Australian Government

BSBTEC101 Operate digital devices

Release: 1

BSBTEC101 Operate digital devices

Modification History

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

Application

This unit describes the skills and knowledge required to start up and use a range of basic functions on digital devices.

The unit applies to those who perform a range of routine digital tasks in the various sectors of the business services industry and generally work under direct supervision.

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

Unit Sector

Digital Competence - Technology Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Activate digital device and access features	1.1 Prepare workspace, furniture and equipment to suit user ergonomic requirements, where required 1.2 Activate digital device, and access or log on according to organisation policies and procedures 1.3 Identify basic functions and features of digital devices 1.4 Customise desktop or application configuration 1.5 Request assistance from relevant personnel for using digital device, where required 1.6 Access help functions, where required
2. Navigate and organise file or application environment	2.1 Open, close and access file or application by selecting correct desktop or menu icons 2.2 Create shortcuts onto the desktop or menu, and request

ELEMENT	PERFORMANCE CRITERIA
	assistance from relevant personnel, where required
	2.3 Identify and apply keyboard functions for both alpha and numeric keyboard input devices
	2.4 Create folders and subfolders with relevant names
	2.5 Identify and access storage devices relevant to the digital device
	2.6 Download new applications with assistance from relevant stakeholder
	2.7 Use search functions to locate files or applications
3. Edit and update stored information	3.1 Rename and move folders and subfolders
	3.2 Remove files or applications as required, with assistance from relevant stakeholder
	3.3 Open relevant file, document, or application
	3.4 Edit content of the file, document, application, or similar in accordance with simple instructions
	3.5 Save changes in digital device
4. Deactivate personal digital device	4.1 Save and close all open files, documents or applications
	4.2 Deactivate digital device according to user procedures

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	• Recognises textual information within internal procedures and technical documents to determine and complete work requirements
Writing	• Inputs information using familiar text types and records numerical and textual information for file naming conventions

Unit Mapping Information

Supersedes and is equivalent to BSBITU111 Operate a personal digital device.

Supersedes but is not equivalent to:

- BSBITU112 Develop keyboard skills
- BSBITU307 Develop keyboarding speed and accuracy.

Links

Companion Volume Implementation Guide is found on VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

Future Skills Organisation