Australian Government

Department of Education, Employment and Workplace Relations

ICAU3019B Migrate to new technology

Release: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

ICAU3019B Migrate to new technology

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to apply skills and knowledge in using new or upgraded technology. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Apply existing knowledge and techniques to technology and transfer	1.1. Identify situations where existing knowledge can be used as the basis for developing new skills 1.2. Acquire and use new or upgraded *technology skills* to enhance learning 1.3. Identify, classify and use new or upgraded *equipment* where appropriate, for the benefit of the organisation
2. Apply functions of technology to assist in solving organisational problems	2.1. Conduct testing of new or upgraded *equipment* 2.2. Apply features of new or upgraded *equipment* and *software* within the organisation 2.3. Use features and functions of new or upgraded equipment 2.4. Access and use *sources of information* relating to new or upgraded *equipment*
3. Evaluate new or upgraded technology performance	3.1. Evaluate new or upgraded *equipment* for performance, usability and *against OH&S standards* 3.2. Determine *environmental considerations* from new or upgraded equipment 3.3. Seek *feedback* from users, where appropriate

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
• Research skills for identifying broad features of new technologies • Ability to assist in the decision making process • Literacy skills in regard to interpretation of technical manuals • Ability to solve known problems in a variety of situations and locations • General analytical skills in relation to known problems
Required knowledge
• Broad awareness of current technology trends and directions in IT (e.g. software, hardware, services, new developments, new protocols) • Broad knowledge of vendor product directions

REQUIRED SKILLS AND KNOWLEDGE

- Ability to locate appropriate sources of information regarding IT and new technologies
- Current industry hardware and software products, with broad knowledge of general features and capabilities
- Information gathering techniques

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Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • Competency must confirm the ability to transfer the application of existing skills and knowledge to new technology. To demonstrate competency in this unit the person will require access to: • Workplace or simulated workplace • Documented organisational requirements
Context of and specific resources for assessment	The rationale behind this unit emphasises the importance of constantly reviewing work processes, skills and techniques in order to ensure that the quality of the entire business process is maintained at the highest level possible through the appropriate application of new technology. To this end, the person is typically engaged in on-going review and research in order to discover and apply new technology or techniques to improve aspects of the organisation's activities. The breadth, depth and complexity of knowledge and skills in this competency would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specified problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available. Assessment must ensure: • Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the section of equipment, services or contingency

EVIDENCE GUIDE	
	measures and within known time constraints would be characteristic.
	• Applications may involve some responsibility for others. Participation in teams including group or team coordination may be involved.
Method of assessment	The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1.
	• Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency.
	• Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.
	An individual demonstrating this competency would be able to:
	• Demonstrate some relevant theoretical knowledge
	• Apply a range of well-developed skills
	• Apply known solutions to a variety of predictable

EVIDENCE GUIDE	
	problems
	• Perform processes that require a range of well-developed skills where some discretion and judgement is required
	• Interpret available information, using discretion and judgement
	• Take responsibility for own outputs in work and learning
	• Take limited responsibility for the output of others
	• Maintain knowledge of industry products and services

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Equipment may include but is not limited to:	• workstations • personal computers • modems and other connectivity devices • printers • hard drives • DSL modems • monitors • switches • hubs • personal digital assistant (PDA) • other peripheral devices
Applications	• May include but are not limited to commercial software applications; organisation-specific software; word processing, spreadsheet, database, graphic, communication packages and presentation functionalities. • May include presentation applications contained in: Microsoft Office, Lotus Suite,

RANGE STATEMENT

	Claris Works, Star Office or other similar applications.
Technology skills - new skills can include but are not limited to:	• Hardware • PCs • networks • storage • communications equipment
Feedback may include:	• surveys • questionnaires • interviews • meetings
Software may include but are not limited to:	• user-based software for new business processes • customer relationship management • integrated services (e.g. banking and financial services)
Sources of information may include but is not limited to:	• documents • test pages • web pages • appliances software and technical connections guidance and other outputs supplied by vendors and manufacturers
OH&S standards	• May include correct posture, lighting, type of desk, type of monitor, style of chair, typing position, repetitive strain injury prevention, ventilation, light position, correct lifting method, and length of time in front of computer. • May also include physical safety considerations such as general electrical safety and cabling, power supply and leads as they apply to computer and peripheral installations.
Environmental Considerations may include but is not limited to:	• recycling • safe disposal of packaging (e.g. cardboard, polystyrene, paper, plastic) • correct disposal of redundant hardware (e.g. motherboards, hard drives, circuit boards) by an authorised body

Unit Sector(s)

Unit sector	Use

Co-requisite units

Co-requisite units		

Competency field

Competency field	