

Australian Digital Capability Framework Version 1.0



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Australian Government

Department of Employment and Workplace Relations

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Acknowledgements

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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. The DigComp 2.1 is licenced under the Creative Commons Attribution 4.0 International (CC BY 4.0) licence (https://creativecommons.org/licenses/by/4.0/).

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Digital capability is essential to education, workplaces and engaging in today's society.

The application of rapidly developing digital technologies to work, education and social engagement is changing the profile of essential skills in demand.

A capacity to use digital technology has become essential to participation in work and education.

The widespread adoption of digital technologies has created pathways between occupations that can be utilised by digitally capable workers to transition from one occupation to another.

The Australian Digital Capability Framework is a tool to improve and identify generic digital capability requirements in different occupations.

The Australian Digital Capability Framework has been adapted and modified from the 'Digital Competence Framework for Citizens' version 2.1 (DigComp) developed for the European Commission¹.

Structure of the Framework

The Australian Digital Capability Framework organises 21 components of digital capability into five digital focus areas. It describes how these capabilities are demonstrated at different proficiency levels.



Focus Area 1: Information and Data Literacy



Focus Area 2: Communication and Collaboration



Focus Area 3: Digital Content Creation



Focus Area 4: Protection and Safety



Focus Area 5: Technical Proficiency and Problem Solving



¹ European Commission, Joint Research Centre, Carretero, S., Vuorikari, R., Punie, Y., DigComp 2.1: the digital competence framework for citizens with eight proficiency levels and examples of use, Publications Office, 2018, https://data.europa.eu/doi/10.2760/836968



To understand what information is required, to locate and retrieve digital data, information and content. To judge the relevance of the source and its content. To store, manage, and organise digital data, information and content.

Understand what you are searching for, how and where to find it, how to verify the source and content credibility, and how to save, organise, and manage your content.

Digital Capabilities

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

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

1.3 Manage 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







To interact, communicate and collaborate through digital technologies while being aware of cultural and generational diversity. To participate in education, workplace and society through public and private digital services. To manage one's digital identity and reputation.

Engage with others online, appropriately and effectively, by using a variety of platforms. Understand the concept of digital identity and reputation, and how to protect it.

Digital Capabilities

2.1 Digital communication

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

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

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

2.4 Digital collaboration

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

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

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





To create and edit digital content. To improve and integrate information and content into an existing body of knowledge while understanding how copyright and licences are to be applied. To know how to give instructions to a computer program or system.

Create and edit digital content, integrate new content into existing content, and understand the function and application of copyright and licences. Understand and apply basic computer programming.

Digital Capabilities

3.1 Develop digital content

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

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

3.3 Digital copyright and licences

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

3.4 Create instructions for computers

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





To protect devices, content, organisational and personal data, confidentiality and privacy in digital environments. To protect physical and psychological health, and to be aware of digital technologies for well-being and inclusion. To be aware of the environmental impact of digital technologies and their use.

Understand and mitigate risks within a digital environment, including protecting the environment, the well-being of individuals, devices, organisational and personal information and privacy.

Digital Capabilities

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

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

4.3 Protect health and well-being

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

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



To identify requirements and problems, and to resolve conceptual problems and problem situations in digital environments. To use digital tools to innovate processes and products. To keep up to date with the digital evolution.

Identify and resolve problems with digital devices and within digital environments, using a variety of tools and creative solutions. Identify and close personal digital skills gaps.

Digital Capabilities

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)

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

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

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



Structure of the Proficiency Levels

The proficiencies are broken into four levels, each with two subset levels providing more detailed range to support assessment and development needs based on the user's context.

The proficiency levels for each of the 21 digital capability categories have been defined through learning outcomes using action verbs. Each level of proficiency contains descriptors for each digital capability.

The proficiency level is determined by the complexity of the tasks involved and the level of autonomy. The descriptors given act as a guide for determining a person's proficiency level, discretion should be used in defining the correct level.

