Plan and deliver knowledge/technology transfer

Overview

This standard covers the planning and delivery of knowledge/technology transfer.

Knowledge/technology transfer is about the transfer of good practice, research results and skills, between universities, other research bodies and organisations, businesses and the wider community to enable innovation and the development of new products, services and technologies.

The act of transfer could include mentoring, training, access to documentation and other collaboration within or between organisations and could involve groups and individuals.

Evidence suggests only one in eight organisations are early adopters of proven new ideas or methods and the remainder are failing to make full use of knowledge and technologies available which could improve their businesses. A competitive and sustainable industry must make full use of proven innovative knowledge and technologies.

This standard is suitable for a wide variety of people, which could include advisers, consultants, field officers, extension workers as well as staff carrying out knowledge/technology transfer for government organisations.

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Performance criteria

You must be able to:

1. identify the need for knowledge/technology transfer
2. identify key sources of relevant new or existing knowledge/technology
3. identify and access networks, communities and other sources of knowledge/technology
4. promote the benefits of knowledge/technology across the target population
5. identify suitable ways of making the knowledge/technology available for others to share
6. implement agreed systems, tools and processes that support knowledge/technology creation, development, capture and sharing
7. plan and implement methods of transfer that are relevant to the target audience in order to achieve the desired outcomes such as improved uptakes, timescales and cost effectiveness
8. deliver knowledge/technology transfer in a manner that is suitable for the target audience
9. provide the training, support and guidance required to enable people to effectively access and share knowledge/technology
10. evaluate the risks involved in sharing knowledge/technology and take any necessary steps to protect intellectual property from unauthorised use
11. monitor the effectiveness of the methods used for knowledge/technology transfer
12. modify methodology, if necessary, to achieve desired outcomes
13. modify systems, tools and processes, if necessary, to achieved desired outcomes
14. confirm that appropriate records are maintained and stored as required by relevant legislation, codes of practice, quality assurance requirements and organisational policies

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Knowledge and understanding

You need to know and understand:

1. how to identify requirements for knowledge/technology transfer to assist planning
2. how to identify sources of relevant current and developing knowledge/technology
3. how to identify networks, communities and other sources of knowledge/technology
4. knowledge/technology transfer principles, techniques and good practice
5. the ways in which knowledge/technology can be created, developed, captured and shared
6. the factors influencing uptake of knowledge/technology including identification of early adopters and laggards (those slow to adopt)
7. the methods of delivering knowledge/technology
8. the strengths and weaknesses of various methods of transfer
9. how to encourage people to share knowledge and use knowledge/technology transfer systems, tools and processes
10. how to confirm that knowledge gained is effectively captured and made available to those who may benefit from it
11. how to evaluate the effectiveness of the methods used for knowledge/technology transfer
12. how to modify the method of knowledge/technology transfer based on the location and target audience
13. the implications of intellectual property rights and copyright legislation on sharing knowledge/technology
14. the need to maintain a recording system and monitor outcomes

Glossary

Methods of delivering knowledge/technology could include:

- education
- training
- electronic communication
- consultancy
- collaboration

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