# Assessment Mapping (for traditional units from old Training Packages)

*This document is used to demonstrate content validity of the assessment tool*

Table 1 Main details

| Details | Unique description |
| --- | --- |
| **Unit Code, name and release number** | MEM15002A - Apply quality systems (1) |
| **Skills Team** |  |
| **Region/Campus** |  |
| **SkillsPoint (owned by)** | Innovative Manufacturing, Robotics and Science |

*NOTES:*

* *Event columns can be added or deleted as required*
* *Rows for elements and performance criteria, etc. can be added or deleted as required*
* *Each component of the unit must be mapped to at least* ***one assessment criteria*** *or* ***question*** *in one or more assessment events*
* *Do NOT delete the section labelled Employability Skills. If the Employability Skills ARE EXPLICIT in the performance criteria, they do not need to be listed. However, if the Employability Skills ARE NOT incorporated in the performance criteria they must be listed and mapped.*
* *Dimensions of Competency must be considered when selecting assessment types to ensure that the range of tasks you have chosen cover the following:*
  + *Task Skills*
  + *Task Management Skills*
  + *Contingency Planning Skills*
  + *Job Role Environment Skills*

## Unit component mapping to assessment event/s

Table 2 Unit component mapping to assessment event/s

| Element number | Element name | Performance criteria number | Performance criteria description | Learning resources | Knowledge Assessment 1 of 2 | Skills Assessment 2 of 2 |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Work within a quality system | 1.1 | Instructions and procedures are followed and duties are performed in accordance with requirements of quality improvement system |  |  | Sk2:Task 1 Item 1,2,3 |
|  |  | 1.2 | Conformance to specifications is ensured |  | Kn1: Part 3 Q 9 | Sk2:Task 1 Item 2 |
|  |  | 1.3 | Defects are detected and reported according to standard operating procedures |  |  | Sk2:Task 1 Item 3 |
|  |  | 1.4 | Performance of operation or quality of product or service is monitored to ensure customer satisfaction |  |  | Sk2:Task 1 Item 2,3 |
| 2 | Engage in quality improvement | 2.1 | Current performance is assessed |  | Kn1: Part 2 Q 3,8 | Sk2:Task 1 Item 2.1 Item 3.1  Task 2 Item 1.1 2.1 |
|  |  | 2.2 | Established performance measures are identified |  | Kn1: Part 1 Q 10  Part 2 Q 4 | Sk2:Task 1 Item 2.1 Item 3.1  Task 2 Item 1.1 2.1 |
|  |  | 2.3 | Specifications and standard operating procedures are identified |  | Kn1: Part 1 Q 1  Part 2 Q 4  Part 3 Q 9 | Sk2:Task 1 Item 1, Item 2.2  Task 2 Item 2 |
|  |  | 2.4 | Defects are detected and reported according to standard operating procedures |  |  | Sk2:Task 1 Item 2,3  Task 2 Item 2 |
|  |  | 2.5 | Process improvement procedures are participated in |  |  | Sk2:Task 2 Item 1 Item 2 |
|  |  | 2.6 | The improvement of internal/external customer/supplier relationships is participated in |  | Part 2 Q 5 | Task 2 Item 3.1 |
|  |  | 2.7 | Performance of operation or quality of product or service is monitored to ensure customer satisfaction |  | Kn1: Part 3 Q 10 | Sk2: Task 2 Item 3.1 |

## Employability skills NOT explicit in the performance criteria

Table 3 Employability skills NOT explicit in the performance criteria

| Employability skills | Description | Learning resources | Knowledge Assessment 1 of 2 | Skills Assessment 2 of 2 |
| --- | --- | --- | --- | --- |
|  | This unit contains employability skills embedded in the performance criteria |  |  |  |

## Required skills

Table 4 Required skills

| Required skills | Description | Learning resources | Knowledge Assessment 1 of 2 | Skills Assessment 2 of 2 |
| --- | --- | --- | --- | --- |
|  | Look for evidence that confirms skills in: |  |  |  |
| RS1 | Reading, interpreting and following information on written job sheets, instructions, standard operating procedures and drawings |  | Kn: Part 1 Q 1,2,3  Part 3 Q 9,11 | Sk2:Task 1 Item 1,2,3  Task 2 Item 2 |
| RS2 | Checking and clarifying task-related information |  |  | Sk2:Task 1 Item 2,3 |
| RS3 | Entering information onto workplace documents |  | Kn: Part 3 Q 11 | Sk2:Task 1 Item 3  Task 2 Item 1,2 |
| RS4 | Checking for conformance to specifications |  |  | Sk2:Task 1 Item 2.2 |
| RS5 | Identifying duties of the individual within the quality improvement system |  | Kn: Part 1 Q 6,7,9 | Sk2:Task 1 Item 2,3 |
| RS6 | Identifying customers' requirements with respect to the operation or quality of the product or service |  | Part 2 Q 2,5 | Sk2:Task 1 Item 2.2  Task 2 Item 3.1 |
| RS7 | Reporting where appropriate, defects detected |  |  | Sk2:Task 1 Item 3.1  Task 2 Item 1,2 |
| RS8 | Carrying out work in accordance with the process improvement procedures |  |  | Sk2:Task 2 Item 1,2 |
| RS9 | Carrying out work in a manner consistent with the improvement of customer/supplier relationships |  |  | Sk2:Task 2 Item 2 |
| RS10 | Performing numerical operations, geometry and calculations/formulae within the scope of this unit |  | Kn: Part 3 Q 11 | Sk2:Task 1 Item 2.2  Task 2 Item 1.1 |

