Australian Government

BSBDIG401X Develop Advanced Digital Information Search, Evaluation and Management Skills

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Release: 1

BSBDIG401X Develop Advanced 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 across diverse workplace contexts.

The primary purpose of this unit is to develop advanced digital capabilities that support specialised application across diverse workplace contexts and underpin further vocational training. Learners apply these capabilities across all industries in complex, non-routine workplace tasks at an advanced level.

Learners develop advanced 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 advanced knowledge of:

- Advanced search functions and features of familiar and emerging digital search tools
- Personal, social and political consequences of misinformation, disinformation, bias, social media influence and filter bubbles
- Characteristics of trustworthy digital technologies and methods for identifying artificially generated or manipulated digital content
- Potential sources of error, inaccuracy or bias in information and data
- Approaches to managing, processing and analysing digital information and data across workplace contexts
- Features of open data and big data: applications, benefits and limitations.

Skills

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

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- Critically evaluate advanced functions and features of familiar and emerging digital search tools for complex, non-routine information tasks
- Combine multiple search tools and strategies to address information requirements
- Coach and guide others to strengthen their digital search, evaluation and information management capability
- Analyse how AI systems, bias and vested interests influence digital information creation and presentation
- Systematically assess the reliability, accuracy and credibility of diverse digital sources using multiple validation methods
- Apply ethical, transparent, lawful and secure information management practices
- Identify, analyse and mitigate potential sources of error, inaccuracy or bias in data collection, management and processing
- Use advanced functions and a range of tools and methods to transfer, organise, process and analyse digital information
- Interpret information to inform workplace decision-making.

Application of Knowledge & Skills

Learners work independently within established workplace frameworks and procedures, applying judgement to complete non-routine information search, evaluation and management tasks.

This applies to non-routine workplace information tasks requiring analysis and evaluation across diverse organisational contexts, including situations with multiple variables and stakeholder considerations.

Learners will follow:

- Established workplace frameworks and procedures for information search, evaluation and management
- Escalation to specialist data expertise or organisational policy guidance when matters fall outside established frameworks, including contested information and AI-influenced content requiring specialist expertise.

Learners are responsible for:

- Making informed decisions about search strategy, source credibility, validation methods and information management practices across varied contexts, and exercising judgement on AI-influenced content, contested information and ethical considerations.

Learners are accountable for:

- The selection and application of search tools, evaluation methods and information management practices, and the verification of outputs from AI-supported search and evaluation activities

The quality of information management outputs in their own work and in supporting and guiding the work of others.

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Pre-requisite unit(s)

No pre-requisite units

Competency field(s)

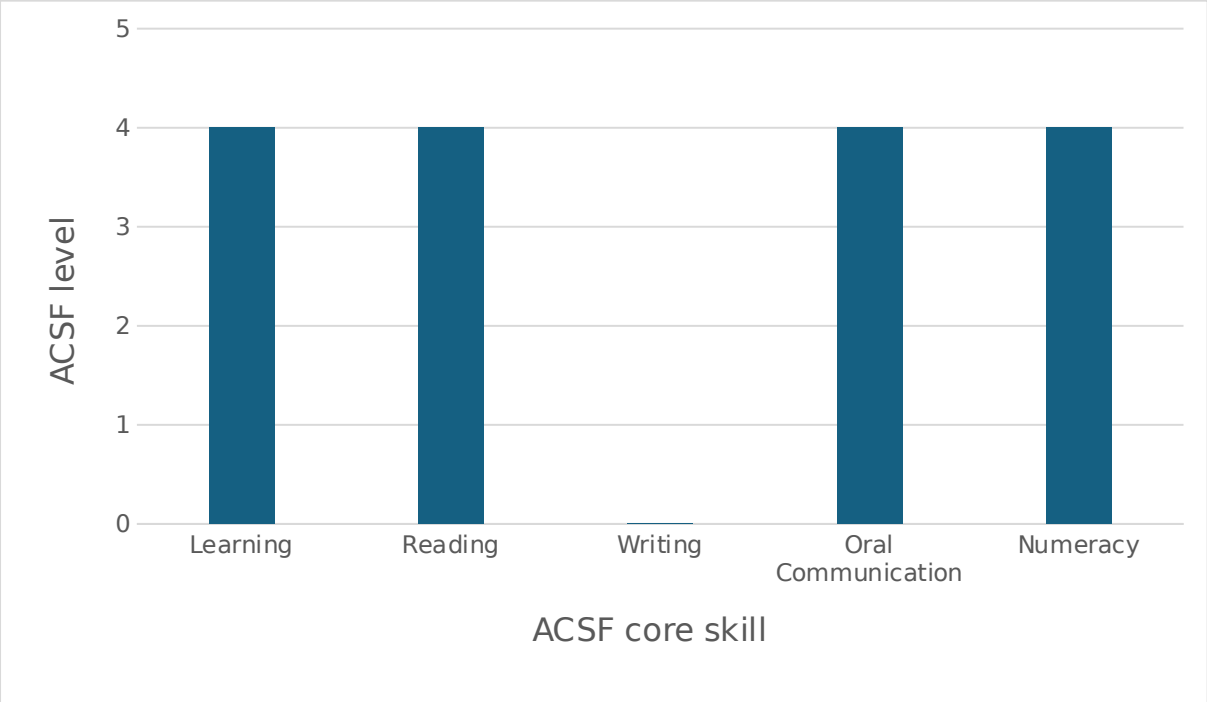
Digital Competence

Unit sector(s)

Digital Capability

Foundation skills

The foundation skills in this unit are outlined below



Core Skills	ACSF Indicators and Performance Features
Learning	Designs, reflects on and redesigns approaches, adapting strategies to new contexts. Self-directing learning in an expanding range of contexts and using formal approaches to maintain currency in a specialised field.
Reading	Interprets and critically analyses complex texts. Understanding texts with complex structures and some technical specificity, synthesising information from several sources, and beginning to evaluate credibility and relevance as a routine part of reading.

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Writing	No ACSF level assigned.
Oral Communication	Shows flexibility, choosing structures and strategies across a range of contexts. Complex oral exchanges such as exploring issues, problem solving and reconciling points of view, with control of oral genres such as reports and discussions.
Numeracy	Extracts and evaluates embedded mathematical information. Extracting and interpreting information embedded in non-routine texts, including rates, routine formulae and statistical data in complex tables.

Range of conditions

N/A

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Assessment Requirements for BSBDIG401X Develop Advanced Digital Information Search, Evaluation and Management Skills

Performance Evidence

Learners must demonstrate ability to:

- Resolve a complex, non-routine information need by combining multiple search tools and strategies, critically evaluating advanced search functions to select the most appropriate approach
- Establish the reliability, accuracy and credibility of digital information affected by AI systems, bias or vested interests, applying multiple validation methods to a source with conflicting or uncertain evidence
- Apply ethical, transparent, lawful and secure information management practices to organise and analyse a complex or ambiguous dataset, identifying and mitigating sources of error or bias, to inform a workplace decision
- Coach a colleague to strengthen their capability in digital search, evaluation or information management.

Knowledge Evidence

Learners must demonstrate advanced knowledge of:

- Advanced search functions and features of familiar and emerging digital search tools, and their appropriate application to workplace information needs
- The personal, social and political consequences of misinformation, disinformation, bias, social media influence and filter bubbles, the indicators of trustworthy digital technologies, methods for identifying artificially generated or manipulated content, and the potential sources of error, inaccuracy or bias in information and data
- Key steps in managing, processing and analysing digital information and data, and the characteristics, applications, benefits and limitations of open data and big data.

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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