## Assessment Mapping Matrix

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| **Unit Code** | **BSBDAT201** | **Unit Title** | **Collect and record data** | | | | | | |
| **Element** | **Performance Criteria** | | | **Assessment Tool**  (adjust titles as required) | | | | | |
| **Observation Checklist** | **Knowledge Questions** | **Project** | **3rd Party Report** | **Logbook** | **Other** |
| 1. Prepare to collect data | 1.1 Confirm task requirements | | |  |  |  |  |  |  |
| 1.2 Identify source of data | | |  |  |  |  |  |  |
| 1.3 Identify method of data collection and recording procedures according to organisational policies and procedures | | |  |  |  |  |  |  |
| 2. Collect data | 2.1 Access data at source | | |  |  |  |  |  |  |
| 2.2 Use identified data collection methods according to task requirements | | |  |  |  |  |  |  |
| 2.3 Action data source difficulties within scope of own role, or escalate to required personnel | | |  |  |  |  |  |  |
| 3. Finalise data collection | 3.1 Record data in database according to organisational policies and procedures using safe work practices | | |  |  |  |  |  |  |
| 3.2 Identify and action issues encountered within scope of own role, or escalate to required personnel | | |  |  |  |  |  |  |
| 3.3 Record issues encountered according to organisational policies and procedures | | |  |  |  |  |  |  |
| 3.4 Check work against task requirements and amend database where required | | |  |  |  |  |  |  |
| **Knowledge Evidence** | The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of: | | |  |  |  |  |  |  |
| key data-collection methods | | |  |  |  |  |  |  |
| work health and safety risks that apply to data-collection methods | | |  |  |  |  |  |  |
| organisational policies and procedures for collecting and recording data | | |  |  |  |  |  |  |
| key features and functions of technology used to collect data | | |  |  |  |  |  |  |
| data sources relevant to performance evidence | | |  |  |  |  |  |  |
| code of conduct relevant to data-collection. | | |  |  |  |  |  |  |
| **Performance Evidence** | The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to: | | |  |  |  |  |  |  |
| collect and record data on at least two different occasions from at least two different sources. | | |  |  |  |  |  |  |

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| **Foundation Skills -** *This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*  Foundation skills are an integral part of a unit of competency and must be assessed. A unit’s performance criteria can explicitly include foundation skills essential for performance. Alternatively, if foundation skills are not explicit in the performance criteria they must be described in the ‘foundation skills’ field of the unit of competency. (ASQA VAC 7.4) | | | | | | |
|  | | **Assessment Tool** | | | |
| **Observation Checklist** | |  | |
| Reading | | * Interprets information from relevant sources | |  | |  |
| Writing | | * Uses clear, specific and industry-related terminology to complete and update workplace documentation | |  | |  |
| Oral communication | | * Uses appropriate tone, pace, and listening and questioning techniques to confirm understanding | |  | |  |
| Technology | | * Uses specific functions and key features of common digital systems and tools and operates them effectively to complete data collection tasks | |  | |  |

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| **Does the Assessment for this unit of competency comply with the Assessment Conditions** | **YES** | **No** |
| * Where the assessment takes place is appropriate to the assessment conditions | Yes |  |
| * Equipment and resource requirements are appropriate to the assessment conditions | Yes |  |