Practical Data Processing (8966)

Syllabus

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
'Access to assessment' is available on our website or
from Customer Relations.

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Contents

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City & Guilds

City & Guilds is a household name – in fact, according to consumer surveys, one in five UK households has one of our qualifications.

We were established 125 years ago to encourage education and training in, and for, the workplace. Today City & Guilds is **the** leading vocational awarding body in the UK, awarding almost 50% of all National Vocational Qualifications. As the only major awarding body solely dedicated to vocational learning, we offer companies worldwide a recognised skills benchmark.

There are more than 8,500 approved City & Guilds centres worldwide offering more than 500 qualifications in almost all sectors – from agriculture to hairdressing and from IT to vehicle maintenance – and awarding over a million certificates every year. We also offer a range of qualifications in essential skills such as numeracy, communication and literacy.

You can choose the level that's right for you and progress as far as you want at a pace that suits you. So whether you are just starting your career, moving up the job ladder or want to get the most from leisure time pursuits, City & Guilds has the ideal qualification to suit your needs.

City & Guilds is a trademark of the City and Guilds of London Institute.
City & Guilds is a registered charity established to promote education and training.

Introduction

This is a free-standing single subject examination available at Elementary and Intermediate levels.

The overall aim of this qualification is to enable candidates to demonstrate practical skills and ability in the use of standard data processing software to produce accurate and well-presented documents employing an appropriate range of activities. This includes personnel records, stock records and general customer services.

Practical Data Processing – Elementary Level

Aim

The aim of the elementary level examination is to test the candidate in the operation of database or record management software on a microcomputer or a minicomputer applied to commonly used business applications such as personnel records, stock records and general customer services.

Information given by the candidates must be printed, not handwritten.

Target groups

The person seeking a first qualification in the practical use of database software.

Entry requirements

There are no formal entry requirements but we recommend that:

- Candidates should have a basic familiarity with a computer keyboard

- Non-native speakers of English should have at least intermediate level English

Objectives

Candidates should be able to complete the following:

1 Load a database package and an existing database file in preparation for use.

2 Add new records to the file using information from a variety of documents. Source documents may be standard forms and business documents or letters, messages, memoranda and other non-standard materials, handwritten or typed. (The source documents will be supplied by City & Guilds as part of the candidate's examination materials).

3 Save a database file.

4 Amend one or more fields within one or more records.

5 Delete a record from file.

6 Select a set of records from the file using a single criterion (or criteria as instructed).

7 Print a single record or a set of records using a layout which is appropriate to the structure of the database, and which presents the information in a clear and concise manner.

The examination

The elementary level exam lasts for 1 hour, and consists of a series of tasks set, marked and graded by our examiners.

Candidates should be prepared to demonstrate all the skills listed above. Assessment is based on accuracy in transferring information from source documents and in manipulating and printing records. All tasks should be attempted.

For further details of how papers are marked and graded, examples of worked papers and other useful information please refer to the Practical Data Processing (8966) Examination Guide.

Practical Data Processing – Intermediate Level

Aim

The aim of the Intermediate Level examination is to test candidates in the ability to create, maintain and operate a database on a microcomputer when applied to business applications which will include general customer services, personnel and stock record keeping.

Target group

The person with some experience in using database software seeking to widen his or her competence.

Entry requirements

There are no formal entry requirements but we recommend that:

• Candidates should have a basic familiarity with a computer keyboard:

• Candidates should be familiar with the skills and knowledge required at elementary level.

• Non-native speakers of English should have at least intermediate level English.

Objectives

Candidates should be able to complete the following:

1 Appraise a situation, which might include customer and user queries, requests and source documents, from which the candidates must identify information needs, data requirements and data processing activities.

2 Set up a database to meet information needs by constructing a suitable record structure and entering data.

3 Save a database file.

4 Amend and delete records.

5 Select records using two or more criteria.

6 Sort records with reference to a specified field, either alphabetically or numerically in ascending order.

7 Print records in a layout which is appropriate to the structure of the database, and to which presents the information in a clear and concise manner.

The examination

The intermediate level exam lasts for $1\frac{1}{2}$ hours and consists of a series of tasks set, marked and graded by our examiners.

Candidates should be prepared to demonstrate all the skills listed above. Assessment is based on accuracy in transferring information from source documents and in manipulating and printing records. All tasks should be attempted.

For further details of how papers are marked and graded, examples of worked papers and other useful information please refer to the Practical Data Processing (8966) Examination Guide.

Health and safety

Tutors and candidates must observe all health and safety regulations according to current legislation and welfare requirements.

Useful publications

Tutors should refer to the following publications, which can be ordered from us or downloaded from our website.

• Recommended Reading List (free)

• Support Materials Catalogue (free)

• Marketing literature for this award (free)

• Sample examination paper (free)

• Examination Support Guide for this award

This publication includes the following:

• Details of assessment/marking criteria/grades

• Worked example of assessment

• Instructions for specialist teachers

• Chief examiners reports, including tips and recommendations to trainers and candidates

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