P4 apply unique reference codes, as necessary
- P5 delete or amend existing data, as instructed
- P6 complete your data entry within the agreed timescales

Find data on a computer

You must be able to:

- P7 get clear instructions about the data you have to find and why
- P8 use search methods to identify the data efficiently and effectively
- P9 find the required data promptly
- P10 ask relevant colleagues for guidance if the data is not available
- P11 provide the data only to people who are allowed to see it
- P12 make sure the data does not get lost or misused

Knowledge and understanding

You need to know and understand:

For the whole unit

- K1 what a database is and what it can be used for
- K2 the basic terms used for the various parts of a database, for example, records and fields, indexes and key words
- K3 from whom to ask for instructions about inputting and finding data
- K4 from whom to ask for guidance when data is unclear or incomplete, or when the required data is not available
- K5 your organisation's procedures to protect data from loss or misuse
- K6 the timescales in which data should be input and found
- K7 the software you are using and how to input and find data efficiently
- K8 the basic legal requirements for storing data on a computer system

The basic legal requirements for storing data on a computer system

You need to know and understand:

- K9 how to input data to a computer accurately
- K10 how to identify and correct your own mistakes
- K11 how to add reference codes when required
- K12 how to delete or amend existing data
- K13 how to print the data

Finding data on a computer

You need to know and understand:

- K14 how to search for data automatically, using key data, and manually, by browsing through the information on the computer
- K15 how to use print routines
- K16 the importance of making sure that only authorised people receive the data you have found

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