Australian Government

BSBDIG201X Develop Basic Digital Information Search, Evaluation and Management Skills

DRAFT

Release: 1

BSBDIG201X Develop Basic Digital Information Search, Evaluation and Management Skills

Modification History

Release	Comments
1	This unit of competency was first released in BSB Business Services Training Package Release 9.0.

Unit outcomes

This unit describes the skills and knowledge required to locate, evaluate, and manage digital information and data in workplace contexts. It applies to learners across all industries, who use digital tools to find, check and organise information as part of their day-to-day work.

The primary purpose of this unit is to develop foundation and employability digital capabilities that support participation in the digital workplace and underpin further vocational training. It is delivered under direct guidance and supervision, using established workplace procedures in familiar digital environments, at a basic level.

Learners develop capability across three competence areas:

- Browsing, searching and filtering information
- Evaluating information
- Managing information.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Knowledge

On successful completion of this unit, learners will have basic knowledge of:

- Factors affecting digital search results: search tool selection, privacy and security, and search terms entered
- Factors affecting variability and relevance of digital search results
- Main features of commonly used Artificial Intelligence (AI)-driven and traditional digital search tools
- Differences between information sources and digital content
- Origins of digital content, human-generated or AI-generated
- Common examples of misinformation, disinformation and bias
- Social media influence and how digital platforms personalise content, including but not limited to filter bubbles
- Data removal, restoration and back-up functions

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- Main properties of digital files and folders
- Common data types.

Skills

On successful completion of this unit, learners will have skills to:

- Use digital search tools to conduct basic information searches
- Refine digital search results following established workplace procedures
- Follow established workplace fact-checking and verification procedures, under direct guidance, to check reliability and credibility of digital information
- Download, save, retrieve, move and delete digital files using workplace systems.

Application of Knowledge & Skills

Learners apply their knowledge and skills under direct guidance and supervision, following established workplace procedures within familiar digital environments.

This applies to straightforward, routine workplace information search, evaluation and management tasks, using workplace-approved tools and procedures.

Learners will follow:

- Clear instructions and established workplace procedures
- Escalation processes when encountering unfamiliar information sources, source credibility concerns, or privacy questions requiring guidance.

Learners are responsible for:

- Making routine decisions about search tool selection, file organisation methods and basic credibility checks within established guidelines.

Learners are accountable for:

- Completing assigned information search, evaluation and management tasks accurately, including selecting and using workplace-approved search tools, evaluation methods and information management practices within established guidelines.

Pre-requisite unit(s)

No pre-requisite units

Competency field(s)

Digital Competence

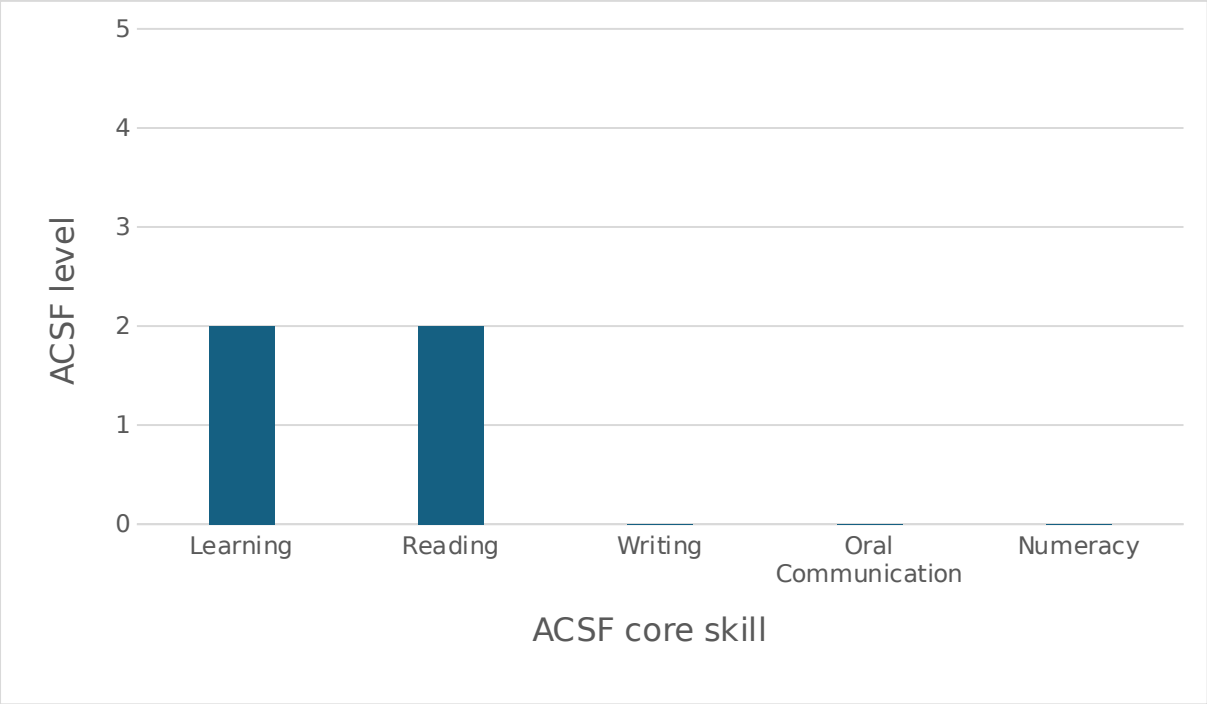
Unit sector(s)

Digital Capability

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Foundation skills

The foundation skills in this unit are outlined below



Core Skills	ACSF Indicators and Performance Features
Learning	Applies a limited range of strategies in structured, familiar contexts. Taking responsibility for some aspects of learning in familiar contexts and using familiar scaffolding such as templates and checklists.
Reading	Identifies and interprets information in familiar texts on familiar topics. Understanding the main ideas of short, unambiguous texts and beginning to recognise bias.
Writing	No ACSF level assigned.
Oral Communication	No ACSF level assigned.
Numeracy	No ACSF level assigned.

Range of conditions

N/A

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Assessment Requirements for BSBDIG201X Develop Basic Digital Information Search, Evaluation and Management Skills

Performance Evidence

Learners must demonstrate ability to:

- Conduct a digital search using workplace-approved tools to locate and access information relevant to a workplace task
- Apply workplace fact-checking and verification procedures to determine whether located information is credible and relevant
- Organise, store and retrieve digital information using workplace-approved templates and systems.

Knowledge Evidence

Learners must demonstrate basic knowledge of:

- Digital search tools and the factors that affect the relevance and variability of workplace search results, including how AI-driven and traditional tools differ
- Digital information sources and content, sufficient to distinguish original from derived content, recognise AI-generated content, and identify misinformation, disinformation, bias or platform personalisation
- Digital file and data management, including file and folder properties, common data types, and backup, restoration and removal procedures.

Assessment Conditions

N/A

Mandatory Workplace Requirements

Assessment of performance evidence may be in a workplace setting or an environment that accurately represents a real workplace.

Unit Mapping Information

Previous Code and Title	Equivalence	Comments
	Newly created	This unit has been created to address a skill or task required by industry that is not covered by an existing unit of competency

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Links

Companion volumes, including implementation guides, are found on the national training register - https://training.gov.au/training/details/BSB.

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