Australian Government

Department of Education, Employment and Workplace Relations

ICAA5154B Model data processes

Release: 1

ICAA5154B Model data processes

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to gather process data and business information in order to model data processes within an organisation. The following unit is linked and forms an appropriate cluster: • ICAA5153B Model data objects 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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop scope of model	1.1. Identify relevant data processes and sources of information 1.2. Identify ***information gathering method*** and ***modelling*** methodology to be used 1.3. Document the ***modelling*** information gathered 1.4. Validate ***modelling*** information with ***client***
2. Gather process data	2.1. Identify business functions and collect process data using chosen method 2.2. Identify external events, procedures and results 2.3. Identify processes and decomposition required
3. Develop and validate data model	3.1. Model process data according to agreed ***modelling*** methodology 3.2. Validate process model with ***client*** to determine inaccuracies 3.3. Incorporate identified changes, as required 3.4. Review business rules to determine impact on process models, and change as required 3.5. Validate completed data models with ***client***

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• Analysis skills to determine business requirements • Techniques to elicit information from users • Skills in process modelling using relevant methodologies, including object-oriented cooperative process modelling, OIKOS, SOCCA
Required knowledge
• Logical design concepts, particularly in relation to designing process models • Data analysis, particularly in determining process flows • Features and functions of process mappers (e.g. IEF, Isee, ProcessWise Workbench, ARIS, PROTOS) • Modelling rules and conventions with reference to naming processes and events

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 the ability to identify and model data processes that represent the client's business reality and provide the user with a productive business tool. To demonstrate competency in this unit the learner will need access to: • Client business requirements • Database software
Context of and specific resources for assessment	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: • 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

EVIDENCE GUIDE	
	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 to 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 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: • ICAA5153B Model data objects 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

EVIDENCE GUIDE	
	group outcomes • Maintain knowledge of industry products and services

Range Statement

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.	
Information gathering method may include but is not limited to:	• interviews • questionnaires • surveys • observation
Modelling may include:	• activity hierarchy diagrams (process diagrams) • activity definition report (process definition) • activity dependency diagram • use case diagrams • data flow diagrams
Client may include but is not limited to:	• internal departments • external organisations • individual people • employees

Unit Sector(s)

Unit sector	Analyse and Design

Co-requisite units

Co-requisite units		

Competency field

Competency field	