



Australian Government

BSBMGT519 Incorporate digital solutions into plans and practices

Release: 1

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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 required to implement digital solutions into organisational processes and practices. It covers identifying and evaluating opportunities, accessing technological expertise, and managing the changes associated with new technology.

It applies to leaders and managers where the application of digital solutions can improve workplace innovation and productivity.

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. Identify trends in digital applications	1.1 Review digital applications and developments and related regulatory requirements relevant to the work context and industry 1.2 Consult with technology experts to identify suitable applications 1.3 Undertake cost-benefit analysis to qualify suitability of new or improved digital applications 1.4 Document risks, opportunities and barriers to implementation
2. Evaluate opportunities for new digital	2.1 Select and review processes, plans and practices to identify potential to integrate new digital solutions

ELEMENT	PERFORMANCE CRITERIA
applications	2.2 Consult with others in the enterprise to identify flow on impacts 2.3 Work with technology specialists and others to identify proven intervention methods 2.4 Trial and evaluate proposed changes in line with enterprise risk policy and select options to progress
3. Implement digital solutions	3.1 Prepare new or revised procedure and process documentation 3.2 Prepare change plan and train personnel 3.3 Regularly monitor and adjust new applications as needed 3.4 Maintain data on new or revised practices
4. Evaluate solutions	4.1 Analyse implementation data to identify trends 4.2 Compare findings against expected benefits and productivity improvements 4.3 Document and recommend additional digital applications relevant to the workplace and industry

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, 2.1, 4.1, 4.2	Sources, analyses and interprets textual information, including technical data, in the context of organisational strategy and compliance requirements to make comparisons and identify trends
Writing	1.4, 3.1, 3.2, 4.3	Develops texts dealing with complex concepts using specialised and detailed language to convey explicit information, requirements and recommendations in accordance with organisational requirements
Oral Communication	1.2, 2.2, 2.3, 3.2	Presents information and seeks advice using language and features appropriate to audience
Numeracy	1.3	Selects and uses familiar mathematical techniques to calculate costs and to conduct cost benefit analyses
Navigate the	1.1, 2.4, 3.1, 3.3	Understands and adheres to legislative requirements

world of work		and contributes to the development of organisational policy
Interact with others	1.2, 2.2, 2.3, 3.2	Cooperates and consults with others to identify options to support strategy
Get the work done	1.1, 1.3, 2.1, 2.4, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3	- Plans and implements tasks required to implement digital solutions - Collects and analyses data to decide on effectiveness of practices and to determine risk - Actively identifies digital systems, devices and applications with potential to meet current and/or future needs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMGT519 Incorporate digital solutions into plans and practices	Not applicable	New unit	No equivalent unit

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 BSBMGT519 Incorporate digital solutions into plans and practices

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Performance Evidence

Evidence of the ability to:

- evaluate digital applications to determine costs, benefits, risks and suitability for the work context
- consult with technology subject matter experts on digital applications and implementation
- consult with stakeholders to plan for and implement changes
- manage implementation of the changes including:
 - trialling and evaluation of options
 - preparing a change plan
 - new or revised procedures and documentation
 - providing training
 - monitoring and making adjustments as needed
 - managing the flow on impacts of the changes
- monitor and evaluate new digital work practices against expected benefits and productivity improvements.

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:

- describe current trends and practices in digital applications relevant to the work context and industry
- outline the legislative and regulatory context of the organisation as it relates to digital solutions
- explain the convergence between information technology and telecommunications applications in the relevant industry

- explain how other systems, policies and procedures in an organisation are likely to be affected by new digital applications
- outline typical challenges to implementing technology changes in an organisation and possible strategies to address them
- describe methods for evaluating success of digital applications.

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
- workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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