Process a range of structured data types

Overview

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

It involves creating and using data processing operations to meet needs. It includes linking digital information from different sources, creating reports and queries and customising data processing software to meet needs.

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Performance criteria

You must be able to:

1. determine the purpose for data processing in line with specification
2. check whether results of data processing meet intended purpose
3. create and use appropriate data processing operations to meet requirements
4. create, define and set up reports to output information to meet specification
5. link digital information from different sources to meet requirements
6. create and use queries to search for and retrieve information according to requirements
7. develop and process numeric and graphical information using relevant software to meet requirements
8. develop digital strategies to check data entry, processing and output meets requirements
9. customise software tools to meet personal needs
10. ensure that data processing operations meet requirements for quality and integrity

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Knowledge and understanding

You need to know and understand:

1. sources and characteristics of data to be processed and how to apply them
2. reporting requirements appropriate to job role
3. the purpose of data processing operations and how to apply them
4. benefits and limitations of methods to input, process and output data
5. factors effecting the input, processing and output of data
6. how to check that data input, processing and output methods are meeting requirements
7. the need for data integrity in database systems
8. the range of adjustments that can be made to software tools and techniques to improve ease of use and performance
9. how to use mathematical operators and functions in data processing
10. how layout and presentation help in the interpretation of important aspects of data
11. formats used for storing structured data

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