

Training Package	Business Services (BSB01)	HSC Requirements and Advice
Title:	Create and use databases	
Unit Code	Unit Descriptor:	HSC Indicative Hours: 20
BSBADM305A	This unit covers the creation of simple data tables, forms, reports and queries to create a simple database that is used for storage and retrieval of information. This unit is related to BSBADM403A Develop and use complex databases.	

Context/s of Assessment	Critical aspects of Evidence	Consistency of Performance	Resource Implications	HSC Requirements and Advice
<ul style="list-style-type: none"> - Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement - Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package - Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment - Assessment should reinforce the integration of the key competencies and the Business Services Common Competencies for the particular AQF Level. Refer to the Key Competency Levels at the end of this unit 	<ul style="list-style-type: none"> - Integrated demonstration of all elements of competency and their performance criteria - Databases are appropriate to task requirements and efficient input of data 	<p>In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations</p>	<p>The learner and trainer should have access to appropriate documentation and resources normally used in the workplace. These may include:</p> <ul style="list-style-type: none"> - workplace reference materials such as style guides - computer equipment with database software - English dictionary 	<p>Key Terms and Concepts:</p> <ul style="list-style-type: none"> - ergonomic requirements - resource conservation techniques - minimise wastage - statutory requirements - data entry - storage - output - database - software functions - formulae - table - layout - data groupings - queries - manuals - documentation

Element of Competency	Performance Criteria	Range Statement	Evidence Guide	HSC Requirements and Advice
1. Use safe work practices	1.1 Workspace, furniture and equipment are adjusted to suit the <i>ergonomic requirements</i> of the user	<p>Legislation, codes and national standards relevant to the workplace which may include:</p> <ul style="list-style-type: none"> - award and enterprise agreements and relevant industrial instruments - relevant legislation from all levels of governments that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination - relevant industry codes of practice <p>Organisational policy and procedures may include:</p> <ul style="list-style-type: none"> - log-on procedures - password protection - storage / location of data - standard formats - author's instructions - use of templates <p>Ergonomic requirements may include:</p> <ul style="list-style-type: none"> - workstation height and layout - chair height, seat and back adjustment - footrest - screen position - keyboard and mouse position - document holder - posture - avoiding radiation from computer screens - lighting - noise minimisation 	<p>• Knowledge*</p> <p>*At this level the learner must demonstrate understanding of a broad knowledge base incorporating some theoretical concepts.</p> <ul style="list-style-type: none"> - Relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti - discrimination <p>• Skills</p> <ul style="list-style-type: none"> - Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities 	<p>Learning experiences for the HSC must address:</p> <p>An understanding of the OH&S guidelines relating to screen-based equipment and ergonomic workstations</p> <p>Ergonomic requirements including:</p> <ul style="list-style-type: none"> - workstation height and layout - chair height, seat and back adjustment - footrest - screen position - keyboard and mouse position - document holder - posture - avoiding radiation from computer screens - lighting - noise minimisation

Element of Competency	Performance Criteria	Range Statement	Evidence Guide	HSC Requirements and Advice
	1.2 <i>Work organisation</i> meets organisational and occupational health and safety requirements for computer operation	Work organisation may include: - mix of repetitive and other activities - rest periods - exercise breaks		Learning experiences for the HSC must address: The importance of rest and exercise when using equipment Different types of injuries: - eyestrain - OOS (Occupational Overuse Syndrome) - muscle strain Preventing injuries through: - exercise - physical environment
	1.3 Energy and resource <i>conservation techniques</i> are used to minimise wastage in accordance with organisational and statutory requirements	Conservation techniques may include: - double-sided paper use - re-used paper for rough drafts (observing confidentiality requirements) - recycling used and shredded paper - utilising power-save options for equipment		Learning experiences for the HSC must address: Energy and resource conservation techniques include: - re-use - recycle - power-save options
2. Create simple databases	2.1 Organisational requirements in relation to data entry, storage, output and presentation requirements are identified		<ul style="list-style-type: none"> • Knowledge* *At this level the learner must demonstrate understanding of a broad knowledge base incorporating some theoretical concepts. - Relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination - Organisational policy and procedures on - saving and backing up files - format of workplace reports / documents - energy and resource conservation - databases, including entry - database reports strategy - simple formulae	Learning experiences for the HSC must address: The need to follow organisational requirements for databases including: - opening/creating - editing - formatting - proofing - saving (in designated location) - printing - closing
	2.2 Database use, output, reporting and presentation requirements are determined in accordance with organisational policy and procedures			

