Australian Government

BSBDIG204X Develop Basic Digital Safety, Wellbeing and Responsible Use Skills

DRAFT

Release: 1

BSBDIG204X Develop Basic Digital Safety, Wellbeing and Responsible Use 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 maintain digital safety, wellbeing and responsible use in workplace contexts. It applies to learners across all industries, who use digital technologies safely and responsibly 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 practices in familiar digital environments, at a basic level.

Learners develop capability across four competence areas:

- Protecting devices
- Protecting personal data and privacy
- Supporting wellbeing
- Environmental impacts of digital technologies.

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:

- Cyber security tools and everyday user actions that work together to protect a device
- Basic device protection measures, including antivirus software, screen locking, strong passwords, and multi-factor authentication
- Cyber security legislation that contributes to the security of digital products and services
- Personal data collection generated through digital sources and processes, and the privacy rights that apply under legislation
- Risks associated with sharing personal data in digital environments
- Signs of identity theft

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- Main risks and benefits to physical, mental and social wellbeing in digital environments
- Digital platform features designed to capture and maintain attention, and limitations including risks of using virtual assistants and Artificial Intelligence (AI) systems to support human wellbeing
- Strategies to support physical, mental and social wellbeing in digital environments, including signs and potential effects of problematic digital usage, and the role of laws and regulations in protecting wellbeing
- Significant environmental impacts of some digital technologies and infrastructures
- The role of digital technologies in supporting energy efficiency and sustainability.

Skills

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

- Apply basic device protection measures following workplace procedures, including antivirus software, screen locking, strong passwords and multi-factor authentication
- Respond to signs of identity theft following workplace procedures
- Block or flag personal information that has been shared inappropriately, following workplace procedures
- Use workplace wellbeing guidelines to support personal digital habits
- Reduce energy and data consumption of digital technologies using simple strategies.

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 digital safety, wellbeing and responsible use tasks using workplace-approved practices.

Learners will follow:

- Clear instructions and established workplace procedures
- Escalation processes when encountering suspected security threats, privacy concerns, or harmful content or behaviour requiring guidance.

Learners are responsible for:

- Making routine decisions about applying workplace security, privacy and wellbeing practices within established guidelines.

Learners are accountable for:

- Completing assigned digital safety and wellbeing tasks accurately, using workplace-approved security, privacy, wellbeing and responsible use practices within established guidelines.

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Pre-requisite unit(s)

No pre-requisite units

Competency field(s)

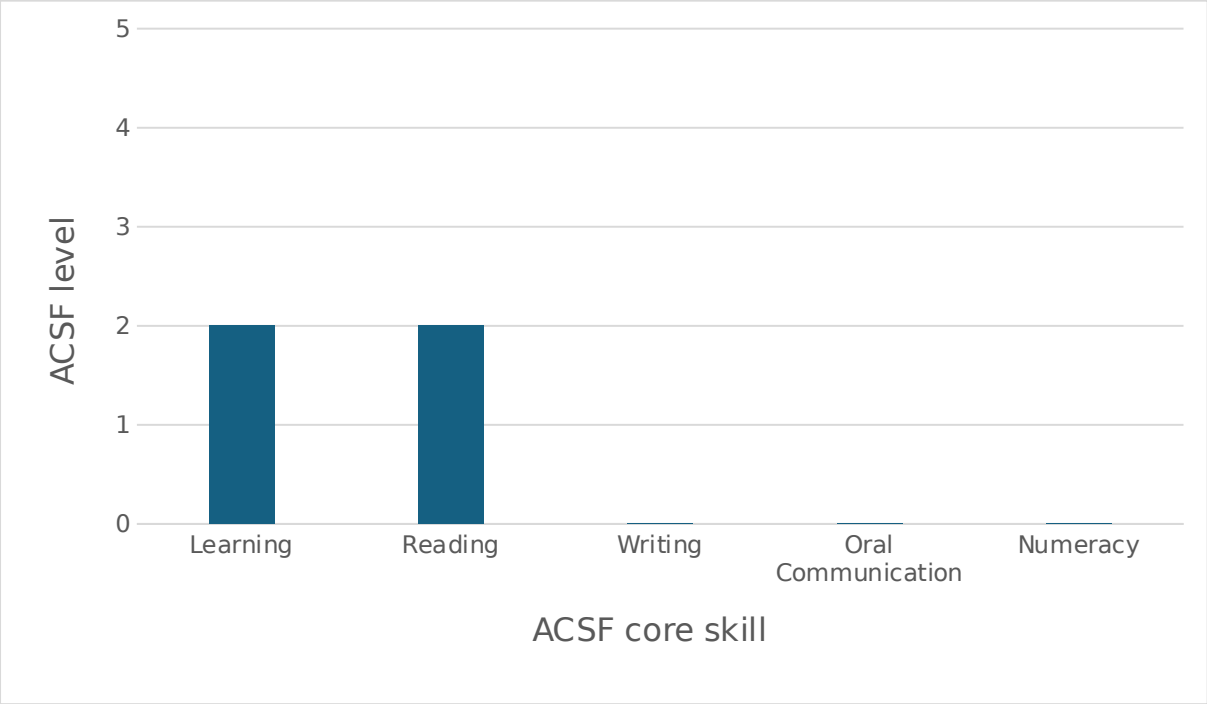
Digital Competence

Unit sector(s)

Digital Capability

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.

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Oral Communication	No ACSF level assigned.
Numeracy	No ACSF level assigned.

Range of conditions

N/A

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Assessment Requirements for BSBDIG204X Develop Basic Digital Safety, Wellbeing and Responsible Use Skills

Performance Evidence

Learners must demonstrate ability to:

- Apply device protection measures, including a strong password and multi-factor authentication, following workplace procedures
- Protect personal data following workplace procedures, including responding to a security, privacy or identity concern as required
- Review and adjust personal digital habits using workplace wellbeing guidelines
- Adopt environmentally responsible practices for a workplace task involving digital technologies.

Knowledge Evidence

Learners must demonstrate basic knowledge of:

- The role of cyber security tools, user actions and legislation in protecting workplace devices, including device protection measures including but not limited to antivirus software, screen locking, strong passwords and multi-factor authentication
- Personal data collected and generated in digital environments, including privacy rights, privacy risks and indicators of identity theft
- The risks and benefits of digital technologies for physical, mental and social wellbeing, including attention-capturing platform design, the limitations of Artificial Intelligence (AI) and virtual assistants, and strategies and protections that support wellbeing
- The environmental impacts of digital technologies and digital infrastructure, and the contribution of digital technologies to energy efficiency and sustainability.

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

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		not covered by an existing unit of competency

Links

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

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