Australian Government

BSBDIG301X Develop Intermediate Digital Information Search, Evaluation and Management Skills

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Release: 1

BSBDIG301X Develop Intermediate 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 intermediate and employability digital capabilities that support participation in the digital workplace and underpin further vocational training. It is delivered with limited supervision, using varied workplace tasks of moderate complexity, at an intermediate 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 intermediate knowledge of:

- Strategies for distinguishing between relevant and less relevant digital search results, and for improving search relevance
- Potential consequences of misinformation and disinformation in digital environments
- Methods for identifying the source of online information, and the purpose of fact-checking services
- How bias in training data can lead to inaccurate Artificial Intelligence (AI) system outputs
- Examples of human bias in information generation and human interpretation, and the importance of ethical considerations
- Human responsibility for checking the quality and validity of AI-generated information and content

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- How digital platforms and content can influence user choices and behaviours
- Methods for renaming, organising, saving and transferring digital files and folders across devices, external storage and cloud services
- Common data collection tools, their main functions, and associated responsibilities including lawful data handling
- Common data types and formats

Skills

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

- Select appropriate digital search tools based on information needs
- Translate information needs into effective digital search queries, commands or statements
- Refine or filter search results or outputs using appropriate strategies
- Apply strategies to identify and disregard unreliable sources and content
- Recognise and respond appropriately to digital platforms or content that may influence user choices and behaviours
- Evaluate the reliability of sources and content, including AI systems, personalised content and commercial or other interests
- Apply naming conventions to digital files and folders
- Save, manage and delete files across digital devices, external storage and cloud services
- Manage information within digital accounts
- Use data collection tools for simple data processing
- Organise, format and apply basic formulas to data in structured digital environments.

Application of Knowledge & Skills

Learners apply their knowledge and skills with limited supervision, following established workplace frameworks and procedures.

This applies to varied workplace information search, evaluation and management tasks of moderate complexity, adapting approaches to different contexts while working within organisational guidelines.

Learners will follow:

- Established workplace frameworks and procedures for information search, evaluation and management
- Escalation processes when encountering unfamiliar situations, ethical considerations, or requirements beyond established procedures.

Learners are responsible for:

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- Making informed decisions about source credibility, information reliability and data management practices within defined parameters.

Learners are accountable for:

- The quality and effectiveness of their own information search, evaluation and management work, including selecting appropriate search tools and evaluation strategies to achieve workplace outcomes within defined parameters.

Pre-requisite unit(s)

No pre-requisite units

Competency field(s)

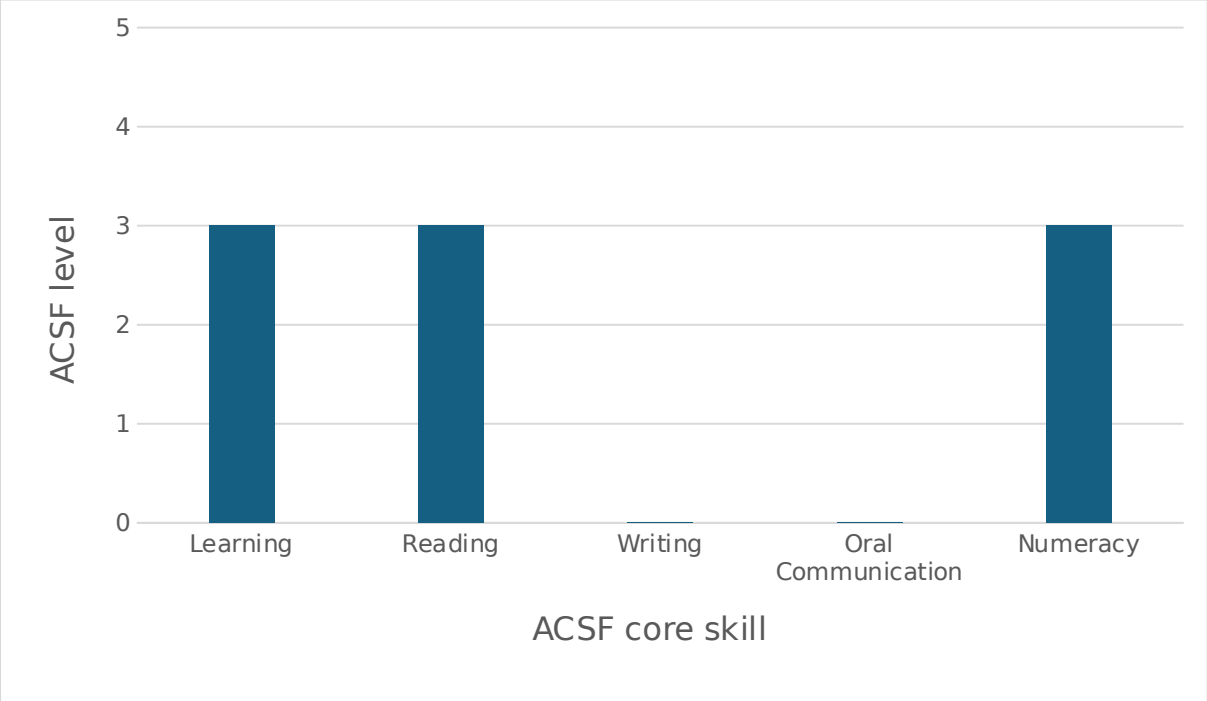
Digital Competence

Unit sector(s)

Digital Capability

Foundation skills

The foundation skills in this unit are outlined below



Core Skills	ACSF Indicators and Performance Features
Learning	Plans, implements and adjusts processes and applies strategies in less familiar contexts. Taking responsibility for routine learning, reflecting on actions and

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	outcomes, and beginning to transfer principles to new situations.
Reading	Evaluates and integrates information across familiar and some unfamiliar texts. Understanding texts that require integrating a number of ideas, with some inference, and beginning to consider the validity of a source.
Writing	No ACSF level assigned.
Oral Communication	No ACSF level assigned.
Numeracy	Selects and interprets mathematical information partly embedded in tasks and texts. Interpreting everyday mathematical information embedded in familiar, routine texts, tables and charts.

Range of conditions

N/A

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Assessment Requirements for BSBDIG301X Develop Intermediate Digital Information Search, Evaluation and Management Skills

Performance Evidence

Learners must demonstrate ability to:

- Resolve a workplace information need of moderate complexity by selecting and applying appropriate digital search tools, strategies and filters to obtain relevant results
- Determine the credibility and reliability of digital information and content, including AI-generated content, by identifying sources, applying fact-checking techniques and recognising bias or misinformation, to support a workplace task
- Organise, manage and process digital information and data for a workplace task, using file naming conventions, folder structures, multiple storage locations, and data collection tools and basic formulas in structured digital environments.

Knowledge Evidence

Learners must demonstrate intermediate knowledge of:

- Strategies for distinguishing relevant from less relevant digital search results and improving search relevance
- Methods for verifying online sources and content, including fact-checking; the causes and ethical implications of misinformation, disinformation and bias, including AI and human bias; and the influence of digital platforms and AI-generated content on user choices, including the responsibility to verify AI content before use
- File and data management practices for organising, storing and transferring digital files across devices, external storage and cloud services, and the functions and lawful handling responsibilities associated with common data collection tools and data types.

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

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		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.

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