



Australian Government

BSBMGT407 Apply digital solutions to work processes

Release: 1

BSBMGT407 Apply digital solutions to work processes

Modification History

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

Application

This unit defines the skills, knowledge and outcomes to integrate digital technologies into common management practice.

It applies to supervisors, team, new and emerging leaders who need to apply digital vision and solutions within structured work environments.

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

Unit Sector

Management and Leadership - Management

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. Utilise digital workplace information	1.1 Identify available workplace digital applications for communications, technologies and networks 1.2 Locate and use digital information as an integral part of workplace operations 1.3 Review digital information sources for validity and reliability 1.4 Create, store and retrieve information in digital format 1.5 Continuously review trends and innovations in relevant digital technology suitable for workplace innovation
2. Lead work processes in a digital environment	2.1 Select, integrate and use digital services in workplace operations 2.2 Review and select digital solutions that are fit for purpose

ELEMENT	PERFORMANCE CRITERIA
	2.3 Integrate new digital innovations into workplace operations 2.4 Identify and adopt digital media protocols and conventions 2.5 Train, encourage and support team members in the application of digital solutions
3. Recognise and apply intellectual property requirements	3.1 Identify legislation, regulations and the organisation's policy relevant to intellectual property 3.2 Review digital process and applications for compliance with intellectual property requirements 3.3 Document, register and report matters related to intellectual property

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3	Sources, analyses and interprets textual information, including technical data, in the context of organisational strategy and compliance requirements
Writing	3.3	Develops texts dealing with complex concepts using specialised and detailed language to convey explicit information, requirements and recommendations in accordance with legal and organisational requirements
Oral communication	2.5	Presents information using language and features appropriate to the audience
Navigate the world of work	2.4, 3.1-3.3	Monitors adherence to organisational policies and legal requirements
Interact with others	2.5	Uses a collaborative instructional approach to encourage, support and develop understanding and skills in others
Get the work done	1.2, 1.4, 1.5, 2.1- 2.4	- Uses and investigates new digital technologies and applications to support organisational plans - Supports the implementation and review of digital technologies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMGT407 Apply digital solutions to work processes	Not applicable	New unit	No equivalent qualification

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBMGT407 Apply digital solutions to work processes

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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

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