



Australian Government

ICTPRG541 Monitor and support data conversion to new ICT systems

Release: 1

ICTPRG541 Monitor and support data conversion to new ICT systems

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 monitor and support data conversion to a new Information and Communications Technology (ICT) system.

It applies to software developers who are required to convert data on new ICT 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to monitor data conversion	1.1 Determine organisational monitoring and support requirements 1.2 Obtain and analyse conversion supporting documentation from required personnel 1.3 Determine and document monitoring and support conversion plan according to organisational requirements 1.4 Determine software, hardware and environmental prerequisites in conversion plan
2. Monitor data conversion	2.1 Backup production data according to conversion plan 2.2 Validate data accuracy and integrity according to conversion specifications 2.3 Identify data rejected by conversion tools, and conduct

ELEMENT	PERFORMANCE CRITERIA
	conversion plan actions 2.4 Document data rejection and errant behaviour of conversion process according to organisational requirements
3. Support conversion	3.1 Demonstrate, document and verify conversion results against conversion plan 3.2 Submit documentation to required personnel, seek and respond to feedback 3.3 Document backup copies of conversion files according to organisational requirements

Foundation Skills

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

SKILL	DESCRIPTION
Oral communication	Articulates requirements and responsibilities distinctively, using effective communication techniques and industry standard technical language intended for audience and environment
Reading	Interprets, and critically analyses, complex texts and applies the required strategies in order to construct meaning from the supporting documentation for conversion, and when identifying prerequisites in the plan
Writing	Prepares technical workplace documents detailing processes and outcomes that fulfil the expectations of different stakeholders
Teamwork	- 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
Planning and organising	Sequences and schedules complex activities, monitors implementation, and manages relevant communication when taking action to confirm backup before conversion
Problem solving	- 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 - Demonstrates knowledge of 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

SKILL	DESCRIPTION
	conversion tools
Technology	• Demonstrates sophisticated knowledge 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

Supersedes and is equivalent to ICTPRG511 Monitor and support data conversion to new ICT system.

Links

Companion Volume Implementation Guide is found on VETNet -

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