

**U31601: Carry out data entry and retrieval procedures**

Unit Descriptor:

This unit deals with the skills and knowledge required to operate computer to enter, manipulate, retrieve and to access data and communicate via the Internet.

ELEMENT	PERFORMANCE CRITERIA
<i>To be competent you must achieve the following:</i>	
1. Initiate computer system	1.1 The hardware components of the computer and their functions are correctly identified. 1.2 Equipment is powered up correctly. 1.3 Access codes are correctly applied. 1.4 Appropriate <b>software</b> is selected or loaded from the menu.
2. Enter data	2.1 Types of data for entry correctly identified and collected. 2.2 Input devices selected and used are appropriate for the intended operations. 2.3 Manipulative procedures of <b>Input device</b> conform to established practices. 2.4 Computer files are correctly located or new files are created, named and saved. 2.5 Data is accurately entered in the appropriate files using specified procedure and format. 2.6 Back-up made in accordance with operative procedures.
3. Retrieve data	3.1 The identity and source of information is established. 3.2 Authority to access data is obtained where required.

- 3.3 **Files** and data are correctly located and accessed.
- 3.4 Integrity and confidentiality of data are maintained.
- 3.5 The relevant reports or information retrieved using approved procedure.
- 3.6 Formats of retrieved report or information conform to that required.
- 3.7 Copy of the data is printed where required.
- 4.1 Source of data/information for amendment is established.
- 4.2 Data to be amended is correctly located within the file.
- 4.3 The correct data/information is entered, changed or deleted using appropriate input device and approved procedures.
- 4.4 The Integrity of data is maintained.
- 5.1 The system is monitored for correct operation of tasks.
- 5.2 Routine system messages are promptly and correctly dealt with.
- 5.3 Error conditions within level of authority are dealt with promptly and uncorrected errors are promptly reported.
- 5.4 **Output devices** and materials are monitored for quality.
- 6.1 Access to the Internet is gained in accordance with the provider's operating procedures.
- 6.2 Evidence of the ability to negotiate web sites to locate and access specified information and other services is efficiently demonstrated.

4. Amend data

5. Monitor the operation of equipment

6. Access and transmit information via the Internet

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	6.3	E-mail is sent and retrieved competently.
7.	7.1	The correct shut down sequence is followed.
	7.2	Problem with shutting down computer is reported promptly.
	7.3	All safety and protective procedures are observed.

## RANGE STATEMENT

*You must cover the item below:*

**A. Software systems (at least 2)**

- (i) word processing
- (ii) spreadsheet
- (iii) Internet access
- (iv) power point
- (v) database
- (vi) design programme (CAD)

**B. Input devices (at least 3)**

- (i) keyboard
- (ii) mouse
- (iii) scanner
- (iv) microphone
- (v) camera
- (vi) light pen
- (vii) barcode scanner

**C. Save files on (at least 2)**

- (i) network
- (ii) magnetic media (hard disk, tapes)

- (iii) personal computer
- (iv) CD
- (v) flash drive

**D. Output devices (at least 1)**

- (i) printer
- (ii) monitors
- (iii) speakers
- (iv) multi-media projectors

## **UNDERPINNING KNOWLEDGE AND SKILLS**

1. Safety for working with and around computers.
2. Computer hardware and software systems.
3. Procedures for initiating and closing down a computer.
4. The operation of the data entry management system.
5. Methods of locating files.
6. Organisation's standards applicable to accessing files.
7. Files operations and their applications.
8. Creating, locating and saving files.
9. Routine functions of a software.
10. Formatting function of software.
11. Graphic productions and manipulation.
12. Regard for accuracy and security of information.
13. Functions on the Internet.
14. Identify computer hardware.
15. Manipulate data input devices.
16. Access data.
17. Key-in and format documents.
18. Retrieve data.
19. Amend and print data.
20. Save data.
21. Search and retrieve data from the Internet.
22. Send and receive E-mail.

## EVIDENCE GUIDE

### (1) Critical Aspect of Evidence

You must provide evidence that shows you have done this over a sufficient period of time for your assessor to consider that you are competent. You have to prove that you can meet all of the performance criteria on at least two (2) occasions. This evidence must come from working in the Entertainment and Events Technology.

It is essential that competence be observed in the following aspects:

- initiate the use of the equipment
- locate and access data
- use file operations
- manipulate input devices
- key-in and format documents
- access to the Internet

### (2) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and/or samples of work and questioning on underpinning knowledge.

- direct observation
- oral questioning
- written test
- testimonials from clients
- evaluation of qualifications/portfolio/awards/resume/workplace documents
- authenticated assessments and/or assignments from relevant training courses
- supporting statement from supervisor or previous employer

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties).

### (3) Context of Assessment

The unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. A range of methods to access underpinning knowledge should support this.