Element of Competency	Performance Criteria	Range Statement	Evidence Guide	HSC Requirements and Advice
	2.3 Database utilises <i>software functions</i> and simple <i>formulae</i> to meet identified requirements	<p>Software functions may include:</p> <ul style="list-style-type: none"> - field definitions / attributes - inserting / deleting blank lines and spaces - altering field widths - adding, deleting, moving, re-labelling fields - repeating (if available) - calculate / formula - formatting fields - formatting text - data protection - headers / footers - table, form and report wizards <p>Simple formulae may include:</p> <ul style="list-style-type: none"> - count - maximum - minimum - average - sum - subtraction - multiplication - division - combinations of above 	<ul style="list-style-type: none"> • Skills - Numeracy skills in relating to creating simple queries and using simple formulae 	<p>Learning experiences for the HSC must address:</p> <p>Different simple formulae including:</p> <ul style="list-style-type: none"> - sum - average - subtraction - multiplication - division
	2.4 Data table and form layout enable efficient data input and display			<p>Learning experiences for the HSC must address:</p> <p>Features of database layout including:</p> <ul style="list-style-type: none"> - fields - cells - formulae - formatting
	2.5 Database reports are <i>formatted</i> in accordance with organisational style and presentation requirements	<p>Report formatting may include:</p> <ul style="list-style-type: none"> - alignment on page - tables - columns - enhancements to format – borders, patterns and colours - enhancements to text - headers / footers 		

3. Create simple database queries	3.1 Information output, database tables to be used and report layout are determined to meet task requirements		<ul style="list-style-type: none"> • Knowledge* *At this level the learner must demonstrate understanding of a broad knowledge base incorporating some theoretical concepts. - Organisational policy and procedures on <ul style="list-style-type: none"> - saving and backing-up files - format of workplace reports / documents - energy and resource conservation - databases, including entry - database reports strategy - simple formulae • Skills <ul style="list-style-type: none"> - Numeracy skills in relating to creating simple queries and using simple formulae - Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities 		
	3.2 Data groupings, search and sort criteria are determined to meet task requirements				
	3.3 Queries are run and the results checked to ensure they provide the required data				
4. Use simple databases	4.1 Data is entered, <i>checked</i> and amended in accordance with organisational and task requirements	Data may include: <ul style="list-style-type: none"> - numbers - text Checking may include: <ul style="list-style-type: none"> - proofreading - accuracy of data - spelling, electronically and manually - accuracy of formulae with calculator - outcome of sorting / filtering - ensuring instructions with regard to content and format have been followed 	<ul style="list-style-type: none"> • Knowledge* *At this level the learner must demonstrate understanding of a broad knowledge base incorporating some theoretical concepts. - Organisational policy and procedures on <ul style="list-style-type: none"> - saving and backing-up files - format of workplace reports / documents - energy and resource conservation - databases, including entry - database reports strategy - simple formulae • Skills <ul style="list-style-type: none"> - Numeracy skills in relating to creating simple queries and using simple formulae 	Learning experiences for the HSC must address: Data including: <ul style="list-style-type: none"> - numbers - text Checking mechanisms including: <ul style="list-style-type: none"> - proofreading - accuracy of data - spelling, electronically and manually - accuracy of formulae with calculator - outcome of sorting / filtering - ensuring instructions with regard to content and format have been followed 	
	4.2 Data input meets <i>designated timelines</i> and organisational requirements for speed and accuracy	Designated timelines may include: <ul style="list-style-type: none"> - timeline agreed with supervisor / person requiring database - timeline agreed with internal / external client 			
	4.3 Queries and formulae are tested to confirm output meets task requirements				

	4.4 Manuals, user documentation and online help are used to overcome problems with database design and production			<p>Learning experiences for the HSC must address:</p> <p>Solving problems using online help and manuals supplied with computing software package</p>
	4.5 Database reports and / or forms are previewed, adjusted and <i>printed</i> in accordance with organisational and task requirements	<p>Printing may include:</p> <ul style="list-style-type: none"> - records - tables - forms - queries - reports 		
	4.6 Databases are <i>named and stored</i> , in accordance with organisational requirements and the application exited without data loss / damage	<p>Storage of data may include:</p> <ul style="list-style-type: none"> - storage in electronic folders / sub-folders - storage on hard / floppy disk drives, CD-ROM, tape backup - organisation policy for backing-up files - organisaiton policy for filing hard copies of databases - filing locations - security - authorised access 		<p>Learning experiences for the HSC must address:</p> <p>Storing of databases including:</p> <ul style="list-style-type: none"> - hard copy - electronic - filing location - security - authorised access

Key Competency Levels

NB: These levels do not relate to the Australian Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Collect, analyse and organise information	Communicate ideas and information	Plan and organise activities	Work with others and in teams	Use mathematical ideas and techniques	Solve problems	Use technology
Level 2	Level 2	Level 2	Level 2	Level 2	Level 2	Level 3

Three levels of performance denote level of competency required to perform task.

1. Perform 2. Administer 3. Design

- **Collecting, analysing and organising information** – to determine the most appropriate database format
- **Communicating ideas and information** – through the production of effective database reports
- **Planning and organising activities** – to determine queries, formulae and input data
- **Working with teams and others** – to determine database outputs and printing requirements
- **Using mathematical ideas and techniques** – while using queries and formulae in the database
- **Solving problems** – using manuals and online help
- **Using technology** – to create and use databases

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies