



Australian Government

BSBTEC601 Review organisational digital strategy

Release: 1

BSBTEC601 Review organisational digital strategy

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 review an organisation's digital strategy and assess whether it is fulfilling its objectives according to relevant performance indicators.

The unit applies to individuals who are responsible for reviewing the operation and effectiveness of an organisation's digital strategy to ensure the strategy remains according to organisation's objectives.

No licensing, legislative, regulatory 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop plan for review of digital strategy	1.1 Obtain and interpret information on organisation's policies, procedures and objectives related to digital strategy 1.2 Develop a review methodology 1.3 Prepare review plan detailing established review criteria, organisational objectives and the information to be collected 1.4 Ensure approval of plan from relevant stakeholders
2. Collect review information	2.1 Source relevant information according to review plan 2.2 Organise, interpret and evaluate collected

ELEMENT	PERFORMANCE CRITERIA
	information against established review criteria according to review plan 2.3 Discuss issues interpreting information and address appropriately in consultation with relevant stakeholders 2.4 Organise interpreted review information for analysis
3. Analyse the collected information	3.1 Analyse review information according to review plan 3.2 Review and discuss outcomes and findings of the analysis with relevant stakeholders
4. Determine review findings and outcomes	4.1 Develop and discuss preliminary findings and any identified issues with relevant stakeholders 4.2 Source additional information required to clarify aspects of findings and issues 4.3 Prepare recommendations for actions to improve digital strategy
5. Document and distribute outcomes and recommendations of review	5.1 Prepare a draft report of the outcomes, findings and recommendations of digital strategy review according to review plan 5.2 Distribute draft report to relevant stakeholders 5.3 Edit the report based on the feedback obtained 5.4 Proofread the report in preparation for distribution 5.5 Present final report and obtain approval from authorised stakeholders 5.6 Distribute final report to relevant stakeholders according to review plan

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	- Identifies, interprets, analyses or reviews complex texts from various sources to determine, organisational operations, specific requirements and responsibilities - Checks documents for accuracy of content, grammar, spelling and punctuation
Writing	Collates and compiles results of research and analysis using appropriate technical language and organisational formats

SKILL	DESCRIPTION
	• Develops materials to convey information, requirements or recommendations using language and structure appropriate to the audience • Composes and edits texts, selecting appropriate vocabulary and structure for audience and purpose
Self-management	• Responsible for following policies, procedures and legislative requirements
Planning and organising	• Plans, develops, implements and monitors processes for reviewing digital strategy performance
Technology	• Uses digital technologies and systems safely, legally and ethically to access, store and share information

Unit Mapping Information

No equivalent unit. New unit.

Supersedes but is not equivalent to:

- BSBITA611 Configure and optimise customer contact technology
- BSBITB801 Implement advanced electronic technologies.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBTEC601 Review organisational digital strategy

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- review and develop and distribute recommendations relating to the digital strategy of an organisation or work area.

In the course of the above, the candidate must:

- develop a review plan including:
 - preparation of a review methodology
 - prepare and submit final report for approval and implementation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key features of organisational policies and procedures, and objectives
- digital strategy review methodologies
- features of review plans, methodology and criteria
- sources of relevant digital strategy information
- methods of analysis of review information
- format and content of digital strategy report
- common recommendations for actions to improve digital strategy
- methods of distribution of the final review report.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant standards, laws, regulations, industry and organisational codes and standards

- workplace equipment and resources relevant to performance evidence.

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

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