



Australian Government

FSKDIG003 Use digital technology for non-routine workplace tasks

Release: 1

FSKDIG003 Use digital technology for non-routine workplace tasks

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 non-routine workplace tasks, such as, operating machinery with computerised settings, entering text into a scanning device, collecting data to construct tables, graphs and charts in a spreadsheet, and measuring, recording and interpreting data using digital equipment.

An individual performing these tasks works independently and uses familiar support resources as needed.

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 non-routine task	1.1 Identify nature and scope of non-routine workplace task that requires the use of digital technology 1.2 Identify purpose of task and set the required outcome 1.3 Select and organise appropriate digital technology required for task

Element	Performance Criteria
	1.4 Locate and interpret routine workplace information and terminology associated with technology, and relevant safety procedures
2. Perform non-routine workplace task using digital technology	2.1 Interpret and follow routine information and instructions from a range of sources to access and use digital technology required for task 2.2 Apply knowledge or skills to adapt instructions to suit changes or requirements in the workplace 2.3 Comply with workplace procedures and security protocols relevant to using digital technology in completing task
3. Finalise task	3.1 Determine and complete shut down or reset of technology in accordance with workplace procedures 3.2 Review performance against required outcomes 3.3 Evaluate and plan 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 FSKDIG03 Use digital technology for routine workplace tasks.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for FSKDIG003 Use digital technology for non-routine workplace tasks

Modification History

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

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:

- use digital technology to complete at least three non-routine workplace tasks with different required outcomes and in accordance with workplace procedures.

During the above, the candidate must demonstrate use of the main features and functions of selected digital technology and application of security protocols.

Knowledge Evidence

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

- outcomes of relevant non-routine workplace tasks using digital technology
- types of digital technology – software and hardware – commonly used in the workplace, their purposes and their uses
- legislation or policies relevant to the use of workplace technology
- workplace procedures for safely accessing and using digital technology
- techniques to synthesise relevant information and instructions from various sources
- relevant ethical and security practices applicable to use of digital technology for non-routine workplace tasks
- conventions of online etiquette
- strategies to review and improve performance.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using non-routine tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- digital technology required to complete the performance evidence
- workplace procedures required to complete the performance evidence
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of digital technology, and
- have completed the following or equivalent:
 - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
 - a higher level education qualification, such as:
 - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
 - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

Links

Companion Volume Implementation Guide is found on VETNet -

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