TECHDUDL1

J7W1 04 - Undertake digital skills learning and development activities

Overview

This standard is about recognising and resolving routine digital technology problems.

It involves troubleshooting common problems and being able to perform a range of standard procedures. These include checking processes running, identifying disk usage, safely closing down and restarting, error code lookup, and battery life checks on wireless devices and battery packs.

This standard is for those who need to recognise and resolve routine digital technology problems to meet their own needs or as part of their duties.

Performance criteria

You must be able to:

1. Identify personal learning goals to plan appropriate training and development needs
2. Create and maintain a personal digital learning and development action plan
3. Align own development activities with organisational priorities in line with organisational requirements
4. Identify and validate online sources of learning that meet development requirements
5. Undertake and complete learning and development actions in line with organisational procedures
6. Monitor and document progress of own learning activities in a learning record in line with organisational procedures
7. Evaluate the outcomes of leaning in line with personal learning and development action plan
8. Record evidence of continuing professional development in line with organisational procedures

Knowledge and understanding

You need to know and understand:

1. How to customize own learning environment in ways that support the learning process

2. The principles of personal development planning and approaches to it

3. The sources of learning for digital technology skills

4. The details of progression pathways in relevant disciplines of digital technology
5. How to perform a gap analysis to identify learning needs
6. The need to identify goals and develop action plans to achieve them
7. The need to align learning plans with organisational priorities
8. How to transfer knowledge to real world digital technology workplace scenarios
9. The need to keep updated with emerging digital technology learning opportunities
10. The need to cultivate and manage own digital technology skills gap awareness
11. How to evaluate the outcomes of leaning
12. The challenges that can arise when planning and implementing learning and development action plans
13. The importance of maintaining accurate records of achievement

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