## Required knowledge

Table 5 Required knowledge

| Required knowledge | Description | Learning resources | Knowledge Assessment 1 of 2 | Skills Assessment 2 of 2 |
| --- | --- | --- | --- | --- |
|  | Look for evidence that confirms knowledge of: |  |  |  |
| RK1 | Quality system terminology and concepts, e.g. |  | Kn: Part 1 Q 5  Part 2 Q 4  Part 3 Q 2,3 |  |
| RK1.1 | * quality assurance - planning to meet customers' requirements |  | Kn: Part 3 Q 10 |  |
| RK1.2 | * quality control - checks and procedures to ensure customer requirements are met |  | Kn: Part 3 Q 10 |  |
| RK1.3 | * quality inspection - inspecting and testing products and services |  | Kn: Part 3 Q 10 |  |
| RK1.4 | * total quality control - a company-wide approach that combines both quality assurance and quality control so that the customer is always satisfied |  | Kn: Part 3 Q 10 |  |
| RK2 | Commonly accepted meaning/s of the terms quality and quality system |  | Part 2 Q 9 |  |
| RK3 | The reasons for following the requirements of the quality improvement system |  | Kn: Part 3 Q 4 |  |
| RK4 | Strategies and approaches for working within a quality system |  | Kn: Part 1 Q 5,10,12  Part 2 Q 8  Part 3 Q 2,3 |  |
| RK5 | Procedures to be followed in undertaking the work |  | Kn: Part 1 Q 1  Part 3 Q 9 | Sk2:Task 1 Item 1 |
| RK6 | Specifications to which the individual's work is to comply |  | Kn: Part 1 Q 1  Part 3 Q 9 | Sk2:Task 1 Item 2  Task 2 Item 1 |
| RK7 | Reasons for ensuring work conforms to specification |  | Kn: Part 3 Q 6 |  |
| RK8 | Benefits of good quality: |  | Kn: Part 1 Q 11 |  |
| RK8.1 | * quality products |  | Kn: Part 1 Q 11 |  |
| RK8.2 | * reduced costs |  | Kn: Part 1 Q 11 |  |
| RK8.3 | * customer confidence, satisfaction and loyalty |  | Kn: Part 1 Q 11 |  |
| RK8.4 | * good reputation |  | Kn: Part 1 Q 13  Part 2 Q 6 |  |
| RK8.5 | * job satisfaction |  | Kn: Part 3 Q 5 |  |
| RK8.6 | * solving problems |  | Kn: Part 1 Q 13 |  |
| RK8.7 | * increased competitiveness |  | Kn: Part 1 Q 13 |  |
| RK8.8 | * keeping up with technology |  | Kn: Part 3 Q 7 |  |
| RK9 | Costs and consequences of poor quality e.g. |  | Part 1 Q 8  Part 2 Q 1,6,7 |  |
| RK9.1 | * lost customers |  | Part 1 Q 14  Part 2 Q 5,6 |  |
| RK9.2 | * accidents |  | Part 1 Q 14  Part 3 Q 13 |  |
| RK9.3 | * wastage |  | Kn: Part 1 Q 14 |  |
| RK9.4 | * lost time |  | Kn: Part 3 Q 5 |  |
| RK9.5 | * low morale |  | Kn: Part 3 Q 5 |  |
| RK9.6 | * conflict |  | Kn: Part 3 Q 5 |  |
| RK10 | Procedures for reporting defects |  | Kn: Part 3 Q12 | Sk2:Task 1 Item 3  Task 2 Item 1,2 |
| RK11 | Examples of common defects |  | Kn: Part 1 Q 10  Part 2 Q 2,7  Part 3 Q 11 |  |
| RK12 | Quality improvement procedures |  | Kn: Part 1 Q 12  Part 2 Q 3,8  Part 3 Q 8,10 | Sk2:Task 2 Item 2 |
| RK13 | Four steps of the quality cycle: plan, do, check, act |  | Kn: Part 2 Q 3 |  |
| RK14 | Reasons for following process improvement procedures |  | Kn: Part 3 Q 4,7 |  |
| RK15 | Examples of ways in which customer/supplier relationships can be improved |  | Kn: Part 1 Q 11  Part 2 Q 5 |  |
| RK16 | Benefits of good customer/supplier relationship |  | Kn: Part 1 Q 11  Part 2 Q 5 |  |
| RK17 | Hazards and control measures associated with applying quality procedures, including housekeeping |  | Kn: Part 1 Q 2,3,4 | Sk2:Task 1 Item 1 |
| RK18 | Safe work practices and procedures |  | Kn: Part 1 Q 1,4 | Sk2:Task 1 Item 1 |

## Critical aspects

Table 6 Critical aspects

| Critical aspects | Description | Learning resources | Knowledge assessment 1 of 2 | Skills Assessment 2 of 2 |
| --- | --- | --- | --- | --- |
| CA1 | Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts. |  |  | All practical tasks |