Australian Government

BSBSS00124 Workplace IT Foundations Skill Set

Release: 1

BSBSS00124 Workplace IT Foundations Skill Set

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Description

This skill set addresses the skills and knowledge to prepare to use basic technology in the workplace.

Pathways Information

Units from this skill set can contribute to credit towards BSB10120 Certificate I in Workplace Skills and BSB20120 Certificate II in Workplace Skills.

Licensing/Regulatory Information

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

Skill Set Requirements

BSBOPS101 Use business resources

BSBTEC101 Operate digital devices

FSKDIG002 Use digital technology for routine and simple workplace tasks

ICTICT211 Identify and use basic current industry specific technologies

Target Group

This skill set is for individuals who are preparing to enter the workplace.

Suggested words for Statement of Attainment

These units of competency meet industry requirements for individuals who are preparing to enter the workforce.