



Australian Government

ICTICT226 Operate simple database applications

Release: 1

ICTICT226 Operate simple database applications

Modification History

Release	Comments
Release 1	This version first released with the Information and Communications Technology Training Package Version 8.0. Supersedes and is equivalent to ICTICT210 Operate database applications. Updated title to better reflect unit scope.

Application

This unit describes the skills and knowledge required to set up, customise and review relational databases using pre-existing data. It includes performing simple data operations to document insights in the form of a data report.

The unit applies to individuals who may work in roles such as support desk technicians, who use simple database applications in established contexts.

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. Set up database settings	1.1 Confirm work brief and tasks according to organisational policies and procedures 1.2 Adjust page layout to meet user requirements 1.3 Identify and compare different toolbar options 1.4 Format font for the purpose of database entries
2. Prepare forms	2.1 Confirm type of form, field lists, design and layouts 2.2 Create simple form according to work brief 2.3 Open database and modify records through the simple form

ELEMENT	PERFORMANCE CRITERIA
	2.4 Rearrange objects in simple form according to work brief
3. Execute and evaluate database queries	3.1 Run database query according to work brief 3.2 Review query outputs according to work brief 3.3 Confirm that outputs present data in logical sequences
4. Retrieve information	4.1 Locate required database records according to work brief 4.2 Run database applications and document outputs 4.3 Display outputs as required according to work brief 4.4 Save outputs in secure location according to organisational requirements
5. Create and store data reports	5.1 Develop report from outputs according to work brief 5.2 Confirm that data report contains required information according to work brief 5.3 Confirm that report presents data in logical sequences 5.4 Format and distribute reports to required personnel 5.5 Seek and implement feedback from required personnel 5.6 Finalise and store data report according to organisational requirements

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	Identifies and analyses a wide range of forms and reports
Writing	- Uses database-related terminology and protocols when designing tables, queries, reports and forms - Uses clear plain English appropriate for end users
Initiative and enterprise	Takes responsibility for routine, low-impact decisions in familiar situations
Planning and organising	- Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role - Plans a range of routine tasks
Problem solving	Identifies and implements standard solutions for routine problems
Technology	Identifies purposes and specific functions of common digital tools used in work contexts

Skill	Description
	Follows routine procedures for using digital technology to enter, store and retrieve information directly relevant to role

Unit Mapping Information

Supersedes and is equivalent to ICTICT210 Operate database applications.

Links

Companion Volume Implementation Guide is found on VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTICT226 Operate simple database applications

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- evaluate and customise at least two components of a database
- create at least one data report.

In the course of the above, the candidate must:

- select, input, and customise data to gather meaningful outputs
- apply required organisational policies and procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- functions and features of simple database applications and components, including:
 - basic database design principles
 - database reports
 - database forms
 - data queries
- types of layouts for databases and pages
- methods of logically sequencing data
- functions and features of simple forms with multiple criteria, including:
 - field lists
 - design requirements
 - layout options

- methods for adding, modifying, deleting and rearranging database records and objects
- types of relationships between tables in databases
- common types of database software
- organisational formats for documentation and reports
- organisational procedures relating to work tasks.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- a device that can operate simple database applications and software
- cleansed data suitable for database applications
- work brief and organisational procedures required to demonstrate the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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