



Australian Government

ICTDAT603 Assess advanced data processes

Release: 1

ICTDAT603 Assess advanced data processes

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 assess processes and strategies for managing large volumes of advanced data from multiple sources. It includes identifying and recommending strategic improvements in existing data management processes.

The unit applies to individuals who may work in a variety of information and communications technology (ICT) management roles who apply judgement to improve organisational processes.

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. Review data management processes	1.1 Confirm work brief and tasks according to organisational policies and procedures 1.2 Request and confirm access to data storing technologies according to work brief 1.3 Identify and obtain required confidentiality and security clearances according to organisational policies and procedures 1.4 Analyse advantages and limitations of existing data

ELEMENT	PERFORMANCE CRITERIA
	management processes 1.5 Report on strengths and limitations of existing data management processes in required format 1.6 Evaluate effectiveness of existing data hygiene principles
2. Research and consolidate findings on data improvements	2.1 Research and consult on data process improvement options 2.2 Research and summarise improvements to data hygiene principles 2.3 Select preferred data process improvement option according to work brief 2.4 Document potential data process improvements as rationale for data process improvement option 2.5 Record and store findings in required format
3. Develop recommendations for data improvements	3.1 Distribute findings to required project team personnel and seek input according to work brief 3.2 Coordinate development of recommendations for data process improvements 3.3 Present recommendations to required personnel according to work brief and organisational policies and procedures
4. Coordinate implementation of recommendations	4.1 Seek approval of recommendation report from required personnel 4.2 Design implementation strategies for recommended updates and document options 4.3. Develop implementation instructions for options according to work brief 4.4 Advise required personnel of recommended implementation timelines according to designed implementation strategy 4.5 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
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Skill	Description
Oral communication	• Uses active listening, clear language and questioning to delegate tasks and confirm team member 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 vast contexts and designing implementation strategies for 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 ICTDAT603 Assess advanced data processes

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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:

- recommend at least two strategic improvements to an organisation or work area's advanced data process
- design the implementation of at least one of the above recommendations, where the work must include implementing:
 - options
 - instructions
 - timelines.

In the course of the above, the candidate must:

- comply with required confidentiality and security clearances
- develop recommendations and contribute to the implementation of strategic improvements
- 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:

- functions and features of complex data components, including data:
 - quality
 - speeds
 - volume
 - sources
- methods to evaluate and improve data hygiene principles, including:

- eliminate redundant data
- consolidate duplicate data
- identify and scrub structural errors
- identify missing data
- standardise data
- validate data cleansing processes
- follow standard practices when adding or removing data
- review third-party data integration tools
- types of technical requirements and data extraction methodologies for different data types
- methods to assess data processes and strategies
- functions and features of common organisational data storing technologies and techniques
- data normalising methodologies used in data analysis and data reporting
- methods for securing and preparing data for data extraction
- common methods for analysing data
- confidentiality and security clearance policies related to handling data
- features of data management processes
- common strategic improvements for data management processes
- methods to update and finalise data management documentation
- 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:

- organisational data storing technologies and data management 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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