

Learning Assessment Guide

Unit Standard 2787 – Version 5

Produce a computer flatfile database to provide solutions for organisation use

Level 3 – 5 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.

This Learning Assessment Guide is made up of:

- a folio containing evidence that you are able to produce computer flatfile databases to provide solutions for organisational use
- verification by your manager that the databases you submitted as evidence meet the requirements of the organisation
- an interview with the assessor to allow him/her to discuss anything about the assessment, the folio, the processes you used to produce the databases, and provide you with feedback on the assessment.

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

1. plan and produce computer flatfile databases to provide a solution for organisation use
2. evaluate the databases produced
3. complete user documentation.

Assessment Task One – Elements 1, 2, 3 and 4

Task one is designed to allow the assessor to become familiar with the databases you produced, the organisation requirements of the databases and the processes you used to produce the databases, and make a preliminary assessment based on the databases themselves and the evidence you have accumulated to show how you produced and evaluated the databases and produced user documentation.

Task one

Provide your assessor with a folio containing the evidence you have collected to demonstrate that you have produced at least two computer flatfile databases to provide solutions for organisation use.

The folio should contain the following items for each of the databases you are presenting:

- 1 A copy of the brief formulated to identify the organisation requirements of the database, including the purpose, target users, and the requirements and constraints to be met in order to provide a solution.
- 2 A plan to realise the brief that includes database specifications and features required to provide a solution.
- 3 A copy of the database produced. This may be provided in the form of an e-mail, CD or other portable memory, or access by the assessor to a computer with it on the hard drive or network. Discuss this with the assessor. The database should contain the following:
 - Data fields formatted as required by the specifications in the plan.
 - Examples of the data entered into the database to illustrate the operation of the database.
 - A report produced by the database, with appropriately formatted title and column headings, groupings, and subtotals.
 - Suitable queries using a range of comparisons including:
 - Text: use of wildcard for selection
 - Number: use of = and any of <>, <=, >=, <, >
 - Multiple comparisons on the same fields
 - Multiple comparisons on different fields.
- 4 A copy of an evaluation made of the database to check readability, legibility, presentation, accuracy and that it provides a solution as outlined in the brief.
- 5 A copy of the user documentation created for the database.

The assessor will assess the folio against the criteria in the **Assessment results** on page 7 below. You will have the opportunity to discuss any aspect of the assessment that is not illustrated by the folio at the interview (See **Assessment task three** on page 6).

It is not critical that each database submitted meets all the assessment criteria, but rather that the folio as a whole indicates that you have the ability indicated by the criteria.

Assessment Task Two – Elements 1, 2, 3 and 4

Task two involves verification that the databases presented are your own work, and met the organisations criteria for success, from your manager.

Task two instructions

Find out from your assessor whether they require oral verification (through direct contact with your manager), or written verification.

If written verification is required:

- 1 Brief your manager on the content of this unit standard.
- 2 Ask your manager to complete the following verification form.
- 3 Ensure that the completed form is given to your assessor.

Learner Verification Form – Unit Standard 2787

Name of learner:	
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This learner is currently being assessed toward unit standard 2787 – Produce a computer flatfile database to provide solutions for organisation use. Your knowledge of the learner is sought to verify whether or not the learner has produced the flatfile databases submitted for assessment, and they meet the requirements of the organisation.

Please complete this form and arrange for it to be passed on to the 2787 assessor.

Did the learner produce the databases submitted to the assessor, for use by your organisation?	Yes	No
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Do the learner's databases meet your organisation's success criteria?	Yes	No
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Comments:

Name:		Phone:	
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Position:		Date:	
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Email:	
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Assessment Task Three – Elements 1, 2, 3 and 4

Task three involves an interview with the assessor to discuss the folio, the processes you used to produce the databases, and the organisational requirements they were produced to solve.

It addresses all four elements to some degree.

Task three instructions

Arrange a time to discuss your folio with the assessor.

Your assessor will be particularly interested in the following features of your folio:

- The organisational requirements, and how you formulate briefs, and develop a plan to provide a solution to those requirements.
- How you produce databases to meet the organisational requirements identified in the briefs.
- The process you use to evaluate the databases produced to confirm that they meet the organisations requirements.
- How you produce user documentation for the databases.
- Any unexpected events that have occurred during implementation.
- Clarification of any points that are unclear in the folio.

Judgement Guide

These are the judgements that your assessor will use to assess you.

Do the learner's briefs identify the organisation's requirements (purpose and target users)?	Yes	No
Do the learner's briefs outline the requirements (including constraints) to be met by the database in order to provide a solution?	Yes	No
Do the learner's plans realise their briefs, and include an outline of the database's specifications and/or features required to provide a solution?	Yes	No
Are the data entered, edited and/or calculated in accordance with the specifications?	Yes	No
Are the data fields formatted in accordance with the specifications?	Yes	No
Do reports created have title and column headings, groupings, and subtotals with appropriate formatting?	Yes	No
Can the databases be queried using comparisons? <ul style="list-style-type: none"> - text – use of wildcard for selection - number – use of = and any of <>, <=, >=, <, > - multiple comparisons on the same fields - multiple comparisons on different fields. 	Yes	No
Has the learner checked the databases for readability, legibility, presentation and accuracy?	Yes	No
Has the learner modified the databases as and if required to ensure compliance with the brief?	Yes	No
Have user documents been created for the databases?	Yes	No