

# Digital Occupational Profile Version 1.0

Occupation



# Copyright



Australian Government  
Department of Employment  
and Workplace Relations

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## Acknowledgements

The Department of Employment and Workplace Relations (the Department) acknowledges that the Framework is adapted from the European Commission's 'The Digital Competence Framework for Citizens with eight proficiency levels and examples of use' ([DigComp 2.1](#)).

Citation: Carretero Gomez, S., Vuorikari, R. and Punie, Y., DigComp 2.1: The Digital Competence Framework for Citizens with eight proficiency levels and examples of use, EUR 28558 EN, Publications Office of the European Union, Luxembourg, 2017, ISBN 978-92-79-68006-9 (pdf), 978-92-79-68005-2 (print), 978-92-79-74173-9 (ePub), doi:10.2760/38842 (online), 10.2760/836968 (print), 10.2760/00963 (ePub), JRC106281.

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The Department also acknowledges Australian Industry Standards Limited for its assistance in developing the Framework with funding from the Department under the Training Product Development Program.



## The digital occupational profile defines the knowledge, skills and proficiency levels that a professional must possess to adequately perform the tasks that require digital capability in their occupation.

The profile can serve to assess the potential of a professional and their suitability to the requirements of an occupation, to detect needs and manage training plans as well as to evaluate proficiency.

Digital capability training and upskilling may be represented in Nationally Recognised Training, Accredited Courses, Enterprise Training, Propriety Training (e.g. Microsoft); at any point in the training sequence.

The digital occupational profile model uses the Australian Digital Capability Framework as a reference for the description of digital capabilities, their level of proficiency, and task descriptors. Experts in the occupation are interviewed to establish the digital aspects of their professional tasks and to describe the specific content of the digital capabilities for the occupation, as reflected in this document.

The digital occupational profiles places digital capabilities into three categories of usage based on work tasks and work processes:

### Essential digital capabilities

capabilities that are essential and specific to the occupation described in the profile

### Transferrable digital capabilities

capabilities that are essential to the occupation described in the profile but may also be used across multiple occupations

### Complementary digital capabilities

skills that are useful and improve job performance but are not strictly necessary

Some capabilities from the Australian Digital Capability Framework may be excluded from some profiles because they are not required in the work processes of a certain occupation.

In each profile, the appropriate level of proficiency for each capability is established, with the type of knowledge, skills and attitudes required for that particular occupation described. These particular descriptions for each capability are occupation-specific: some profiles will have the same capability but with different descriptions, as each capability may cover different activities.

*Note: Please refer to the Australian Digital Capability Framework and Proficiency levels for reference.*



# Digital Occupational Profile

## Occupation

*e.g. Grape Grower*

## ANZSCO Code

*e.g. 121617 Wine Grape Grower, 121612 Fruit Grower*

## Future Skills/Upcoming/ New Technology

*List Future Skills/Upcoming/New Technology that is/ could impact the occupation*

## Labour Market/ Occupational information

*Links or information that may be relevant to the occupation*

## Training Opportunities

*Links or information in this section to relevant training. It may cover all or some of the skills in the DOP.*



## Key functions of the occupation

Blank area for listing key digital and non digital tasks for the occupation.

*List key digital and non digital tasks for the occupation*

## Digital Equipment used in the role

Blank area for listing digital equipment used, sources of information for this could be the ASC, CVIG or and SME etc.

*List digital equipment used, sources of information for this could be the ASC, CVIG or and SME etc.*



# Digital Focus Area 1: Information and Data Literacy

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 1.1 Search, browse, and filter information

To understand the purpose, required content, and methods for the search. Search effectively for content, navigate between various resources, and apply, maintain and improve personal search strategies

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.



# Digital Focus Area 1: Information and Data Literacy

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 1.2 Verify information and data

To analyse, compare and critically evaluate the credibility and reliability of sources of data, information and digital content. To analyse, interpret and critically evaluate the data, information and digital content

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.



# Digital Focus Area 1: Information and Data Literacy

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 1.3 Manager data and information

To manage, organise, store and retrieve data, information and content in digital environments. To organise and process them in a secure and structured environment for accessibility, for as long as it is needed

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.





# Digital Focus Area 2: Communication and Collaboration

## 2.1 Digital communication

To interact through a variety of digital technologies and to understand appropriate digital communication means for a given context

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

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# Digital Focus Area 2: Communication and Collaboration

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
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| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 2.2 Digital sharing

To share data, information and digital content with others through appropriate digital technologies. To act as an intermediary, to know about referencing and attribution practices

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.



