

Unit code	BSBXXX111
Unit title	Develop Intermediate 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 intermediate capability across three competence (C) areas:</p> <p>C1. Browsing, searching and filtering information</p> <p>C2. Evaluating information</p> <p>C3. Managing information.</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. Evaluate strategies to distinguish between relevant and less relevant digital search results and improve search relevance.</p> <p>K2. Describe potential consequences of misinformation and disinformation in digital environments.</p> <p>K3. Describe methods for identifying the source of online information and the purpose of fact-checking services.</p> <p>K4. Analyse how Artificial Intelligence (AI) systems produce inaccurate outputs due to bias in training data.</p> <p>K5. Analyse examples of human cognitive and affective bias in information generation and interpretation.</p> <p>K6. Describe human responsibility for checking the quality and validity of AI-generated information and content.</p> <p>K7. Identify user-directing strategies in digital environments.</p> <p>K8. Describe how digital files and folders can be renamed, organised and saved across devices, external storage and cloud services, and transferred between locations.</p> <p>K9. Evaluate common data collection tools, their main functions, and associated responsibilities.</p> <p>K10. Evaluate common data types and formats.</p>
Skills (S)	<p>Required skills include:</p> <p>S1. Select appropriate digital search tools based on information needs.</p> <p>S2. Translate information needs into effective digital search queries, commands or statements.</p> <p>S3. Refine or filter search results or outputs using appropriate strategies.</p>

	<p>S4. Apply strategies to discard or discredit unreliable sources and content.</p> <p>S5. Respond effectively to user-directing strategies.</p> <p>S6. Critically assess the reliability of sources and content, considering AI systems, personalisation effects and commercial or other interests.</p> <p>S7. Apply naming conventions to digital files and folders.</p> <p>S8. Save, manage, and delete files across digital devices, external storage and cloud services.</p> <p>S9. Manage information within digital accounts.</p> <p>S10. Use data collection tools for simple data processing.</p> <p>S11. Organise, format and apply basic formulas to data in structured digital environments.</p>
<p>Application of Knowledge & Skills</p>	<p>At the Intermediate level, learners apply knowledge (K1-K10) and skills (S1-S11) with some autonomy across all competence areas (C1-C3) with the following characteristics:</p> <ul style="list-style-type: none"> • Autonomy: With some autonomy under limited supervision, making informed decisions about search strategies and information management approaches within established workplace frameworks and procedures. • Accountability: Accountable for quality and effectiveness of their own information search and management work and for supporting others with routine information tasks. • Responsibility: Responsible for selecting appropriate search tools and evaluation strategies to achieve workplace outcomes within defined parameters. • Context: Varied workplace information tasks of moderate complexity, adapting approaches to different contexts while working within organisational guidelines. • Decision-Making: Make informed decisions about source credibility, information reliability and data management practices; seek guidance when facing unfamiliar situations, ethical considerations, or requirements beyond established procedures.
<p>Assessment Requirements</p>	
<p>Performance evidence (PE)</p>	<p>Learners must demonstrate the ability to:</p> <p>PE1. conduct targeted digital searches using appropriate tools, strategies, advanced search functions and filters, across varied workplace contexts</p> <p>PE2. evaluate information credibility and reliability by identifying sources, applying fact-checking techniques, recognising bias and misinformation, and assessing AI-generated content</p>

	<p>PE3. organise and manage digital information using file naming conventions, folder structures and multiple storage locations.</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. strategies for improving search effectiveness and distinguishing relevant from irrelevant information</p> <p>KE2. methods for identifying information sources, the purpose of fact-checking services</p> <p>KE3. AI systems functionality and human responsibility for validating outputs</p> <p>KE4. user-directing strategies in digital environments and their consequences</p> <p>KE5. digital file organisation principles, storage options, and data collection tool functions</p> <p>KE6. responsibilities and ethical considerations in managing and processing 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 workplace or simulated conditions that reflect real work environments, including access to:</p> <ul style="list-style-type: none"> • varied information and data sources representing different workplace contexts • digital devices with internet access and multiple search tools and platforms • information management systems, including cloud storage and collaboration platforms • data collection and processing tools • organisational procedures for information security, verification and ethical data management • assistive technologies where required. <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 TP Companion Volume Implementation Guide.