



Australian Government

ICTICT210 Operate database applications

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to operate database applications and create and develop simple relational databases using pre-existing data.

It applies to individuals who provide administrative support working under direct supervision or with limited responsibility within a wide range of industry occupations.

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

Unit Sector

General ICT

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 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 storage area

ELEMENT	PERFORMANCE CRITERIA
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 or 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

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, 1.2, 5.1	Identifies and analyses a wide range of hard copy and on-line forms, reports and other end-user documentation to identify end-user needs and data
Writing	1.2, 3.1, 3.2, 4.1, 4.3, 5.2, 5.3	- Uses database related terminology and protocols when designing tables, queries, reports and forms - Uses clear plain English appropriate for end-users when labelling fields within reports and forms
Oral	1.2, 3.3	Uses simple, relevant language, effective questioning, and active listening techniques to

Communication		clarify user requirements, confirm understanding and when liaising with the appropriate person
Numeracy	5.3	Identifies and comprehends the specific numeric data needed, and uses logical functions, mathematical symbols and applies the order of operations in calculations when developing queries
Interact with others	3.3	Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	1.1-1.8, 2.1-2.3, 3.1,3.2, 4.1-4.3, 5.1-5.4	- Plans a range of routine tasks and aims to achieve them efficiently - Takes responsibility for routine, low-impact decisions within familiar situations - Begins to identify and implement standard solutions for a number of routine problems - Understands the purpose and specific functions of common digital tools used in work contexts - Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant to role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT210 Operate database applications	ICAICT210A Operate database applications	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=a53af4e4-b400-484e-b778-71c9e9d6aff2>