

Unit code	BSBXXX108
Unit title	Develop Basic Digital Skills in the Workplace
Unit outcomes	<p>This unit describes the skills and knowledge required to apply digital capabilities across multiple competence areas in workplace contexts.</p> <p>Learners develop integrated workplace capability across five competence (C) areas:</p> <p>C1. Information search, evaluation and management</p> <p>C2. Communication and collaboration</p> <p>C3. Digital content creation</p> <p>C4. Safety, wellbeing and responsible use</p> <p>C5. Problem identification and solving</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 influence search results.</p> <p>K2. Identify key features of commonly used search tools.</p> <p>K3. Identify common digital file properties, folder structures, and basic data types.</p> <p>K4. Recognise differences between synchronous and asynchronous digital communication, and between digital and non-digital interactions.</p> <p>K5. Identify basic features and functions of digital communication and collaboration tools.</p> <p>K6. Recognise benefits and risks associated with sharing information and content in digital environments.</p> <p>K7. Identify common types of digital content and associated file formats.</p> <p>K8. Recognise that generative Artificial Intelligence (AI) can support content creation, and that human oversight is required.</p> <p>K9. Recognise basic copyright and licensing requirements in digital environments.</p> <p>K10. Recognise basic cyber security concepts, threats and protective practices.</p> <p>K11. Identify common device protection measures.</p> <p>K12. Identify risks associated with sharing personal data in digital environments.</p> <p>K13. Identify key wellbeing risks and benefits associated with digital technology use.</p> <p>K14. Identify basic features of hardware, software, connectivity and peripheral devices.</p>

	<p>K15. Recognise common technical issues encountered in workplace digital environments.</p> <p>K16. Recognise the purpose of digital assistance tools.</p>
Skills (S)	<p>Required skills include:</p> <p>S1. Use digital search tools to locate workplace information and refine results.</p> <p>S2. Use workplace criteria to check the credibility of digital information.</p> <p>S3. Use basic workplace systems and templates to manage digital files.</p> <p>S4. Use basic features of digital communication tools to interact with others.</p> <p>S5. Use digital platforms to share information and content following workplace procedures.</p> <p>S6. Participate in digital collaborative activities.</p> <p>S7. Use basic features of content creation tools to create and edit digital content.</p> <p>S8. Use basic formatting, editing, and integration functions on existing digital content.</p> <p>S9. Use and share digital content following legal and ethical guidelines.</p> <p>S10. Follow workplace procedures to use basic device protection and security measures.</p> <p>S11. Follow basic security measures for online transactions and respond to signs of identity theft.</p> <p>S12. Use simple strategies to support personal digital wellbeing.</p> <p>S13. Follow instructions to resolve common technical problems.</p> <p>S14. Use digital assistance tools following workplace guidelines to support simple workplace tasks.</p>
Application of Knowledge & Skills	<p>At the Basic level, learners apply knowledge (K1-K16) and skills (S1-S14) across all competence areas (C1-C5) with the following characteristics:</p> <ul style="list-style-type: none"> • Autonomy: Under direct guidance and supervision, following clear instructions and established workplace procedures. • Accountability: Accountable for completing assigned integrated digital workplace tasks accurately and following workplace requirements across information management, communication, content creation, security and problem-solving. • Context: Straightforward, routine integrated workplace tasks using workplace-approved digital tools and established procedures within familiar workplace contexts, requiring application of capabilities across multiple competence areas.

	<ul style="list-style-type: none"> Decision-Making: Make routine decisions about tool selection, information handling, communication methods, and security practices within established guidelines; escalate to supervisor when encountering technical issues, quality concerns, security threats, or situations requiring guidance across any competence area.
Assessment Requirements	
Performance evidence (PE)	<p>Learners must demonstrate ability to:</p> <p>PE1. access, search and manage workplace information using digital systems, and organise files following workplace procedures</p> <p>PE2. communicate and collaborate using workplace digital channels</p> <p>PE3. create and modify basic digital content using workplace tools and templates</p> <p>PE4. follow security, privacy and wellbeing practices in workplace digital activities</p> <p>PE5. identify and resolve common technical problems using established procedures.</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. digital search tools, file management approaches, and information evaluation criteria</p> <p>KE2. communication and collaboration tools</p> <p>KE3. common content types and file formats</p> <p>KE4. AI generated content and the role of human oversight</p> <p>KE5. basic copyright and licensing requirements in digital environments</p> <p>KE6. cyber security concepts, device protection measures and personal data risks</p> <p>KE7. digital wellbeing considerations</p> <p>KE8. common hardware and software, technical issues, and digital assistance tools.</p> <p>Knowledge evidence must be demonstrated across at least two different workplace scenarios.</p>
Assessment conditions	<p>Assessment must occur in a workplace or simulated environment that reflects real workplace conditions and includes access to:</p> <ul style="list-style-type: none"> digital devices, platforms and systems workplace procedures, style guides and templates scenarios requiring integration of capabilities across multiple competence areas in authentic workplace tasks organisational support resources and assistive technologies where required <p>Assessors must satisfy the requirements for assessors under applicable VET legislation, frameworks, and standards.</p>
Unit mapping details	No equivalent unit.

Links	Link to BSB TP Companion Volume Implementation Guide.
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