Unit code	BSBXXX124
Unit title	Develop Advanced Digital Skills in the Workplace
Unit outcomes	This unit describes the skills and knowledge required to integrate digital capabilities across multiple competence areas in workplace contexts. Learners develop integrated workplace capability across five competence (C) areas: C1. Information search, evaluation and management C2. Communication and collaboration C3. Digital content creation C4. Safety, wellbeing and responsible use C5. Problem identification and solving. No licensing, legislative or certification requirements apply to this unit at the time of publication.
Knowledge (K)	Required knowledge includes: K1. Analyse personal, social and political consequences of misinformation, disinformation, bias, social media influence and filter bubbles. K2. Analyse features of trustworthy digital technologies and methods for identifying deep-fakes. K3. Evaluate sources of error or inaccuracy in digital information or data environments. K4. Analyse processes for managing, processing and analysing digital information and data. K5. Analyse high-risk and prohibited Artificial Intelligence (AI) systems according to legislation, and their societal, political or economic impacts. K6. Analyse ethical, legal and illegal behaviours in digital environments, recognising contextual complexity. K7. Analyse types of digital abuse, affected groups, impacts, and reporting mechanisms. K8. Evaluate the relationship between technological development and digital identity management. K9. Analyse methods for complex digital content integration and re-elaboration, with consideration of appropriate and inappropriate AI use. K10. Analyse copyright and licensing legislation, including distinctions between AI training data and AI-generated content. K11. Analyse human-centric approaches and human oversight in programming and AI systems.

	K12. Analyse types, features and purposes of common machine-learning approaches and algorithms. K13. Analyse rights under cyber security legislation and the use of emerging technologies in cyber attacks and cyber security. K14. Analyse features, applications, benefits and limitations of open data and big data. K15. Analyse routine workplace tasks suitable for partial or full automation using programming tools or AI systems.
Skills (S)	Required skills include: S1. Integrate advanced digital search tools and strategies to address information needs. S2. Critically assess reliability and accuracy of diverse sources, AI-generated content and bias. S3. Apply ethical and transparent data management and analysis practices to support decision-making. S4. Support others to develop advanced information search and evaluation capability. S5. Integrate communication tools for complex tasks, guide others in tool selection and digital event coordination. S6. Share information ethically and advise others on ethical digital communication practices. S7. Assess technologies for inclusion and democratic impact and support others to exercise digital rights. S8. Lead collaboration using combined tools with ethical AI use. S9. Integrate digital content creation tools to produce specialised content aligned to goals and audience. S10. Apply ethical, transparent AI use for content integration and re-elaboration. S11. Apply legal and ethical guidelines for digital content use across contexts. S12. Apply computational thinking and AI systems to automate routine tasks. S13. Implement and update cyber security measures and support others to apply protection strategies. S14. Manage privacy and wellbeing risks and support intervention in harmful situations. S15. Evaluate environmental impacts of digital technologies and support sustainable practices. S16. Apply solution-finding strategies to diagnose and solve technical problems.

	S17. Evaluate accessibility, inclusivity, fairness and rights-sensitivity of digital technologies. S18. Apply digital technologies efficiently and ethically using human-centric approaches. S19. Monitor digital technological developments and support ongoing capability development in self and others.
Application of Knowledge & Skills	At the Advanced level, learners apply knowledge (K1-K15) and skills (S1-S19) across all competence areas (C1-C5) with the following characteristics: • Autonomy: With significant autonomy and initiative, making strategic decisions and judgements based on analysis of digital capability requirements and organisational objectives. • Accountability: Accountable for outcomes of their own and others' work, quality of integrated digital solutions, and effectiveness of strategies implemented. • Responsibility: Responsible for guiding and supporting others, evaluating integrated digital approaches, and contributing to organisational digital capability development. • Context: Workplace digital 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 integrated digital approaches and tool selection; evaluate effectiveness of digital strategies; identify when specialist expertise or organisational policy development is required.
Assessment Requirements	
Performance evidence (PE)	Learners must demonstrate ability to: PE1. implement advanced information search and evaluation methodologies PE2. critically assess diverse information sources and AI-generated content PE3. lead ethical digital communication and collaboration using integrated tools PE4. mentor others to build digital collaboration capability PE5. create specialised digital content using ethical AI practices PE6. apply computational thinking and AI systems to automate routine tasks PE7. implement cyber security, privacy, wellbeing and sustainability practices PE8. diagnose and resolve technical problems using human-centric approaches

	PE9. support and guide others in developing integrated digital capability. Performance evidence must be demonstrated across at least two different workplace scenarios.
Knowledge evidence (KE)	Learners must demonstrate knowledge of: • professional digital systems and advanced tools, content creation platforms, communication channels, and problem-solving resources appropriate for complex workplace contexts • complex non-routine scenarios requiring strategic integration of capabilities across multiple competence areas in authentic workplace tasks, management of challenging interactions and comprehensive security implementation • opportunities to lead digital initiatives, support others, and take responsibility for non-routine outcomes • contexts requiring ethical, accessibility and democratic impact assessment • assistive technologies where required to support diverse learner needs. Knowledge evidence must be demonstrated across at least two different workplace scenarios.
Assessment conditions	Assessment must occur in conditions that reflect real or simulated workplace environments, including access to: • professional digital systems and advanced tools, content creation platforms, communication channels, and problem-solving resources appropriate for complex workplace contexts • non-routine scenarios requiring strategic integration of capabilities across multiple competence areas in authentic workplace tasks, management of challenging interactions and comprehensive security implementation • opportunities to lead digital initiatives, support others, and take responsibility for non-routine outcomes • contexts requiring ethical, accessibility and democratic impact assessment • 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.