

Unit D79W 04 (1R3)

Enter and find data using a computer

This Unit has the following elements:

Element 1 (1R3.1)

Enter data on a computer

Element 2 (1R3.2)

Find data on a computer

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

Unit D79W 04 (1R3)

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Unit Summary

This Unit is about entering data into a computer and finding the information for yourself or someone else. It includes entering words and numbers into a computer and finding similar data. It does not include any calculations, or analysis of the data, or searches using advanced techniques. You may use any type of software for this Unit, for example, word processing, spreadsheet or a database.

This Unit is the same as the Council for Administration Unit 105.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ getting clear instructions about what you should input or find
- ◆ typing in words and numbers
- ◆ deleting or amending words and numbers as instructed
- ◆ finding data on the system
- ◆ printing data out and giving it to the person who needs it

What some of the words in this Unit mean	
Automatic searching using key data	for example by typing in the first letters or words of what you are looking for into a search routine
Manual browsing	by scrolling through a file to find the information you need

Simulation

Simulation is acceptable for this Unit. You should bear in mind that the overall assessment strategy is for candidates to produce performance evidence from real work. As this is an optional Unit you should discuss the appropriateness of the Unit with the candidate if stimulation is the only way for candidates to achieve performance evidence.

Simulation should be an exception where there is a lack of real work evidence eg where it is too costly or there is a lack of opportunity in the workplace due to the candidate's personal circumstances.

Unit D79W 04 (1R3)

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Element 1 (1R3.1)

Enter data on a computer

What you must do		Assessor initials/date
Evidence should be gathered through observation, products of work, projects, questioning, work-based assignments, and expert witness testimony		
1	Get clear instructions about the data you have to enter and the reason for entering it	
2	Input the data accurately, identifying and correcting any errors you might make	
3	Ask the relevant person for help if the data is unclear or incomplete	
4	Add unique reference codes, as necessary	
5	Delete or amend existing data , as instructed	
6	Complete your data entry within the agreed timescales	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through projects, questioning, work-based assignments, and expert witness testimony						
<i>Both of the following types of data:</i>						
words						
numbers						

Examples of evidence

Observing the candidate entering data on a computer whilst performing their job eg updating records (such as customer, personnel, account, stock control records), using either internal update requests or copy correspondence, reports, listings etc

Work products produced by the candidate whilst performing their job eg copies of requests to update or delete data with printouts of the corresponding amendments.

Authentic witness testimonies eg from the candidate's line manager, team leader or the person the work was prepared for.

Responses to questions asked by the assessor to confirm the candidate's competence, particularly for underpinning knowledge, scope or contingencies.

Unit D79W 04 (1R3)**Enter and find data using a computer****Element 1 (1R3.1)****Enter data on a computer**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit D79W 04 (1R3)

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Element 2 (1R3.2)

Find data on a computer

What you must do		Assessor initials/date
Evidence should be gathered through observation, products of work, projects, questioning, work-based assignments, and expert witness testimony		
1	Get clear instructions about the data you have to find and why	
2	Use search methods to identify the data efficiently and effectively	
3	Find the required data promptly	
4	Ask the relevant person for help if the data is not available	
5	Print the data as you were asked to	
6	Provide the data only to people who are allowed to see it	
7	Make sure the data does not get lost or misused	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through projects, questioning, work-based assignments, and expert witness testimony						
<i>Both of the following types of data:</i>						
words						
numbers						
<i>Both of the following types of search methods:</i>						
automatic searching using key data						
manual browsing through the data on the computer						

Examples of evidence

Observing the candidate finding data on a computer whilst performing their job eg receiving requests to provide specific information from the data, such as contact details, telephone numbers, addresses, contact names, dates of last payment etc

Work products produced by the candidate whilst performing their job eg copies of requests for specific data with the printed outcome of the search.

Authentic witness testimonies eg from the candidate's line manager, team leader or the person the work was prepared for.

Responses to questions asked by the assessor to confirm the candidate's competence, particularly for underpinning knowledge, scope or contingencies.

Unit D79W 04 (1R3)**Enter and find data using a computer****Element 2 (1R3.2)****Find data on a computer**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit D79W 04 (1R3)**Enter and find data using a computer**

What you must know for the Unit	
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
Element 1 (1R3.1) Enter data on a computer	
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
Element 2 (1R3.2) Find data on a computer	
K13	How to search for data automatically using key data, and manually by browsing through the information on the computer
K14	How to use print routines
K15	The importance of making sure that only authorised people receive the data you have found

Knowledge evidence retained

Assessor signature: _____

Date: _____

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback