# 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** | MEM16008A - Interact with computing technology (1) |
| **Skills Team** |  |
| **Region/Campus** |  |
| **SkillsPoint (owned by)** | IMRS-Innovative Manufacturing, Robotics and 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 | Skills  Assessment  2 of 2 |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Determine job requirements | 1.1 | Nature and scope of task requirement are identified |  |  | Sk2: Item 2 |
|  |  | 1.2 | Information/data required to be accessed, input or stored is identified |  |  | Sk2: Item 2 |
|  |  | 1.3 | Source of information/data is identified |  |  | Sk2: Item 2 |
| 2 | Access information/data | 2.1 | Access procedures are followed |  |  | Sk2: Item 3,4 |
|  |  | 2.2 | Technology is navigated to find the required information/data |  | Part 3: Q9 | Sk2: Item 3,4 |
|  |  | 2.3 | Relevant software application menus, functions and commands are used to locate required information/data |  |  | Sk2: Item 6 |
|  |  | 2.4 | Information/data is retrieved using organisational procedures |  |  | Sk2: Item 1,2 |
|  |  | 2.5 | Information/data is checked for relevance to job requirements |  |  | Sk2: Item 8 |
| 3 | Input information/data | 3.1 | Relevant software menus, functions and commands are used to manipulate information/data |  |  | Sk2: Item 6 |
|  |  | 3.2 | Information/data is entered, changed, or removed as required |  |  | Sk2: Item 6 |
| 4 | Store information/data | 4.1 | Data/files are saved following standard procedures prior to exiting the application |  |  | Sk2: Item 7 |
|  |  | 4.2 | Data output is produced as required |  |  | Sk2: Item 11 |
|  |  | 4.3 | Procedures for shutting down/logging off/exiting computing technology are followed |  | Part 1: Q6 | Sk2: Item 12 |
| 5 | Access assistance as required | 5.1 | Appropriate personnel are identified and consulted as required |  | Part 1: Q5, | Sk2: Item 2,8 |
|  |  | 5.2 | Manuals, online help and other reference materials are identified and used as required |  | Part 1: Q7  Part 2: Q6  Part 3: Q5 | Sk2: Item 10 |

## 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 |
| --- | --- | --- | --- | --- | --- |
| Employability skills are explicit 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 | Ability to enter or retrieve data using appropriate software applications |  |  | Sk2: Item 4,5,6,7,8,9,10,11 |
| RS2 | Reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents |  |  | Sk2: Item 1,2,3,4,5,6,7,9,12 |
| RS3 | Planning and sequencing operations |  |  | Sk2: Item 6 |
| RS4 | Checking and clarifying task-related information |  |  | Sk2: Item 1,2,8 |
| RS5 | Using numerical operations within the scope of this unit |  |  | Sk2: Item 9 |

## Required knowledge

Table 5 Required knowledge

| Required knowledge | Description | Learning resources | Knowledge  Assessment  1 of 1 | Skills  Assessment  2 of 2 |
| --- | --- | --- | --- | --- |
|  | Look for evidence that confirms knowledge of: |  |  |  |
| RK1 | Functions and capabilities of various types of computing technology used in the workplace |  | Part 1: Q8  Part 2: Q7  Part 3: Q2,Q4,Q7 | Sk2: Item 5,6 |
| RK2 | Functions of software applications |  | Part 1: Q3  Part 3: Q1,Q3 | Sk2: Item 10 |
| RK3 | Hazards and control measures associated with using computing technology, including housekeeping |  | Part 2: Q3,5  Part 3: Q6, Q8 |  |
| RK4 | Safe work practices and procedures |  | Part 1: Q1,Q2,Q4  Part 2: Q1,Q2,Q3,Q4 | Sk2: Item 1 |

## Critical aspects

Table 6 Critical aspects

| Critical aspects | Description | Learning resources | Knowledge  Assessment  1 of 1 | 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. |  | Across all aspects of assessment events | |