



Australian Government

ICTPRG550 Perform ICT data conversions

Release: 1

ICTPRG550 Perform ICT data conversions

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 translate Information and Communications Technology (ICT) data from one format to another, by means of a data conversion process.

It applies to those 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 system for conversion	1.1 Obtain data stores required for conversion 1.2 Trial conversion work in isolated environment, secure from the production system and confirm backup solutions 1.3 Map and document required data fields according to conversion requirements 1.4 Determine field validation requirements from conversion plans, including data field legal ranges 1.5 Determine actions to be taken with the fields or records that are rejected by the conversion plan
2. Design system conversion	2.1 Design and document data conversion program modules from conversion specifications 2.2 Code and test data conversion program modules according to

ELEMENT	PERFORMANCE CRITERIA
	conversion specifications 2.3 Confirm data conversion and test the converted production data 2.4 Document testing outcomes according to organisational policies and procedures
3. Perform data conversion	3.1 Estimate and document conversion time and procedures 3.2 Prepare production system for data conversion, protect data and take off-line 3.3 Determine and document data rejected and reason for rejection by conversion routines 3.4 Execute conversion program modules according to conversion plan 3.5 Document conversion process and submit to required personnel

Foundation Skills

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

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none"> Interprets and analyses complex technical documentation
Writing	<ul style="list-style-type: none"> Accurately records and completes documentation according to organisational formats and procedures Writes and edits code and technical data in a logical manner using required syntax
Teamwork	<ul style="list-style-type: none"> Liaises with others to check own knowledge and confirm that the objective is being met
Planning and organising	<ul style="list-style-type: none"> Takes responsibility for planning, sequencing and prioritising tasks, in order to achieve the required outcomes
Problem solving	<ul style="list-style-type: none"> Uses nuanced knowledge of context to demonstrate knowledge of anomalies and subtle deviations to normal expectations, focusing attention and remedying problems as they arise
Technology	<ul style="list-style-type: none"> Uses a range of digital tools and sophisticated techniques to meet the desired outcomes Identifies technical or conceptual issues, and applies analytical processes, to resolve these issues Uses analytical and lateral thinking to review current practices, and

SKILL	DESCRIPTION
	develop new or improved software or systems

Unit Mapping Information

Supersedes and is equivalent to ICTPRG528 Perform ICT data conversion.

Links

Companion Volume Implementation Guide is found on VETNet -

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