Four Level	Eig	ht Level		
Level of Proficier	ncy		Complexity	Autonomy
A	1	Perform at a basic level with guidance	Simple tasks	With guidance
Foundation	2	Perform at a basic level with autonomy and some guidance	Simple tasks	Autonomously With some guidance
В	3	Autonomously solve simple problems	Routine tasks Simple problems	Autonomously
Intermediate	4	Autonomously solve intermediate problems	Routine tasks Intermediate problems	Autonomously
С	5	Autonomously solve advanced problems and guide others	Advanced tasks	Autonomously May guide others
Advanced	6	Autonomously solve complex problems and guide others	Advanced tasks Advanced problems	Autonomously May guide others
D	7	Autonomously solve highly complex problems and guide others	Complex tasks Complex problems	Contribute knowledge
Specialised	8	Perform highly specialised activity and guide others	Highly specialised tasks Highly complex problems	Contribute knowledge



Level	Level of Proficiency		1.1 Search, browse, and filter information	1.2 Verify information and data	1.3 Manage data and information	
tion	1	Perform at a basic level with guidance	 Understand the purpose of the search Understand the required content for the search Search for information in a digital environment Access and navigate between digital resources Select and maintain search strategies 	 Verify resource relevance to search purpose Verify resource credibility Fact checks information 	 Organise, store, and retrieve digital information Organise, store, and retrieve information in a structured digital environment e.g. relational databases and spreadsheets 	
Foundation	2	Perform at a basic level with autonomy and some guidance	 Understand the purpose of the search Understand the required content for the search Search for information in a digital environment Access and navigate between digital resources Create and maintain search strategies 	 Verify resource relevance to search purpose Verify resource credibility Fact checks information 	 Routinely organise, store, and retrieve digital information Routinely organise, store, and retrieve information in a structured digital environment e.g. relational databases and spreadsheets 	

Level	Level of Proficiency		1.1 Search, browse, and filter information	1.2 Verify information and data	1.3 Manage data and information
liate	3	Autonomously solve simple problems	 Explain the purpose of the search to others Perform well-defined and routine searches in a digital environment Explain access and navigation strategies to others Explain well-defined and routine search strategies to others 	 Verify resource relevance to search purpose through analysis Verify resource credibility through analysis Verify information credibility through analysis 	 Routinely organise, store, and retrieve digital information Routinely organise, store, and retrieve information in a structured and secure digital environment for accessibility for as long as it is needed. e.g. relational databases and spreadsheets
Intermediate	4	Autonomously solve intermediate problems	 Explain search requirements to others Organise searches in a digital environment Explain access and navigation strategies to others Organise digital search strategies 	 Verify resource relevance to search purpose through analysis and metadata Verify resource credibility through analysis Verify information credibility through analysis 	 Routinely organise, store, and retrieve digital information Routinely organise, store, and retrieve information in a structured and secure digital environment for accessibility for as long as it is needed. e.g. relational databases and spreadsheets

Level	Level of Proficiency		1.1 Search, browse, and filter information	1.2 Verify information and data	1.3 Manage data and information
Be	5	Autonomously solve advanced problems and guide others	 Apply and assess original search strategies for information in a digital environment Explain access and navigation strategies to others Propose original search strategies 	 Compare resource relevance through analysis of several resources Verify resource credibility through analysis of several resources Verify information credibility through analysis of varied data 	 Manage information in a digital environment Manage information in a structured and secure digital environment for accessibility for as long as it is needed. e.g relational databases and spreadsheets
Advanced	6	Autonomously solve complex problems and guide others	 Determine the purpose and required content of the search Refine search strategy to improve relevancy of results Explain to others how to improve relevancy of search results 	 Compare resource relevance through analysis of several resources Verify resource credibility through critical assessment of several resources Verify information credibility through critical assessment of varied data 	 Manage information to organise, store, and retrieve it more efficiently in a digital environment Manage information to organise, store, and retrieve it more efficiently in a structured and secure digital environment for accessibility for as long as it is needed. e.g. relational databases and spreadsheets

Level	of Pro	oficiency	1.1 Search, browse, and filter information	1.2 Verify information and data	1.3 Manage data and information	
sed	7	Autonomously solve highly complex problems and guide others	 Solve complex search problems in a digital environment Integrate search strategies to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex analysis problems in a digital environment Integrate analysis strategies to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex lifecycle information management problems in a digital environment Integrate information management strategies to contribute to professional practice Explain knowledge and professional practice strategies to others 	
opecialised	8	Perform highly specialised activity and guide others	 Solve highly complex search problems in a digital environment Propose original search strategies and processes within a digital environment 	 Solve highly complex analysis problems in a digital environment Propose original analysis strategies and processes within a digital environment 	 Solve highly complex lifecycle information management problems in a digital environment Propose original information management strategies and processes within a digital environment 	

