

**Unit D79X 04 (2R10)**

**Enter, retrieve and print data in a database**

This Unit has the following elements:

**Element 1 (2R10.1)**

**Enter and find data**

**Element 2 (2R10.2)**

**Generate reports from a database**

**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 D79X 04 (2R10)

## Enter, retrieve and print data in a database

### Unit Summary

This Unit is about updating databases, locating information on the database and generating reports. You can use any computer program capable of processing data.

This Unit is the same as the Council for Administration Unit 206.

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

- ◆ finding files on a database
- ◆ inputting and amending data
- ◆ printing out items from a database

What some of the words in this Unit mean	
<b>Automated facilities for checking data</b>	for example, automatic spell checkers, sorting routines
<b>Maintaining data integrity</b>	making sure the data is complete, accurate and secure

### 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 simulation is the only way for them 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 D79X 04 (2R10)

## Enter, retrieve and print data in a database

### Element 1 (2R10.1)

### Enter and find data

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Obtain clear information on the <b>data</b> you should enter and find	
②	Obtain any necessary permission to access the relevant database files	
③	Input, amend and delete <b>data</b> accurately and completely using the correct <b>procedures</b>	
④	Use available automated facilities for checking <b>data</b>	
⑤	Find the required <b>data</b> using agreed <b>procedures</b>	
⑥	Use program help files effectively	
⑦	Maintain <b>data</b> integrity, following your organisation's <b>procedures</b>	
⑧	Promptly and accurately report any problems to the relevant person	

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 questioning or witness testimony						
<i>Find and input <b>all</b> the following <b>data</b>:</i>						
numbers						
text						
<i>Using <b>both</b> of the following <b>procedures</b>:</i>						
sort						
use standard queries provided by the database						

### Examples of evidence

Observing the candidate entering and finding data whilst performing their job eg entering change of address, telephone details on to customer records.

Work products produced by the candidate whilst performing their job eg copies of the requested amendments to a database and supporting copy printouts of the amendments made to the database.

Authentic witness testimonies eg from the candidate's line manager or the person requesting the work.

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

**Unit D79X 04 (2R10)****Enter, retrieve and print data in a database****Element 1 (2R10.1)****Enter and find data**

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

## Unit D79X 04 (2R10)

## Enter, retrieve and print data in a database

### Element 2 (2R10.2)

### Generate reports from a database

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Obtain clear requirements from the person who asks for the report	
②	Obtain the necessary permission to access the data file and generate a report	
③	Choose a report format that meets the requirements of the person who requested it	
④	Use the available software facilities to modify the document format, as required	
⑤	Make sure the <b>final report</b> is complete and meets the agreed requirements	
⑥	Give the <b>final report</b> to the person who asked for it in the form they requested, making any amendments to the report as requested	

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 questioning or witness testimony						
<i>Make the <b>final report</b> available in <b>one</b> of the following forms:</i>						
electronic copy						
hard copy						

### Examples of evidence

Observing the candidate generating reports from a database whilst performing their job eg using software to generate a report of all the customers owing the organisation money.

Work products produced by the candidate whilst performing their job eg copies of the request to generate a particular report and a sample of the report generated from the database.

Authentic witness testimonies eg from the candidate's line manager 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 D79X 04 (2R10)****Enter, retrieve and print data in a database****Element 2 (2R10.2)****Generate reports from a database**

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

**Unit D79X 04 (2R10)****Enter, retrieve and print data in a database**

<b>What you must know for the Unit</b>	
<b>Element 1 (2R10.1) Enter and find data</b>	
K1	Why it is important to obtain clear information on the data to be entered and found, and what might happen if you do not
K2	Why you may need permission to access certain files and how to obtain it
K3	How to locate and retrieve the database files you need
K4	How to use sort and standard query routines to find data
K5	How to use the available software and automated facilities
K6	How to use program help files
K7	How to maintain the integrity of the files you are using
K8	The limits of your responsibility for data entry and updating database files
K9	The importance of checking the data
K10	The importance of conforming to your organisation's requirements
<b>Element 2 (2R10.2) Generate reports from a database</b>	
K11	Why it is important to have clear information on the type of report required
K12	How to use the software to select a report format
K13	How to use the software functions to make simple modifications to the report format
K14	Why it is important to check the final document and make sure it is complete
K15	How to make sure the printer is correctly set up for the report
K16	The types of problems that may occur when the document is printed and how to deal with these

Knowledge evidence retained

**Assessor signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

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



Assessor Feedback