Australian Government

BSBDIG203X Develop Basic Digital Content Creation Skills

DRAFT

Release: 1

BSBDIG203X Develop Basic Digital Content Creation 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 create, modify and manage digital content in workplace contexts. It applies to learners across all industries, who create and manage digital content 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 four competence areas:

- Developing digital content
- Integrating and adapting digital content
- Copyright and licences
- Computational thinking and programming.

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:

- Common types of digital content and their associated file formats
- Common operational functions across digital content creation tools
- The role of generative Artificial Intelligence (AI) in supporting content creation, and the need for human oversight to ensure appropriate, accurate and context-relevant outputs
- Differences between editable and un-editable digital content
- Main functions of content creation tools for editing and integrating digital content
- Copyright and licence concepts in digital contexts
- Common uses of automation tools and computer applications in workplace contexts
- Common workplace AI applications and their basic functions.

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Skills

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

- Use basic features of digital content creation tools to create and edit digital content in common formats
- Follow simple step-by-step sequences to produce digital content
- Apply basic editing, formatting and integration functions to modify existing digital content
- Share digital content following basic legal and ethical guidelines
- Perform simple repeatable tasks using basic automation features in workplace digital tools.

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 content creation tasks using workplace templates and approved tools.

Learners will follow:

- Clear instructions and established workplace procedures
- Escalation processes when encountering technical issues, quality concerns, or copyright questions requiring guidance.

Learners are responsible for:

- Making routine decisions about tool selection, template use and basic formatting choices within established guidelines.

Learners are accountable for:

- Completing assigned content creation tasks accurately, including selecting and using workplace-approved content creation tools, templates and formatting options within established guidelines.

Pre-requisite unit(s)

No pre-requisite units

Competency field(s)

Digital Competence

Unit sector(s)

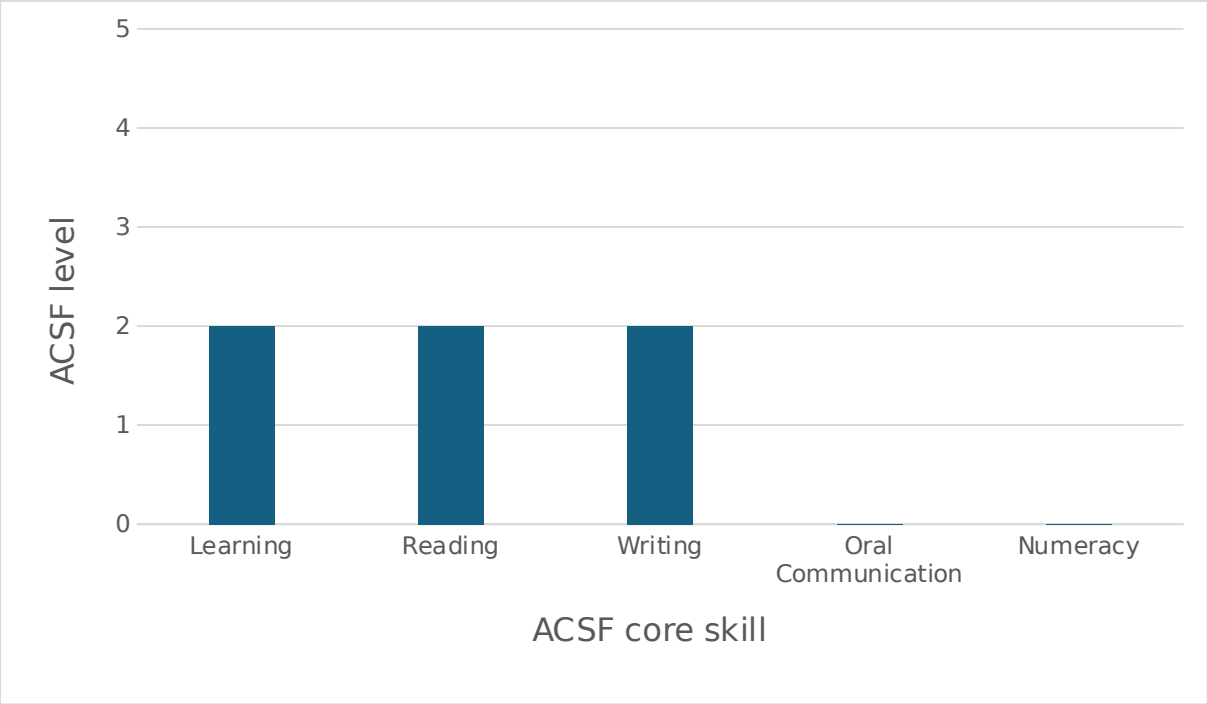
Digital Capability

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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	Conveys meaning on familiar topics using familiar text types. At least two familiar text types, such as an email message, and factual information in notes or lists.
Oral Communication	No ACSF level assigned.
Numeracy	No ACSF level assigned.

Range of conditions

N/A

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Assessment Requirements for BSBDIG203X Develop Basic Digital Content Creation Skills

Performance Evidence

Learners must demonstrate ability to:

- Create and edit a piece of digital content using workplace-approved tools, templates and established workplace procedures
- Modify and integrate existing digital content to meet workplace formatting and quality guidelines
- Apply copyright, licensing and ethical guidelines when creating and sharing digital content for a workplace task
- Use an automation feature in a workplace digital tool to complete a routine content creation task.

Knowledge Evidence

Learners must demonstrate basic knowledge of:

- Digital content types, file formats, operational functions of common content creation tools, and the role of generative Artificial Intelligence (AI) in supporting content creation with appropriate human oversight
- Digital content creation tools that support editing and integration of existing content, including the differences between editable and un-editable digital content
- Copyright and licence concepts that apply to the use and sharing of digital content
- Common workplace automation tools, AI applications and the routine workplace tasks they support.

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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