



Australian Government

ICTDAT602 Review data lifecycles

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with the Information and Communications Technology Training Package Version 8.0. Newly created unit of competency to address in-demand skills needs.

Application

This unit describes the skills and knowledge required to review large volumes of advanced data from multiple sources as part of data lifecycles. It includes confirming workplace needs, assessing information and communications technology (ICT) controls, and maintaining security in organisations.

The unit applies to individuals who may work in a variety of ICT management roles who review data lifecycles in diverse workplace contexts.

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. Prepare to evaluate data lifecycles	1.1 Confirm work brief and tasks according to organisational policies and procedures 1.2 Source data documentation according to organisational policies and procedures 1.3 Confirm data documentation access and rectify any authentication issues with required personnel
2. Evaluate data controls	2.1 Analyse data documentation according to work brief 2.2 Identify data controls in organisation or work area 2.3 Check data lifecycle documentation process and validate

ELEMENT	PERFORMANCE CRITERIA
	against required evaluation framework 2.4 Check that archived data management processes align with organisational requirements 2.5 Check that disposal procedures for redundant data align with organisational requirements 2.6 Validate checked controls according to work brief
3. Finalise evaluation	3.1 Consult with required personnel on any data lifecycle compliance issues 3.2 Report any recommendations for improvements in workplace documentation 3.3 Approve organisational data lifecycle documentation 3.4 Finalise required documentation according to work brief

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
Oral communication	• Uses active listening and questioning to convey and clarify information and to confirm understanding
Reading	• Critically analyses complex documentation from a variety of sources and consolidates information in work tasks
Writing	• Develops material for a specific audience using clear and detailed language in order to convey explicit information, requirements and recommendations
Planning and organising	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficient and effective outcomes
Problem solving	• Initiates proactive procedures when determining solutions in complex contexts, and designs implementation strategies for those solutions
Technology	• Uses technologies and systems to access, enter, present and communicate data and information

Unit Mapping Information

No equivalent unit. Newly created 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 ICTDAT602 Review data lifecycles

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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:

- review at least two different data lifecycle processes in an organisation or work area.

In the course of the above, the candidate must:

- detect and report issues in organisational data lifecycle processes
- document and make recommendations to support processes and outcomes
- apply required organisational policies and procedures.

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:

- key functions and features of advanced data documentation, including compliance requirements
- key stages of a data lifecycle, including:
 - creating data
 - storing data
 - using data
 - archiving data
 - disposing of data
- functions and features of data controls
- methods to evaluate data controls
- methods to safely and securely create, store, use, archive and dispose of data
- industry-recognised information and communications technology (ICT) controls
- organisational formats for documentation and reports

- organisational policies and procedures, and legislative requirements relating to work tasks.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- an established organisational data lifecycle that may be reviewed
- organisational data storing technologies and data lifecycle documentation
- opportunities for interaction with others.

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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