

Learning Assessment Guide

Unit Standard 18756 – Version 3

Use and maintain a computer database for business reporting and decision making

Level 3 – 4 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Demonstrate knowledge of database purpose and operation.
- Prepare data for computer data entry.
- Maintain organisation database.
- Use database to report and maintain organisation information.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Observer Feedback form.
- Manager or Team Leader Verification form.
- Assessment Guide that the assessor will use to assess your competence.

Relevant special notes relating to this unit standard:

- 1 This unit standard will be assessed in your workplace and include activities that you perform as part of your day-to-day work, with range statements relating to equipment, procedures and processes relevant to your organisation.
- 2 You must comply with occupational health and safety guidelines and the requirements of the Health and Safety in Employment Act 1992 and its amendments at all times.
- 3 *Organisation requirements* refers to your organisation's documented workplace policies, procedures, specifications, business and quality management requirements.

Assessment Task One – All Elements

Introduction

The purpose of this task is to assess your ability to:

- Demonstrate knowledge of database purpose and operation.
 - Prepare data for computer data entry.
 - Maintain organisation database.
 - Use database to report and maintain organisation information.
- **Instructions**

This task comprises of a set of questions relating to your knowledge of your organisation's database, an Observation Form and a Manager or Team Leader Verification Form.

You will have performed the activities described in the questions below in the course of your day to day work. Work your way through the questions and gather additional evidence to back up your descriptions and explanations. Evidence may include data files, source documents, database output reports, and organisational processes and procedures.

Ask your Observer to observe you performing the tasks in the Task One section of the Observer Feedback Form. You also need your manager or team leader to complete the Task One section of the Manager or Team Leader Verification form. Show them the questions and your responses.

You must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices including the Health and Safety in Employment Act 1992 and its amendments.

Questions

For each question, attach any documentation, printouts etc that you feel support your answer. Ensure confidentiality of personal and sensitive information is maintained at all times.

Question 1

Describe why your organisation needs an enterprise database. What is its purpose?

Output reports

Question 5

Identify the following types of data – are they alphabetic, numeric or alphanumeric?

Mrs Brown

121

12 Close Drive

Question 6

Describe the quick keys, short cuts and codes for entry of data that you use to input data into your organisation’s database.

What function keys do you use?



What is the format for customer account numbers?

What abbreviated codes do you use?

Are there any other shortcuts or quick keys that you use?

Question 7

Describe how your organisation expects you to prepare data for input. Describe at least two procedures. Common procedures are listed below. If your organisation uses another preparation method, please describe it under 'Other'.

Batching



Checking data

Validating data types

Other



Question 8

Describe the following methods your organisation uses to check that data is correct.

Re-entry of data

Database structure

Data entry form design

Output analysis



Question 9

Describe an instance where you would need to analyse a record held in your database.

Question 10

Describe how your organisation expects you to analyse report information.

Assessment Task Two – Elements 2, 3 and 4

Introduction

The purpose of this task is to assess your ability to:

- Prepare data for computer data entry.
- Maintain organisation database.
- Use database to report and maintain organisation information.

Instructions

You must be observed performing all these competencies to complete the assessment. You may also provide supporting documentary evidence.

Ask an approved observer to complete the Task Two section of the Observer Feedback form relating to this task.

Ask your manager or team leader to complete the Task Two section of the Verification form relating to this task.

You may use evidence from work done previously as additional evidence for the Verification. Evidence may include data files, source documents, database output reports, and organisational processes and procedures.

You must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices and the requirements of the Health and Safety in Employment Act 1992 and its subsequent amendments.

Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 18756.

Element	Task	Evidence required	Judgement
One Demonstrate knowledge of database purpose and operation	1	<p>Questions 1-4 are answered in full.</p> <p>Appropriate documentation or supporting workplace evidence may be provided.</p> <p>Relevant parts of the Manager or Team Leader Verification Form are completed</p>	<p>All answers must be within the requirements of the organisation, it's policies and procedures.</p> <p>Learner correctly describes the purpose of the enterprise database.</p> <p>Learner correctly describes how the enterprise database is operated. The description meets system requirements.</p> <p>Learner correctly describes the reasons for accuracy of data and data entry . The reasons may include but are not limited to: retaining correct information, valid output information, and maintenance of data integrity.</p> <p>A correct explanation of the methods of ensuring security of database information is provided. The explanation will include source documents, database and output reports.</p> <p>Answers demonstrate that the learner understands database purpose and operation. No incorrect information.</p> <p>Verification Form is completed and signed. Comments confirm the learner has given the correct responses.</p>

Element	Task	Evidence required	Judgement
<p>Two Prepare data for computer data entry</p>	<p>1 & 2</p>	<p>Questions 5-8 are answered in full</p> <p>Appropriate documentation or supporting workplace evidence may be provided.</p> <p>Relevant parts of the Observer Feedback form are completed</p> <p>Relevant parts of the Manager or Team Leader Verification form are completed</p>	<p>All tasks meet the requirements of the system and the organisation.</p> <p>Learner correctly identifies alphabetic, numeric and alphanumeric data types.</p> <p>Learner correctly describes and demonstrates quick keys, short cuts and codes for data entry. This must include function keys, customer account numbers, abbreviated codes. Range is met</p> <p>Learner accurately describes and demonstrates data preparation procedures. Procedures may include but are not limited to two of - batching, checking data, validating data types.</p> <p>Data verification methods are accurately described and demonstrated. Methods include re-entry of data, database structure, data entry form design, output analysis. Range is covered.</p> <p>Observer Feedback Form is completed and signed. Comments are supportive.</p> <p>Manager or Team Leader Verification Form is completed and signed. Comments are supportive.</p>
<p>Three Maintain</p>	<p>Tasks 1 & 2</p>	<p>Question 9 is answered in full.</p>	<p>All tasks meet the requirements of the system and the</p>

