



**Australian Government**

# **ICTPRG528 Perform ICT data conversion**

**Release: 1**

## ICTPRG528 Perform ICT data conversion

### 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 translate information and communications technology (ICT) data from one format to another, by means of a data conversion process.

It applies to individuals in support and implementation roles who are required to convert data from one system to another.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare the system for conversion	1.1 Obtain the data stores that are subject to conversion 1.2 Protect and confirm backup solutions 1.3 Trial conversion work in an isolated environment, secure from the production system 1.4 Map and document, the required data fields from the old system to the new or upgraded system 1.5 Determine field validation requirements from conversion plans, including data field legal ranges 1.6 Determine the actions to be taken with the fields or records that are rejected by the conversion plan

ELEMENT	PERFORMANCE CRITERIA
	1.7 Consult stakeholders on the creation of a conversion plan 1.8 Design the data conversion program modules from the conversion specifications 1.9 Code and test data conversion program modules, according to conversion specifications 1.10 Confirm data conversion and test the converted production data
2. Perform data conversion	2.1 Estimate and plan for conversion time 2.2 Prepare the production system for data conversion and take off-line 2.3 Undertake action to protect production data 2.4 Take action to ensure minimal disruption to client business requirements during the conversion process 2.5 Document the data rejected by conversion routines, and the reason for rejection 2.6 Execute the conversion program modules 2.7 Document the results of the conversion process, and report to the appropriate person

## 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	1.5, 1.8, 1.9	<ul style="list-style-type: none"> <li>Interprets and analyses complex technical documentation</li> </ul>
Writing	1.4, 2.5, 2.7	<ul style="list-style-type: none"> <li>Accurately records and completes documentation, according to organisational formats and protocols</li> <li>Writes, and edits, documents to ensure the accuracy and consistency of information, and clarity of meaning</li> </ul>
Interact with others	1.7, 2.7	<ul style="list-style-type: none"> <li>Liaises with others to check own understanding and ensure that the objective is being met</li> </ul>
Get the work done	1.1, 1.2, 1.3, 1.4, 1.6, 1.8, 1.9, 1.10, 2.1,	<ul style="list-style-type: none"> <li>Takes responsibility for planning, sequencing and prioritising tasks, in order to achieve the required outcomes</li> </ul>

	2.2, 2.3, 2.4, 2.6	<ul style="list-style-type: none"> <li>• Uses a range of digital tools and sophisticated techniques to meet the desired outcomes</li> <li>• Identifies technical or conceptual issues, and applies analytical processes, to resolve these issues</li> <li>• Uses analytical and lateral thinking to review current practices, and develop new or improved software or systems</li> </ul>
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## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTPRG528 Perform ICT data conversion	ICAPRG528A Perform IT data conversion	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>