



Australian Government

BSBITU111 Operate a personal digital device

Release: 2

BSBITU111 Operate a personal digital device

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. Version created to rectify typographical error
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Application

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

It applies to individuals 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

Information and Communications Technology – IT Use

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. Activate personal digital device and access features	1.1 Activate personal digital device, and access or log on according to user procedures 1.2 Identify basic functions and features using system information 1.3 Customise desktop or application configuration, if necessary, with assistance from appropriate persons 1.4 Access help functions as required
2. Navigate and organise file or application	2.1 Open, close and access features by selecting correct desktop or

ELEMENT	PERFORMANCE CRITERIA
environment	menu icons 2.2 Create shortcuts onto the desktop or menu, if necessary, with assistance from appropriate persons 2.3 Create folders/subfolders of files or applications (or similar) with suitable names for personal device 2.4 Download new applications (or similar), with assistance from appropriate persons 2.5 Rename and move folders/subfolders of files or applications (or similar) with suitable names 2.6 Use search functions to locate files or applications (or similar) 2.7 Remove files or applications (or similar) as required, with assistance from appropriate persons
3. Edit stored information	3.1 Open relevant file, document, application, or similar 3.2 Edit content of the file, document, application, or similar in accordance with simple instructions 3.3 Save changes to personal device
4. Shut down/deactivate personal digital device	4.1 Save and close all open applications 4.2 Shut down or deactivate personal 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
Oral Communication	Asks simple questions and comprehends answers that contain short and explicit information
Navigate the world of work	Recognises and follows simple instructions
Interact with	Uses appropriate communication practices to seek guidance from

others	more experienced work colleagues
Get the work done	With guidance, is beginning to understand and use the specific functions and features of digital systems and tools

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBITU111 Operate a personal digital device	BSBITU101 Operate a personal computer	Updates to title, application statement, elements, performance criteria and assessment requirements	Equivalent unit

Links

Companion Volume Implementation Guides are available from VETNet -

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

Assessment Requirements for BSBITU111 Operate a personal digital device

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Performance Evidence

Evidence of the ability to:

- follow user procedures to activate and access a personal digital device
- follow user procedures and system information when using the basic functions on a personal digital device, seeking assistance when necessary
- use desktop or menu icons and create shortcuts
- create and manipulate folders and subfolders
- update and save changes to files, documents, applications, or similar
- correctly shut down or deactivate applications and the device.

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.

- User procedures for activating and accessing a personal digital device
- Key components of the digital system, including what each one does
- Key functions of the operating system
- Organisational conventions for naming files

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:

- organisational policies and procedures
- device user and system information
- suitable workspace including a personal digital device.

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

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