Retrieve and present structured data

Overview

This standard is about using software applications designed to organise, store and retrieve structured information to meet needs.

It involves setting up data structures and processing data to meet needs. It includes importing, exporting and combining different types of digital information from different sources.

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Performance criteria

You must be able to:

1. set up data structures to meet organisational needs
2. create, retrieve and display appropriate data records to meet requirements
3. develop, process and output numeric and graphical information using relevant software to meet requirements
4. import and export data between digital systems to meet requirements
5. select and use appropriate data presentation methods to meet audience needs
6. make sure that data entry, processing and output meets requirements
7. use relevant data processing methods which comply with guidelines, laws and standards
8. manage data files according to meet organisational requirements

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Knowledge and understanding

You need to know and understand:

1. the purpose, type and use of structured data to be processed
2. tools and techniques available within data processing software applications and how to apply them
3. how records are retrieved, structured, created, entered, edited and displayed
4. methods used to combine information of different types and how to apply them
5. software tools and techniques for importing and exporting data between systems and how to apply them
6. the importance of accuracy and data integrity
7. benefits and constraints of different data presentation methods and their use for different audiences
8. laws and available guidelines and standards that apply to data processing

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