Australian Government

Department of Education, Employment and Workplace Relations

ICAB5063B Monitor and support data conversion

Release: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

ICAB5063B Monitor and support data conversion

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to monitor and support data conversion.
	The following unit is linked and forms an appropriate cluster:
	• ICAB5062B Perform data conversion
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Monitor data conversion	1.1. Obtain conversion *supporting documentation* and apply to conversion process
	1.2. Protect production data by taking action to ensure back-up before conversion
	1.3. Determine *requirements* of the *client* and impact on business operation
	1.4. Identify and confirm *software*, *hardware* or *environmental prerequisites* in the conversion plan
	1.5. Validate data accuracy and integrity according to conversion specifications
	1.6. Identify data rejected by conversion *tools* and actions detailed in conversion plan are carried out
	1.7. Document data rejection or errant behaviour of the conversion process
2. Support conversion	2.1. Verify results
	2.2. Present to *appropriate person* and obtain sign-off
	2.3. Maintain and document back-up copies of conversion files according to *requirements*
	2.4. Develop clear and coherent *technical documentation*

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• Problem solving skills for a defined range of unpredictable problems involving participation in the development of strategic initiatives (e.g. data accuracy and integrity are validated according to conversion specifications) • Communication skills in relation to analysis, evaluation and presentation of information (e.g. when results are verified with Domain Expert, signed off and passed on to appropriate personnel, and the production of technical documentation in a clear and coherent manner) • Facilitation and presentation skills in relation to transferring and collecting information

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REQUIRED SKILLS AND KNOWLEDGE

Required knowledge

- Broad knowledge of data conversion from legacy systems
- Broad knowledge of current industry data conversion tools
- Current industry-accepted hardware and software products, with broad knowledge of general features and capabilities and detailed knowledge in some areas
- Broad knowledge of current data modelling methodologies

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • Assessment must confirm sufficient knowledge of the inherent data requirements of both old and upgraded or new systems. Assessment must confirm the ability to achieve a physical transfer or transformation of data. To demonstrate competency in this unit the person will require access to: • Data conversion plan • Conversion specifications • Documentation guidelines
Context of and specific resources for assessment	To demonstrate this unit of competency the person will during the monitoring process give consideration to: • Data migration from the legacy systems to the staging area (if necessary) • Data conditioning, cleaning, transformation, and integration in the staging area • Storing, updating and exporting converted data • Data loading and indexing on the production server • Ensuring data quality throughout the data conversion process Supplementary questioning may be used during the summative assessment phase, where necessary, to ensure that: • Data is complete and valid • Structural integrity of both the legacy system and the new database/data warehouse is sound • Data reflects and works with the business rules and data standards

EVIDENCE GUIDE	
	An individual performing at this standard will display self-directed application of knowledge and skills, with substantial depth in database design and development where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.
	The breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and coordination would be characteristic.
	Assessment must ensure:
	• The demonstration of competency may also require self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.
	• Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team coordination may also be involved.
Method of assessment	The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1.
	• Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must

EVIDENCE GUIDE	
	closely reflect the workplace to enable full demonstration of competency.
	• Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • ICAB5062B Perform data conversion An individual demonstrating this competency would be able to: • Demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas • Analyse and plan approaches to technical problems or management requirements • Transfer and apply theoretical concepts and/or technical or creative skills to a range of situations • Evaluate information, using it to forecast for planning or research purposes • Take responsibility for own outputs in relation to broad quantity and quality parameters • Take some responsibility for the achievement of group outcomes • Maintain knowledge of industry products and services

Range Statement

RANGE STATEMENT

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RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Supporting documentation may include:	• data conversion plan • conversion specifications • documentation guidelines
Requirements may be in reference to:	• business • system • platform • application • database • network • people in the organisation
Client may include but is not limited to:	• internal departments • external organisations • clubs • individual people • internal employees
Hardware may include but is not limited to:	• workstations • personal computers • modems and other connectivity devices • networks • remote sites • servers • DSL modems
Software may include but is not limited to:	• commercial software applications • organisation-specific software • packaged software • in-house or customised software
Environmental prerequisites may consist of but is not limited to:	• dust • heat • extreme cold • temperature stability • air circulation • moisture
Tools may include:	• Tools that analyse data quality

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RANGE STATEMENT	
	• Tools for extraction and transformation • Tools for cleansing data (identifying invalid field entries and forcing to legal values • Data management tools
Appropriate person may include:	• supervisor • teacher • authorised business representative • client
Technical documentation may include:	• project specifications • reports • help references • technical manuals • training materials and self-paced tutorials • on-line help • user guides • brochures

Unit Sector(s)

Unit sector	Build

Co-requisite units

Co-requisite units		

Competency field

Competency field	