Australian Government

BSBDIG508X Develop Highly Advanced Digital Skills in the Workplace

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Release: 1

BSBDIG508X Develop Highly Advanced Digital Skills in the Workplace

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 integrated digital capabilities 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 integrated capability across five competence areas:

- Information search, evaluation and management
- Communication and collaboration
- Digital content creation
- Safety, wellbeing and responsible use
- Problem identification and solving.

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 trends across digital search technologies and methodologies
- Frameworks for information validation and governance
- Approaches to information resilience
- Emerging trends across communication and collaboration platforms
- Frameworks for communication approaches
- Ethical and proportionate use of Artificial Intelligence (AI) in communication and collaboration
- Legislative and regulatory frameworks relating to digital behaviour
- Emerging trends across content creation technologies

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- Frameworks for content quality management and intellectual property
- Legislative and regulatory frameworks relating to copyright
- Emerging trends across cyber security and privacy solutions and sustainability impacts
- Frameworks for safety and wellbeing evaluation
- Approaches to accessibility and inclusion, data protection and sustainability
- Legislative and regulatory frameworks relating to cyber security, data protection, wellbeing, inclusion, and environmental sustainability
- Emerging trends across problem-solving methodologies
- Frameworks for capability development
- Methods for developing integrated solutions, implementing change, contributing to organisational standards and building capability in others.

Skills

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

- Synthesise developments in digital search technologies and information management systems to inform workplace decisions
- Take responsibility for the quality of search and evaluation work within a team or work area, integrating advanced strategies with systematic evaluation approaches
- Manage comprehensive data and information practices that contribute to organisational governance
- Contribute specialist expertise to strengthening organisational resilience to misinformation and disinformation
- Combine and optimise communication technologies for complex tasks spanning multiple stakeholders or platforms
- Facilitate collaborative approaches that enable ethical AI use and effective human-AI collaboration
- Analyse the societal, economic and political impacts of digital technologies, applying this analysis to workplace decisions involving digital behaviour and rights
- Produce content for complex or unfamiliar purposes using advanced design, data visualisation and integration techniques, embedding accessibility, inclusivity and ethical practice
- Address complex copyright or licensing questions by applying intellectual property knowledge
- Integrate automation or AI systems within complex workplace processes, drawing on specialist knowledge
- Resolve complex cyber security or data protection compliance questions by interpreting relevant legislation, and take responsibility for the quality of related protective practices within a team or work area

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- Evaluate evidence relating to wellbeing and inclusion in digital environments, embedding safe, inclusive and equitable digital practices
- Draw on specialist knowledge of environmental impacts to promote sustainable digital practices
- Design and deliver training that builds confidence and autonomy in others to resolve technical or user-need problems using digital technologies
- Provide expert mentoring and develop learning resources to build another person's digital competence.

Application of Knowledge & Skills

Learners work independently and with significant self-direction across varied workplace contexts, applying specialist expertise to integrated digital practices spanning information management, communication and collaboration, content creation, safety and wellbeing, and problem-solving domains.

This applies to complex workplace digital challenges requiring application of frameworks across competence areas and integration of digital considerations with organisational risk management and compliance requirements, including complex information search, evaluation and governance challenges, advanced content creation and integration tasks, and multi-domain problem-solving scenarios requiring strategic judgement across all five competence areas.

Learners will follow:

- Organisational policies and frameworks for information management, communication, content creation, cyber security, wellbeing and sustainability, contributing to their implementation.

Learners are responsible for:

- Making judgement-based decisions about integrated digital approaches, capability development and cross-domain priorities, within established organisational governance frameworks
- Exercising judgement on competing demands across information, communication, content, safety and problem-solving domains and on emerging digital technologies and risks
- Evaluating and synthesising developments in information search and management to inform practice, and applying specialist expertise to complex content creation initiatives that embed accessibility, inclusivity and ethical practice
- Leading the application of digital technologies to complex problem-solving and mentoring others to identify competence gaps and develop capability
- Determining when specialist expertise, legal or regulatory advice, or senior consultation is required.

