



Australian Government

FSKDIG002 Use digital technology for routine and simple workplace tasks

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to use digital technology to undertake workplace tasks that are simple and routine in nature. It requires the ability to identify and interpret technical instructions, and setup and apply a range of digital technologies to achieve predetermined outcomes.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

This unit applies to individuals who use, or are preparing to use, digital skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

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

Unit Sector

Digital Technology

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. Prepare to use digital technology for routine and simple task	1.1 Identify nature and scope of routine and simple workplace task that requires the use of digital technology 1.2 Identify purpose of task and required outcome 1.3 Identify, select and locate appropriate digital technology required for task

Element	Performance Criteria
	1.4 Locate and identify simple workplace information and terminology associated with technology
2. Perform routine and simple workplace task using digital technology	2.1 Interpret and follow simple instructions to access and use digital technology required for the task 2.2 Use technology to enter, store and retrieve information relevant to the task 2.3 Comply with workplace procedures relevant to using digital technology in completing task 2.4 Use basic security protocols related to workplace task
3. Finalise task	3.1 Complete use of technology for designated task in accordance with workplace procedures 3.2 Review performance against required outcome 3.3 Seek feedback on performance against outcomes and identify ways to improve performance

Foundation Skills

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

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKDIG02 Use digital technology for simple workplace tasks.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178>