Australian Government

Department of Education, Employment and Workplace Relations

BSBADM305A Create and use databases

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

BSBADM305A Create and use databases

Modification History

Not applicable.

Unit Descriptor

This unit covers the creation of simple data tables, forms, reports and queries to create a simple database that is used for storage and retrieval of information. This unit is related to BSBADM403A Develop and use complex databases.
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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Use safe work practices	1.1 Workspace, furniture and equipment are adjusted to suit the ergonomic requirements of the user
	1.2 Work organisation meets organisational and occupational health and safety requirements for computer operation
	1.3 Energy and resource conservation techniques are used to minimise wastage in accordance with organisational and statutory requirements
2 Create simple databases	2.1 Organisational requirements in relation to data entry, storage, output and presentation requirements are identified
	2.2 Database use, output, reporting and presentation requirements are determined in accordance with organisational policy and procedures
	2.3 Database utilises software functions and simple formulae to meet identified requirements
	2.4 Data table and form layout enable efficient data input and display
	2.5 Database reports are formatted in accordance with organisational style and presentation requirements
3 Create simple database queries	3.1 Information output, database tables to be used and report layout are determined to meet task requirements
	3.2 Data groupings, search and sort criteria are determined to meet task requirements
	3.3 Queries are run and the results checked to ensure they provide the required data
4 Use simple databases	4.1 Data is entered, checked and amended in accordance with organisational and task requirements
	4.2 Data input meets designated timelines and organisational requirements for speed and accuracy

4.3   Queries and formulae are tested to confirm output meets task requirements

4.4   Manuals, user documentation and on-line help are used to overcome problems with database design and production

4.5   Database reports and/or forms are previewed, adjusted and printed in accordance with organisational and task requirements

4.6   Databases are named and stored, in accordance with organisational requirements and the application exited without data loss/damage

Required Skills and Knowledge

Not applicable.

Evidence Guide

Critical Aspects of Evidence
Integrated demonstration of all elements of competency and their performance criteria
Databases are appropriate to task requirements and efficient input of data
Underpinning Knowledge*
* At this level the learner must demonstrate understanding of a broad knowledge base incorporating some theoretical concepts.
Relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
Organisational policy and procedures on
saving and backing up files
format of workplace reports / documents
energy and resource conservation
databases, including entry
database reports strategy
simple formulae
Underpinning Skills
Numeracy skills in relating to creating simple queries and using simple formulae
Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
Resource Implications
The learner and trainer should have access to appropriate documentation and resources normally used in the workplace. These may include:
workplace reference materials such as style guides
computer equipment with database software
English dictionary
Consistency of Performance
In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations
Context/s of Assessment
Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement
Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package
Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment
Assessment should reinforce the integration of the key competencies and the business services common competencies for the particular AQF level. Refer to the Key Competency Levels at the end of this unit
Key Competency Levels
Collecting, **analysing and organising information** - to determine the most appropriate database format
Communicating ideas and information - through the production of effective database reports

Planning and organising activities - to determine queries, formulae and input data
Working with teams and others - to determine database outputs and printing requirements
Using mathematical ideas and techniques - while using queries and formulae in the database
Solving problems - using manuals and on-line help
Using technology - to create and use databases
Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

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Range Statement

Legislation, **codes and national standards relevant to the workplace which may include**:

award and enterprise agreements and relevant industrial instruments

relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

relevant industry codes of practice

Organisational policy and procedures may include:

log-on procedures

password protection

storage / location of data

standard formats

author's instructions

use of templates

Ergonomic requirements may include:

workstation height and layout

chair height, seat and back adjustment

footrest

screen position

keyboard and mouse position

document holder

posture

avoiding radiation from computer screens

lighting

noise minimisation

Work organisation may include:

mix of repetitive and other activities

rest periods

exercise breaks

Conservation techniques may include:

double-sided paper use

re-used paper for rough drafts (observing confidentiality requirements)

recycling used and shredded paper

utilising power-save options for equipment

Software functions may include:

field definitions / attributes

inserting / deleting blank lines and spaces

altering field widths

adding, deleting, moving, re-labeling fields

repeating (if available)

calculate/formula

formatting fields

formatting text

data protection

headers/footers

table, form and report wizards

Simple formulae may include:

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count
maximum
minimum
average
sum
subtraction
multiplication
division
combinations of above
Report formatting may include:
alignment on page
tables
columns
enhancements to format - borders, patterns and colours
enhancements to text
headers/footers
Data may include:
numbers
text
Checking may include:
proofreading
accuracy of data
spelling, electronically and manually
accuracy of formulae with calculator
outcome of sorting / filtering
ensuring instructions with regard to content and format have been followed
Designated timelines may include:
timeline agreed with supervisor/person requiring database
timeline agreed with internal/external client
Printing may include:
records
tables
forms
queries
reports
Storage of data may include:
storage in electronic folders / sub-folders
storage on hard/floppy disk drives, CD ROM, tape backup
organisation policy for backing up files
organisation policy for filing hard copies of databases
filing locations
security
authorised access
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Unit Sector(s)

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