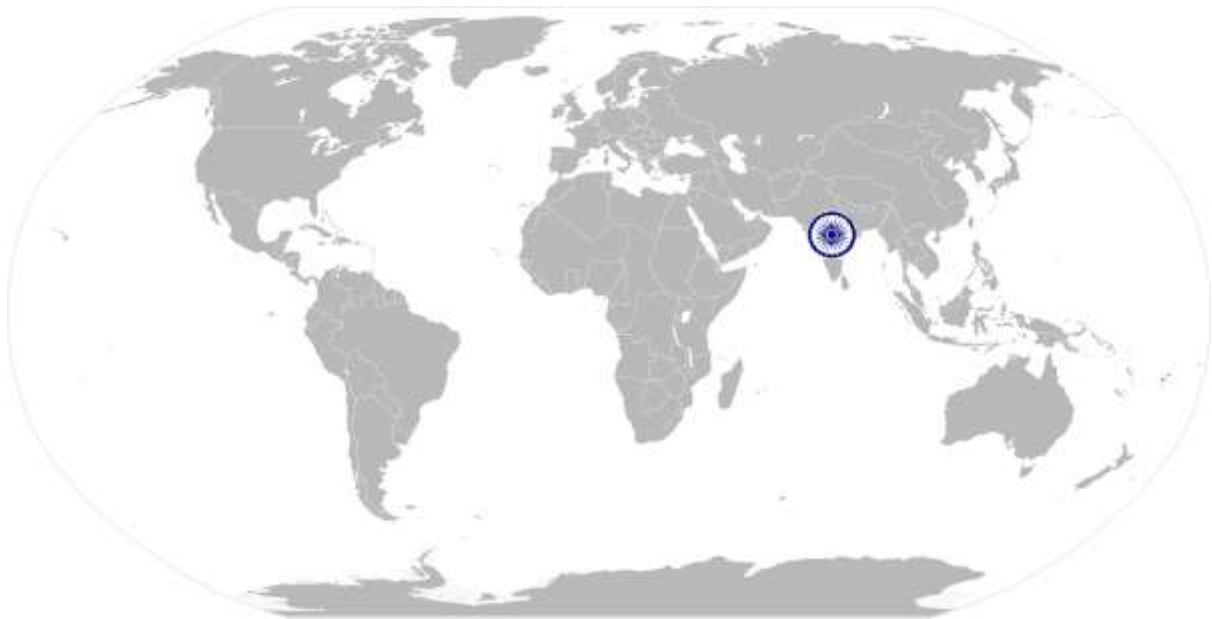


# National Occupational Standard



## Overview

This unit is about transferring data from previous to new versions of software applications. It includes cleansing the data where required.

SSC/ N 0302

Migrate data to upgraded version of software applications

Applicable NOS Unit

Unit Code	SSC/ N 0302
Unit Title (Task)	Migrate data to upgraded versions of software applications
Description	This unit is about transferring data from previous to upgraded versions of software applications. It includes cleansing the data where required.
Scope	<p>This unit/task covers the following:</p> <p><b>Appropriate people:</b></p> <ul style="list-style-type: none"> <li>• line manager</li> <li>• subject matter experts</li> <li>• transition team members</li> <li>• client</li> <li>• business users</li> <li>• data owners</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<p>To be competent, you must be able to:</p> <p>PC16. identify any issues with data migration plans and clarify these with <b>appropriate people</b></p> <p>PC17. obtain sufficient information from <b>appropriate people</b> to establish:</p> <ul style="list-style-type: none"> <li>• data owners and dependencies</li> <li>• data sources and linkages</li> <li>• the existing and new data structures</li> </ul> <p>PC18. take back-ups and archive data as required by data migration plans</p> <p>PC19. remove data redundancies and unwanted data as required by data migration plans</p> <p>PC20. liaise with business users to establish their roles and responsibilities in manual data loads</p> <p>PC21. test data loads using tools as specified in data migration plans</p> <p>PC22. record test performance in line with organizational requirements</p> <p>PC23. execute data loads using tools specified in data migration plans and document accurately</p> <p>PC24. record results of data loads in line with organizational requirements</p> <p>PC25. make adjustments to improve data loads within your level of competence and authority</p> <p>PC26. revert to previous versions of software applications in case of data load failure</p> <p>PC27. liaise with business users to validate data and obtain their acceptance of data migration</p> <p>PC28. obtain advice and guidance from <b>appropriate people</b> in case of problems with data migration outside your level of competence and authority</p>

SSC/ N 0302

**Migrate data to upgraded version of software applications**

	<p>PC29. recommend to <b>appropriate people</b> any ways in which data migration procedures can be improved</p> <p>PC30. follow your organization's policies, procedures and guidelines when migrating data</p>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA12. your organization's data migration plans and priorities</p> <p>KA13. your organization's policies, procedures and guidelines for migrating data</p> <p>KA14. who to liaise with regarding advice, guidance and recommendations for improvement</p> <p>KA15. the limits of your role and responsibilities in relation to data migration</p> <p>KA16. who to seek guidance from in case of problems</p> <p>KA17. templates and tools to document and record the loading of data and how to use them</p> <p>KA18. the range of methods and techniques used when working with others</p>
<p><b>B. Technical Knowledge</b></p>	<p>You need to know and understand:</p> <p>KB10. the existing data structure and the new data structure, including:</p> <ol style="list-style-type: none"> <li>a. sources and owners for existing/new data structures</li> <li>b. links and dependencies for existing/new data structures</li> </ol> <p>KB11. the importance of taking back-ups and archiving data and how to do this</p> <p>KB12. common types of data redundancies and unwanted data that can be removed</p> <p>KB13. tools, methods and techniques for testing and executing data loads</p> <p>KB14. the types of adjustments to improve data loads that can be made within your competence and authority</p> <p>KB15. the importance of validation/acceptance of data migration and who to gain this from</p> <p>KB16. how to deal with error logs and system messages</p> <p>KB17. the importance of application design and flow</p> <p>KB18. how to use a range of products including frontend/ middleware</p>
<b>Skills (S)</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<b>Writing Skills</b>
	<p>You need to know and understand how to:</p> <p>SA6. communicate with others in writing</p> <p>SA7. complete accurate work with attention to detail</p>
	<b>Reading Skills</b>
	<p>You need to know and understand how to:</p> <p>SA8. follow guidelines/procedures/rules and service level agreements</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
<p>You need to know and understand how to:</p>	

