

<b>Title</b>	<b>Demonstrate the application of new skills achieved with self-directed learning in a digital context</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to: demonstrate the application of new skills achieved with self-directed learning in a digital context.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592].</p>
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<b>Classification</b>	Computing > Generic Computing
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Recommended skills and knowledge:  
Unit 32977, *Apply self-management skills to enhance own learning in a digital context*, or Unit 7117, *Develop strategies to enhance own learning*, or Unit 7118, *Manage own learning in a programme*, or equivalent knowledge and skills is relevant to and/or supports this unit standard.
- 2 Assessment, where applicable, will be conducted in and for the context of real or realistic situations and/or settings, and be relevant to current and/or emerging practice. Demonstration of knowledge can be oral, written, practical, or a combination, as appropriate to the assessment situation.
- 3 All concerned with the teaching, learning and assessment relating to this unit standard need to be aware of, and respect, any issues of privacy and confidentiality.
- 4 The specific learning outcome and tasks must be of sufficient complexity to provide scope to meet the assessment performance criteria. The assessment context for this unit standard must be suitable to meet the criteria for level 3 in the NZQF Level Descriptors, which are available by searching for “level descriptors” at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

- 5 *Intermediate level skills* associated with a range of software tools are described in the level 3 computing unit standards: Unit 29785, *Use a word processing application to integrate images, spreadsheet and database data into documents*; Unit 29786, *Produce a spreadsheet for organisational use*; Unit 29787, *Produce and use a relational database to provide a solution for organisational use*; Unit 29788, *Develop, test, and evaluate an interactive website for organisational use*; Unit 29789, *Use a presentation application to produce an interactive multimedia presentation*; Unit 29790, *Use digital tools to create and monitor a project plan*; Unit 29791, *Capture and prepare digital media for integration into other applications*; Unit 29792, *Use a desktop publishing application to produce documents*; Unit 29793, *Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief*; Unit 29794, *Describe risks and implement security solutions when using digital tools*; Unit 29795, *Apply ethical behaviour when using digital tools*; Unit 29796, *Collaborate and communicate with others effectively and safely in a digital environment*; Unit 29797, *Synchronise data across digital devices and multiple platforms*; and Unit 29798, *Troubleshoot, fix and escalate a range of common hardware and software problems*. This guidance is not intended to limit the range of software tools considered for the application of new skills achieved with self-directed learning in a digital context for this standard.
- 6 **Definition**  
*Self-management* refers to skills such as time-management, problem solving, goal setting, prioritisation, consultation, reliability, task follow-up, self-assessment/reflection on performance, stress management, resilience, managing progress, critical thinking.
- 7 Legislation relevant to this unit standard may include but is not limited to the:  
 Copyright Act 1994  
 Harmful Digital Communications Act 2015  
 Health and Safety at Work Act 2015  
 Privacy Act 2020  
 and any subsequent amendments.  
 Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 8 **Reference**  
*ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, 2010, available from WorkSafe New Zealand, at <https://www.worksafe.govt.nz/topic-and-industry/work-related-health/musculoskeletal-disorders/ergonomics/safely-using-computers-at-work/>.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate the application of new skills achieved with self-directed learning in a digital context.

Range     new skills must include – use of a range of intermediate level features of software tools; combining the use of two or more software tools;  
             new skills may include – familiar and/or unfamiliar software tool(s).

**Performance criteria**

- 1.1 Digital skills gaps and specific learning outcomes are identified and documented.
- Range documentation includes but is not limited to – what will be learnt, how it will be learnt, by when, how the learning will be validated.
- 1.2 Resources relevant to learning new digital skills are identified and located.
- Range includes but is not limited to – two different resources; may include but is not limited to – internet resources, books, e-books, online technical manuals, online training course material; videos, podcasts; peers, mentors, knowledge holders.
- 1.3 Self-management and resources are used to undertake learning required to achieve the specific learning outcomes in a digital context.
- 1.4 Application of the new digital skills learnt are demonstrated, methods of learning are reflected on, and opportunities for further learning are identified.

<b>Planned review date</b>	31 December 2026
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	28 April 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Toi Mai Workforce Development Council [qualifications@toimai.nz](mailto:qualifications@toimai.nz) if you wish to suggest changes to the content of this unit standard.