



Australian Government

Department of Education, Employment and Workplace Relations

ICAU1131B Operate a database application

Release: 1

ICAU1131B Operate a database application

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to operate database applications and perform basic operations. The following units are linked and form an appropriate cluster: • ICAU1128B Operate a personal computer • ICAU1129B Operate a word processing application • ICAU1130B Operate a spreadsheet application • ICAU1132B Operate a presentation package No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Create database	1.1. Open a database application and design a two-table simple relational database incorporating basic design principles 1.2. Develop a table with fields and attributes according to database usage, as well as user requirements 1.3. Create a primary key and establish an index for each table 1.4. Modify table layout and field attributes as required 1.5. Create a relationship between the two tables 1.6. Add and modify data in a table according to information requirements 1.7. Add and delete records as required 1.8. Save and close down database to disk
2. Customise basic settings	2.1. Adjust page layout to meet user requirements 2.2. Open and view different toolbars 2.3. Format font as appropriate for the purpose of the database entries
3. Create reports	3.1. Design reports to present data in a logical sequence 3.2. Modify reports to include/exclude additional requirements 3.3. Distribute reports to appropriate person in a suitable format
4. Create forms	4.1. Use a wizard to create a simple form 4.2. Open existing database and modify records through a simple form 4.3. Rearrange objects within the form to accommodate information requirements
5. Retrieve information	5.1. Access existing database and locate required records 5.2. Create simple query and retrieve required information 5.3. Develop query with multiple criteria and retrieve required information 5.4. Select data and display appropriately

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- Reading and writing at a level where basic workplace documents are understood
- Clear and precise communication
- Interpretation of user manuals
- Ability to create a simple database

Required knowledge

- Basic database design
- Knowledge of relationships between tables (cardinality)
- Knowledge of forms, reports and queries for retrieving and displaying information

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: - Assessment must ensure a person has the ability to design and develop a simple database using a standard database package. The person must add data, use queries, and create forms and reports. To demonstrate competency in this unit the person will require access to: - Personal computer - Basic software - Documents or information containing data suitable for creating a database
Context of and specific resources for assessment	An individual demonstrating these competencies, may use pre-existing data (e.g. documents, spreadsheet data, data from database tables) or create new data when creating and manipulating databases and tables. The breadth, depth and complexity of knowledge and skills in this competency would prepare a person to perform a defined range of activities many of which may be routine and predictable. Assessment must ensure Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.
Method of assessment	The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility

EVIDENCE GUIDE

	practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1. - Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. - Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: - ICAU1128B Operate a personal computer - ICAU1129B Operate a word processing application - ICAU1130B Operate a spreadsheet application - ICAU1132B Operate a presentation package An individual demonstrating this competency would be able to: - Demonstrate knowledge by recall in a narrow range of areas - Demonstrate basic practical skills, such as the use of relevant tools - Perform a sequence of routine tasks given clear direction - Receive and pass on messages and information - Maintain knowledge of industry products and services

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Design principles</i> may include:	• naming conventions • data layout • formatting
<i>Attributes</i> may include:	• name • data type • size
<i>Relationship</i> may be but is not limited to:	• one-to-one • one-to-many • many-to-many relationships
<i>Disk</i> may include but are not limited to:	• diskettes (floppy disks) • CDs • CD-RW (Compact Discs-Read Write) • DVD RW • zip disks • solid state hard drives
<i>Page layout</i> may include:	• landscape • portrait
<i>Toolbars</i> may contain:	• buttons • menus • a combination of both
<i>Font</i>	• The combination of typeface and other attributes, such as size, pitch, and spacing character or symbol
<i>Appropriate person</i> may include:	• supervisor • teacher • authorised business representative • client
<i>Objects</i> may include:	• buttons • checkboxes

RANGE STATEMENT

	• option buttons • text boxes • drop down lists
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Unit Sector(s)

Unit sector	Use
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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