



**Australian Government**

# **ICTSAS408 Complete data transition in data migration process**

**Release: 1**

# ICTSAS408 Complete data transition in data migration process

## Modification History

| Release   | Comments                                                                                                     |
|-----------|--------------------------------------------------------------------------------------------------------------|
| Release 1 | This version first released with ICT Information and Communications Technology Training Package Version 1.0. |

## Application

This unit describes the skills and knowledge required to undertake manipulation, migration and conversion of data between systems or databases while maintaining data integrity.

It applies to individuals who use technical and specialised knowledge, and apply a systematic approach to perform operations relating to the implementation of new systems.

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

## Unit Sector

Systems administration and support

## 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. Perform data transition                       | <ul style="list-style-type: none"><li>1.1 Identify and document data that is to be migrated, transferred or archived</li><li>1.2 Collect required data, target database requirements and implementation details</li><li>1.3 Clean up data to match new data structures and rules</li><li>1.4 Write and test conversion programs if required by the implementation plan, or use conversion tools</li><li>1.5 Ensure clean data take-on by re-keying or converting according to database requirements and conversion plan</li><li>1.6 Migrate data to target environment</li></ul> |

| ELEMENT                  | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | 1.7 Archive data according to requirements                                                                                                                                                                                                                                                                                                                                                                                             |
| 2. Check data transition | <p>2.1 Run reports and other tests on old and new data to verify the quantity and quality of data transition</p> <p>2.2 Run production or specialised programs against data to confirm control totals</p> <p>2.3 Check referential integrity and data constraints and requirements against database requirements and conversion plan</p> <p>2.4 Verify that data transition has been completed according to requirements and plans</p> |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill             | Performance Criteria    | Description                                                                                                                                                                                                                                                  |
|-------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading           | 1.1, 1.3, 2.1, 2.2, 2.3 | <ul style="list-style-type: none"><li>Compares and contrasts complex technical information and numerical data from different sources to determine requirements and complete necessary actions</li></ul>                                                      |
| Writing           | 1.1, 1.4                | <ul style="list-style-type: none"><li>Develops material using specific and technical language, and organises content in a manner that supports the purpose of the document</li></ul>                                                                         |
| Numeracy          | 2.1, 2.2                | <ul style="list-style-type: none"><li>Uses mathematical equations to calculate quantities and to compare numerical data against technical requirements to determine required actions</li></ul>                                                               |
| Get the work done | 1.1-1.7, 2.1-2.4        | <ul style="list-style-type: none"><li>Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes</li><li>Uses main features and functions of digital tools to complete work tasks</li></ul> |

## Unit Mapping Information

| Code and title<br>current<br>version                                           | Code and title<br>previous<br>version                                     | Comments                                                    | Equivalence<br>status |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------|
| ICTSAS408<br>Complete<br>data<br>transition in<br>data<br>migration<br>process | ICASAS408A<br>Complete data<br>transition in<br>data migration<br>process | Updated to<br>meet<br>Standards for<br>Training<br>Packages | Equivalent<br>unit    |

## Links

Companion Volume implementation guides are found in VETNet -

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

## Assessment Requirements for ICTSAS408 Complete data transition in data migration process

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### Performance Evidence

Evidence of the ability to:

- identify data to be migrated
- transfer data from one system to another
- produce consistency in results
- verify database integrity for transferred data.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

### Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe current industry accepted hardware and software products, including their general features and capabilities
- identify and summarise new and existing systems' current functionality
- describe data management systems when performing data transition, including:
  - data integrity
  - database structures
  - quality assurance practices
  - software tools
  - system data requirements
- describe the client business domain relevant to data transition
- outline client's data management and data security policy and procedures.

## Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the systems administration and support field of work and include access to:

- special purpose tools, equipment and materials
- industry software packages
- conversion program
- data conversion plan
- databases to store data
- implementation plan.

Assessors must satisfy NVR/AQTF assessor requirements.

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