Australian Government

BSBDIG304X Develop Intermediate Digital Safety, Wellbeing and Responsible Use Skills

DRAFT

Release: 1

BSBDIG304X Develop Intermediate 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 protect devices and data, support their own wellbeing, and use digital technologies responsibly 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 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 intermediate knowledge of:

- The use of Artificial Intelligence (AI) systems in cyber attacks and cyber security
- Main features and functions of privacy tools: passwords, two-factor authentication, and access controls
- Key foundational concepts of data protection and privacy legislation, and the complexity of personal data ownership in AI systems
- Privacy implications of online content sharing, and its use in AI training
- Reliable information sources and inclusive groups or communities that support physical, mental and social wellbeing

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- Examples of harmful digital content and behaviour, their impacts, and how digital technologies, particularly social media, can amplify bias, stereotyping and exclusion
- Strategies to protect against, or respond to, harmful behaviour or content when encountered
- Environmental impacts of digital technologies across manufacturing, usage and disposal: data centres, e-commerce, and AI systems
- How digital tools can support sustainable living
- Collaborative consumption concepts and strategies for extending device lifecycles, including their associated risks, limitations and environmental benefits.

Skills

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

- Protect devices and their contents using prevention techniques, including passwords, two-factor authentication and access controls
- Manage personal data and privacy across varied digital environments, including effective use of privacy tools
- Review and adapt personal digital usage patterns to support physical, mental and social wellbeing
- Implement strategies to protect against, and respond effectively to, harmful behaviour and content
- Reduce environmental impacts of digital technology use through strategies including device purchasing, usage, repair, recycling and disposal.

Application of Knowledge & Skills

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

This applies to varied workplace safety and wellbeing tasks of moderate complexity, adapting approaches to different contexts while working within organisational guidelines.

Learners will follow:

- Established workplace frameworks and procedures for digital safety, wellbeing and responsible use
- Escalation processes when encountering unfamiliar situations, ethical considerations, or requirements beyond established procedures.

Learners are responsible for:

- Making informed decisions about security threat prevention, privacy management and wellbeing strategies within defined parameters.

Learners are accountable for:

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- The quality and effectiveness of their own digital safety practices, including selecting appropriate protection strategies and privacy tools to achieve workplace outcomes within defined parameters, and supporting others with routine safety and wellbeing tasks.

Pre-requisite unit(s)

No pre-requisite units

Competency field(s)

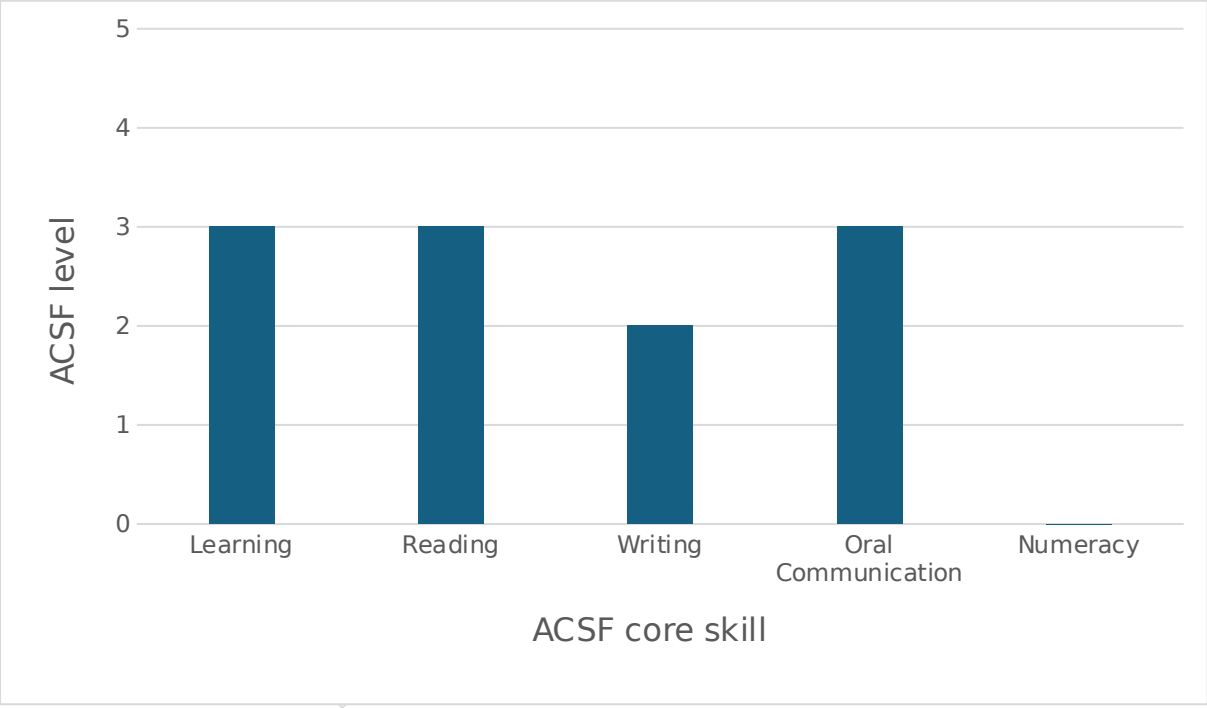
Digital Competence

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 outcomes, and beginning to transfer principles to new situations.
Reading	Evaluates and integrates information across familiar and some

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	unfamiliar texts. Understanding texts that require integrating a number of ideas, with some inference, and beginning to consider the validity of a source.
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	Establishes and maintains spoken communication in familiar and some unfamiliar contexts. Using structure and register for a range of purposes, including explaining, instructing and problem solving in everyday situations.
Numeracy	No ACSF level assigned.

Range of conditions

N/A

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Assessment Requirements for BSBDIG304X Develop Intermediate Digital Safety, Wellbeing and Responsible Use Skills

Performance Evidence

Learners must demonstrate ability to:

- Apply prevention techniques to protect devices and their contents in accordance with workplace procedures, including recognising AI systems used in cyber attacks and cyber security
- Manage personal data and privacy for a workplace task, using privacy tools including but not limited to passwords, two-factor authentication or access controls
- Review digital usage patterns to support physical, mental and social wellbeing, and implement strategies to protect against and respond to harmful behaviour or content
- Apply environmental sustainability strategies throughout the device lifecycle, including informed purchasing, usage, repair and disposal decisions, and considering environmental impacts of AI systems.

Knowledge Evidence

Learners must demonstrate intermediate knowledge of:

- The use of Artificial Intelligence (AI) systems in both cyber attacks and cyber security, and the features and functions of privacy tools including but not limited to passwords, two-factor authentication and access controls
- Data protection and privacy legislation concepts, including the complexity of personal data ownership in AI systems and the privacy implications of sharing content online and its use in AI training
- Reliable sources of wellbeing support, and how harmful digital content and behaviour, including bias, stereotyping and exclusion amplified through digital technologies can be recognised and responded to
- The environmental impacts of digital technologies across manufacturing, use and disposal, including data centres, e-commerce and AI systems, and how digital tools, collaborative consumption and lifecycle-extension strategies can support sustainable living.

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.

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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

Links

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

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