Learners are accountable for:

- Leading integrated digital initiatives in the workplace across information management, communication, content creation, safety and problem-solving domains

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- The selection of integrated digital approaches, and contributions to organisational policies for information management, communication, content creation, cyber security, wellbeing and sustainability
- The development and application of advanced search strategies, information governance and data management approaches
- The creation and quality assurance of accessible and inclusive digital content across organisational contexts
- The leadership of initiatives that apply digital technologies to complex problem-solving
- 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)

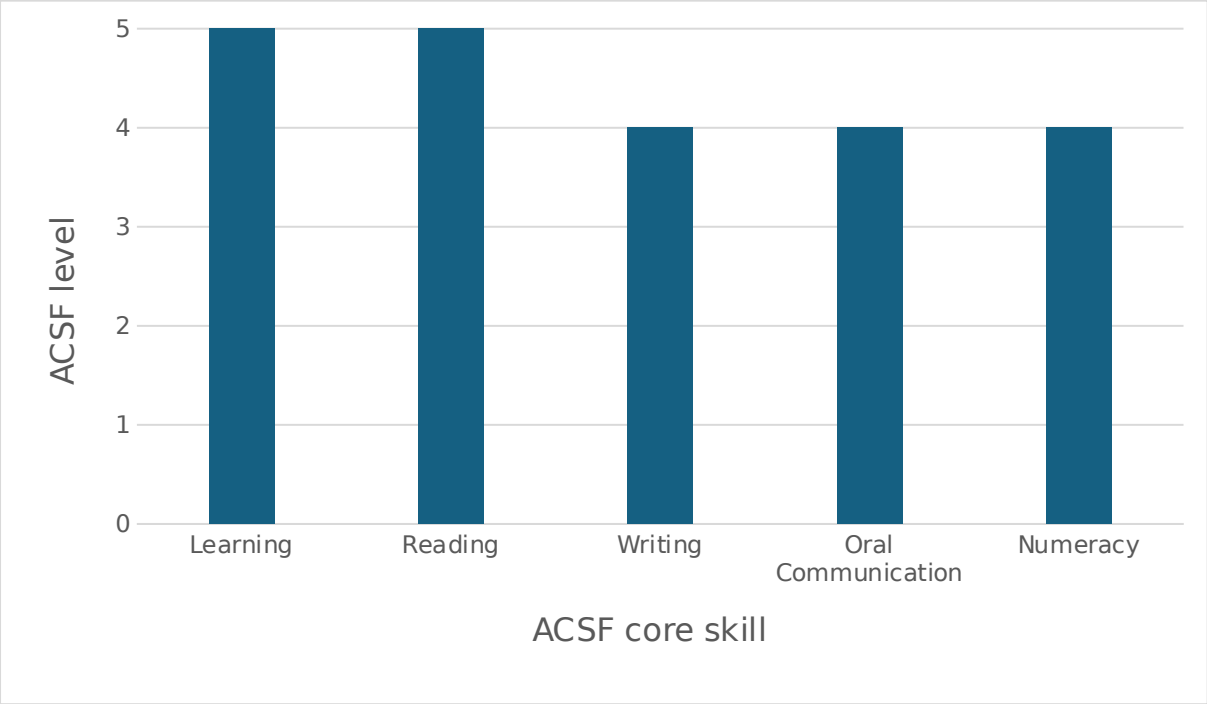
Digital Competence

Unit sector(s)

Digital Capability

Foundation skills

The foundation skills in this unit are outlined below



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Core Skills	ACSF Indicators and Performance Features
Learning	Self-directs learning, drawing on a broad and expanding repertoire of 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 BSBDIG508X Develop Highly Advanced Digital Skills in the Workplace

Performance Evidence

Learners must demonstrate ability to:

- Combine digital capabilities across information management, communication, content creation and problem-solving to resolve a complex, cross-domain workplace challenge
- Evaluate developments across all competence areas, including search technologies, communication platforms, content tools and cyber security requirements, to inform a workplace decision
- Contribute to an integration initiative spanning multiple competence areas, applying digital technologies to a complex problem-solving scenario
- Apply advanced design, data visualisation and content integration techniques to a complex challenge, while taking responsibility for related organisational approaches to cyber security, data protection or device security
- Build organisational capability by mentoring others, developing learning resources and promoting ethical and inclusive practice, including supporting others to understand their digital behaviour rights and responsibilities.

Knowledge Evidence

Learners must demonstrate highly advanced knowledge of:

- Emerging trends across digital search technologies and methodologies, frameworks for validating and governing information, and approaches for building resilience to unreliable information
- Emerging trends across communication and collaboration platforms, frameworks for communication approaches, the principles of ethical and proportionate AI use in collaboration, and legislative and regulatory frameworks relating to digital behaviour
- Emerging trends across content creation technologies, frameworks for content quality management and intellectual property, and legislative and regulatory frameworks relating to copyright
- Emerging trends across cyber security, privacy and sustainability considerations, frameworks for evaluating safety and wellbeing, approaches to accessibility, inclusion, data protection and sustainability, and associated legislative and regulatory frameworks
- Emerging trends across problem-solving methodologies, frameworks for capability development, and methods for developing integrated solutions, implementing change, contributing to organisational standards and building capability in others.

Assessment Conditions

N/A

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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 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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