Australian Government

Department of Education, Employment and Workplace Relations

ICAICT306A Migrate to new technology

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

ICAICT306A Migrate to new technology

Modification History

Version	Comments
ICAICT306A	This version first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to use upgraded technology. It includes testing and evaluating new technologies to improve the organisation's performance.

Application of the Unit

This unit applies to individuals engaged in ongoing review and research in order to identify and apply new technology or techniques to improve aspects of the organisation's activities. The unit emphasises the importance of constantly reviewing work processes, skills and techniques to ensure that the quality of the entire business process is maintained at the highest level possible through the appropriate application of new technology.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
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

1. Prepare to use new technology	1.1 Review organisation's goals and activities
	1.2 Research new operational technologies that will advance the organisation's goals and activities
	1.3 Prepare evaluation checklist
	1.4 Evaluate and select the most appropriate technologies
	1.5 Acquire selected *technology*
	1.6 Identify and use new or upgraded *equipment* where appropriate, for the benefit of the organisation
2. Use technology to assist in solving organisational problems	2.1 Conduct testing of new or upgraded equipment
	2.2 Use features and functions of new or upgraded equipment and *software* within the organisation
	2.3 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 and usability against *OHS standards* and evaluation criteria
	3.2 Determine *environmental considerations* from new or upgraded equipment
	3.3 Seek *feedback* from users, where appropriate
	3.4 Document new technology in a method consistent with organisation's guidelines

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to evaluate features and functions of new equipment and software
- communication skills to:
  - communicate with peers and supervisors
  - seek assistance and expert advice
  - seek feedback from users
- literacy skills to interpret technical documentation, equipment manuals and specifications
- planning and organisational skills to prioritise and monitor own work
- safety awareness skills to work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- research skills to locate appropriate sources of information regarding IT and new technologies
- technical skills to:
  - assist in the decision-making process
  - identify features of new technologies
  - test and evaluate new software and equipment.

Required knowledge

- current technology trends and directions in IT:
  - hardware
  - new developments
  - new protocols
  - services
  - software
- current industry hardware and software products, with broad knowledge of general features and capabilities
- information-gathering techniques
- vendor product directions relating to specified technology.

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 ability to: • identify new and emerging technology in IT • conduct testing and evaluate new equipment for the benefit of the organisation • use features and functions of new technologies, including software and equipment.
Context of and specific resources for assessment	Assessment must ensure access to: • site where new technology may be used • new equipment and software currently used in industry • documents detailing OHS standards, environmental guidelines and organisational requirements • appropriate learning and assessment support when required • modified equipment for people with special needs.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • verbal or written questioning to assess candidate's knowledge of features and functions of new technology • direct observation of candidate using new technology • review of evaluation prepared by candidate evaluating upgraded technology performance • evaluation of currency of appropriate technology.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be

	combined with targeted questioning to assess required knowledge.

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.

Technology may include:	• communications equipment • hardware • networks • personal computers (PCs) • storage.
Equipment may include:	• hard drives • hubs • tablet • modems and other connectivity devices, such as digital subscriber line (DSL) modems • monitors • other peripheral devices • PCs • personal digital assistant (PDA) • printers • switches • workstations.

Software may include:	• commercial software packages
	• customer relationship management
	• enterprise systems (corporate systems)
	• integrated services:
	   • banking
	   • financial services
	• user-based software for new business processes.

Sources of information may include:	• appliance software and technical connections guidance and other outputs supplied by vendors and manufacturers • documents • test pages • web pages.
OHS standards may relate to:	• correct lifting methods • correct posture • length of time in front of computer • light position

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	• lighting
	• physical safety considerations:
	    • general electrical safety and cabling
	    • power supply and leads applying to computer and peripheral installations
	• repetitive strain injury prevention
	• style of chair
	• type of desk
	• type of monitor
	• typing position
	• ventilation.

Environmental considerations may include:	• correct disposal by an authorised body of redundant hardware:
	    • circuit boards
	    • hard drives
	    • motherboards
	• recycling
	• safe disposal of packaging:
	    • cardboard
	    • paper
	    • plastic
	    • polystyrene.

Feedback may include:	• interviews • meetings • questionnaires • surveys.

Unit Sector(s)

General ICT

Custom Content Section

Not applicable.