

Unit code	BSBXXX135
Unit title	Develop Digital Information Search, Evaluation and Management Skills
Unit outcomes	<p>This unit describes a progressive pathway for developing digital information search, evaluation and management capability across four proficiency levels: Basic, Intermediate, Advanced and Highly Advanced.</p> <p>Learners may enter and exit the unit at any proficiency level aligned to their demonstrated competence and may exit upon successful completion of their target proficiency level without completing the entire progression. Recognition of Prior Learning and assessment-only pathways are supported.</p> <p>Learners develop progressive capability across three competence (C) areas:</p> <p>C1. Browsing, searching and filtering data, information and digital content C2. Evaluating data, information and digital content C3. Managing data, information and digital content.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Knowledge (K)	<p>This unit describes a progressive pathway for developing digital information search, evaluation and management capability across four proficiency levels: Basic, Intermediate, Advanced and Highly Advanced. Learners may enter at a proficiency level aligned to existing capability and may exit upon successful completion of their target proficiency level without completing the entire progression. Recognition of Prior Learning and assessment-only pathways are supported.</p> <p>Learners develop progressive capability across three competence (C) areas:</p> <p>C1. Browsing, searching and filtering data, information and digital content C2. Evaluating data, information and digital content C3. Managing data, information and digital content.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p> <p>Knowledge (K) Basic level Required knowledge includes:</p> <p>K1. Factors that influence search results, including search tool query structures. K2. How search results may include irrelevant or unreliable information. K3. Key features of commonly used Artificial Intelligence (AI)-driven and traditional digital search tools. K4. Common types of information sources and digital content. K5. Challenges in differentiating between human- and AI-generated content.</p>

	<p>K6. Examples of misinformation, disinformation and bias.</p> <p>K7. Examples of social media influence and filter bubbles.</p> <p>K8. Data removal, restoration and backup functions in digital systems.</p> <p>K9. Properties of digital files and folders.</p> <p>K10. Common data types, including text, numerical and date formats.</p> <p>Intermediate level</p> <p>Required knowledge includes:</p> <p>K11. Strategies to improve search relevance and distinguish between relevant and less relevant digital search results.</p> <p>K12. Consequences of misinformation and disinformation for individuals and organisations.</p> <p>K13. Methods for verifying digital information sources, including fact-checking services.</p> <p>K14. Pre-bunking and de-bunking approaches for addressing misinformation.</p> <p>K15. How AI systems may function like a 'black box' and may produce inaccurate outputs due to training data and bias.</p> <p>K16. Human cognitive bias and AI system bias.</p> <p>K17. Human responsibility for validating AI-generated content.</p> <p>K18. User-directing strategies such as clickbait, nudging, and gamification.</p> <p>K19. Methods for organising, storing and transferring files across devices and cloud services.</p> <p>K20. Common data collection tools and associated responsibilities.</p> <p>K21. Common data types and formats used in workplace contexts.</p> <p>Advanced level</p> <p>Required knowledge includes:</p> <p>K22. Organisational and operational consequences of misinformation, disinformation, bias, and filter bubbles.</p> <p>K23. Features of trustworthy digital technologies, including AI systems.</p> <p>K24. Methods for identifying deep-fakes.</p> <p>K25. Sources of error or inaccuracy in digital information and data.</p> <p>K26. Key steps in managing, processing and analysing data.</p> <p>K27. Features, benefits and limitations of open data.</p> <p>Highly Advanced level</p> <p>Required knowledge includes:</p> <p>K28. Emerging developments in digital search technologies and information management systems.</p> <p>K29. Frameworks and methodologies for information validation and data governance.</p> <p>K30. Strategic approaches for promoting ethical information practices and organisational resilience to misinformation.</p> <p>K31. Methods for designing integrated information ecosystems and building capability in others.</p>
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	K32. Legislative and regulatory requirements relating to data management and information governance.
Skills (S)	<p>Basic level Required skills include:</p> <ul style="list-style-type: none"> S1. Conduct basic digital searches and refine results to meet workplace needs. S2. Apply simple verification checks to assess information credibility. S3. Organise digital information using workplace filing and storage systems. <p>Intermediate level Required skills include:</p> <ul style="list-style-type: none"> S4. Select appropriate digital search tools and construct effective digital search queries. S5. Refine and filter search outputs systematically. S6. Critically assess information reliability, including AI-generated content. S7. Respond effectively to user-directing strategies in digital environments such as clickbait, nudging, and gamification. S8. Apply file naming conventions and manage digital information and storage locations. S9. Use basic data collection and spreadsheet tools, including quizzes, polls, and surveys. <p>Advanced level Required skills include:</p> <ul style="list-style-type: none"> S10. Continuously explore and evaluate advanced functions and features in familiar and novel digital search tools to deepen search capabilities. S11. Combine multiple search tools and advanced strategies. S12. Assist others to develop their digital information capabilities. S13. Analyse how AI systems, bias and interests shape information. S14. Assess the reliability and accuracy of a range of sources, considering potential influencing factors. S15. Implement effective data management practices. S16. Analyse data to support decision-making in varied workplace contexts. S17. Assist others with data and information management, processing and analysis in digital environments. <p>Highly Advanced level Required skills include:</p> <ul style="list-style-type: none"> S18. Evaluate emerging digital search technologies and information systems. S19. Design integrated strategies for specialised information management to support decision-making and organisational effectiveness.

