BSBITU311 Use simple relational databases

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to use simple two-table relational databases with reports and queries, for storage and retrieval of information.

It applies to individuals that may provide administrative support and analysis within an enterprise, or may be independently responsible for storage, retrieval and simple analysis of data relating to their own work roles.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Information and communications Technology – IT use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Create a simple database	1.1 Plan a simple one-to-one relational database, using a database application, basic design principles, software functions and simple formulae
	1.2 Develop a table with fields and attributes according to database usage, as well as data considerations and user requirements
	1.3 Create a primary key for each table
	1.4 Create a relationship between the two tables by assigning a foreign key
	1.5 Modify table layout and field attributes as required
	1.6 Check and amend data entered, in accordance with organisational and task requirements

ELEMENT	PERFORMANCE CRITERIA
2. Create reports and queries	2.1 Identify information output, database tables to be used and report layout, in accordance with task requirements
	2.2 Identify data groupings, search and sort criteria, in accordance with task requirements
	2.3 Run reports and queries to check that results and formulae provide the required data
	2.4 Modify reports to include or exclude additional requirements, where necessary
3. Use database	3.1 Ensure data input meets designated timelines and organisational requirements for speed and accuracy
	3.2 Use help functions to overcome simple issues with database design and production
	3.3 Preview, adjust and produce database reports or forms in accordance with organisational and task requirements
	3.4 Name and store databases, in accordance with organisational requirements, and exit application without data loss or damage
	3.5 Prepare and distribute reports to appropriate personnel in a suitable format

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Recognises and interprets textual and numerical information to determine and confirm tasks are completed as per requirements
Writing	• Inputs numerical and key reporting information when creating and querying simple relational databases, and uses standard naming conventions and format to organise data
Numeracy	• Uses mathematical equations to create simple relational database queries and formulae
Navigate the world of work	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Get the work done	• Plans, organises and completes tasks to meet organisational requirements • Utilises a broad range of features within applications in performing

	routine and complex tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU311 Use simple relational databases	BSBITU301 Create and use databases	Updates to title, elements, performance criteria and assessment requirements	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10