



Australian Government

BSBITU301 Create and use databases

Release: 1

BSBITU301 Create and use databases

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

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

It applies to individuals that may provide administrative support within an enterprise, or may be independently responsible for storage and retrieval 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Create a simple database	1.1 Design a simple database, with at least two tables, 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 Modify table layout and field attributes as required 1.5 Create a relationship between the two tables 1.6 Check and amend data entered, in accordance with organisational and task requirements

ELEMENT	PERFORMANCE CRITERIA
2. Create reports and queries	2.1 Determine information output, database tables to be used and report layout to meet task requirements 2.2 Determine data groupings, search and sort criteria to meet task requirements 2.3 Run reports and queries to check results and formulae provide the required data 2.4 Modify reports to include or exclude additional requirements
3. Use database	3.1 Ensure data input meets designated timelines and organisational requirements for speed and accuracy 3.2 Use manuals, user documentation and online help to overcome problems with database design and production 3.3 Preview, adjust and print 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 person in a suitable format

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.6, 2.1-2.4, 3.1-3.5	Recognises and interprets textual and numerical information to determine and confirm tasks are completed as per requirements
Writing	1.1-1.6, 2.1-2.4, 3.1-3.4	Inputs numerical and key reporting information when creating and querying databases, and uses standard naming conventions and format to organise data
Numeracy	1.1, 1.2, 1.6, 2.1-2.4	Uses mathematical equations to create simple database queries and formulae
Navigate the world of work	1.2, 1.4, 1.6, 2.1-2.3, 3.1, 3.3, 3.4	Recognises and follows explicit and implicit protocols and meets expectations associated with own role

Get the work done	1.1-1.6, 2.1-2.4, 3.1-3.5	- Plans, organises and competes tasks to meet organisational requirements - Utilises a broad range of features within applications in performing routine and complex tasks
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU301 Create and use databases	BSBITU301A Create and use databases	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBITU301 Create and use databases

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Performance Evidence

Evidence of the ability to:

- adhere to organisational requirements when inputting, amending and storing data including:
 - correct naming conventions
- adhere closely to task requirements including:
 - following designated timelines
 - achieving speed and accuracy
- create simple databases including:
 - reports and queries
- follow designated timelines
- correctly name and store data
- distribute reports to appropriate personnel.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline key provisions of relevant legislation, standards and codes that may affect aspects of business operations
- describe organisational requirements relating to data entry, storage and presentation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- business technology
- workplace documentation and resources
- industry database software applications.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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