# Digital Focus Area 2: Communication and Collaboration

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
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| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 2.3 Digital engagement

To participate in education, workplace and society through the use of public and private digital services. To seek opportunities for self-empowerment and contribution through participation using appropriate digital technologies

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

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# Digital Focus Area 2: Communication and Collaboration

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
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| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 2.4 Digital collaboration

To use digital tools and technologies for collaborative processes, and for co-construction and co-creation of resources and knowledge

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

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Choose an item.



# Digital Focus Area 2: Communication and Collaboration

## 2.5 Digital conduct

To be aware of appropriate behaviour while using digital technologies and interacting in digital environments. To adapt communication strategies to the specific audience and to be aware of cultural and generational diversity in digital environments

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
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| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

### Category of Usage

### Digital Capability Skills

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# Digital Focus Area 2: Communication and Collaboration

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
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| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 2.6 Digital identity

To create and manage one or multiple digital identities, to understand how digital identities are used and how to manage and protect them

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

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Choose an item.

Choose an item.



# Digital Focus Area 3: Digital Content Creation

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
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| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 3.1 Develop digital content

To create and edit original digital content in different formats, to express oneself through digital means

### Category of Usage

### Digital Capability Skills

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# Digital Focus Area 3: Digital Content Creation

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
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| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 3.2 Integrate and modify digital content

To modify, refine, improve and integrate information and content into an existing body of knowledge to create new, original and relevant content and knowledge

### Category of Usage

### Digital Capability Skills

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# Digital Focus Area 3: Digital Content Creation

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 3.3 Digital copyright and licences

To understand how copyright, subscriptions and licences apply to data, information and digital content

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

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# Digital Focus Area 3: Digital Content Creation

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 3.4 Create instructions for computers

To plan and encode computable logic to solve a given problem or perform a specific task

| Category of Usage | Digital Capability Skills |
|-------------------|---------------------------|
| Choose an item.   |                           |
| Choose an item.   |                           |
| Choose an item.   |                           |
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| Choose an item.   |                           |



# Digital Focus Area 4: Protection and Safety

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 4.1 Protect devices

To protect devices and digital content, and to understand risks and threats in physical environments and digital environments. To know about safety and security measures and to have due regard to reliability and privacy

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

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Choose an item.

Choose an item.



# Digital Focus Area 4: Protection and Safety

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 4.2 Protect information and privacy

To protect organisational and personal data, confidentiality and privacy in digital environments. To understand how to use and share identifiable information while being able to protect oneself, others and organisations from damage. To understand confidentiality and privacy statements and how confidential and personal information is used in a digital environment

### Category of Usage

### Digital Capability Skills

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# Digital Focus Area 4: Protection and Safety

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 4.3 Protection and Safety

To identify and avoid health-risks and threats to physical and psychological wellbeing while using digital technologies. To protect oneself and others from possible dangers in digital environments (e.g. cyber bullying). To be aware of digital technologies for well-being and social inclusion

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

# Digital Focus Area 4: Protection and Safety

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 4.4 Protect the environment

To identify and be aware of environmental impacts of digital technologies and their use. This includes knowledge of cloud and local energy consumption, disposal, energy consumption in systems development, whether obsolescence is designed in (circular economy). Using digital tools to learn about looking after the environment, and using them to drive reduced waste and circular economy. Creating material for or publicising positive environmental actions using digital means

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.



# Digital Focus Area 5: Technical proficiency and problem solving

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 5.1 Manage devices and resolve problems

To identify and resolve technical problems when operating digital devices and using digital environments (from troubleshooting to solving more complex problems)

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

# Digital Focus Area 5: Technical proficiency and problem solving

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 5.2 Operate digital devices and tools

Choosing, using and configuring digital systems for equipment, machinery, devices, online tools. To adjust and customise digital environments to task or customer requirements for access and use

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.





# Digital Focus Area 5: Technical proficiency and problem solving

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 5.3 Innovate with digital tools

To use digital tools and technologies to create knowledge, and to innovate processes and products. To engage individually and collectively to understand and resolve conceptual problems and problem situations in digital environments

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

# Digital Focus Area 5: Technical proficiency and problem solving

| Foundation               |                          | Intermediate             |                          | Advanced                 |                          | Specialised              |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1                        | 2                        | 3                        | 4                        | 5                        | 6                        | 7                        | 8                        |

## 5.4 Learning and self-development

To identify personal digital capability gaps and use learning and development opportunities to close them. To support others to improve or upskill with their digital capability development

### Category of Usage

### Digital Capability Skills

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

# Digital Occupational Profile

Version 1.0

Occupation

