



**Australian Government**

# **ICTICT306 Migrate to new technology**

**Release: 1**

## ICTICT306 Migrate to new technology

### 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 research, acquire, evaluate and apply new technology to improve the organisation's performance.

This unit applies to individuals who have achieved a degree of autonomy as information and communications technology (ICT) users and support staff engaged in ongoing review and research to identify and apply new technology or techniques to improve aspects of the organisation's activities.

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

### Unit Sector

General ICT

### 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 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

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
2. Use technology to assist in solving organisational problems	<p>2.1 Conduct testing of new or upgraded equipment</p> <p>2.2 Use features and functions of new or upgraded equipment and software within the organisation</p> <p>2.3 Access and use sources of information relating to new or upgraded equipment</p>
3. Evaluate new or upgraded technology performance	<p>3.1 Evaluate new or upgraded equipment for performance and usability against work health and safety (WHS) standards and evaluation criteria</p> <p>3.2 Determine environmental considerations for new or upgraded equipment</p> <p>3.3 Seek feedback from users, where appropriate</p> <p>3.4 Document new technology in a method consistent with organisational guidelines</p>

## Foundation Skills

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

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Learning	1.1, 1.3, 1.4, 2.3	<ul style="list-style-type: none"> <li>Investigates, evaluates and applies information from a range of complex and technical texts to expand own knowledge and identify new technologies that will benefit the organisation</li> </ul>
Reading	1.2, 1.4, 2.3, 3.1-3.3	<ul style="list-style-type: none"> <li>Identifies and interprets technical online and hard copy documentation containing complex terminology and diagrams to identify new technologies that will benefit the organisation, and to determine organisational, WHS and environmental considerations</li> </ul>
Writing	1.3, 3.3, 3.4	<ul style="list-style-type: none"> <li>Uses appropriate language and document structure to clarify evaluation criteria and enhance objectivity when developing checklists</li> <li>Uses correct grammar, sentence structure and, as much as possible, plain English in all documentation developed</li> <li>Uses appropriate questioning strategies, avoiding loaded or leading questions, when developing</li> </ul>

		feedback gathering documentation
Oral Communication	1.1, 1.2, 1.4, 2.3, 3.3	<ul style="list-style-type: none"> <li>Elicits information and feedback by using effective listening and questioning techniques, and language appropriate to the audience and subject matter to identify and evaluate new technologies</li> <li>Uses clear, easy-to-understand language, translating technical terminology into plain English when talking to users</li> </ul>
Navigate the world of work	3.1	<ul style="list-style-type: none"> <li>Appreciates the implications of legal and regulatory responsibilities related to own work and is beginning to recognise some general legal principles across work contexts</li> </ul>
Get the work done	1.3, 1.4-1.6, 2.1, 2.2, 3.2	<ul style="list-style-type: none"> <li>Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for efficiency</li> <li>Understands the purposes, specific functions and key features of common digital systems and tools</li> <li>Tests and operates common digital tools and systems to effectively complete routine tasks</li> <li>Takes responsibility for the outcomes of routine decisions related directly to own role</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT306 Migrate to new technology	ICAICT306A Migrate to new technology	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

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