Element	Task	Evidence required	Judgement
<p>organisation database</p> <p>Range: adding, updating, deleting records</p>		<p>Relevant parts of the Observer Feedback form are completed.</p> <p>Relevant parts of the Manager or Team Leader Verification form are completed.</p> <p>Appropriate documentation or supporting workplace evidence may be provided</p>	<p>organisation.</p> <p>Learner accurately enters and checks new records.</p> <p>Learner accurately searches, modified, deletes, checks and analyses existing records.</p> <p>Learner completes online queries are completed accurately, efficiently and sufficiently .</p> <p>Database security methods are demonstrated.</p> <p>Observer Feedback Form is completed and signed. Comments are supportive</p> <p>Manager or Team Leader Verification Form is completed and signed. Comments are supportive</p>
<p>Four</p> <p>Use database to report and maintain organisation information</p>	<p>1 & 2</p>	<p>Question 10 is answered in full.</p> <p>Appropriate documentation or supporting workplace evidence may be provided</p> <p>Relevant parts of the Observer Feedback form are completed.</p> <p>Relevant parts of the Manager or Team Leader Verification form are completed.</p>	<p>All tasks are within the requirements of the organisation.</p> <p>Learner correctly generates database reports.</p> <p>Report information is accurately analysed and actioned.</p> <p>Learner correctly prints reports.</p> <p>Range: includes but is not limited to - screen dumps, printed reports. Range is met.</p> <p>Learner correctly retains reports.</p>

Element	Task	Evidence required	Judgement
			<p>Observation Form is completed and signed. Comments are supportive</p> <p>Manager Verification Form is completed and signed. Comments are supportive.</p>

Observer Feedback Form

Name of Learner:	Learner's DOB:
Name of Observer:	Phone:
Relationship to Learner:	

_____ is currently being assessed toward Unit Standard 18756 – Use and maintain a computer database for business reporting and decision making.

Purpose of this form

Learners use this form to gain feedback to support their assessment for this unit standard. This form should be completed by an approved observer or assessor who has observed the learner in a situation where they had the opportunity to demonstrate their competence in the performance criteria for this unit standard.

Situation (please give brief details of the situation in which you observed the learner's performance):

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In the situation you describe above, do you believe the learner has met the requirements of each of the following performance criteria for this unit standard? All activities must meet organisation requirements.

Performance criteria	The Learner has met the criteria
<p>Task One</p> <ul style="list-style-type: none"> • Prepared data for computer data entry. This may include batching, checking data, validating data types. The learner must use at least two methods. • Demonstrated quick keys, short cuts and codes for data entry. This must include: <ul style="list-style-type: none"> ○ function keys ○ customer account numbers ○ abbreviated codes • Demonstrated data verification methods May include: re-entry of data, database structure, data entry form design, output analysis. <p>Task Two</p> <ul style="list-style-type: none"> • Entered and checked new records. • Existing records are: <ul style="list-style-type: none"> ○ searched ○ deleted ○ modified ○ checked ○ analysed. • Completed online queries accurately, efficiently and sufficiently . • Demonstrated database security methods according to system and organisation requirements. • Generated database reports. • Printed reports. Range: includes but is not limited to - screen dumps, and printed reports. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Comments (you can use this section to elaborate on any special features of this activity, and to take notes for your own feedback to the learner. Continue on another sheet if necessary, and attach to this form. Note: The assessor will discuss your comments with the learner, so only record comments you are comfortable sharing.)

Thank you for your assistance.

Signed: _____

Date: _____

Manager or Team Leader Verification Form

Name of Learner:		
Name of Verifier:		Phone:
Relationship to Learner:		

_____ is currently being assessed toward Unit Standard 18756 – Use and maintain a computer database for business reporting and decision making. The learner must:

Task One

Demonstrate knowledge of the purpose of your organisation’s database, including knowledge of why the data must be accurate. They must also understand how the database operates and the methods of security surrounding the database.

Comments

Your signature below confirms that the learner understands and follows the procedures relating to the operation of your organisation’s database and that the documents supplied for verification are the learner’s own work and that it is within the requirements of your organisation.

Signed: _____

Date: _____

/cont

Task Two

- Prepare data for computer data entry. This may include batching, checking data, validating data types. The learner must use at least two methods.
- Enter, edits and checks data.
- Generate queries and reports.
- Analyse and action information gained from reports the learner has generated themselves.
- Retaining reports in accordance with organisational procedure.

Your signature below confirms that the learner has performed these tasks and that the documents supplied for verification are the learner's own work and that it is within the requirements of your organisation.

Comments

Signed: _____

Date: _____

The assessor may contact you to discuss the learner's performance. Thank you for your assistance.