



**Australian Government**

# **ICTDAT402 Clean and verify data**

**Release: 1**

## ICTDAT402 Clean and verify data

### Modification History

| Release   | Comments   |
|-----------|--|
| Release 1 | This version first released with ICT Information and Communications Technology Training Package Version 6.0. |

### Application

This unit describes the skills and knowledge required to clean and verify data obtained from a variety of sources. It involves the use of analytics and review to ensure data quality for an organisation is according to industry practices and organisational policies, procedures and protocols.

It applies to data analytics specialists who work within in a broad range of industries and are responsible for processing data sets for a business.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Data analytics

### Elements and Performance Criteria

| ELEMENT  | PERFORMANCE CRITERIA   |
|--|--|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>   |
| 1. Prepare data sets                             | 1.1 Identify data sets and establish task requirements according to business needs<br>1.2 Unify data from different sets according to task requirements<br>1.3 Review data and confirm accuracy of input and restriction to numerical values                             |
| 2. Review and clean data set                     | 2.1 Identify and remove incorrect data input and formulate data according to task requirements<br>2.2 Confirm required data set parameter range according to task requirements<br>2.3 Run analytics and confirm that data set consistency according to task requirements |

| ELEMENT            | PERFORMANCE CRITERIA  |
|--------------------|---|
|                    | 2.4 Remove any data values that are outside upper and lower threshold of acceptable range   |
| 3. Verify data set | 3.1 Confirm consistency between digitally entered data and manually entered data<br>3.2 Identify and review over-writes according to organisational requirements<br>3.3 Review data set and confirm analytical suitability according to task requirements<br>3.4 Store data set securely according to organisational procedures, legislative requirements and industry standard practices<br>3.5 Obtain final task sign off from required personnel |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

| SKILL                   | DESCRIPTION   |
|-------------------------|---|
| Learning                | <ul style="list-style-type: none"> <li>Modifies behaviour following exposure to new information</li> </ul>  |
| Numeracy                | <ul style="list-style-type: none"> <li>Interprets mathematical data and applies interpretation to task outcomes</li> <li>Completes complex calculations and records mathematical data</li> </ul>  |
| Planning and organising | <ul style="list-style-type: none"> <li>Sequences stages in cleaning and verifying data efficiently and logically</li> <li>Prioritises tasks and own workload for required outcomes</li> </ul>   |
| Problem solving         | <ul style="list-style-type: none"> <li>Identifies and resolves barriers to successful delivery of cyber security infrastructure</li> <li>Demonstrates an understanding of how to address less predictable problems and initiates standard procedures in response</li> </ul> |
| Self-management         | <ul style="list-style-type: none"> <li>Implements standard procedures and makes decisions for routine tasks</li> </ul>  |
| Technology              | <ul style="list-style-type: none"> <li>Uses technology platforms to assist with data analysis</li> </ul>  |

## Unit Mapping Information

No equivalent unit. New unit.

## **Links**

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>