**SSC/ N 0302**

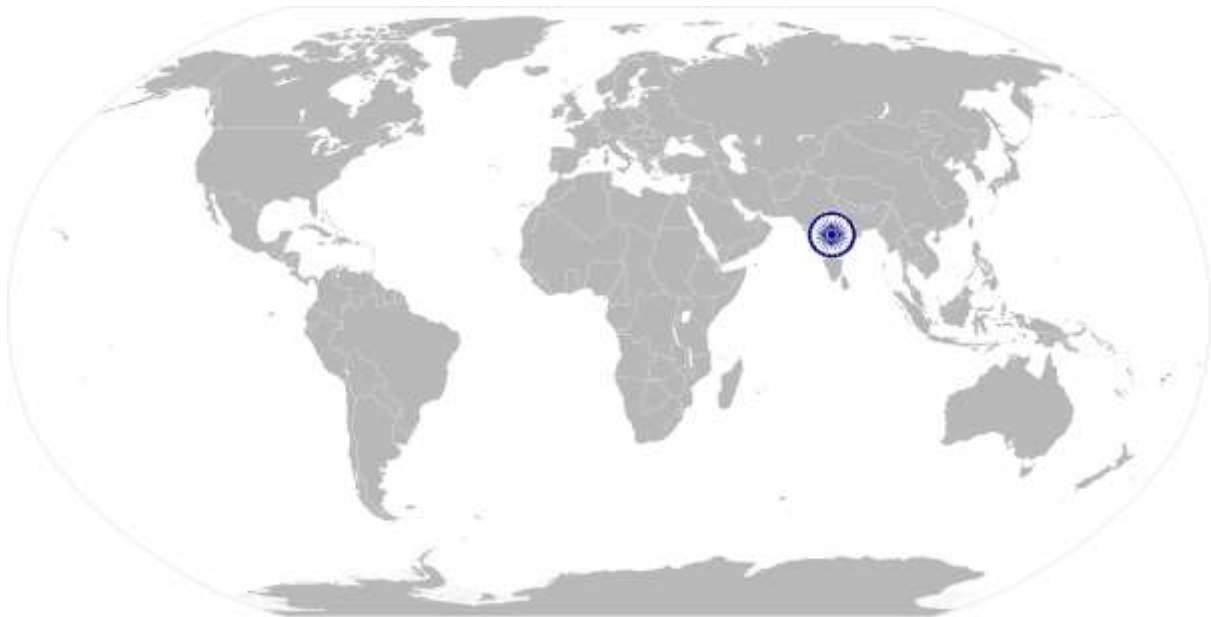
**Migrate data to upgraded version of software applications**

	<p>SA9. ask for clarification and advice from line managers SA10. communicate orally with colleagues regarding queries SA11. listen effectively and orally communicate information accurately</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>You need to know and understand how to: SB20. identify anomalies in data SB21. follow rule-based decision-making processes SB22. make decisions on suitable courses of action or responses</p>
	<p><b>Plan and Organize</b></p>
	<p>You need to know and understand how to: SB23. plan and organize your work to achieve targets and deadlines</p>
	<p><b>Customer Centricity</b></p>
	<p>You need to know and understand how to: SB24. check your own and/or your peers work meets customer requirements SB25. carry out rule-based transactions in line with customer-specific guidelines/procedures/rules and service level agreements</p>
	<p><b>Problem Solving</b></p>
	<p>You need to know and understand how to: SB26. seek clarification on problems from others SB27. refer anomalies to the supervisor</p>
	<p><b>Analytical Thinking</b></p>
	<p>You need to know and understand how to: SB28. configure data and disseminate relevant information to others SB29. pass on relevant information to others</p>
	<p><b>Critical Thinking</b></p>
	<p>You need to know and understand how to: SB30. provide opinions on work in a detailed and constructive way</p>
	<p><b>Attention to Detail</b></p>
<p>You need to know and understand how to: SB31. check your work is complete and free from errors SB32. get your work checked by others</p>	
<p><b>Team Working</b></p>	
<p>You need to know and understand how to: SB33. work effectively in a team environment SB34. work independently and collaboratively</p>	
<p><b>C. Technical Skills</b></p>	<p>You need to know and understand how to: SC7. use information technology effectively to input and/or extract data accurately SC8. use software packages and data tools including spreadsheets and databases SC9. identify and refer anomalies in data</p>

SSC/ N 0302

Migrate data to upgraded version of software applications

	<p>SC10. store and retrieve information</p> <p>SC11. keep up to date with changes, procedures and practices in your role</p> <p>SC12. use Unix and Windows operating systems</p> <p>SC13. use WebLogic Portal, WebCenter Sites, Oracle Content Manager, WebSphere Commerce</p>
--	--



SSC/ N 0302  
NOS Version Control

Migrate data to upgraded version of software applications

NOS Code	SSC/ N 0302		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	0.1
Industry	IT-ITeS	Drafted on	30/04/2013
Industry Sub-sector	IT Services	Last reviewed on	31/03/2018
		Next review date	31/03/2019

