



Australian Government

ICTDAT501 Gather, analyse and verify data from different source inputs

Release: 1

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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 gather, analyse, test and verify data from different source inputs.

It applies to those who work in data analytics roles in the Information and Communications Technology (ICT) environment and are responsible for identifying data from a range of source inputs, analysing and investigating abnormalities and reporting against an organisation's requirements.

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. Plan for data extraction and gathering	1.1 Analyse organisation's structure, operations and data, and identify need for data analysis 1.2 Determine required data sources, data types and extraction techniques 1.3 Plan and document data extraction methods according to task requirements 1.4 Determine and document organisational impact of data gathering 1.5 Communicate data extraction activities to required personnel
2. Gather and prepare	2.1 Secure data and prepare for extraction according to task

ELEMENT	PERFORMANCE CRITERIA
data for analysis	requirements 2.2 Initiate data extraction on required data sources 2.3 Extract data according to task requirements 2.4 Determine completeness of data extraction according to task requirements
3. Analyse and verify data	3.1 Normalise data according to analysis requirements 3.2 Conduct analysis according to task requirements 3.3 Obtain analysis results and collate information according to task requirements 3.4 Compare results to analysis specifications and requirements and conduct any further data extraction and analysis requirements
4. Finalise reporting activities	4.1 Determine organisation's reporting format and structure 4.2 Report details on analysis activities and results according to task requirements 4.3 Submit report to required personnel and seek and respond to feedback

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"> Monitors outcomes of decisions, considering results and identifying key concepts and principles that may be adaptable in the future
Oral communication	<ul style="list-style-type: none"> Uses listening and questioning techniques to confirm requirements and articulate complex concepts using relevant industry for intended audience
Reading	<ul style="list-style-type: none"> Interprets technical, manufacturer and organisational documentation to determine and confirm job requirements
Writing	<ul style="list-style-type: none"> Develops documentation conveying explicit information, requirements and recommendations for a specific audience, using clear and detailed language
Planning and organising	<ul style="list-style-type: none"> Uses a formal, logical planning processes together with an increasingly intuitive understanding of context
Problem solving	<ul style="list-style-type: none"> Analyses context to recognise anomalies and subtle deviations to normal expectations, focusing attention and remedying problems as they arise

SKILL	DESCRIPTION
Self-management	<ul style="list-style-type: none">• Takes end-to-end responsibility for identifying and considering relevant organisational protocols and requirements• Uses systematic processes, setting goals, gathering required information and identifying and evaluating options against agreed criteria
Technology	<ul style="list-style-type: none">• Identifies principles, concepts, language and articulates associated with the digital world

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>