Unit Code	BSBXXX114
Unit title	Develop Intermediate Digital Artificial Intelligence (AI) Skills
Unit outcomes	This unit describes the skills and knowledge required to systematically apply artificial intelligence (AI) tools in workplace contexts. Learners develop intermediate capability across five competence (C) areas: C1. AI and data in action C2. Evaluating AI output C3. Managing AI risks C4. Human-AI collaboration C5. AI integration. No licensing, legislative or certification requirements apply to this unit at the time of publication.
Knowledge (**K**)	Required knowledge includes: K1. Describe how AI systems process structured and unstructured data to generate outputs. K2. Identify systematic approaches for selecting AI tools based on task requirements, data compatibility, and output needs. K3. Describe criteria used to assess AI outputs, including accuracy, relevance, and quality benchmarks. K4. Identify methods for detecting bias, inconsistencies, and limitations in AI-generated content. K5. Describe verification procedures used to validate AI outputs against authoritative sources and workplace standards. K6. Describe workplace protocols for managing AI-related risks, including privacy protection, data security, and escalation procedures. K7. Describe approaches for identifying and addressing bias through systematic checking and quality control processes. K8. Describe workflows that integrate human judgement with AI capabilities, including handover points and quality control. K9. Identify situations requiring human oversight, particularly for complex or sensitive information handling. K10. Describe methods for integrating AI tools within workplace systems and workflows. K11. Describe performance measures used to assess AI effectiveness, including productivity and quality outcomes.
Skills (**S**)	Required skills include:

	S1. Select AI tools appropriate to workplace tasks based on data requirements and output needs. S2. Apply AI tools to complete routine tasks while managing data inputs according to workplace procedures. S3. Evaluate AI outputs against workplace criteria, recognising the need for human verification. S4. Assess accuracy, relevance, and appropriateness of AI generated content by comparing outputs to authoritative sources and benchmarks. S5. Identify limitations and bias in AI outputs using systematic checking and verification processes. S6. Implement AI risk management protocols, including privacy and data security requirements. S7. Apply bias identification procedures and escalate concerns when required. S8. Coordinate human judgement with AI assistance, establishing appropriate handover points and quality control measures. S9. Apply human oversight where decision-making or contextual judgement is required. S10. Integrate AI tools into workplace procedures while maintaining compatibility and performance standards. S11. Monitor AI performance and implement adjustments to improve effectiveness and quality. S12. Demonstrate consistent AI use across varied workplace scenarios while maintaining quality and verification standards.
Application of Knowledge & Skills	At the Intermediate level, learners apply knowledge (K1-K11) and skills (S1-S12) with some autonomy across all competence areas (C1-C5) with the following characteristics: • Autonomy: With some autonomy under limited supervision, making informed decisions about AI tool selection and application within established workplace frameworks and procedures. • Accountability: Accountable for quality and effectiveness of their own AI tool use and for supporting others with routine AI-assisted tasks. • Responsibility: Responsible for selecting appropriate AI tools and verification strategies to achieve workplace outcomes within defined parameters. • Context: Varied workplace AI application tasks of moderate complexity, adapting approaches to different contexts while working within organisational guidelines. • Decision-Making: Make informed decisions about AI tool selection, output verification and risk management; seek guidance when facing unfamiliar situations, ethical considerations, or requirements beyond established procedures.

Assessment Requirements	
Performance evidence (**PE**)	Learners must demonstrate ability to: PE1. use at least two different AI tools systematically to complete routine workplace tasks PE2. evaluate AI outputs, identify limitations and bias, and apply verification procedures PE3. implement AI risk management protocols, including privacy and data security measures PE4. coordinate human judgement with AI capabilities, including handover and quality control measures PE5. integrate AI tools into workplace procedures while maintaining performance and verification standards. Performance evidence must be demonstrated across at least two different workplace scenarios.
Knowledge evidence (**KE**)	Learners must demonstrate knowledge of: KE1. AI data processing and systematic AI tool selection approaches KE2. criteria and standards for evaluating AI outputs KE3. bias detection and methods to identify limitations in AI-generated content KE4. verification procedures for validating AI outputs against authoritative sources KE5. AI risk management protocols, including privacy protection and escalation processes KE6. human-AI collaboration workflows and oversight requirements KE7. AI integration methods, including compatibility requirements KE8. performance measures for assessing AI tool effectiveness. Knowledge evidence must be demonstrated across at least two different workplace scenarios.
Assessment conditions	Assessment must be conducted in workplace or simulated environments that reflect real workplace conditions, including access to: • digital devices with internet connectivity and multiple AI-enabled applications and workplace productivity tools • opportunities to complete systematic tasks using AI tools with established procedures, quality standards, and evaluation criteria • workplace scenarios requiring AI selection, evaluation, workflow integration and risk management • organisational procedures governing AI use, and performance standards • assistive technologies where required to support diverse learner needs.

	Assessors must satisfy the requirements for assessors under applicable VET legislation, frameworks, and standards.
Unit Mapping Information	No equivalent unit.
Links	Link to BSB TP Companion Volume Implementation Guide.