

	<b>Unit ID: 112</b>
<b>Domain</b>	<b>OFFICE ADMINISTRATION</b>
<b>Title:</b>	<b>Maintain office records on a database programme in an office environment</b>
<b>Level: 2</b>	<b>Credits: 4</b>

### Purpose

This unit standard specifies the competencies required to maintain office records on a database programme in an office environment. It includes the application of the basic features of a database programme. This unit standard is intended for people who work in an office environment.

### Special Notes

1. Entry information  
Prerequisite:
  - Unit 90 - *Follow workplace safety procedures in an office environment* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of using the basic features of a database programme.
3. Office equipment may include, but is not limited to a computer, external devices, storage devices and basic computer applications.
4. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.
5. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
6. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 6, 1992
  - Occupational Health and Safety Regulations No. 18, 1997
 and all subsequent amendments.

### Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national

assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na).

## **Elements and Performance Criteria**

### **Element 1: Maintain office records on a database programme in an office environment**

#### **Performance Criteria**

- 1.1 Database application is accessed.
- 1.2 Default document is opened.
- 1.3 Records are added, updated, deleted and changed, as required.
- 1.4 Record is saved.
- 1.5 Record is closed.
- 1.6 Database application is closed.

## **Registration Data**

<b>Subfield:</b>	Business services
<b>Date first registered:</b>	28 September 2006
<b>Date this version registered:</b>	28 September 2006
<b>Anticipated review:</b>	2011
<b>Body responsible for review:</b>	Namibia Training Authority