

SVQ for IT Users (ITQ) — level 1 (SCQF level 4)

F9C4 04: Database Software 1

3 SCQF credit points at SCQF level 4

Description: This is the ability to use a software application designed to organise and store structured information and generate reports.

Outcome	Skills and Techniques	Knowledge and Understanding
On completion of this Unit the candidate should be able to:		
1 Enter, edit and organise structured information in a database.	1 Create a database table for a purpose using specified fields. 2 Enter structured data into records to meet requirements. 3 Locate and amend data records . 4 Respond appropriately to data entry error messages. 5 Check data meets needs, using IT tools and making corrections as necessary.	1 Identify the main components of a database .
2 Use database software tools to extract information and produce reports.	1 Run simple database queries . 2 Generate and print predefined database reports .	1 Identify queries which meet information requirements. 2 Identify reports which meet information requirements.

Note: The **emboldened** items are exemplified in the Support Notes.

Evidence Requirements

Completion of a portfolio (manual, electronic or combination) to cover all of the Skills and Techniques and Knowledge and Understanding points stated above. The evidence generated should adhere to the Assessment Strategy for this award and encompass a range of evidence types.

NB: It is possible to achieve this Unit by Accreditation of Prior Achievement (APA), however, the relevant evidence must be referenced within the portfolio.

General information

This Unit equates to NOS (National Occupational Standards for IT Users 2009) code DB: Database Software level 1. It has a stated number of SCQF credit points = 3 at SCQF level 4.

Support Notes

Summary

A SCQF level 4 (ITQ level 1) user can use basic database software tools and techniques to:

- ◆ enter straightforward or routine information into a database
- ◆ set up a single table in a flat file database
- ◆ retrieve information by running routine queries
- ◆ produce reports using predefined menus or short cuts

The structure and functionality of the database will be predefined. Any aspects that are unfamiliar will require support and advice from others.

Database tools and techniques will be described as 'basic' (foundation level) because:

- ◆ the tools and functions will be predefined or commonly used
- ◆ the techniques for inputting, manipulation and outputting will be straightforward or routine

Examples of context which illustrate typical activities which might be undertaken by users:

- ◆ enter names and addresses into a customer database
- ◆ update stock control data;

Examples of content are given separately for highlighted text, where explanatory notes are required on terminology in the Outcomes, and do not form part of the standards. Such examples are not meant to form a prescriptive list for the purposes of assessment but rather to amplify and interpret the generic terms used in the Performance Criteria in the light of current usage of ICT systems and software. These examples are subject to change as new tools and techniques become commonplace and older ones drift out of use.

The examples given below are indicative of the learning content and are not intended to form a prescriptive list for the purpose of assessment.

Outcome 1

Database components: What types of information are stored: tables, forms, queries, reports.

Enter structured data: Tables; fields, records; Use of data entry form; create new record; add record to table.

Locate and amend: Find, search and replace; sort; wildcards.

Data entry errors: Due to field size, data type, validation checks; using help.

Check data: Spell check, format, accuracy, consistency.

Outcome 2

Database queries: Alphanumeric sort, filter, single criteria.

Database reports: Using menus, wizards or shortcuts.

Guidance on examples of evidence

Typical examples of evidence for Outcomes 1–2

Product evidence showing the entering of names and addresses into a customer database, the updating of stock control data and the use of tools to extract information and subsequently include this in reports. Screen shots could be included.

Knowledge test using multiple-choice questions to measure competence in Knowledge and Understanding sections for all Outcomes. Written or verbal knowledge responses, candidate statements.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements