| Title | Create and use a computer database to provide a solution for organisation use | | |
|-------|------------------------------------------------------------|---|---|
| Level | 3 | Credits | 6 |

| Purpose | People credited with this unit standard are able to plan, create and use a computer database to provide a solution for organisation use, and create end-user documentation for the database. |
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| Classification | Computing > Generic Computing |
|----------------|-------------------------------|

| Available grade | Achieved |
|-----------------|----------|

| Entry information | |
|-------------------|--|
| Recommended skills and knowledge | Unit 2786, *Create and use a computer database to solve a problem*, or demonstrate equivalent knowledge and skills. |

### Explanatory notes

1    The database can be created as part of a candidate's employment or in response to a scenario provided to, or created by, the candidate.  The final database must be suitable for an organisation to use within its everyday business.

2    A *plan* outlines a list of steps of how the requirements of the database will be realised.  The plan must include the specifications and/or features required by the database to provide the solution.  The plan may be modified during the task and changes justified.  Evidence of planning may be oral, written, and/or graphic. Depending on the assessment context, the plan will include a list of steps and key milestone outcomes, and may include:
  *   how resources such as time, expertise and materials (and finance, if appropriate) will be used to achieve the outcomes of each milestone;
  *   how consultation with stakeholders will be carried out to ensure that all constraints and requirements are met.

3    Definitions
     *Boolean data* means data that has one of two values – true or false.
     *Organisation* describes the context the database is designed to operate in (e.g. businesses, clubs, not-for-profit organisations).  It does not define or limit the situations in which assessment evidence may be gathered.

An *end-user document* includes a short description of the purpose of the database, and how to access and use the database. The end-user document must use consistent font and layout, be legible, and should either avoid the use of undefined jargon or acronyms, or provide a glossary for these. The document must be saved in a format that is accessible to users.

4       Legislation relevant to this unit standard includes but is not limited to the:
        Health and Safety in Employment Act 1992;
        Copyright Act 1994;
        Copyright (New Technologies) Amendment Act 2008;
        and any subsequent amendments.

5       An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at www.nzqa.govt.nz/asm.
        '*The Computing Process - a clarification document*' contains further information and can be found on the NZQA website.

## Outcomes and evidence requirements

### Outcome 1

Plan a computer database to provide a solution for organisation use.

### Evidence requirements

1.1       The plan identifies the requirements of the database in terms of its purpose and target users.

1.2       The plan outlines the specifications, including constraints and/or features to be met by the database for it to provide a solution.

1.3       The plan identifies the model of database to be used and justifies its selection in terms of its ability to meet the purpose and the needs of the target users.

          Range       may include but is not limited to – flatfile, hierarchical, relational, network, a combination of models.

### Outcome 2

Create and use the database to provide a solution for organisation use.

### Evidence requirements

2.1       Data fields are created and properties managed to produce the database required by the plan.

          Range       includes but is not limited to – size, data type, text and number format, Boolean, currency, integer, decimal, dates or times.

2.2 Data is entered and a test report is created, printed and checked against the properties of the database fields for formatting, layout and readability.

Range report format includes – column headings, groupings, sub-totals.

2.3 The database is queried using a range of comparisons and the results are analysed against the requirements of the plan.

Range text – use of wildcards for selection; numerical comparisons including = and one other; multiple comparisons on the same fields; multiple comparisons on different fields.

2.4 The finished database is confirmed as being fit for purpose in terms of providing a solution to the problem and meeting the purpose and requirements of the organisation as outlined in the plan.

**Outcome 3**

Create end-user documentation for the database.

**Evidence requirements**

3.1 A simple end-user document is created to facilitate use of the database.

| Planned review date | 31 December 2016 |
|---|---|

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
|---|---|---|---|
| Registration | 1 | 30 September 1994 | 31 December 2013 |
| Review | 2 | 24 September 1997 | 31 December 2013 |
| Revision | 3 | 28 July 1998 | 31 December 2013 |
| Review | 4 | 30 July 2002 | 31 December 2013 |
| Revision | 5 | 16 July 2004 | 31 December 2013 |
| Review | 6 | 22 May 2009 | 31 December 2015 |
| Rollover and Revision | 7 | 19 September 2013 | N/A |

| Consent and Moderation Requirements (CMR) reference | 0226 |
|---|---|

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

**Please note**
Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR).  The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

**Comments on this unit standard**

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.