



Australian Government

**Assessment Requirements for BSBITU422
Use digital technologies to collaborate in the
workplace**

Release: 1

Assessment Requirements for BSBITU422 Use digital technologies to collaborate in the workplace

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:

- review business use of technology for collaboration and identify opportunities, priorities and risks associated with adopting new technologies, in accordance with organisational strategies
- collect, analyse and present relevant information about digital applications
- create and present a business case to appropriate personnel for adopting new collaborative digital technologies
- develop and communicate a plan to implement new ways of working collaboratively using digital technologies.

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.

- Key fundamentals of digital applications, including key terms and concepts
- Key features of organisational policies and requirements related to digital security
- Key features of organisational commercial strategy relevant to digital technologies
- Key sources of information about digital applications, and options specific to the business.

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:

- business equipment and resources
- business technology
- relevant legislation, regulations, standards and codes
- relevant organisational policies and procedures
- case studies or where possible, real situations
- interaction with others.

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

Links

Companion Volume implementation guides are found in VETNet -

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