Unit code	BSBXXX138
Unit title	Develop Digital Artificial Intelligence (AI) Skills
Unit outcomes	This unit describes a progressive pathway for developing artificial intelligence (AI) skills across four proficiency levels: Basic, Intermediate, Advanced, Highly Advanced. Learners may enter 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 Learners develop progressive capability across five competence (C) areas: C1. AI and data C2. AI output C3. AI risks C4. Human-AI interaction C5. AI application. No licensing, legislative or certification requirements apply to this unit at the time of publication.
Knowledge (K)	Basic level Required knowledge includes: K1. How AI systems process data to generate outputs and common workplace AI applications. K2. When AI outputs require verification and basic evaluation criteria. K3. Basic safety, privacy and data protection risks associated with AI use. K4. Situations requiring human oversight and AI system limitations. K5. AI tools relevant to workplace tasks and applicable workplace usage guidelines. Intermediate level Required knowledge includes: K6. How AI systems process different data types and systematic approaches for selecting AI tools. K7. Criteria for evaluating AI outputs, including methods for detecting bias and limitations. K8. Workplace protocols for managing AI-related risks and bias. K9. Collaborative workflows that integrate human judgement with AI capabilities. K10. AI integration methods and performance measures for AI effectiveness. Advanced level Required knowledge includes:

	K11. Approaches for implementing AI systems, including data requirements and practical strategies. K12. Methods for critically evaluating AI outputs and system performance. K13. Frameworks for assessing bias and inconsistencies. K14. Ethical AI practices and organisational risk management approaches. K15. Methods for optimising human-AI collaboration and supporting others in working effectively with AI tools. K16. Methods for implementing AI tools and supporting successful AI adoption. Highly Advanced level Required knowledge includes: K17. Strategic approaches for AI implementation aligned with organisational objectives. K18. Governance frameworks for AI system evaluation and output quality assessment. K19. Ethical AI practices, risk management approaches and accountability mechanisms. K20. Human-centred AI design principles that maintain critical thinking and appropriate oversight. K21. Organisational capability development approaches and AI-enabled transformation methodologies.
Skills (S)	Basic level Required skills include: S1. Use common AI tools in accordance with basic operating procedures. S2. Apply basic verification procedures to AI outputs. S3. Follow fundamental safety and privacy procedures when using AI applications. S4. Escalate issues when AI outputs are unclear or oversight is required. S5. Use AI tools to complete routine workplace tasks while maintaining quality standards. Intermediate level Required skills include: S6. Select and apply AI tools systematically to complete routine workplace tasks. S7. Evaluate AI outputs for accuracy, relevance and bias. S8. Implement AI risk management protocols. S9. Coordinate human judgement with AI capabilities. S10. Integrate AI tools within established workplace procedures. Advanced level Required skills include: S11. Implement AI applications across workplace processes and monitor performance.

	S12. Evaluate AI outputs and system performance and advise others on assessment strategies. S13. Apply ethical AI and privacy protection measures and promote responsible AI use organisationally. S14. Lead effective human-AI collaboration. S15. Adapt AI applications to organisational contexts and support AI adoption. Highly Advanced level Required skills include: S16. Design and implement AI strategies aligned with organisational objectives. S17. Establish governance frameworks for AI performance and output evaluation. S18. Lead responsible AI adoption and risk management initiatives. S19. Create and implement human-centred AI strategies and environments. S20. Lead organisational capability development, and transformation initiatives that leverage AI strategically.
Application of Knowledge & Skills	Basic level 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. Intermediate level 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. Advanced level 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. Highly Advanced level 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.

Assessment Requirements	
Performance evidence (PE)	Assessment must be conducted at the learner's target proficiency level, with assessors recognising that higher-level performance inherently incorporates lower-level competencies. Basic level Learners must demonstrate ability to: PE1. Use at least one AI tool to complete routine workplace tasks in accordance with established procedures and workplace protocols. PE2. Verify AI-generated outputs by checking against other sources, recognising that AI outputs are suggestions rather than confirmed facts. PE3. Apply basic safety and privacy procedures when using AI applications. PE4. Escalate issues when AI outputs are unclear or when human oversight is required. PE5. Complete routine workplace tasks using AI assistance while maintaining required quality standards. Intermediate level Learners must demonstrate ability to: PE6. Use at least two different AI tools systematically to complete routine workplace tasks in accordance with established procedures. PE7. Evaluate AI outputs using workplace criteria, and identify limitations and potential bias through verification processes. PE8. Implement workplace risk management protocols when using AI applications. PE9. Coordinate human judgement with AI assistance within workplace tasks and workflows. PE10. Integrate AI tools into established workplace procedures while maintaining performance and compatibility standards. Advanced level Learners must demonstrate ability to: PE11. Use at least three different AI tools to implement applications across workplace processes. PE12. Evaluate AI outputs and system performance using defined quality criteria, identifying limitations and bias through systematic verification.

