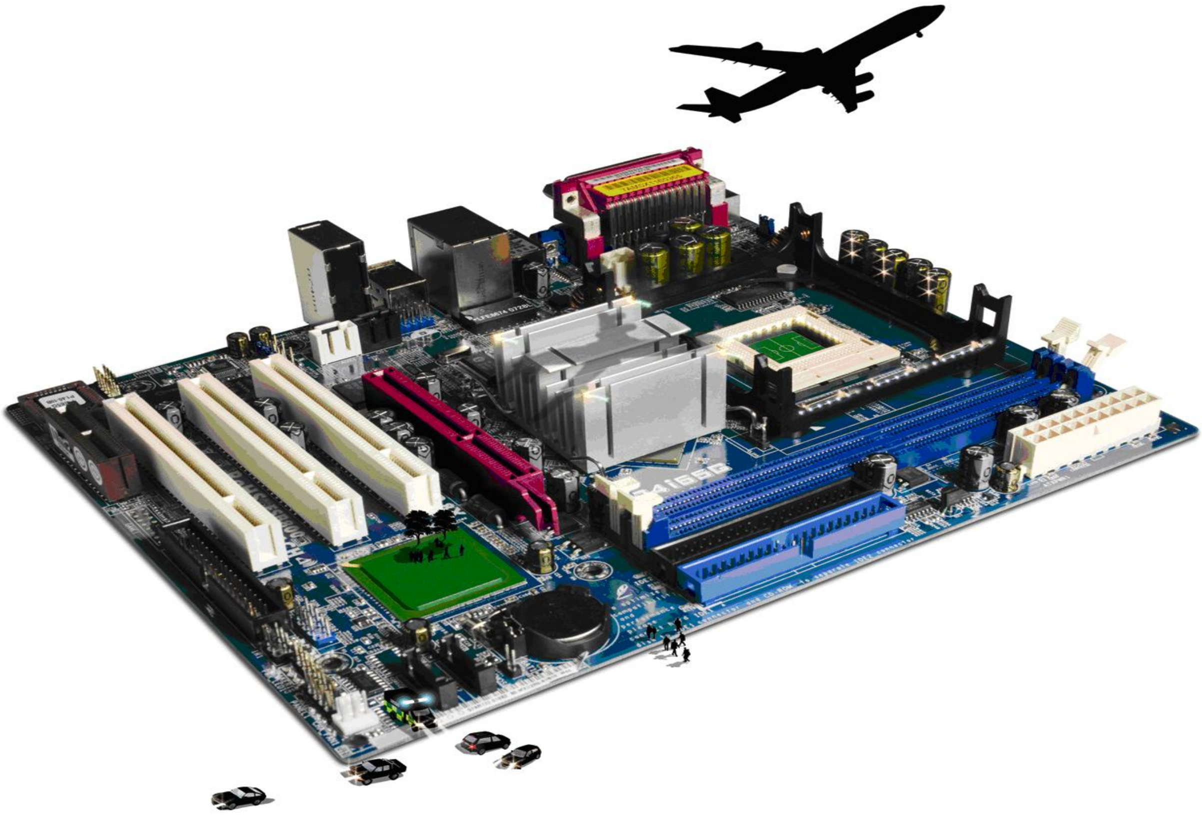
Level 1 Data management software (DMS 7574-118)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

www.cityandguilds.com
September 2011
Version 2.0



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2010 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400

www.cityandguilds.com
learnersupport@cityandguilds.com

Contents

Unit 118 – Data management software

Assignment B

Introduction – Information for Candidates 2
Candidate instructions 3

Level 1 Data management software (DMS 7574-118)
Assignment A
Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Data management software (DMS 7574-118).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one and a half hours**.

Level 1 Data management software (DMS 7574-118)
Candidate instructions

Time allowance: One and a half hours

The assignment:

This assignment is made up of **three** tasks

- Task A - Creating a backup
- Task B - Entering new records
- Task C - Amending records and reports

Scenario

You have just been appointed to the post of Administrator for a small consultancy firm, Late Hour Partnership, which began trading in 2007.

Your work as Administrator includes maintaining a small invoicing database system set up, by your predecessor, to track sales, check that bills are being paid etc. This database has also started to be used as a Contacts and Marketing database.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Creating a backup

1 Create a back up of the file **ITQdmsL1**, provided by your assessor.

Save it to your removable storage media or network drive using the file name:

Data-backup

Continued over …

Task B – Entering new records

1 Open your database software.

2 Open the file **ITQdmsL1**.

When asked for a password the user name and password is: **ITQdmsL1**

3 Add a new Organisation with the following details:

Organisation	**Bishops Publishing**
Street	**Oxford Rd**
District	**Mortle**
Town	**Churchover**
County	**Warwickshire**
PostCode	**CV17 4ZZ**
Telephone	**01788 775500**

Save the record.

4 Add **two** new contacts to the new Organisation, responding to any error messages and making reasonable changes:

Title	**Ms**
First Name	**Clair**
Middle Name	**Susan**
Family Name	**Morgan**
DoB	**01.01.2053**
Job Title	**Buyer**
Direct Dial	**01788 775520**
Ext	**562**
Mobile	**06542 556098**
E-mail address	**clair@bps.coz**

Title	**Dr**
First Name	**Iqbal**
Middle Name	**Ravinder**
Family Name	**Mahapatra**
DoB	**10.03.1977**
Job Title	**Chief Editor**
Direct Dial	**01788 775501**
Ext	**324**
Mobile	**06873 647298**
E-mail address	**ravi@bps.coz**

Continued over…

5 Add **two** sets of notes to **Bishops Publising**. Where (*your name)* appears enter your own name.

Date	**(Today's date)**
User	**Martin Dawes**
Notes	**Caller was told final proofs are ready. Work on printing can start when proofs have been sined off. To meet deadlines given this must be within the next 48 hours. Spoke to (*your name*).**
Person	**Clair Morgan**

Date	**(1st of next month)**
User	**Rheece Clements**
Notes	**Contract starts**
Person	**Clair Morgan**

Use the spell check facility to make sure your data is correct and amend it if required (all names are spelt correct.

Task C – Amending records and reports

1 Use the search facility to find **MZ Media Ltd**.

NOTE: It is **not** necessary to enter the full name in the Search box.

Change the details of **MZ Media Ltd** to:

Name	**ZM Media Ltd**
Street	**718 Aldborough Boulevard**
District	**Terrington**

2 Change the contact details to:

First Name	**Jane**
Middle Name	**Avril**
Family Name	**Harris**
DoB	**8 July 1979**

Continued over…

3 Select the report **Notes History** and print one copy.

4 Close your database application.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

City & Guilds
Believe you can

www.cityandguilds.com

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds is a registered charity established to promote education and training