Level	Level of Proficiency		2.1 Digital communication	2.2 Digital sharing	2.3 Digital engagement	2.4 Digital collaboration	2.5 Digital conduct	2.6 Digital identity
Foundation	1	Perform at a basic level with guidance	 Identify, select and use a digital communication platform Identify, select and use a communication method from the platform 	 Identify, select and use a digital information sharing platform Identify simple content referencing and attribution practices 	 Identify and select simple digital services to participate in education, workplace or society Identify how to use simple digital services for self- empowerment and engagement with education, workplace or society 	 Identify, select and use simple digital technologies to collaborate with others 	 Understand appropriate behaviour while using digital technologies Understand appropriate communication practice for a specific digital audience Understand how cultural, generational and societal differences impact digital behaviour 	 Understand the concept of digital identity Understand the need to protect digital identity and reputation Understand the nature of information produced and stored in a digital environment
Foun	2	Perform at a basic level with autonomy and some guidance	 Identify, select and use a digital communication platform Identify, select and use a communication method from the platform 	 Identify, select and use a digital information sharing platform Identify simple content referencing and attribution practices 	 Identify and select simple digital services to participate in education, workplace or society Identify how to use simple digital services for self- empowerment and engagement with education, workplace or society 	 Identify, select and use simple digital technologies to collaborate with others 	 Engage in appropriate behaviour while using digital technologies Adapt communication practice for a specific digital audience Identify specific cultural, generational and societal differences which may impact digital behaviour 	 Identify personal digital identity Identify ways to protect personal digital identity and reputation Identify personal information produced and stored in a digital environment

Level	Level of Proficiency		communication		2.3 Digital 2.4 Digital engagement collaboration		2.5 Digital conduct	2.6 Digital identity
Intermediate	3	Autonomously solve simple problems	 Perform specific, routine interactions using a selected digital communication platform Perform specific, routine communication using the selected method from the platform 	 Select and use a digital information platform for sharing of information Select and use content referencing and attribution practices for sharing of information Identify and use best practice for acting as an intermediary for sharing of information 	 Identify and select a specific digital service to routinely participate in education, workplace or society Routinely use a specific digital service for self-empowerment and engagement with education, workplace or society 	 Select and use specific digital technologies to collaborate with others 	 Identify and routinely engage in specific behaviour appropriate for digital audiences Identify communication practices to routinely apply to specific digital audiences Identify specific cultural, generational and societal differences to routinely consider for diverse digital audiences 	 Identify routinely used or created digital identities Identify routine ways to protect digital identity and reputation Identify personal information routinely produced and stored in a digital environment
Intern	4	Autonomously solve intermediate problems	 Select and use a variety of digital communication platforms Select and use a variety of communication methods from the platforms 	 Use multiple features of a digital information platform for routine sharing of information Guide others in content referencing and attribution practices for routine sharing of information Guide others to use best practice for acting as an intermediary for routine sharing of information 	 Identify and select a specific digital service to routinely participate in education, workplace or society Guide others to routinely use digital services for self-empowerment and engagement with education, workplace or society 	 Select and use specific digital technologies to routinely collaborate others 	 Discuss appropriate behaviour while using digital technologies Discuss appropriate communication practice for a specific digital audience Discuss cultural, generational and societal differences that impact digital behaviour 	 Identify routinely used or created digital identities Discuss routine ways to protect digital identity and reputation Manage personal information routinely produced and stored in a digital environment