	PE13. Promote responsible and ethical AI practices and support others in applying protection and risk mitigation measures. PE14. Coordinate effective collaboration between people and AI systems, supporting others and contributing to adoption initiatives. PE15. Implement AI tools strategically, adapting applications to organisational contexts. Highly Advanced level Learners must demonstrate ability to: PE16. Design and implement AI strategies aligned with organisational objectives across multiple AI applications. PE17. Establish governance frameworks for AI implementation and output evaluation, including quality and verification standards. PE18. Lead responsible AI adoption initiatives. PE19. Establish ethical frameworks and accountability mechanisms. PE20. Create human-centred AI environments that maintain appropriate human oversight and critical thinking. PE21. Develop and implement organisational capability-building programmes that support AI adoption. Performance evidence must be demonstrated across at least two different workplace scenarios.
Knowledge evidence (KE)	Basic level Learners must demonstrate knowledge of: KE1. How AI systems process data to generate outputs and how data quality affects AI performance. KE2. Common AI applications used in workplace contexts. KE3. When AI outputs require verification and when human guidance is required. KE4. Basic criteria for evaluating AI-generated content. KE5. Safety, privacy and data protection risks associated with AI use. KE6. Limitations of AI systems and situations requiring human oversight. KE7. Workplace guidelines for selecting and using AI tools. Intermediate level Learners must demonstrate knowledge of: KE8. How AI systems process different data types and systematic approaches for AI tool selection. KE9. Evaluation criteria and quality standards for assessing AI outputs.

	KE10. Methods for detecting bias and limitations in AI-generated content. KE11. Verification procedures and workplace protocols for managing AI-related risks. KE12. Collaborative workflows integrating human judgement with AI capabilities. KE13. Methods for integrating AI tools and measures for assessing AI effectiveness in the workplace. Advanced level Learners must demonstrate knowledge of: KE14. Approaches for implementing AI systems effectively, including data requirements and practical application strategies. KE15. Methods for critically evaluating AI outputs and system performance. KE16. Frameworks for identifying bias, inconsistencies and reliability issues. KE17. Ethical AI practices and organisational risk management approaches. KE18. Approaches for optimising human-AI collaboration and supporting others. KE19. Strategies for implementing AI tools and supporting successful organisational AI adoption. Highly Advanced level Learners must demonstrate knowledge of: KE20. Strategic approaches for AI implementation aligned with organisational objectives. KE21. Governance frameworks for AI system evaluation and output quality assessment. KE22. Ethical AI practices, risk management approaches, and accountability mechanisms. KE23. Human-centred AI design principles that maintain critical thinking and appropriate oversight. KE24. Organisational capability development approaches and AI-enabled transformation methodologies. Knowledge evidence must be demonstrated across at least two different workplace scenarios.

Assessment conditions	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. All levels require access to: • digital devices with internet connectivity and access to AI-enabled applications appropriate for workplace tasks • organisational procedures and guidelines for AI tool use • assistive technologies where required to support diverse learner needs. Additionally, by proficiency level: Basic: • opportunities to complete routine tasks using AI tools under guidance and supervision • workplace-relevant scenarios requiring appropriate AI tool use following established protocols • scenarios requiring verification of AI outputs and escalation when human oversight is needed. Intermediate: • access to multiple AI-enabled applications and workplace productivity tools • opportunities to complete systematic tasks using AI tools with established procedures and quality standards • workplace-relevant scenarios requiring AI tool selection, output evaluation, and risk management protocol implementation • scenarios requiring coordination of human judgement with AI capabilities and workflow integration. Advanced: • digital environments with multiple AI systems and tools enabling realistic workplace implementation • opportunities to implement AI applications across varied workplace processes and contexts • scenarios requiring AI evaluation, risk management, and collaboration coordination • opportunities to support and guide others in developing AI capabilities • contexts requiring ethical assessment including AI system evaluation and risk analysis. Highly Advanced:

	• comprehensive AI systems and tools requiring strategic governance and implementation planning • scenarios involving organisational challenges requiring AI strategy development and transformation leadership • opportunities to design, implement, and evaluate AI strategies and governance frameworks across organisational contexts • contexts requiring leadership and capability building of others in advanced AI use • diverse AI applications enabling strategic integration and effectiveness optimisation • organisational contexts requiring ethical framework establishment and responsible AI adoption leadership. 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.