Title	Use and maintain a computer database to meet organisational requirements
Level	3	Credits	3

| Purpose | People credited with this unit standard are able to use and maintain a computer database to meet organisational requirements.

This unit standard has been developed 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   Definitions
     Digital tools refer to both hardware (digital devices) and software (applications and programs).
     Error checking means data that is input by the learner is checked for errors.
     Organisational requirements include 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.
     Validation refers to interactive or post-input validation. Errors may be processed as field-by-field (interactive) or batch errors (post).
     Verification refers to data, database structure, form design suitability, visual checks, output analysis.

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 2020
     and any subsequent amendments.
     Current legislation and regulations can be accessed at http://legislation.govt.nz.

4   Reference
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 https://www.worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/.

Outcomes and performance criteria

Outcome 1

Use and maintain a computer database to meet organisational requirements.

Performance criteria

1.1   The purpose and operation of the database is described in accordance with organisational requirements.

Range   includes but is not limited to – security, privacy, data integrity, and other organisational requirements.

1.2   Data is prepared for input into the database in accordance with organisational requirements.

Range   data types include but are not limited to – alphabetic, numeric, alphanumeric, date, time (as appropriate to the database type); data preparation methods may include but are not limited to – sorting, batching, creating check totals, visual inspections for completeness/accuracy; preparation of files for import; two different data preparation methods.

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

Range   may include but is not limited to – keyboard shortcuts, lookup fields, abbreviated codes, record identifiers.

1.4   The database is maintained in accordance with organisational requirements.

Range   must include but is not limited to – adding, updating, deleting records; searching, modifying, checking and analysing existing records;
may include but is not limited to evidence of two of – queries; error checking; validation and verification of data and structure; demonstrating database security methods.

1.5   Database is used to produce reports that display accurately and clearly in hard and/or soft copy, to meet a user's request and/or organisation information requirements.

Range   includes – running existing queries and reports; export of data; analysing report information; producing and retaining reports in accordance with organisational requirements;
may include – creation of new queries and reports.

Replacement information	This unit standard replaced unit standard 18756.

Planned review date	31 December 2026

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 April 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099

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

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.