Level of Proficiency		2.1 Digital 2.2 Digital sharing communication		2.3 Digital 2.4 Digital engagement collaboration		2.5 Digital conduct	2.6 Digital identity
Advanced	Autonomously solve advanced problems and guide others	 Select and use a variety of digital communication platforms Select and use a variety of communication methods from the platforms Guide others to use digital communication platforms Guide others to use communication methods from the platforms Guide others to use communication methods from the platforms 	 Use a variety of digital information platforms and tools for routine sharing of information Use a variety of content referencing and attribution practices for routine sharing of information Guide others in acting as an intermediary for routine sharing of information 	 Propose alternative digital services to routinely participate in education, workplace or society Routinely use a digital service for self-empowerment and engagement with education, workplace or society 	Propose alternative digital technologies to routinely collaborate with others	 Apply alternative behaviour practices while using digital technologies Apply alternative communication practices for a specific digital audience Apply knowledge of how cultural, generational and societal differences impact digital audiences 	 Routinely use a variety of digital identities Apply routine ways to protect digital identity and reputation Apply routine ways to protect and manage personal information produced and stored in a digital environment



Level of Proficiency		2.1 Digital 2.2 Digital sharing communication		2.3 Digital 2.4 Digital collaboration	2.5 Digital conduct 2	2.6 Digital identity	
9 Advanced	Autonomously solve complex problems and guide others	 Select and configure a variety of digital communication platforms for specific needs from existing software resources Adapt a variety of communication methods from the platforms for specific needs from existing software resources 	 Identify optimal digital information platforms and tools for routine sharing of information Identify optimal content referencing and attribution practices for routine sharing of information Adapt practices for acting as an intermediary for routine sharing of information 	 Routinely use a variety of digital services to participate in education, workplace or society Routinely use a variety of digital services for self- empowerment and engagement with education, workplace or society 	 Routinely use a variety of digital technologies to collaborate with others Identify, select and use a specific digital technology to routinely collaborate with others 	 Identify and apply best behaviour practices while using digital technologies Identify and apply best communication practices for specific digital audiences Identify and apply best practice knowledge of how cultural, generational and societal differences impact digital audiences 	 Routinely use a variety of digital identities Propose routine ways to protect digital identity and reputation Propose routine ways to protect and manage personal information produced and stored in a digital environment

Level of	Proficiency	2.1 Digital communication	2.2 Digital sharing	2.3 Digital engagement	2.4 Digital collaboration	2.5 Digital conduct	2.6 Digital identity
Specialised	7 Autonomously solve highly complex problems and guide others	 Solve complex problems with digital communication platforms and methods through software modifications Integrate knowledge of digital communication platforms and methods to contribute to professional practice, and guide others 	 Solve complex problems with digital information sharing platforms and tools Integrate knowledge of digital information sharing platforms and tools to contribute to professional practice, and guide others 	 Solve complex problems with digital services for self-empowerment and engagement with education, workplace or society Integrate knowledge of digital services for self-empowerment and engagement with education, workplace or society to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems with digital technologies to routinely collaborate with others Integrate knowledge of digital technologies to routinely collaborate with others to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems relating to the cultural, generational and societal differences in digital audiences Integrate knowledge of appropriate behaviour and practices for digital audiences to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems relating to protection of digital identities and reputation Solve complex problems relating to managing personal information produced and stored in a digital environment Integrate knowledge of managing personal digital information to contribute to professional practice Explain knowledge and professional practice strategies to others

Level of Proficiency		ency 2.1 Digital 2.2 Digital sharing communication		2.3 Digital engagement	2.4 Digital collaboration	2.5 Digital conduct	2.6 Digital identity
Specialised	Perform highly specialised activity and guide others	 Solve highly complex problems with digital communication platforms and methods through software development Propose original concepts on digital communication platforms and methods 	 Solve highly complex problems with digital information sharing platforms and tools Propose original concepts on digital information sharing platforms and tools 	 Solve highly complex problems with digital services for self- empowerment and engagement with education, workplace or society Propose original concepts on digital services for self- empowerment and engagement with education, workplace or society 	 Solve highly complex problems with digital technologies to routinely collaborate with others Propose original concepts on digital technologies to routinely collaborate with others 	 Solve highly complex problems relating to the cultural, generational and societal differences in digital audiences Propose original concepts on appropriate behaviour and practices for digital audiences 	 Solve highly complex problems relating to the protection and management of personal digital information Propose original concepts on the protection and management of personal digital information

