

**Unit D9EC 04 (HS26)**

**Enter and find data using a computer**

This Unit has the following elements:

**Element 1 (HS26.1)**

**Enter data on a computer**

**Element 2 (HS26.2)**

**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 D9EC 04 (HS26)

## Enter and find data using a computer

### Unit Summary

Information and computer technology is having a big impact on the hospitality industry. Most businesses now rely on computerised information systems for many of their operations. These include: bookings and reservations, stock control and financial management.

Staff are often required to use these systems, at least to be able to input information and find information when it is needed.

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

- ◆ making a booking on the computer
- ◆ entering customer information
- ◆ preparing an invoice for a customer
- ◆ looking up a booking in response to a request
- ◆ entering stock information
- ◆ checking stock levels
- ◆ finding out if an item is in stock

This Unit is the same as the Administration standards Unit 105.

<b>What some of the words in this Unit mean</b>	
<b>Authorised people</b>	people who are allowed to have access to information on the computer system
<b>Automatic searching using key data</b>	this would include: the first letter of a word, the whole word or a reference number
<b>Data</b>	any words or numbers stored on a computer system
<b>Manual browsing</b>	scrolling through a file on the computer screen to find the data you are looking for
<b>Print routines</b>	the procedures you should follow to print out data from the system
<b>Relevant person</b>	usually the person who asked you to input the data or your line manager
<b>Search methods</b>	the procedures you should follow to find information on the computer system
<b>Unique reference codes</b>	for example, customer references, stock codes, invoice numbers

**Unit D9EC 04 (HS26)**

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**Element 1 (HS26.1)**

**Enter data on a computer**

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

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

**Unit D9EC 04 (HS26)****Enter and find data using a computer****Element 1 (HS26.1)****Enter data on a computer**

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

**Unit D9EC 04 (HS26)**

**Enter and find data using a computer**

**Element 2 (HS26.2)**

**Find data on a computer**

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

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

**Unit D9EC 04 (HS26)****Enter and find data using a computer****Element 2 (HS26.2)****Find data on a computer**

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

**Unit D9EC 04 (HS26)****Enter and find data using a computer**

<b>What you must know for the Unit</b>	
<b>For the whole Unit</b>	
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	Who to ask for instructions about inputting and finding data
K4	Who 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
<b>Element 1 (HS26.1) Enter data on a computer</b>	
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
<b>Element 2 (HS26.2) Find data on a computer</b>	
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

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



Knowledge evidence retained

Assessor Feedback

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

**Date:** \_\_\_\_\_