

Instruction Sheet-1**Learning Guide #1**

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics.

- Statements of technology and transfer
- Process and techniques in determining new technology
- Utilization of Value Chain in Discovering New Technology
- Identifying Situations where Existing Knowledge can be used as the Basis for Developing New Skills

This guide will also assist the trainee to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, the trainee will be able to:

- Statement of technology and transfer
- Process and techniques in determining new technology
- Utilize of Value Chain in Discovering New Technology
- Identify Situations where Existing Knowledge can be used as the Basis for Developing New Skills

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask your teacher for assistance if you have hard time understanding them.
3. Accomplish the “Self-check 1”.
4. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).
5. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is not satisfactory, see your teacher for further instructions,
6. Submit your accomplished Self-check. This will form part of your training portfolio.

MODULE TITLE: **Migrating to New Technology**

MODULE CONTENTS:

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LO1. Apply existing knowledge and techniques to technology and transfer

- 1.1 Statements of technology and transfer
 - 1.1.1 Establishing network and linkages
 - 1.1.2 Documentation and Reporting
 - 1.1.3 Collecting, organizing and analysing data and information
 - 1.1.4 Use of e-technology
- 1.2 Process and techniques in determining new technology
 - 1.2.1 Determining cost effectiveness of new/upgraded equipment /technology
 - 1.2.2 Determining cost of migrating to new process/systems/procedures
- 1.3 Utilization of Value Chain in Discovering New Technology
- 1.4 Identifying Situations where Existing Knowledge can be used as the Basis for Developing New Skills

➤ **Statements of technology and transfer**

Transfer of Technology is the process of transferring skills, knowledge, technologies, methods of manufacturing, samples of manufacturing and facilities among governments or universities and other institutions to ensure that scientific and technological developments are accessible to a wider range of users who can then further develop and exploit the technology into new products, processes, applications, materials or services.

Migration to new technology means moving key applications on to new hardware platforms and operating systems; upgrading an existing system by installing new software and/or hardware

- **Establishing network and linkages**

Creation of networks and linkages are an essential component of any development program.

Networking and Linkages basically means forming formal and informal partnerships and ties with other organizations in different areas of mutual interest and/or benefits.

Why are Networking & Linkages important?

Networking and linkages are important for the following reasons:

- › The program outreach and visibility can be greatly increased.
- › Technology transfer, share and dissemination can be facilitated between the networked organization and among the respective partners
- › Sharing of knowledge, skill, expertise and experiences helps in improving the effectiveness and efficiency

Networks and Linkages can be formed with multifarious organizations that share the common vision and values for social development for any of the above-mentioned purposes.

❖ **Documentation and Reporting**

Documentation is manuals, instructions, tutorials, procedures, specifications, etc., that accompany a piece of equipment or software, and provide guidance for its proper use and maintenance.

Documentation is often divided into the following categories:

- › **Installation:** Describes how to install a program or device but not how to use it.
- › **Reference:** Detailed descriptions of particular items presented in alphabetical order. Reference documentation is designed for people who are already somewhat familiar with the product but need reminders or very specific information about a particular topic.
- › **Tutorial:** Teaches a user how to use the product.

Reporting is a self-explanatory statement of facts relating to a specific subject and serves the purpose of providing information for decision making and follow up actions. It is systematic presentations of ascertained facts about a specific event/subject. Reports may refer to specific periods, events, occurrences, or subjects, and may be communicated or presented in oral or written form.

What are the features or characteristics of report?

1) ***Complete and compact document:***

- Report is a complete and compact written document giving updated information about a specific problem.

2) ***Systematic presentation of facts:***

- Report is a systematic presentation of facts, figures, conclusions and recommendation.

3) ***Prepared in writing:***

- Writing reports are useful for reference purpose. It serves as complete, compact and self-explanatory document over a long period. Oral reporting is possible in the case of of secrete and confidential matter.

4) ***Provides information and guidance:***

- Report is a valuable document which gives information and guidance to the management while framing future policies

5) ***Self-explanatory:***

- Report is a comprehensive document and covers all aspects of the subject matter of study. It is a self-explanatory and complete document by itself.

❖ **Collecting, organizing and analyzing data and information**

Manner by which an individual addresses and handles the flow of information. Ability to identify, systematically collect, and organize information for use by self or others in an organization. Information may be new or updated procedures and policies, business contacts, etc. Use data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.

- Synthesizes and applies information
- Integrates, synthesizes, an applies information from multiple sources
- Determines procedures for maintaining and evaluating information
- Develops methods for information sharing

➤ **Process and techniques in determining new technology**

In IT work, you are expected to be involved in on-going review and research, in order to discover and apply new technologies to improve an organisation's business activities. Migrating to new technology means transferring and applying your existing skills and knowledge to new or upgraded technology, as well as providing technical advice or instruction on new technology that is introduced into your organisation.

Advantage of Migrating to new technology.

- **Reduce Cost and increase knowledge/productivity**
- **Capability of enhancement**—Being able to do something with new technology that you cannot do (or it is much more expensive/difficult) with the older technology.
- **Paradigm shift**—the new solution fits better with the long-term vision of the organization.
- **Merger/Acquisition**—Your Company is acquired by/acquires/merges with another organization running a different technology.
- **Partnership**—your organization now is partners with a new organization that sells a technology competitive with what you are using.

Situations must be identified where existing knowledge can be used as the basis for developing new skills.

New or upgraded technology skills should be acquired and used to enhance learning.

New or upgraded equipment must be identified, classified and used where appropriate, for the benefit of the organization.

➤ **Apply functions of technology to assist in solving organisational problems**

Testing of new or upgraded equipment should be conducted. Features of new or upgraded equipment and software must be applied within the organization.

- Features and functions of new or upgraded equipment is used
- Sources of information relating to new or upgraded equipment is accessed and used.
- Accessing and Using Sources of Information Relating to New or Upgraded Equipment
 - Documents
 - Test Pages
 - Web Pages
 - Appliances Software
 - Technical Connections Guidance And Other

➤ **Evaluate new or upgraded technology performance**

New or upgraded equipment should be evaluated for performance usability and against OH&S standards.

Environmental considerations must be determined from new or upgraded equipment.

Feedback from users must be looked for, where appropriate.

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
- 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

The readings here will help you develop your knowledge and skills for building on existing knowledge to upgrade or acquire skills in response to new technology. This will involve an understanding of:

- Identifying new technology
- Identifying the impact of new technology
- Skills for acquiring and implementing new technology.