

<b>SKILLS SET</b>	Introduction to social media and online business tools	
<b>DESCRIPTION</b>	<p>A set of skills to use basic functions of computer technology and the Internet, identify the uses of social media and online platforms for business purposes and work professionally and ethically.</p> <p>This Skill Set is designed for use across industries.</p>	
<b>PATHWAYS INFORMATION</b>	Achievement of these units provides credit towards any qualification within any Training Package containing the Skill Set units of competency.	
<b>LICENSING / REGULATORY INFORMATION</b>	No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.	
<b>SKILL SET REQUIREMENTS</b>	Unit code	Unit title
	OSM001	Use information and computer technology
	OSM002	Identify social media and online platforms
	OSM003	Maintain ethical and professional standards when working online
<b>TARGET GROUP</b>	Individuals with limited skills in the use of computer technology, social media and online tools who are required to select and utilise tools for business purposes.	
<b>SUGGESTED WORDS FOR STATEMENT OF ATTAINMENT</b>	These units of competency provide a set of skills to use basic functions of computer technology and the Internet, identify the uses of social media and online platforms for business purposes and work professionally and ethically.	