

Unit code	BSBXXX132
Unit title	Develop Highly Advanced Digital Skills in the Workplace
Unit outcomes	<p>This unit describes the skills and knowledge required to manage integrated digital capabilities across organisational contexts.</p> <p>Learners develop highly advanced integrated 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. emerging trends across digital search, communication and collaboration platforms, content creation technologies, cyber security and privacy solutions, sustainability impacts and problem-solving methodologies</p> <p>K2. frameworks for information validation and governance, communication strategy design, content quality management, intellectual property, safety and wellbeing evaluation and capability development</p> <p>K3. approaches to ethical and proportionate AI use, accessibility and inclusion, data protection, sustainability and information resilience</p> <p>K4. strategic methods for designing integrated solutions, leading transformation, establishing organisational standards and building capability in others</p> <p>K5. legislative and regulatory frameworks relating to cyber security, data protection, digital behaviour, copyright, wellbeing, inclusion, and environmental sustainability.</p>
Skills (S)	<p>Required skills include:</p> <p>S1. Assess and evaluate developments in digital search technologies and information management systems.</p> <p>S2. Integrate advanced search strategies with systematic evaluation approaches.</p> <p>S3. Design and implement comprehensive data and information management strategies.</p> <p>S4. Lead initiatives that strengthen resilience to misinformation and disinformation.</p>

	<p>S5. Assess, integrate and optimise communication technologies for complex tasks.</p> <p>S6. Design collaborative frameworks that enable ethical AI use and effective human-AI collaboration.</p> <p>S7. Evaluate societal, economic and political impacts of digital technologies.</p> <p>S8. Lead digital behaviour policy development and support others to understand rights and responsibilities.</p> <p>S9. Lead complex digital content creation initiatives that embed accessibility, inclusivity and ethical practice.</p> <p>S10. Apply advanced design, data visualisation and content integration techniques.</p> <p>S11. Apply intellectual property knowledge to inform decision-making and contribute to copyright and licensing policies.</p> <p>S12. Lead advanced computational thinking, programming or AI system initiatives.</p> <p>S13. Interpret cyber security and data protection legislation and contribute to strategy design.</p> <p>S14. Evaluate evidence relating to wellbeing and inclusion in digital environments.</p> <p>S15. Promote environmentally sustainable digital practices and lead sustainability initiatives.</p> <p>S16. Support others to protect devices and data.</p> <p>S17. Design and deliver training that builds confidence and autonomy in problem-solving.</p> <p>S18. Analyse complex user needs and design tailored, inclusive and accessible digital solutions.</p> <p>S19. Lead initiatives applying digital technologies to highly complex problem-solving contexts.</p> <p>S20. Mentor others to identify digital competence gaps and design learning resources.</p>
<p>Application of Knowledge & Skills</p>	<p>At the Highly Advanced level, learners apply knowledge (K1-K5) and skills (S1-S20) with full autonomy across all competence areas (C1-C5) with the following characteristics:</p> <ul style="list-style-type: none"> • Autonomy: Independently and with full accountability, exercising leadership in integrated digital strategy development, policy formulation, and organisational transformation initiatives. • Accountability: Accountable for organisational digital capability across all competence areas, strategic outcomes, governance frameworks, and the development of organisational systems and practices.

	<ul style="list-style-type: none"> • Responsibility: Responsible for leading organisational digital initiatives, establishing governance frameworks, building organisational capability, and driving cultural change across information management, communication, content creation, safety and problem-solving domains. • Context: Highly complex, strategic organisational digital challenges requiring systems thinking, governance expertise, and ability to integrate digital considerations with organisational strategy, risk management, and compliance frameworks across enterprise contexts. • Decision-Making: Make authoritative decisions on integrated digital strategies spanning all competence areas; establish organisational policies and governance frameworks for information management, communication, content creation, cyber security, wellbeing and sustainability; lead strategic reviews and capability assessments; determine when external expertise, regulatory consultation, or board-level approval is required.
Assessment Requirements	
Performance evidence (PE)	<p>Learners must demonstrate ability to:</p> <p>PE1. design and implement integrated digital strategies that combine information management, communication leadership, content innovation, safety governance and problem-solving excellence</p> <p>PE2. assess developments across all competence areas, including emerging search technologies, communication platforms, content tools, cyber security legislation and assistive technologies</p> <p>PE3. lead or contribute to transformation initiatives spanning multiple competence areas</p> <p>PE4. develop comprehensive frameworks addressing complex challenges in data management, collaboration, content integration, protection, wellbeing, and tailored digital solutions</p> <p>PE5. build organisational capability by mentoring others, leading development of learning resources, promoting ethical and inclusive practices and supporting advanced competence development.</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. emerging trends across digital search, communication and collaboration platforms, content creation technologies, cyber security and privacy solutions, sustainability impacts and problem-solving methodologies</p> <p>KE2. frameworks for information validation and governance, communication strategy design, content quality management, intellectual property, safety and wellbeing evaluation and capability development</p>

	<p>KE3. approaches to ethical and proportionate AI use, accessibility and inclusion, data protection, sustainability and information resilience</p> <p>KE4. strategic methods for designing integrated solutions, leading transformation, establishing organisational standards and building capability in others</p> <p>KE5. legislative and regulatory frameworks relating to cyber security, data protection, digital behaviour, copyright, wellbeing, inclusion, and environmental sustainability.</p> <p>Knowledge evidence must be demonstrated across at least two different workplace scenarios.</p>
Assessment conditions	<p>Assessment must occur in workplace or simulated conditions that reflect real-world environments, including access to:</p> <ul style="list-style-type: none"> • integrated digital platforms covering information systems, communication tools, content applications, security technologies and complex problem-solving environments • scenarios involving highly complex or specialised challenges across all five competence areas • opportunities to design, implement and evaluate transformation initiatives demonstrating integrated capability • contexts requiring leadership and capability development of others • emerging technologies requiring strategic evaluation across competence areas • legislative, policy and regulatory frameworks relevant to cyber security, data protection, digital behaviour, copyright and sustainability • 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 TP Companion Volume Implementation Guide.