Level	Level of Proficiency		3.1 Develop digital content	3.2 Integrate and modify digital content	3.3 Digital copyright and licenses	3.4 Create instructions for computers
tion	1	Perform at a basic level with guidance	 Identify tools to create and edit digital content Identify the type and style of digital content to create Create some basic level content 	 Identify tools and practices to modify existing and integrate new digital content 	Be aware of rules about copyright and licenses that protect digital information	• Record, in a few steps, simple computing instructions to solve a simple problem, complete a simple process, or perform a simple task
Foundation	2	Perform at a basic level with autonomy and some guidance	 Select specific tools to create and edit digital content Select the type and style of digital content to create Create some content of the type and style selected, using the tools selected 	 Select and use tools and practices to modify existing and integrate new digital content at a basic level Capture/copy content from one source and use it in another context (e.g., take an image from a webpage and place it in a document) 	Identify rules and preferred practice about copyright and licenses that protect digital information	 Record, in a few steps, simple computing instructions to solve a simple problem, complete a simple process, or perform a simple task Formulate a set of instructions in a logical way

Australian Digital Capability Framework | 20

Level	Level of Proficiency		3.1 Develop digital content	3.2 Integrate and modify digital content	3.3 Digital copyright and licenses	3.4 Create instructions for computers
liate	3	Autonomously solve simple problems	 Select specific tools to routinely create and edit appropriate digital content Routinely create digital content to a specific type and style 	 Discuss the use of tools and best practices to modify existing and integrate new digital content Select and use tools and practices to modify existing and integrate new digital content Combine content from multiple sources in multiple formats to create new content 	 Identify rules and best practice about copyright and licenses that routinely protect digital information 	 Record and edit detailed computing instructions to solve a routine problem, complete a routine process, or perform a routine task Create a sequence of instructions using the features within a software tool, such as mail rules or macros
Intermediate	4	Autonomously solve intermediate problems	 Use a variety of tools to routinely create and edit digital content Select the appropriate type and style of digital content to routinely create 	Guide others in the use of tools and best practices to modify existing and integrate new digital content	 Discuss rules, legislation, and best practice about copyright and licenses that routinely protect digital information Be aware of the difference between different forms of usage rights (public domain, Creative Commons, copyright and licensing) 	 Record and edit detailed computing instructions to solve a specified problem, complete a specified process, or perform a specified task Understand and apply simple coding concepts

Australian Digital Capability Framework | 2 |

Level	Level of Proficiency		3.1 Develop digital content	3.2 Integrate and modify digital content	3.3 Digital copyright and licenses	3.4 Create instructions for computers
peq	5	Autonomously solve advanced problems and guide others	 Identify alternative tools to routinely create and edit appropriate digital content Identify appropriate alternative types and styles to create digital content 	 Use digital tools to modify content such as adding captions or text to videos Identify alternative tools and practices to modify existing and integrate new digital content 	 Apply specific rules, legislation, and best practice about copyright and licenses that routinely protect digital information 	 Plan and develop computing instructions to solve a routine problem, complete a routine process, or perform a routine task Apply computing instructions to solve a routine problem, complete a routine process, or perform a routine task Use one or more scripting languages
Advanced	6	Autonomously solve complex problems and guide others	 Propose tools to routinely create and edit appropriate digital content Use a variety of types and styles to create appropriate digital content 	 Propose tools and practices to modify existing and integrate new digital content 	 Apply specific rules, legislation, and best practice about copyright and licenses that routinely protect digital information 	 Identify best practice computing instructions to solve a specified problem, complete a specified task. Plan, develop, and apply computing instructions to solve a specified problem, complete a specified process, or perform a specified task.



Level	Level of Proficiency		3.1 Develop digital content	3.2 Integrate and modify digital content	3.3 Digital copyright and licenses	3.4 Create instructions for computers
alised	7	Autonomously solve highly complex problems and guide others	 Solve complex problems with digital content creation and editing Integrate knowledge of digital content creation and editing to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems with tools and practices to modify existing and integrate new digital content Integrate knowledge of tools and practices to modify existing and integrate new digital content to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems with rules, legislation, and best practice about copyright and licenses that protect digital information Integrate knowledge of rules, legislation, and best practice about copyright and licenses that protect digital information to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems with planning and development of computing instructions Integrate knowledge of planning and development of computing instructions to contribute to professional practice Explain knowledge and professional practice strategies to others
Specialised	8	Perform highly specialised activity and guide others	 Solve highly complex problems with digital content creation and editing Propose original concepts on creating and editing digital content 	 Solve highly complex problems with modifying existing and integrating new digital content Propose original concepts on modifying existing and integrating new digital content 	 Solve highly complex problems with rules, legislation, and best practice about copyright and licenses that protect digital information Propose original concepts on copyright and licenses that protect digital information 	 Solve highly complex problems with planning and development of computing instructions Propose original concepts on planning and development of computing instructions

