Assessment Requirements for BSBITU111 Operate a personal digital device

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Performance Evidence

Evidence of the ability to:

- follow user procedures to activate and access a personal digital device
- follow user procedures and system information when using the basic functions on a personal digital device, seeking assistance when necessary
- use desktop or menu icons and create shortcuts
- create and manipulate folders and subfolders
- update and save changes to files, documents, applications, or similar
- correctly shut down or deactivate applications and the device.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- User procedures for activating and accessing a personal digital device
- Key components of the digital system, including what each one does
- Key functions of the operating system organisational conventions for naming files

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the information and communications technology – IT use field of work and include access to:

- organisational policies and procedures
- device user and system information

- suitable workspace including a personal digital device.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10