



**Australian Government**

# **FSKDIG01 Use digital technology for basic workplace tasks**

**Release: 1**

## FSKDIG01 Use digital technology for basic workplace tasks

### Modification History

Release	Comments
Release 1	This streamlined version first released with <i>FSK Foundation Skills Training Package version 1.0</i> .

### Application

This unit describes the skills and knowledge required to use digital technology to undertake basic workplace tasks under supervision.

The unit applies to individuals at Australian Core Skills Framework (ACSF) level 1 who need to undertake a vocational training pathway or workplace tasks.

This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Digital Technology

## Elements and Performance Criteria

Element	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to use digital technology	1.1 Identify basic workplace task 1.2 Identify appropriate digital technology for the task 1.3 Recognise basic workplace information and terminology
2. Complete basic workplace task	2.1 Follow basic written and pictorial instructions to access and use digital technology 2.2 Follow workplace procedures related to technology to perform the task 2.3 Review performance

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Learning		<ul style="list-style-type: none"> <li>Selects digital technology for the task with assistance</li> </ul>
Oral Communication		<ul style="list-style-type: none"> <li>Discusses performance with trainer or /supervisor</li> </ul>

## Mapping Information

Not applicable

## Links

Companion volumes from the IBSA website - <http://www.ibsa.org.au>