Australian Digital Capability Framework | 2 3 ____

Level of Proficiency		oficiency	4.1 Protect devices	4.2 Protect information and privacy	4.3 Protect health and well- being	4.4 Protect the environment
ation	1	Perform at a basic level with guidance	 Identify basic risks in a digital environment Identify, select and apply basic protection for digital devices 	 Identify basic protection measures for personal/workplace information and privacy/confidentiality in a digital environment Identify how to safely share and use this information in a digital environment Identify privacy and confidentiality statements of how personal and confidential information is used in a digital environment Identify when to apply basic information protections and apply them 	 Identify mental and physical health risks while using a digital environment Identify and apply basic protection mechanisms against mental and physical health risks while using a digital environment Identify tools and technologies for social well-being and inclusion while using a digital environment 	 Identify basic environmental impacts of digital technology and its use
Foundation	2	Perform at a basic level with autonomy and some guidance	 Identify a variety of specific risks for digital devices Apply and maintain basic protections for digital devices 	 Apply basic protection measures for personal/workplace information and privacy/confidentiality in a digital environment Apply practices to safely share and use this information in a digital environment Identify privacy and confidentiality statements, and how personal and confidential information is used in a digital environment Identify when to apply basic information protections and apply them 	 Identify simple ways to avoid mental and physical health risks while using a digital environment Apply simple strategies to avoid mental and physical health risks while using a digital environment Select tools and technologies for social well-being and inclusion while using a digital environment 	Identify basic environmental impacts of digital technology and its use

Level	Level of Proficiency		4.1 Protect devices	4.2 Protect information and privacy	4.3 Protect health and well- being	4.4 Protect the environment
ediate	3	Autonomously solve simple problems	 Identify specific routine risks for digital devices Identify, apply and maintain comprehensive protection for digital devices 	 Explain routine protection measures for personal/ workplace information and privacy/confidentiality in a digital environment Explain routine practices to safely share and use this information in a digital environment Identify privacy/confidentiality statements and explain how this information is used in a digital environment 	 Discuss routine ways to avoid mental and physical health risks while using a digital environment Discuss routine strategies to avoid mental and physical health risks while using a digital environment Discuss routine tools and technologies for social well- being and inclusion while using a digital environment 	 Identify specific routine environmental impacts of digital technology and its use Identify and utilise opportunities for re-cycling electronic waste.
Intermediate	4	Autonomously solve intermediate problems	 Identify specific routine risks for digital devices Identify, apply and maintain comprehensive protection for digital devices 	 Discuss protection measures for personal information and privacy in a digital environment Discuss practices to safely share and use personal information in a digital environment Identify privacy statements and discuss how personal information is used in a digital environment 	 Explain routine ways to avoid mental and physical health risks while using a digital environment Explain routine strategies to avoid mental and physical health risks while using a digital environment Explain routine tools and technologies for social well- being and inclusion while using a digital environment 	Discuss strategies to protect the environment against impacts of digital technology and its use

Australian Digital Capability Framework | 2 5 _

Level	Level of Proficiency		4.1 Protect devices	4.2 Protect information and privacy	4.3 Protect health and well- being	4.4 Protect the environment
ed	5	Autonomously solve advanced problems and guide others	 Identify additional risks for digital devices Identify alternative protection measures for digital devices 	 Apply alternative protection measures for personal information and privacy in a digital environment Apply alternative practices to safely share and use personal information in a digital environment Explain privacy statements and how personal information is used in a digital environment 	 Apply alternative ways to avoid mental and physical health risks while using a digital environment Apply alternative strategies to avoid mental and physical health risks while using a digital environment Apply alternative tools and technologies for social well- being and inclusion while using a digital environment 	 Discuss alternative strategies to protect the environment against impacts of digital technology and its use
Advanced	6	Autonomously solve complex problems and guide others	 Identify additional risks for digital devices Apply best practice protection measures for digital devices 	 Apply best practice protection measures for personal information and privacy in a digital environment Apply best practice protocols to safely share and use personal information in a digital environment Analyse privacy statements and evaluate how personal information is used in a digital environment 	 Apply best practice ways to avoid mental and physical health risks while using a digital environment Apply best practice strategies to avoid mental and physical health risks while using a digital environment Apply best practice tools and technologies for social well- being and inclusion while using a digital environment 	 Apply best practice strategies to protect the environment against impacts of digital technology and its use

