



Australian Government

ICTDAT501 Gather, analyse and verify data from different source inputs

Release: 1

ICTDAT501 Gather, analyse and verify data from different source inputs

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 gather, analyse, test and verify data from different source inputs.

It applies to those who work in data analytics roles in the Information and Communications Technology (ICT) environment and are responsible for identifying data from a range of source inputs, analysing and investigating abnormalities and reporting against an organisation's requirements.

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

Unit Sector

Data analytics

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. Plan for data extraction and gathering	1.1 Analyse organisation's structure, operations and data, and identify need for data analysis 1.2 Determine required data sources, data types and extraction techniques 1.3 Plan and document data extraction methods according to task requirements 1.4 Determine and document organisational impact of data gathering 1.5 Communicate data extraction activities to required personnel
2. Gather and prepare	2.1 Secure data and prepare for extraction according to task

ELEMENT	PERFORMANCE CRITERIA
data for analysis	requirements 2.2 Initiate data extraction on required data sources 2.3 Extract data according to task requirements 2.4 Determine completeness of data extraction according to task requirements
3. Analyse and verify data	3.1 Normalise data according to analysis requirements 3.2 Conduct analysis according to task requirements 3.3 Obtain analysis results and collate information according to task requirements 3.4 Compare results to analysis specifications and requirements and conduct any further data extraction and analysis requirements
4. Finalise reporting activities	4.1 Determine organisation's reporting format and structure 4.2 Report details on analysis activities and results according to task requirements 4.3 Submit report to required personnel and seek and respond to feedback

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	Monitors outcomes of decisions, considering results and identifying key concepts and principles that may be adaptable in the future
Oral communication	Uses listening and questioning techniques to confirm requirements and articulate complex concepts using relevant industry for intended audience
Reading	Interprets technical, manufacturer and organisational documentation to determine and confirm job requirements
Writing	Develops documentation conveying explicit information, requirements and recommendations for a specific audience, using clear and detailed language
Planning and organising	Uses a formal, logical planning processes together with an increasingly intuitive understanding of context
Problem solving	Analyses context to recognise anomalies and subtle deviations to normal expectations, focusing attention and remedying problems as they arise

SKILL	DESCRIPTION
Self-management	• Takes end-to-end responsibility for identifying and considering relevant organisational protocols and requirements • Uses systematic processes, setting goals, gathering required information and identifying and evaluating options against agreed criteria
Technology	• Identifies principles, concepts, language and articulates associated with the digital world

Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for ICTDAT501 Gather, analyse and verify data from different source inputs

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- gather information from two different types of data sources in order to conduct analysis and report on at least two occasions.

In the course of the above, the candidate must:

- identify and conduct data normalising methodologies.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- data extraction methodologies
- data normalising methodologies used in data analysis and data reporting
- methodologies of securing and preparing data for data extraction
- industry standard data analysis methodologies
- technical requirements used in extracting different types of data.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the customer service field of work and include access to:

- different types of data required for extraction and analysis
- hardware and software and components required for data extraction and analysis tasks
- organisational data reporting style guide and reporting processes required for data reporting
- a site where activities can be carried out

- data required for testing.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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