

<b>Unit code</b>	BSBXXX102
<b>Unit title</b>	Develop Basic Digital Content Creation Skills
<b>Unit outcomes</b>	<p>This unit describes the skills and knowledge required to create, modify and manage digital content in workplace contexts.</p> <p>Learners develop capability across four competence (C) areas:</p> <p>C1. Developing digital content</p> <p>C2. Integrating and re-elaborating digital content</p> <p>C3. Copyright and licences</p> <p>C4. Computational thinking and programming</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Knowledge (K)</b>	<p>Required knowledge includes:</p> <p>K1. Identify common types of digital content and their associated file formats.</p> <p>K2. Identify common operational functions across digital content creation tools.</p> <p>K3. Recognise that generative Artificial Intelligence (AI) can support content creation, but human oversight is essential to ensure appropriate, accurate and context-relevant outputs.</p> <p>K4. Identify differences between editable and un-editable digital content.</p> <p>K5. Identify main functions of content creation tools for editing and integrating digital content.</p> <p>K6. Recognise copyright and licence concepts in digital contexts.</p> <p>K7. Identify common uses of computer programs and applications.</p> <p>K8. Identify common workplace AI applications and their basic functions.</p>
<b>Skills (S)</b>	<p>Required skills include:</p> <p>S1. Use basic features of digital content creation tools to create and edit digital content in common formats.</p> <p>S2. Use basic editing, formatting and integration functions to modify existing digital content.</p> <p>S3. Use and share digital content following basic legal and ethical guidelines.</p> <p>S4. Follow basic instructions to direct a computer to perform simple tasks.</p>

	S5. Follow simple sequences to produce digital content.
<b>Application of Knowledge &amp; Skills</b>	<p>At the Basic level, learners apply knowledge (K1-K8) and skills (S1-S5) across competence areas (C1-C4) with the following characteristics:</p> <ul style="list-style-type: none"> <li>• <b>Autonomy:</b> Under direct guidance and supervision, following clear instructions and established workplace procedures.</li> <li>• <b>Accountability:</b> Accountable for completing assigned content creation tasks accurately and following workplace content standards and quality guidelines.</li> <li>• <b>Context:</b> Straightforward, routine workplace content creation tasks using workplace templates and approved tools within familiar workplace contexts.</li> <li>• <b>Decision-Making:</b> Make routine decisions about tool features and formatting options within established guidelines; escalate to supervisor when encountering technical issues, quality concerns, or copyright questions requiring guidance.</li> </ul>
<b>Assessment Requirements</b>	
<b>Performance evidence (PE)</b>	<p>Learners must demonstrate ability to:</p> <p>PE1. create and edit digital content using workplace tools and templates</p> <p>PE2. modify and integrate existing digital content in line with workplace formatting and quality guidelines</p> <p>PE3. use copyright, licensing and ethical guidelines when creating and sharing digital content</p> <p>PE4. use basic automation features and simple programming instructions to support content creation tasks.</p> <p>Performance evidence must be demonstrated across at least two different workplace scenarios.</p>
<b>Knowledge evidence (KE)</b>	<p>Learners must demonstrate knowledge of:</p> <p>KE1. common types of digital content, file formats and operational functions of content creation tools</p> <p>KE2. differences between editable and un-editable content and main functions for editing and integrating content</p> <p>KE3. concepts of copyright, licensing and responsible use of digital content</p> <p>KE4. common uses of computer programs and workplace AI applications</p> <p>KE5. importance of human oversight in ensuring AI-generated content is appropriate, accurate and context-relevant.</p> <p>Knowledge evidence must be demonstrated across at least two different workplace scenarios.</p>

<b>Assessment conditions</b>	<p>Assessment must be conducted in a workplace or simulated environment that reflects real workplace conditions, including access to:</p> <ul style="list-style-type: none"> <li>• digital content creation tools and platforms used in workplace contexts</li> <li>• relevant content sources and materials for editing and integration tasks</li> <li>• workplace templates, style guides and formatting procedures</li> <li>• organisational procedures for copyright, licensing and content management</li> <li>• opportunities to use basic automation features and programming functions in content creation tools</li> <li>• assistive technologies where required to support diverse learner needs</li> </ul> <p>Assessors must satisfy the requirements for assessors under applicable VET legislation, frameworks and standards.</p>
<b>Unit Mapping Information</b>	No equivalent unit.
<b>Links</b>	Link to BSB TP Companion Volume Implementation Guide.

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