



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	Interprets and analyses complex technical documentation
Writing	- 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	Liaises with others to check own knowledge and confirm that the objective is being met
Planning and organising	Takes responsibility for planning, sequencing and prioritising tasks, in order to achieve the required outcomes
Problem solving	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	- 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>

Assessment Requirements for ICTPRG550 Perform ICT data conversions

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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:

- define inherent data requirements, remodel data and code conversion programs on at least one occasion.

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:

- hardware and software products applicable to performing data conversions
- data conversion tools and data modelling methodologies applicable to performing data conversions
- legacy systems conversions required to perform data conversions
- industry standard database management system (DBMS) modelling applicable to performing data conversions.

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:

- source data
- business quality assurance rules associated with data.

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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