	<p>S20. Lead initiatives promoting resilience to misinformation and disinformation.</p> <p>S21. Build organisational capability in critical information evaluation.</p>
Application of Knowledge & Skills	<p>Basic level</p> <p>Learners apply knowledge and skills under direct guidance and supervision, following clear instructions in straightforward routine tasks within familiar workplace contexts; accountable for completing assigned tasks accurately; escalate when encountering unfamiliar situations.</p> <p>Intermediate level</p> <p>Learners apply knowledge and skills with some autonomy under limited supervision, making informed decisions in varied tasks of moderate complexity; accountable for quality of their own work and supporting others with routine tasks; seek guidance when facing unfamiliar situations or ethical considerations.</p> <p>Advanced level</p> <p>Learners apply knowledge and skills with significant autonomy and initiative, making strategic decisions in tasks requiring analysis across diverse contexts; accountable for outcomes of their own and others' work; responsible for guiding others and contributing to capability development; identify when specialist expertise is required.</p> <p>Highly Advanced level</p> <p>Learners apply knowledge and skills independently with full accountability, exercising leadership in strategy development and organisational transformation; accountable for organisational capability and strategic outcomes; responsible for leading initiatives, establishing governance frameworks, and driving cultural change; determine when external expertise or board-level approval is required.</p>
Assessment Requirements	
Performance evidence (PE)	<p>Assessment must be conducted at the learner's target proficiency level, with assessors recognising that higher-level performance inherently incorporates lower-level competencies.</p> <p>Basic level</p> <p>Learners must demonstrate ability to:</p> <p>PE1. Conduct straightforward digital searches using workplace tools, search terms and navigation features to locate relevant information.</p> <p>PE2. Make basic judgements about information credibility and relevance using established criteria, including checking source reliability and accuracy.</p> <p>PE3. Organise, store and retrieve digital information using workplace systems, file naming conventions and folder structures, in line with security procedures.</p>

