

Unit code	BSBXXX103
Unit title	Develop Basic Digital Information Search, Evaluation and Management Skills
Unit outcomes	<p>This unit describes the skills and knowledge required to locate, evaluate, and manage digital information and data in workplace contexts.</p> <p>Learners develop capability across three competence (C) areas:</p> <p>C1. Searching and filtering information in digital environments</p> <p>C2. Evaluating information credibility and relevance</p> <p>C3. Managing and organising digital information and data</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Knowledge (K)	<p>Required knowledge includes:</p> <p>K1. Identify factors that affect search results, including the digital search tool used and search specifications.</p> <p>K2. Recognise that search results may include irrelevant information.</p> <p>K3. Identify the main features of commonly used Artificial Intelligence (AI)-driven and traditional digital search tools.</p> <p>K4. Identify differences between information sources and digital content.</p> <p>K5. Recognise that digital content may be generated by humans or AI systems.</p> <p>K6. Identify examples of misinformation, disinformation and bias.</p> <p>K7. Identify examples of social media influence and filter bubbles.</p> <p>K8. Identify data removal, restoration and back up functions.</p> <p>K9. Identify main properties of digital files and folders.</p> <p>K10. Identify common data types.</p>
Skills (S)	<p>Required skills include:</p> <p>S1. Use digital search tools to conduct basic information searches.</p> <p>S2. Use digital tools to refine or update search results to meet workplace requirements.</p> <p>S3. Use established workplace criteria to check reliability and credibility of information.</p> <p>S4. Download, save, retrieve, move and delete digital files.</p> <p>S5. Organise and enter simple data in structured digital environments, using workplace templates.</p> <p>S6. Update personal and workplace contacts.</p>
Application of Knowledge & Skills	At the Basic level, learners apply knowledge (K1-K10) and skills (S1-S6) across all competence areas (C1-C3) with the following characteristics:

	<ul style="list-style-type: none"> • Autonomy: Under direct guidance and supervision, following clear instructions and established workplace procedures. • Accountability: Accountable for completing assigned information search and management tasks accurately and following workplace information handling requirements. • Context: Straightforward, routine workplace information tasks using workplace-approved search tools and established filing systems within familiar workplace contexts. • Decision-Making: Make routine decisions about search strategies and file organisation within established guidelines; escalate to supervisor when encountering unclear search results, credibility concerns, or file management issues requiring guidance.
Assessment Requirements	
Performance evidence (PE)	<p>Learners must demonstrate ability to:</p> <p>PE1. conduct digital searches to locate and access relevant information following workplace procedures</p> <p>PE2. use established criteria to check information credibility and relevance</p> <p>PE3. organise, store and retrieve digital information using workplace templates and systems.</p> <p>Performance evidence must be demonstrated across at least two different workplace scenarios.</p>
Knowledge evidence (KE)	<p>Learners must demonstrate knowledge of:</p> <p>KE1. search tools and navigation techniques for locating digital information</p> <p>KE2. features of AI-driven and traditional digital search tools</p> <p>KE3. workplace criteria for checking credibility, accuracy, and relevance of information sources</p> <p>KE4. characteristics of credible information sources and common indicators of misinformation or bias</p> <p>KE5. file management approaches including naming conventions, file maintenance, data protection procedures, and folder structures for organising digital content</p> <p>KE6. privacy and security considerations when handling digital information.</p> <p>Knowledge evidence must be demonstrated across at least two different workplace scenarios.</p>
Assessment conditions	<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"> • workplace-relevant information and data sources • digital devices with internet access and workplace-approved browsers

	<ul style="list-style-type: none"> • commonly used workplace digital platforms and search tools • organisational procedures for information management and security • assistive technologies, where required, to support diverse learner needs. <p>Assessors must satisfy the requirements for assessors under applicable VET legislation, frameworks, and standards.</p>
Unit Mapping Information	No equivalent unit.
Links	Link to BSB Companion Volume Implementation Guide.

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