



Australian Government

Department of Education, Employment and Workplace Relations

ICAI5096B Complete data transition

Release: 1

ICAI5096B Complete data transition

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to undertake manipulation, migration and conversion of data between systems or databases while maintaining data integrity. The following units are linked and form an appropriate cluster: • ICAB5062B Perform data conversion • ICAB5063B Monitor and support data conversion
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Perform data transition	1.1. Identify and document the data that is to be migrated, transferred or archived 1.2. Collect required data, target database requirements and implementation details 1.3. Clean up data to match new data structures and rules 1.4. Write and test conversion programs if required by the implementation plan, or use conversion tools 1.5. Ensure clean data take-on by re-keying or converting according to database requirements and conversion plan 1.6. Migrate data to target environment 1.7. Archive data according to requirements
2. Check data transition	2.1. Run reports and other tests on old and new data to verify the quantity and quality of data transition 2.2. Run production or specialised programs against data to confirm control totals 2.3. Check referential integrity and data constraints and requirements against database requirements and conversion plan 2.4. Verify that data transition has been completed in accordance with requirements and plans

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- Plain English literacy and communication skills in relation to analysis, evaluation and presentation of information
- Problem solving skills for a defined range of predictable problems
- Low-level programming skills
- Change management skills in relation to a defined scope

Required knowledge

- Broad knowledge of the client business domain (e.g. when checking data transition)

REQUIRED SKILLS AND KNOWLEDGE

- Broad knowledge of the client's data management and data security policies and procedures
- Current industry-accepted hardware and software products, with broad knowledge of general features and capabilities and detailed knowledge in some areas
- Broad knowledge of database structures
- Broad knowledge of system data requirements
- Broad knowledge of software tools
- Detailed knowledge of the system's current functionality (e.g. when performing data transition)
- Broad knowledge of quality assurance practices (e.g. when checking data integrity)
- Broad general knowledge of change management systems (e.g. when performing data transition and checking data integrity)

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- Assessment must confirm the ability to produce consistency in results, database verification, integrity and security of data. Assessment must confirm sufficient knowledge of the organisation's record keeping arrangements and security and access level procedures.

To demonstrate competency in this unit the person will require access to:

- Data conversion plan
- Implementation plan
- Conversion program, if necessary
- Database(s) to store data

Context of and specific resources for assessment

Data transition processes are important when organisations need to move information from one application or database to another, including migration from older to newer systems. Without effective quality checks in place data integrity may be compromised.

The breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and coordination would be characteristic.

Assessment must ensure:

- The demonstration of competency may also require self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

EVIDENCE GUIDE	
	• Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team coordination may also be involved.
Method of assessment	The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1. • Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • ICAB5062B Perform data conversion • ICAB5063B Monitor and support data conversion

EVIDENCE GUIDE

	An individual demonstrating this competency would be able to: • Demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas • Analyse and plan approaches to technical problems or management requirements • Transfer and apply theoretical concepts and/or technical or creative skills to a range of situations • Evaluate information, using it to forecast for planning or research purposes • Take responsibility for own outputs in relation to broad quantity and quality parameters • Take some responsibility for the achievement of group outcomes • Maintain knowledge of industry products and services
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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Database</i> may include but is not limited to:	• relational databases • object-relational databases • proprietary databases • commercial off-the-shelf (COTS) database packages
<i>Conversion tools</i> may include:	• tools that analyse data quality (e.g. QDB/Analyze, WizRule, and Unitech Systems Inc) • tools for extraction and transformation (e.g. ETI Extract, Passport, Warehouse Manager, InfoPump, InfoHub, InfoRefiner and InfoSuite) • tools for cleansing data (e.g. Integrity,

RANGE STATEMENT

	Enterprise/Integrator) • data mart management tools
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Unit Sector(s)

Unit sector	Implement
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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