Australian Government

BSBDIG306X Develop Intermediate Digital Artificial Intelligence (AI) Skills

DRAFT

Release: 1

BSBDIG306X Develop Intermediate 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 select, apply and evaluate AI tools 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 five competence areas:

- AI and data in action
- Evaluating AI output
- Managing AI risks
- Human-AI collaboration
- AI integration.

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 processes used by Artificial Intelligence (AI) systems to generate outputs from structured and unstructured data
- Systematic approaches for selecting AI tools based on task requirements, data compatibility, and output needs
- Criteria used to evaluate AI-generated outputs, including accuracy, relevance, fairness, bias, authenticity and workplace quality requirements
- Methods for detecting bias, fairness concerns, inconsistencies, limitations, and synthetic or manipulated content in AI-generated outputs

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- Verification procedures used to validate AI outputs against authoritative sources and workplace standards
- Workplace protocols for managing AI-related risks including but not limited to privacy protection, data security, lawful data handling, record-keeping, incident response and escalation procedures
- Approaches for identifying and addressing bias through systematic verification and quality control processes
- Workflows integrating human judgement with AI capabilities, with transitions between human and AI tasks, quality control, and human oversight for complex or sensitive information
- The integration of AI tools within workplace systems and workflows, and performance measures for assessing AI effectiveness through productivity and quality outcomes
- Workplace requirements for disclosing and attributing AI-generated content.

Skills

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

- Select AI tools appropriate to workplace tasks based on data requirements and output needs
- Apply AI tools to complete routine tasks while managing data inputs according to workplace procedures, including lawful data handling requirements
- Evaluate AI-generated outputs against workplace criteria and authoritative sources or benchmarks for accuracy, relevance, fairness and authenticity
- Identify limitations, bias and synthetic or manipulated content in AI outputs using systematic checking and verification processes
- Implement AI risk management protocols, including privacy, data security, lawful data handling and record-keeping requirements
- Apply bias and fairness identification procedures and follow incident response and escalation procedures when required
- Coordinate human judgement with AI assistance, establishing appropriate transitions between human and AI tasks and quality control measures
- Apply human oversight for decisions with workplace consequences and where contextual judgement is required
- Integrate AI tools into workplace procedures, including disclosure and attribution of AI-generated content, while maintaining compatibility and performance standards
- Monitor AI performance and implement adjustments to improve effectiveness and quality.

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Application of Knowledge & Skills

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

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

Learners will follow:

- Established workplace frameworks and procedures for AI tool use and verification
- Escalation processes when encountering unfamiliar situations, ethical considerations, or requirements beyond established procedures.

Learners are responsible for:

- Making informed decisions about AI tool selection, output verification and risk management within defined parameters.
  Learners are accountable for:
- The quality and effectiveness of their own AI tool use, including selecting appropriate AI tools and verification strategies to achieve workplace outcomes within defined parameters, and supporting others with routine AI-assisted tasks

Pre-requisite unit(s)

No pre-requisite units

Competency field(s)

Digital Competence

Unit sector(s)

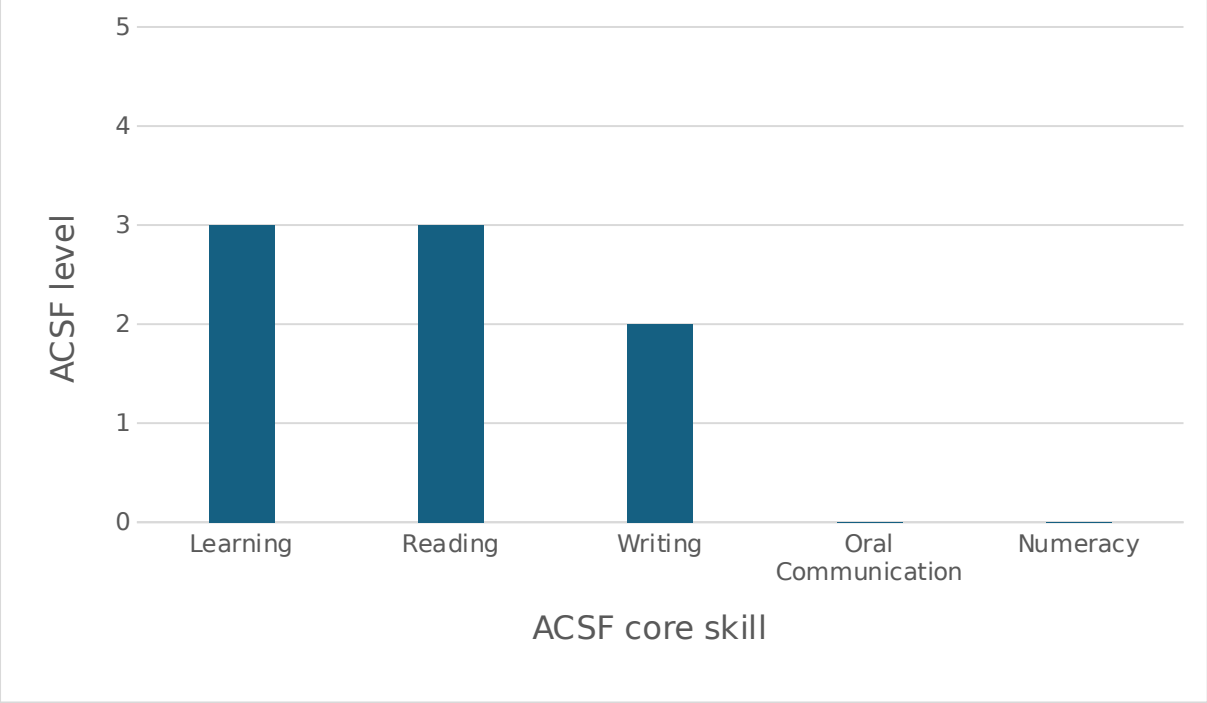
Digital Capability

Foundation skills

The foundation skills in this unit are outlined below

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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 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	No ACSF level assigned.
Numeracy	No ACSF level assigned.

Range of conditions

N/A

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Assessment Requirements for BSBDIG306X Develop Intermediate Digital Artificial Intelligence (AI) Skills

Performance Evidence

Learners must demonstrate ability to:

- Use at least two different AI tools systematically to complete routine workplace tasks
- Evaluate AI outputs, identify limitations, bias and synthetic or manipulated content, and apply verification procedures
- Implement AI risk management protocols, including privacy, data security, lawful data handling and incident response measures
- Coordinate human judgement with AI capabilities, including transitions between human and AI tasks and quality control measures
- Integrate AI tools into workplace procedures, including disclosure and attribution of AI-generated content, while maintaining performance and verification standards.

Knowledge Evidence

Learners must demonstrate intermediate knowledge of:

- How AI systems process structured and unstructured data to generate outputs, and systematic approaches for selecting AI tools based on task requirements
- Criteria, methods and verification procedures used to evaluate AI-generated outputs for accuracy, relevance, fairness, bias and authenticity against authoritative sources and workplace requirements
- Workplace protocols for managing AI-related risks, including privacy, security, lawful data handling, incident response, and systematic approaches for identifying and addressing bias
- Workflows for integrating human judgement with AI capabilities, including transitions between human and AI tasks, quality control and oversight of complex or sensitive information
- Methods for integrating AI tools within workplace systems, performance measures for assessing AI effectiveness, and workplace requirements for disclosing and attributing AI-generated content.

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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