Australian Government

ICTPRG511 Monitor and support data conversion to new ICT system

Release: 1

ICTPRG511 Monitor and support data conversion to new ICT system

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to monitor and support data conversion to a new information and communications technology (ICT) system.

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

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

Unit Sector

Programming and software development

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor data conversion	1.1 Obtain the conversion supporting documentation, and apply it to the conversion process 1.2 Protect production data, by taking action to ensure backup before the conversion 1.3 Determine the requirements of the client, and the impact on the business operation 1.4 Identify and confirm the software, hardware or environmental prerequisites in the conversion plan 1.5 Validate data accuracy and integrity, according to conversion specifications

PwC's Skills for Australia

ELEMENT	PERFORMANCE CRITERIA
	1.6 Identify data rejected by conversion tools, and carry out the actions detailed in the conversion plan
	1.7 Document the data rejection or errant behaviour of the conversion process
2. Support conversion	2.1 Verify the results
	2.2 Present results to the appropriate person and obtain sign-off
	2.3 Maintain and document backup copies of the conversion files, according to requirements
	2.4 Develop clear and coherent technical documentation

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.4, 1.5, 1.6, 2.1	• Interprets, and critically analyses, complex texts and applies the appropriate strategies in order to construct meaning from the supporting documentation for conversion, and when identifying prerequisites in the plan
Writing	1.3, 1.7, 2.3, 2.4	• Displays a knowledge of structure and layout, employing a broad vocabulary, grammatical structure and the conventions appropriate to text, when writing documentation, and when liaising with the client
Oral communication	1.3	• Demonstrates flexibility in spoken texts by choosing the appropriate structures and strategies, and applies these to extract the main ideas from oral texts when liaising with the client
Interact with others	2.2	• Selects, implements and seeks to improve protocols governing communications with clients and co-workers in a range of work contexts • Collaborates with others, sharing information to build strong work groups
Get the work done	All	• Sequences and schedules complex activities, monitors implementation, and manages relevant communication when taking action to ensure backup before conversion • Uses systematic, analytical processes in complex,

		non-routine situations, setting goals, gathering relevant information, and identifying, and evaluating options against the agreed criteria when validating data accuracy and integrity, and when verifying results
		• Recognises and anticipates an increasing range of familiar problems, their symptoms and causes, actively looking for early warning signs, and implementing contingency plans in relation to the data rejected by conversion tools
		• Demonstrates a sophisticated understanding of the principles, concepts, language and practices associated with the digital world, and uses these to troubleshoot, and understand, the uses and potential of new technology, when monitoring and supporting data conversion to a new ICT system

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTPRG511 Monitor and support data conversion to new ICT system	ICAPRG511A Monitor and support data conversion to new IT system	Updated to meet Standards for Training Packages.

Minor change to title. | Equivalent unit |

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2