Level	Level of Proficiency		4.1 Protect devices	4.2 Protect information and privacy	4.3 Protect health and well- being	4.4 Protect the environment
alised	7	Autonomously solve highly complex problems and guide others	 Solve complex problems with protection of digital devices Integrate knowledge of protection of digital devices to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems with protection and safe use of personal information and privacy in a digital environment Integrate knowledge of protection and safe use of personal information and privacy in a digital environment, to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems with protection against health risks, and using technology for social well-being and inclusion, while using a digital environment Integrate knowledge of health risks, and use of technology for social well-being and inclusion, while using a digital environment, to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems with environmental protection from impacts of digital technology and its use Integrate knowledge of environmental protection from impacts of digital technology and its use, to contribute to professional practice Explain knowledge and professional practice strategies to others
Specialised	8	Perform highly specialised activity and guide others	 Solve highly complex problems with protection of digital devices, personal/workplace information, and privacy/ confidentiality Propose original concepts on protection of digital devices, personal/workplace information, and privacy/confidentiality 	 Solve highly complex problems with protection and safe use of personal information and privacy in a digital environment Propose original concepts on protection and safe use of personal information and privacy in a digital environment 	 Solve highly complex problems with protection against health risks, and using technology for social well-being and inclusion, while using a digital environment Propose original concepts on protection against health risks, and using technology for social well-being and inclusion, while using a digital environment 	 Solve highly complex problems with environmental protection from impacts of digital technology and its use Propose original concepts on environmental protection from impacts of digital technology and its use

Level	Level of Proficiency		5.1 Manage devices and resolve problems	5.2 Operate digital devices and tools	5.3 Innovate with digital tools	5.4 Learning and self- development
tion	1	Perform at a basic level with guidance	 Identify basic technical problems with digital devices and environments Identify and apply basic solutions for technical problems with digital devices and environments Understand the common types of connections (e.g. wired, WiFi, Bluetooth) and the basics of how they work 	 Identify technological needs and the basic tools and responses to solve them Respond to basic technological needs by customising a digital environment Use basic digital tools to control or operate machinery 	 Identify basic digital technologies for creating original digital content, processes and products Collaborate with others to resolve challenges within a digital environment 	 Identify personal digital capability gaps Identify and action some learning and development opportunities to close personal digital capability gaps
Foundation	2	Perform at a basic level with autonomy and some guidance	 Identify basic technical problems with digital devices and environments Identify and apply basic solutions for technical problems with digital devices and environments Connect devices to services when supplied with credentials 	 Identify technological needs and the basic tools and responses to solve them Respond to basic technological needs by customising a digital environment Use basic digital tools to control or operate machinery Identify and download desktop apps, apps on smart devices and logging into online services 	 Identify basic digital technologies for creating original digital content, processes and products Collaborate with others to resolve challenges within a digital environment 	 Identify personal digital capability gaps Identify and action some relevant learning and development opportunities to close personal digital capability gaps

