Australian Government

BSBDIG501X Develop Highly Advanced Digital Information Search, Evaluation and Management Skills

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Release: 1

BSBDIG501X Develop Highly 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 manage digital information search, evaluation and management practices across diverse organisational contexts.

The primary purpose of this unit is to develop highly advanced digital capabilities that support strategic leadership across diverse workplace contexts and underpin further professional development. Learners apply these capabilities across all industries in complex workplace tasks at a highly advanced level.

Learners develop highly 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 highly advanced knowledge of:

- Emerging developments in digital search technologies and their applications
- Methods for information validation, quality assessment and credibility analysis
- Approaches for promoting resilience to misinformation and disinformation
- Advanced tools and methods for data management, processing and analysis
- Approaches for structuring, documenting and applying governance frameworks to workplace data and information
- Approaches for leading capability development across digital information competencies.

Skills

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

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- Select and apply advanced search methods to novel or highly complex information problems that fall outside standard approaches
- Combine multiple advanced search tools and strategies to resolve information needs spanning several workplace functions
- Take responsibility for the technical quality of search and evaluation work completed by others, providing expert guidance where approaches are unclear
- Critically analyse how AI systems, bias and vested interests shape the information landscape, and apply this analysis to atypical or contested cases
- Apply a wide range of validation methods to establish the reliability, accuracy and credibility of information in situations involving conflicting or incomplete evidence
- Contribute specialist expertise to organisational efforts to build resilience to misinformation and disinformation
- Apply advanced governance and documentation frameworks to structure and secure complex or sensitive datasets, within established organisational policy
- Apply advanced analytical tools and methods, including big data techniques, to complex or ambiguous datasets, transferring techniques from other contexts where needed
- Provide expert advice and mentoring to build the information search, evaluation and management capability of others.

Application of Knowledge & Skills

Learners work independently and with significant self-direction across varied workplace contexts, applying specialist expertise to information search, evaluation and management practices and integrating multiple advanced search tools and strategies.

This applies to complex workplace information challenges requiring contribution to improvements across search, evaluation and data management practices, application of frameworks and integration of digital information considerations with organisational risk management and compliance requirements.

Learners will follow:

- Organisational policies and frameworks for information governance, contributing to their implementation and improvement.

Learners are responsible for:

- Making judgement-based decisions about search and data management tool selection, validation methodologies and capability development approaches, within established information governance frameworks
- Exercising judgement on emerging technologies, information quality risks and organisational resilience to misinformation
- Evaluating sources, data and content to support complex decision-making
- Applying principles for structuring and documenting data and information, applying advanced tools and methods to manage and analyse datasets

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- Determining when specialist expertise, legal or regulatory advice, or senior consultation is required.

Learners are accountable for:

- Leading information initiatives in the workplace, the development of information approaches and contributions to organisational policies for information validation and quality assurance
- The application of governance frameworks and organisational systems in their own work and in building capability in others.

Pre-requisite unit(s)

No pre-requisite units

Competency field(s)

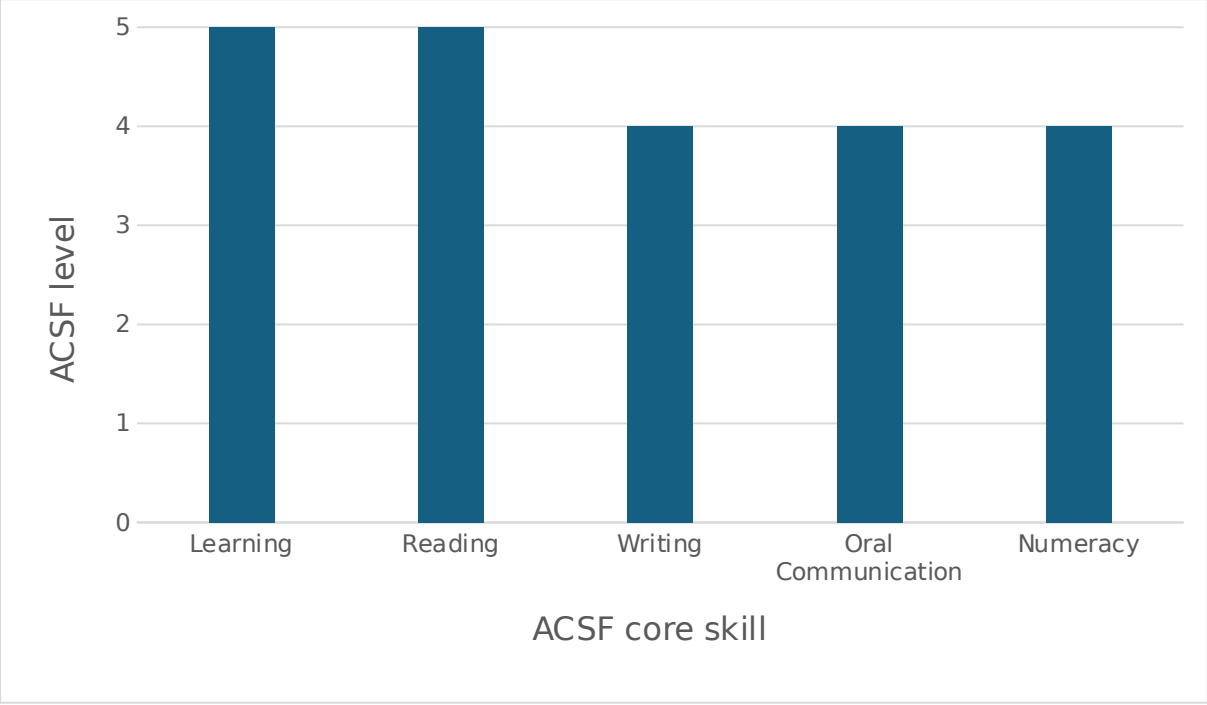
Digital Competence

Unit sector(s)

Digital Capability

Foundation skills

The foundation skills in this unit are outlined below



Core Skills	ACSF Indicators and Performance Features
Learning	Self-directs learning, drawing on a broad and expanding repertoire of

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	strategies. Self-directing learning in highly challenging contexts, critically evaluating information from a wide variety of sources, and using structured approaches to currency and critical reflection.
Reading	Organises, evaluates and critiques ideas and information across complex texts. Understanding highly complex, technically dense texts; selecting, synthesising and critically evaluating evidence and arguments; evaluating credibility and relevance against criteria.
Writing	Communicates complex relationships between ideas, matching style to purpose and audience. Control of text types such as reports and procedures, writing for a range of purposes and integrating information from several sources.
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 BSBDIG501X Develop Highly Advanced Digital Information Search, Evaluation and Management Skills

Performance Evidence

Learners must demonstrate ability to:

- Resolve a complex workplace information need by selecting, combining and applying advanced search methods and tools, and by taking responsibility for the technical quality of related work completed by others
- Establish the reliability and credibility of information in a situation involving conflicting, incomplete or contested evidence, applying multiple validation methods and critically accounting for the influence of AI systems, bias or vested interests
- Apply governance, documentation and analytical frameworks, including big data techniques where relevant, to manage a complex or sensitive dataset within established organisational policy
- Provide expert advice or mentoring that builds another person's information search, evaluation or management capability.

Knowledge Evidence

Learners must demonstrate highly advanced knowledge of:

- Emerging developments in digital search technologies and their practical applications to complex workplace information tasks
- Methods for validating information, assessing its quality and credibility, and building organisational resilience to misinformation and disinformation
- Advanced tools and methods for managing, processing and analysing data, the governance frameworks used to structure and document workplace data and information, and approaches for building organisational capability in digital information competencies.

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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