Australian Government

BSBDIG206X Develop Basic Digital Artificial Intelligence (AI) Skills

DRAFT

Release: 1

BSBDIG206X Develop Basic Digital Artificial Intelligence (AI) 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 use Artificial Intelligence (AI) tools safely and effectively in workplace contexts. It applies to learners across all industries, who use AI tools 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 five competence areas:

- AI and data awareness
- Questioning AI output
- Understanding AI risks
- Awareness of human-AI interaction
- Applied AI awareness.

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:

- Processes used by AI systems to produce outputs from data
- Common AI applications and tools used in workplace contexts
- Recognition that AI outputs are suggestions or predictions and may need to be checked against other sources
- Recognition that AI-generated content can include synthetic media that may appear real
- Common risks of AI use in workplace contexts: risks to safety, privacy, accuracy and fairness

© Commonwealth of Australia, 2026 Future Skills Organisation

- Situations requiring human oversight when using AI tools, and limitations of AI that require human judgement
- Workplace requirements for disclosing AI use
- Workplace protocols and guidelines for selecting and using AI tools.

Skills

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

- Use approved AI tools following basic operating and quality verification procedures to complete routine workplace tasks
- Check AI outputs using verification procedures, recognising that outputs are suggestions and predictions rather than confirmed facts
- Follow basic digital safety and privacy procedures including protection of sensitive information
- Respond to AI outputs that are unclear, inappropriate, harmful, or require human oversight, following workplace incident response and escalation procedures
- Record AI use when required by workplace procedures, including but not limited to noting when AI tools have contributed to a task or output.

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 AI-assisted tasks using workplace-approved tools and verification procedures.

Learners will follow:

- Clear instructions and established workplace procedures
- Escalation processes when encountering unfamiliar AI outputs, suspected bias or inaccuracies, or AI use questions requiring guidance.

Learners are responsible for:

- Making routine decisions about AI tool use and output verification within established guidelines.

Learners are accountable for:

- Completing assigned AI-assisted tasks accurately, following workplace procedures for AI tool use, output verification and data handling, and using workplace-approved AI tools and verification practices within established guidelines, including disclosing and attributing AI-generated content.

Pre-requisite unit(s)

No pre-requisite units

© Commonwealth of Australia, 2026 Future Skills Organisation

Competency field(s)

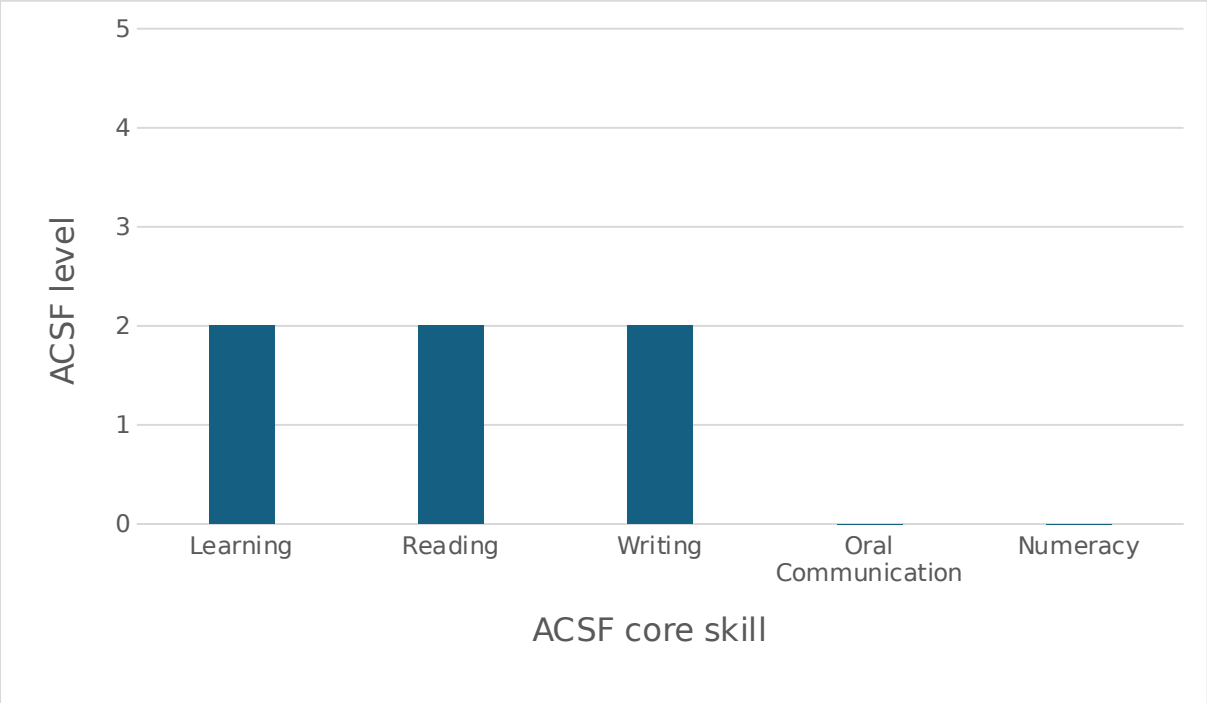
Digital Competence

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	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.

© Commonwealth of Australia, 2026 Future Skills Organisation

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

Range of conditions

N/A

DRAFT

© Commonwealth of Australia, 2026 Future Skills Organisation

Assessment Requirements for BSBDIG206X Develop Basic Digital Artificial Intelligence (AI) Skills

Performance Evidence

Learners must demonstrate ability to:

- Complete a routine workplace task using an approved AI tool, including verifying the AI-generated output against another source and recording or disclosing the AI contribution in line with workplace requirements
- Demonstrate safe and lawful handling of data and sensitive information when using AI tools in accordance with workplace privacy and safety procedures
- Respond appropriately to an AI output that is unclear, inappropriate, harmful, or requires human oversight by following workplace incident response and escalation procedures.

Knowledge Evidence

Learners must demonstrate basic knowledge of:

- AI systems, including their use of data to generate outputs, and common AI applications and tools used in workplace contexts
- The limitations of AI-generated outputs, including the need to verify outputs against reliable sources, and the characteristics of AI-generated content, including synthetic media
- Common risks associated with AI use in workplace contexts, including risks to safety, privacy, accuracy and fairness
- Situations requiring human oversight when using AI tools, including the limitations of AI that require human judgement
- Workplace requirements for disclosing the use of AI, and the protocols and guidelines for selecting and using AI tools.

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

© Commonwealth of Australia, 2026 Future Skills Organisation

DRAFT

		required by industry that is 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.

DRAFT

© Commonwealth of Australia, 2026 Future Skills Organisation