# 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** | MEM16006A - Organise and communicate information (1) |
| **Skills Team** |  |
| **Region/Campus** |  |
| **SkillsPoint (owned by)** | IMRS – Innovative Manufacturing, Robotics Science |

## 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 | Project Assessment  2 of 2 |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Access information and/or records | 1.1 | Information requirements of tasks are determined and relevant information is accessed from a range of sources |  | Part 1: Q1, 2, 6  Part 2: Q1,5 | Part 1  Part 2 |
|  |  | 1.2 | Workplace terminology is correctly recognised |  | Part 1: Q1,2  Part 2: Q1, 2, 3 | Part 1  Part 2 |
| 2 | Organise and analyse information | 2.1 | Information is interpreted and organised in accordance with enterprise and work requirements |  | Part 2: Q4, 5, 6, | Part 1  Part 2 |
|  |  | 2.2 | Information is analysed according to enterprise and work requirements |  | Part 2: Q5 | Part 1  Part 2 |
| 3 | Communicate organised information using established workplace methods | 3.1 | Information is communicated using established workplace methods |  | Part 1: Q1,3  Part 2: Q1, 2, 3, 5, 6 | Part 1  Part 2 |

## 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 | Project Assessment  2 of 2 |
| --- | --- | --- | --- | --- |
|  | Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. |  |  |  |

## Required skills

Table 4 Required skills

| Required skills | Description | Learning resources | Knowledge Assessment  1 of 2 | Project Assessment  2 of 2 |
| --- | --- | --- | --- | --- |
|  | Look for evidence that confirms skills in: |  |  |  |
| RS1 | Accessing relevant information from a range of sources |  |  | Part 1  Part 2 |
| RS2 | Recording, where appropriate, the accessed information |  |  | Part 1  Part 2 |
| RS3 | Recognising and using workplace terms |  |  | Part 1  Part 2 |
| RS4 | Reading, interpreting and following information in workplace documentation |  | Part 1: Q1 | Part 1  Part 2 |
| RS5 | Checking and clarifying information |  | Part 1: Q1, 2  Part 2: Q 2, 5 6 | Part 1  Part 2 |
| RS6 | Organising, categorising and sequencing information |  | Part 2: Q4 | Part 1  Part 2 |

## Required knowledge

Table 5 Required knowledge

| Required knowledge | Description | Learning resources | Knowledge Assessment  1 of 2 | Project Assessment  2 of 2 |
| --- | --- | --- | --- | --- |
|  | Look for evidence that confirms knowledge of: |  |  |  |
| RK1 | Types of information |  | Part 1: Q1,3,6,7  Part2: Q3 |  |
| RK2 | Available sources of information |  | Part 1: Q1,2,4,6,7 |  |
| RK3 | Information analysis techniques |  | Part 2: Q  2, 5 | Part 1  Part 2 |
| RK4 | Methods of categorising and organising information |  | Part1: Q1,4, 8  Part 2: Q4, 7 | Part 1  Part 2 |
| RK5 | Methods of recording and communicating information |  | Part1: Q1,2,3,5  Part 2: Q1, 4, 5, 6 | Part 1  Part 2 |

**Critical aspects**

Table 6 Critical aspects

| Critical aspects | Description | Learning resources | Knowledge Assessment  1 of 2 | Project 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. |  |  |  |