

Unit code	BSBXXX119
Unit title	Develop Advanced Digital Information Search, Evaluation and Management Skills
Unit outcomes	<p>This unit develops the skills and knowledge to locate, evaluate and manage digital information and data across diverse workplace contexts.</p> <p>Learners develop advanced 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. Analyse advanced search functions and features of familiar and emerging digital search tools.</p> <p>K2. Describe personal, social and political consequences of misinformation, disinformation, bias and social media influence.</p> <p>K3. Describe features of trustworthy digital technologies.</p> <p>K4. Describe methods used to identify artificially generated or manipulated digital content.</p> <p>K5. Identify potential sources of error or inaccuracy in information and data.</p> <p>K6. Describe the key steps in managing, processing and analysing digital information and data.</p> <p>K7. Describe features of open data, including applications, benefits and limitations.</p>
Skills (S)	<p>Required skills include:</p> <p>S1. Continuously evaluate advanced functions and features of familiar and emerging digital search tools.</p> <p>S2. Combine multiple search tools and strategies to address information requirements.</p> <p>S3. Support others to strengthen their digital search capability.</p> <p>S4. Critically analyse how Artificial Intelligence (AI) systems, bias and vested interests influence digital information creation and presentation.</p> <p>S5. Assess the reliability and accuracy of diverse digital sources using multiple validation methods.</p> <p>S6. Support others to evaluate information reliability and credibility.</p>

	<p>S7. Apply ethical, transparent and secure information management practices.</p> <p>S8. Identify and mitigate potential sources of error or inaccuracy in data management and processing.</p> <p>S9. Apply advanced functions to transfer, organise and manage digital information.</p> <p>S10. Use a range of tools and methods to collect, process and analyse data and information.</p> <p>S11. Analyse information to inform workplace decision-making.</p> <p>S12. Support others in managing, processing and analysing digital information.</p>
Application of Knowledge & Skills	<p>At the Advanced level, learners apply knowledge (K1-K7) and skills (S1-S12) across all competence areas (C1-C3) with the following characteristics:</p> <ul style="list-style-type: none"> • Autonomy: With significant autonomy and initiative, making strategic decisions and judgements based on analysis of information requirements and organisational objectives. • Accountability: Accountable for outcomes of their own and others' work, quality of information management solutions, and effectiveness of strategies implemented. • Responsibility: Responsible for guiding and supporting others, evaluating information management approaches, and contributing to organisational information capability development. • Context: Workplace information tasks requiring analysis, evaluation and strategic application across diverse organisational contexts, including situations with multiple variables and stakeholder considerations. • Decision-Making: Make strategic decisions about information search and management approaches; evaluate effectiveness of information strategies; identify when specialist expertise or organisational policy development is required.
Assessment Requirements	
Performance evidence (PE)	<p>Learners must demonstrate ability to:</p> <p>PE1. evaluate and justify the selection of advanced features within familiar and emerging digital search tools</p> <p>PE2. combine multiple search tools and strategies to address information requirements</p> <p>PE3. critically analyse how AI systems, algorithmic bias and vested interests influence digital information</p>

	<p>PE4. apply multiple validation methods to verify the accuracy, reliability and credibility of diverse digital information sources</p> <p>PE5. implement and manage structured and secure digital information systems</p> <p>PE6. analyse and interpret complex information to support strategic organisational decision-making</p> <p>PE7. design and apply information governance controls that address accuracy, privacy, security and legal requirements</p> <p>PE8. mentor and support others to develop digital search, evaluation and information management capability.</p> <p>Performance evidence must be demonstrated across at least two different workplace scenarios.</p>
<p>Knowledge evidence (KE)</p>	<p>Learners must demonstrate knowledge of:</p> <p>KE1. advanced search functions and features of digital search tools</p> <p>KE2. consequences of misinformation, disinformation, bias, social media influencing and algorithmic content curation</p> <p>KE3. features of trustworthy digital technologies and methods for identifying artificially generated or manipulated digital content</p> <p>KE4. sources of error or inaccuracy in digital information and data</p> <p>KE5. key steps in managing, processing and analysing digital information</p> <p>KE6. features, applications, benefits and limitations of open data and big data.</p> <p>Knowledge evidence must be demonstrated across at least two different workplace scenarios.</p>
<p>Assessment conditions</p>	<p>Assessment must occur in conditions that reflect a real or simulated workplace, including access to:</p> <ul style="list-style-type: none"> • professional digital information systems and advanced search tools • information sources, including open and big data • scenarios requiring strategic information management and analysis • opportunities to support and mentor others in developing digital information capability • tools for validating information credibility and identifying artificially generated or manipulated content • systems for data collection, processing and analysis • 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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