	<p>Intermediate level</p> <p>Learners must demonstrate ability to:</p> <p>PE4. Conduct targeted digital searches using appropriate tools, advanced functions and filters to locate specific information across varied workplace contexts.</p> <p>PE5. Evaluate information credibility and reliability by identifying sources, applying fact-checking techniques, recognising bias and misinformation, and validating AI-generated content.</p> <p>PE6. Organise and manage digital information systematically using file naming conventions, folder hierarchies and multiple storage locations, including using data collection tools and spreadsheet functions to process information.</p> <p>Advanced level</p> <p>Learners must demonstrate ability to:</p> <p>PE7. Develop and execute strategic digital searches that integrate information from multiple sources and apply advanced methodologies and tools.</p> <p>PE8. Verify information relevance and credibility through comprehensive analysis, including identifying bias, misinformation and deep fakes, and validating against authoritative sources.</p> <p>PE9. Design, implement and manage structured and secure digital information systems that support accessibility, collaboration and governance requirements.</p> <p>PE10. Analyse and interpret information and data to support strategic decision-making.</p> <p>PE11. Apply ethical, legal, and privacy considerations when handling sensitive information.</p> <p>PE12. Support others to develop digital search, evaluation and information management capabilities.</p> <p>Highly Advanced level</p> <p>Learners must demonstrate ability to:</p> <p>PE13. Evaluate developments in digital search technologies and information management systems to inform organisational strategy.</p> <p>PE14. Integrate advanced digital search and systematic evaluation approaches to address specialised information needs.</p> <p>PE15. Design and implement comprehensive organisational strategies for data and information management, processing and analysis.</p>
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	<p>PE16. Lead or contribute to initiatives that build resilience to misinformation and disinformation and develop critical information capability in others.</p> <p>Performance evidence must be demonstrated across at least two different workplace scenarios.</p>
<p>Knowledge evidence (KE)</p>	<p>Basic level</p> <p>Learners must demonstrate knowledge of:</p> <p>KE1. Principles of digital search tools and navigation techniques.</p> <p>KE2. Features of commonly used AI-driven and traditional digital search tools.</p> <p>KE3. Basic criteria for assessing credibility, accuracy, and relevance of information.</p> <p>KE4. Indicators of misinformation, disinformation and bias.</p> <p>KE5. File management principles, including naming conventions and folder structures.</p> <p>KE6. Basic privacy and security considerations when handling digital information.</p> <p>Intermediate level</p> <p>Learners must demonstrate knowledge of:</p> <p>KE7. Strategies for improving search effectiveness and distinguishing relevant from irrelevant results.</p> <p>KE8. Methods for verifying information sources, including fact-checking services and pre-bunking and de-bunking approaches.</p> <p>KE9. How AI systems function, including training data impacts, bias, accuracy limitations and human responsibility for validating outputs.</p> <p>KE10. User-directing strategies in digital environments and their consequences.</p> <p>KE11. Principles for organising, storing and managing digital information and data.</p> <p>KE12. Ethical responsibilities in managing and processing digital information.</p> <p>Advanced level</p> <p>Learners must demonstrate knowledge of:</p> <p>KE13. Organisational and operational impacts of misinformation, disinformation, bias, and filter bubbles.</p> <p>KE14. Characteristics of trustworthy digital technologies, including AI systems.</p>

	<p>KE15. Methods for identifying deep-fakes.</p> <p>KE16. Sources of error or inaccuracy in digital information or data.</p> <p>KE17. Key steps in managing, processing and analysing data.</p> <p>KE18. Features, applications, benefits and limitations of open data and big data.</p> <p>Highly Advanced level</p> <p>Learners must demonstrate knowledge of:</p> <p>KE19. Emerging trends and developments in digital search technologies and information management systems.</p> <p>KE20. Frameworks and methodologies for information validation and data governance.</p> <p>KE21. Strategic approaches for promoting ethical information practices and organisational resilience to misinformation.</p> <p>KE22. Methods for designing integrated information ecosystems and building capability in others.</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 typical or simulated workplace environments appropriate to the target proficiency level, with higher-level assessment inherently incorporating lower-level requirements.</p> <p>All levels require access to:</p> <ul style="list-style-type: none"> • digital devices with internet connection and appropriate browsers • workplace-relevant information and data sources • organisational procedures for information management and security • assistive technologies where required to support diverse learner needs. <p>Additionally, by proficiency level:</p> <p>Basic:</p> <ul style="list-style-type: none"> • digital platforms and search tools commonly used in workplaces • established workplace procedures providing clear guidance. <p>Intermediate:</p> <ul style="list-style-type: none"> • multiple search tools, platforms and cloud storage systems • data collection and processing tools such as spreadsheet applications • workplace procedures for verification and ethical data management.

	<p>Advanced:</p> <ul style="list-style-type: none"> • professional digital information systems and advanced search tools • information sources including open data and big data resources • scenarios requiring strategic information management and analysis • opportunities to support and guide others in developing capabilities • resources for testing credibility, identifying deep-fakes and assessing trustworthiness. <p>Highly Advanced:</p> <ul style="list-style-type: none"> • comprehensive digital platforms requiring strategic governance • scenarios involving specialised challenges requiring integrated responses • opportunities to design, implement and evaluate transformation initiatives • contexts requiring leadership and capability building of others • emerging technologies and platforms requiring strategic assessment. <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.