

<b>Unit code</b>	BSBXXX106
<b>Unit title</b>	Develop Basic Digital Artificial Intelligence (AI) Skills
<b>Unit outcomes</b>	<p>This unit describes the skills and knowledge required to use AI tools safely and effectively in workplace contexts.</p> <p>Learners develop capability across five competence (C) areas:</p> <p>C1. AI and data awareness</p> <p>C2. Questioning AI output</p> <p>C3. Understanding AI risks</p> <p>C4. Awareness of human-AI interaction</p> <p>C5. Applied AI awareness</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. Recognise that AI systems process data to generate outputs, and that data quality and quantity affect AI performance and reliability.</p> <p>K2. Identify common AI applications used in workplace and personal contexts.</p> <p>K3. Identify when AI responses require verification against other sources, and when human guidance or additional information is required.</p> <p>K4. Identify basic criteria for checking AI-generated content.</p> <p>K5. Identify basic safety and privacy risks associated with AI use.</p> <p>K6. Recognise workplace protocols governing appropriate AI tool use.</p> <p>K7. Identify situations requiring human oversight when using AI tools.</p> <p>K8. Identify limitations of AI tools that require human judgement, support or verification.</p> <p>K9. Identify AI tools relevant to routine workplace tasks, and basic operating procedures for common AI applications.</p> <p>K10. Recognise workplace guidelines for AI tool selection and use.</p>
<b>Skills (S)</b>	<p>Required skills include:</p> <p>S1. Use common AI tools following basic operating procedures.</p> <p>S2. Use verification procedures to check AI outputs, recognising that outputs are suggestions and predictions rather than confirmed facts.</p> <p>S3. Follow basic digital safety and privacy procedures including protection of sensitive information.</p> <p>S4. Follow workplace escalation procedures when AI outputs are unclear, inappropriate or require human oversight.</p> <p>S5. Use approved AI tools to complete routine workplace tasks following quality and verification requirements.</p>

<b>Application of Knowledge &amp; Skills</b>	<p>At the Basic level, learners apply knowledge (K1-K10) and skills (S1-S5) across all competence areas (C1-C5) 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 AI-supported tasks accurately and following workplace AI use requirements and verification procedures.</li> <li>• <b>Context:</b> Straightforward, routine workplace tasks using workplace-approved AI tools and established verification procedures within familiar workplace contexts.</li> <li>• <b>Decision-Making:</b> Make routine decisions about when to use AI tools and verification methods within established guidelines; escalate to supervisor when encountering unclear AI outputs, inappropriate content, or situations requiring human oversight.</li> </ul>
<b>Assessment Requirements</b>	
<b>Performance evidence (PE)</b>	<p>Learners must demonstrate ability to:</p> <p>PE1. use at least one AI tool to complete routine workplace tasks following workplace procedures</p> <p>PE2. use verification procedures to check AI-generated outputs against other sources</p> <p>PE3. follow basic safety and privacy procedures when using AI tools</p> <p>PE4. follow workplace escalation procedures when AI outputs are unclear, inappropriate, or require human oversight</p> <p>PE5. complete routine tasks using AI assistance while following quality standards and verification requirements.</p>
<b>Knowledge evidence (KE)</b>	<p>Learners must demonstrate knowledge of:</p> <p>KE1. how AI systems process data, and how data quality affects AI performance and reliability</p> <p>KE2. common AI applications used in workplace contexts</p> <p>KE3. when AI outputs require verification and when to seek human guidance</p> <p>KE4. basic criteria for checking AI-generated content, including accuracy, relevance, and appropriateness</p> <p>KE5. safety and privacy risks associated with AI use</p> <p>KE6. workplace protocols for AI tool use</p> <p>KE7. situations requiring human oversight, and limitations of AI</p> <p>KE8. AI tools relevant to routine workplace tasks and basic operating procedures</p> <p>KE9. workplace guidelines for AI tool selection and use.</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 devices with internet connectivity and common AI-enabled applications</li> <li>• opportunities to complete routine tasks using AI tools under guidance</li> <li>• workplace scenarios requiring AI use and verification of AI outputs and escalation</li> <li>• organisational procedures for AI tool use, including approved and prohibited applications</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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