Assessment Requirements for BSBMGT407 Apply digital solutions to work processes

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify digital applications, services and information and evaluate them for use in the workplace including:
  - the validity and reliability of digital information
  - monitoring trends and innovations in digital technology
  - selecting digital services and solutions suitable for the workplace
  - compliance to relevant legislation, regulations and organisational policies
- identify and implement protocols and procedures to integrate digital services and solutions including:
  - intellectual property requirements
  - digital media protocols and conventions
  - storage and retrieval of digital information
  - training and/or mentoring or other support for team members.

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

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how legislation, regulations and the organisation's policies and procedures relate to working with digital technology and information
- explain key elements to consider when evaluating whether digital technology and information options are fit for purpose
- outline the intellectual property risks to the organisation in relation to digital technology.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- relevant legislation and regulations
- office equipment and technology
- relevant workplace documentation and resources
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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