Title	**Use and maintain a computer database for business reporting and decision making**		
Level	3	**Credits**	3

Purpose	People credited with this unit standard are able to: demonstrate knowledge of database purpose and operation; prepare data for computer data entry; maintain organisation database; and use database to produce reports to meet organisation information requirements. This unit standard has been reviewed primarily as an option for assessment within programmes leading to the New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592], and/or the New Zealand Certificate in Computing (Advanced User) (Level 4) [Ref: 2593].

Classification	Computing > Generic Computing

Available grade	Achieved

Guidance Information

1   This unit standard is intended for, but not restricted to, workplace assessment. The range statements across the unit standard can be applied according to organisation specific digital tools, procedures and processes. Practical exercises should be used for training and assessment wherever possible.

2   Definition
Data validation means data that is input by the user is checked for errors and an error message posted when errors are found.
Digital tools refers to both hardware (digital devices) and software (applications and programs).
Organisation requirements include all the documented workplace policies, procedures, specifications, business and quality management requirements relevant to the workplace in which assessment is carried out. Learners must be supplied these prior to assessment against this standard.

3   Legislation relevant to this unit standard includes but is not limited to the:
Copyright Act 1994
Copyright (New Technologies) Amendment Act 2008
Health and Safety at Work Act 2015
Privacy Act 1993
and any subsequent amendments.
Current legislation and regulations can be accessed at http://legislation.govt.nz.

4   References
ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010; available from Worksafe New Zealand, at http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers.

5   An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at www.nzqa.govt.nz/asm.
'*The Computing Process - a clarification document*' contains further information and can be found on the NZQA website.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of database purpose and operation.

Performance criteria

1.1   The purpose of the database is described in accordance with organisation requirements.

1.2   The operation of the database is described in terms of system requirements.

1.3   The reasons for accuracy of data and data entry are described in accordance with organisation requirements.

      Range   includes but is not limited to – retaining correct information, valid output information, and maintenance of data integrity.

1.4   Methods of ensuring security of database information are explained in accordance with organisation requirements.

      Range   includes but is not limited to – source documents, database, output reports.

Outcome 2

Prepare data for computer data entry.

Performance criteria

2.1   Data types are identified in accordance with organisation requirements.

      Range   alphabetic, numeric, alphanumeric.

2.2   Quick keys, short cuts and codes for entry of data are demonstrated in accordance with organisation requirements.

      Range   includes but is not limited to – keyboard shortcuts, lookup fields, customer account numbers, abbreviated codes.

2.3 Data preparation procedures are demonstrated in accordance with organisation requirements.

Range may include but is not limited to – batching, checking data, validating data types;
evidence for two data preparation methods.

2.4 Data verification and validation methods are described and demonstrated in accordance with organisation requirements.

Range verification includes but is not limited to – re-entry of data, database structure, data entry form design, visual checks, output analysis;
validation may include but is not limited to – interactive or post-input validation. Errors may be processed as field-by-field (interactive) or batch errors (post).

Outcome 3

Maintain organisation database.

Range adding, updating, deleting records.

Performance criteria

3.1 New records are entered and checked in accordance with organisation requirements.

3.2 Existing records are searched, modified, checked and analysed in accordance with organisation requirements.

3.3 Queries are completed accurately and efficiently in accordance with organisation requirements.

3.4 Database security methods are demonstrated in accordance with system and organisation requirements.

Outcome 4

Use database to produce reports to meet organisation information requirements.

Performance criteria

4.1 Database reports are generated in accordance with organisation requirements.

4.2 Report information is analysed and actioned in accordance with organisation requirements.

4.3 Reports display accurately and clearly in hard and/or soft copy, and are retained in accordance with organisation requirements.

Replacement information	This unit standard was replaced by unit standard 32942.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 2002	31 December 2013
Revision	2	4 March 2003	31 December 2013
Revision	3	16 July 2004	31 December 2013
Review	4	19 March 2010	31 December 2015
Rollover and Revision	5	19 September 2013	31 December 2019
Review	6	19 January 2017	31 December 2024
Review	7	28 April 2022	31 December 2024

Consent and Moderation Requirements (CMR) reference	0226

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.