Australian Government

Department of Education, Employment and Workplace Relations

ICAPRG511A Monitor and support data conversion to new IT system

Release: 1

INDUSTRY SKILLS COUNCILS

Creating Australia's Future

ICAPRG511A Monitor and support data conversion to new IT system

Modification History

Release	Comments
Release 1	This Unit first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to monitor and support data conversion to a new IT system.

Application of the Unit

This unit applies to individuals involved in the development process who are required to convert data to work on new systems.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
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.*

Elements and 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 backup 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 carry out actions detailed in conversion plan
	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 backup copies of conversion files according to requirements
	2.4 Develop clear and coherent *technical documentation*

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to liaise with clients
- literacy skills to evaluate and write technical documents
- problem-solving skills to develop strategic initiatives, such as data accuracy and integrity are validated according to conversion specifications
- problem-solving skills to address data rejected by converters
- technical skills to operate software, hardware or environmental prerequisites listed in the conversion plan.

Required knowledge

- current data modelling methodologies
- current industry data conversion tools
- current industry-accepted hardware and software products, including their general features and capabilities
- data conversion from legacy systems.

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 ability to: • identify inherent data requirements of both old and upgraded or new systems in order to achieve a physical transfer or transformation of data • back up data before conversion process • validate converted data • document the process.
Context of and specific resources for assessment	Assessment must ensure access to: • conversion specifications • data conversion plan • documentation guidelines • sample data to be converted • data conversion tools • appropriate learning and assessment support when required • modified equipment for people with special needs.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct observation of candidate's handling of rejected data • review of candidate's technical documentation • verbal or written questioning to assess candidate's knowledge of backups.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

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:	- conversion specifications - data conversion plan - documentation guidelines.
Requirements may relate to:	- application - business - database - network - people in the organisation - platform - system.
Client may include:	- clubs - external organisations - individuals - internal departments - internal employees.
Software may include:	- commercial software applications - in-house or customised software - organisation-specific software - packaged software.
Hardware may include:	- modems and other connectivity devices, such as digital subscriber line (DSL) modems - networks - personal computers - remote sites - servers - workstations.
Environmental prerequisites may consist of:	- air circulation - dust - extreme cold - heat - moisture - temperature stability.
Tools may include:	data management tools

	• tools for cleansing data (identifying invalid field entries and forcing to legal values) • tools for extraction and transformation • tools that analyse data quality.
Appropriate person may include:	• authorised business representative • client • supervisor.
Technical documentation may include:	• brochures • help references • online help • project specifications • reports • technical manuals • training materials and self-paced tutorials • user guides.

Unit Sector(s)

Programming and software development