



Australian Government

BSBITS411 Maintain and implement digital technology

Release: 1

BSBITS411 Maintain and implement digital technology

Modification History

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

Application

This unit describes the skills and knowledge required to maintain the effectiveness of digital technology in the workplace. It includes maintaining existing technology, planning for future technology requirements, and identifying opportunities to improve workplace effectiveness and efficiency by introducing new digital technologies.

It applies to individuals with a broad knowledge of digital business technologies who may be required to contribute well-developed skills in creating solutions to maintenance and upgrade issues with existing digital technology. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

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

Unit Sector

Information and Communications Technology – IT Support

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. Maintain performance of existing digital technologies	1.1 Monitor and evaluate system effectiveness to ensure it meets organisational and system requirements 1.2 Use operating system, available software, web-based tools, and relevant applications to identify performance problems 1.3 Maintain digital technologies according to organisational requirements by troubleshooting solutions to diagnose issues
2. Maintain security and functionality of data and	2.1 Carry out system back-up procedure at regular intervals according to organisational and system requirements

ELEMENT	PERFORMANCE CRITERIA
digital technologies	<p>2.2 Install and operate software and other digital applications in accordance with developers' and organisational requirements</p> <p>2.3 Identify sources of risk to digital security in line with organisational policies and requirements</p> <p>2.3 Maintain and update digital security access procedures in line with organisational requirements</p> <p>2.4 Ensure that licences for use of software are used, checked and recorded in accordance with organisational requirements</p>
3. Identify future technology requirements and opportunities	<p>3.1 Identify available and upcoming digital technology solutions by accessing relevant sources of information</p> <p>3.2 Assess existing digital technologies against newly available and upcoming digital technology solutions to determine future needs, opportunities, and priorities</p> <p>3.3 Identify and select new digital technologies to achieve and maintain continuous organisational development in line with organisational strategies</p> <p>3.4 Develop and implement improved digital technology systems based on feedback from clients and colleagues, in line with organisational policies and requirements</p> <p>3.5 Obtain management and budget approval for new selected technologies</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	<ul style="list-style-type: none"> Gathers, analyses and interprets a range of textual information from a variety of sources and identifies relevant information
Writing	<ul style="list-style-type: none"> Produces texts of varying complexity using appropriate language and logical structure to record and convey information
Navigate the world of work	<ul style="list-style-type: none"> Complies with organisational policies and legal responsibilities related to own work
Get the work done	<ul style="list-style-type: none"> Plans, implements and monitors tasks required to achieve required outcomes Takes responsibility for the outcomes of routine decisions directly

	<p>related to own role</p> <ul style="list-style-type: none">• Recognises and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts• Understands the purposes, specific functions and key features of common digital systems and tools and operates them effectively to complete routine tasks• Identifies innovations by monitoring trends from other contexts
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITS411 Maintain and implement digital technology	BSBITS401 Maintain business technology	Updates to title, application statement, elements, performance criteria and assessment requirements	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>