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**Overview**

This standard is about basic computer operations. It includes entering words and numbers into computers and finding similar data.

You may use any type of software for this standard; word processing, spreadsheets, databases or 'in-house' packages.

**There are two elements**

- 1 Enter data on computers
- 2 Find data on computers

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**Performance  
criteria****Enter data on computers****You must be able to:**

- P1 ask for instructions about data you have to enter in accordance with your organisation's procedures
- P2 input data in accordance with your organisation's procedures
- P3 correct any errors you make, if applicable, during data input within organisational timescales
- P4 seek assistance from relevant people when data is unclear and incomplete in accordance with your organisation's procedures
- P5 apply unique reference codes to data where required in accordance with your organisation's procedures
- P6 delete existing data when required to do so in accordance with your organisation's procedures
- P7 amend existing data when required to do so in accordance with your organisation's procedures
- P8 complete data entry within organisational timescales

**Find data on computers****You must be able to:**

- P9 ask for instructions about data you have to find in accordance with your organisation's procedures
- P10 use search methods to find required data within organisational timescales
- P11 ask relevant people for guidance where data is not available in accordance with your organisation's procedures
- P12 provide data to people who have the authority to view it in accordance with your organisation's procedures
- P13 check data does not get lost and misused in accordance with your organisation's procedures

**Knowledge and  
understanding**

You need to know and  
understand:

- K1 what databases are
- K2 what databases can be used for
- K3 terms used for various parts of databases
- K4 who to ask for instructions and guidance about data
- K5 organisational procedures to protect data from loss and misuse
- K6 timescales in which data should be processed
- K7 software you are using
- K8 how to input data
- K9 how to find data
- K10 legal requirements for storing data on computer systems
- K11 how to correct your mistakes
- K12 how to add reference codes
- K13 how to delete existing data
- K14 how to amend existing data
- K15 how to print data
- K16 how to search for data
- K17 how to use print routines
- K18 the importance of making sure authorised people receive data you have found

### Additional Information

#### Glossary

**Relevant people** can refer to individuals, others relevant or significant to individuals, staff in your own agency including investigating teams or staff from other agencies.

**Organisational procedures** can include prison service instructions, prison policies, legislative policies and any other policies and procedures used across custodial care in the UK.

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## Use data with computers

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