Level	Level of Proficiency		5.1 Manage devices and resolve problems	5.2 Operate digital devices and tools	5.3 Innovate with digital tools	5.4 Learning and self- development
	3	Autonomously solve simple problems	 Identify routine technical problems with digital devices and environments Identify and apply routine solutions for technical problems with digital devices and environments Identify settings that affect connections and make adjustments 	 Identify routine technological needs and responses to solve them Respond to technological needs by customising a digital environment Use complex digital tools to control or operate machinery Use software, apps and services to achieve business outcomes 	 Identify specific digital technologies for routinely creating original digital content, processes and products Autonomously resolve routine challenges within a digital environment Collaborate with others to resolve routine challenges within a digital environment 	 Explain routine personal digital capability gaps Explain how to identify learning and development opportunities to close routine personal digital capability gaps Action appropriate learning and development opportunities to close personal digital capability gaps
Intermediate	4	Autonomously solve intermediate problems	 Identify additional technical problems with digital devices and environments Select and apply solutions for technical problems with digital devices and environments Identify the difference between problems likely caused by connection issues, data issues, faulty software or faulty hardware and take appropriate action (e.g. report it to the most appropriate support people) 	 Explain technological needs and the tools and responses to solve them Select and apply specific solutions for technological needs by customising a digital environment Use complex digital tools to control or operate machinery adjusting settings to use, setting up the tool or operating the tool for different types of tasks Import and export data from apps and services Configure settings in apps 	 Identify alternative digital technologies for creating original digital content, processes and products Autonomously resolve challenges within a digital environment Collaborate with others to resolve challenges within a digital environment 	 Discuss how to close personal digital capability gaps Identify ways of guiding others to close digital capability gaps Explain where to find learning and development opportunities to close digital capability gaps

Level	Level of Proficiency		5.1 Manage devices and resolve problems	5.2 Operate digital devices and tools	5.3 Innovate with digital tools	5.4 Learning and self- development
ed	5	Autonomously solve advanced problems and guide others	 Analyse technical problems with digital devices and environments Select and apply alternative solutions for technical problems with digital devices and environments Diagnose and remedy common connection problems and assist others in getting connected 	 Analyse technological needs and apply alternative tools and responses to solve them Select and apply alternative solutions for technological needs by customising a digital environment Investigate systems to minimise risks and potential problems to common issues 	 Select and apply specific digital technologies for creating original digital content, processes and products Autonomously resolve challenges within a digital environment Collaborate with others to resolve challenges within a digital environment 	 Select and appropriately address specific personal digital capability gaps Discuss different ways of guiding others to close digital capability gaps Propose known opportunities for learning and development to close digital capability gaps
Advanced	6	Autonomously solve complex problems and guide others	 Evaluate technical problems with digital devices and environments Select and apply best practice solutions for technical problems with digital devices and environments 	 Apply best practice solutions for identifying and responding to technological needs Apply best practice solutions for responding to technological needs by customising a digital environment Investigate systems in order to minimise risks and potential problems to complex issues 	 Select and apply best practice digital technologies for creating original digital content, processes and products Autonomously resolve challenges within a digital environment Collaborate with others to resolve challenges within a digital environment 	 Select and apply best practice solutions to improve personal digital capability Assess the digital capability development of others Select optimum opportunities for learning and development to close personal digital capability gaps

Level	Level of Proficiency		F Proficiency 5.1 Manage devices and 5.2 Operate digital devices and tools		5.3 Innovate with digital tools	5.4 Learning and self- development
Specialised	7	Autonomously solve highly complex problems and guide others	 Solve complex technical problems with digital devices and environments Integrate knowledge of technical problems with digital devices and environments, to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems with identifying and responding to technological needs Integrate knowledge of identifying and responding to technological needs, to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems with digital technologies for creating original digital content, processes and products, and for resolving challenges within a digital environment Integrate knowledge of digital technologies for creating original digital content, processes and products, and for resolving challenges within a digital environment, to contribute to professional practice Explain knowledge and professional practice strategies to others 	 Solve complex problems with closing digital capability gaps and engagement in learning and development opportunities Integrate knowledge of closing digital capability gaps and engagement in learning and development opportunities, to contribute to professional practice Explain knowledge and professional practice strategies to others
	8	Perform highly specialised activity and guide others	 Solve highly complex technical problems with digital devices and environments Propose original concepts on technical problems with digital devices and environments 	 Solve highly complex problems with identifying and responding to technological needs Propose original concepts on identifying and responding to technological needs 	 Solve highly complex problems with digital technologies for creating original digital content, processes and products, and for resolving challenges within a digital environment Propose original concepts on digital technologies for creating original digital content, processes and products, and for resolving challenges within a digital environment 	 Solve highly complex problems with closing digital capability gaps and engagement in learning and development opportunities Propose original concepts on closing digital capability gaps and engagement in learning and development opportunities



Australian Digital Capability Framework Version 1.0

