## Assessment Mapping Matrix

Mapping ensures the assessment instruments cover the requirements of the unit. The observation checklist should be mapped to the relevant performance criteria and all performance evidence. The knowledge questions should be mapped to relevant performance criteria and all of the knowledge evidence.

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| **Competency Code** | **BSBTEC101** | **Competency Name** | **Operate digital devices** | | |
| **Element** | **Performance Criteria** | | | **Assessment Tool** | |
| **Observation Checklist** | **Knowledge Questions** |
| Activate digital device and access features | 1.1 Prepare workspace, furniture and equipment to suit user ergonomic requirements, where required | | |  |  |
| 1.2 Activate digital device, and access or log on according to organisation policies and procedures | | |  |  |
| 1.3 Identify basic functions and features of digital devices | | |  |  |
| 1.4 Customise desktop or application configuration | | |  |  |
| 1.5 Request assistance from relevant personnel for using digital device, where required | | |  |  |
| 1.6 Access help functions, where required | | |  |  |
| Navigate and organise file or application environment | 2.1 Open, close and access file or application by selecting correct desktop or menu icons | | |  |  |
| 2.2 Create shortcuts onto the desktop or menu, and request assistance from relevant personnel, where required | | |  |  |
| 2.3 Identify and apply keyboard functions for both alpha and numeric keyboard input devices | | |  |  |
| 2.4 Create folders and subfolders with relevant names | | |  |  |
| 2.5 Identify and access storage devices relevant to the digital device | | |  |  |
| 2.6 Download new applications with assistance from relevant stakeholder | | |  |  |
| 2.7 Use search functions to locate files or applications | | |  |  |
| Edit and update stored information | 3.1 Rename and move folders and subfolders | | |  |  |
| 3.2 Remove files or applications as required, with assistance from relevant stakeholder | | |  |  |
| 3.3 Open relevant file, document, or application | | |  |  |
| 3.4 Edit content of the file, document, application, or similar in accordance with simple instructions | | |  |  |
| 3.5 Save changes in digital device | | |  |  |
| Deactivate personal digital device | 4.1 Save and close all open files, documents or applications | | |  |  |
| 4.2 Deactivate digital device according to user procedures | | |  |  |
| **Knowledge Evidence** | The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of: | | |  |  |
| * user procedures for powering up and accessing a digital device | | |  |  |
| * key components of the digital system, including what each component does | | |  |  |
| * ergonomic issues that impact the use of digital devices | | |  |  |
| * key functions of the operating system | | |  |  |
| * organisational conventions for naming files. | | |  |  |
| **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: | | |  |  |
| * on at least three occasions, activate, navigate, and deactivate a digital device. | | |  |  |
| In the course of the above, the candidate must: | | |  |  |
| * follow user procedures to power up and access a digital device | | |  |  |
| * follow user procedures and system information when using the basic functions on digital device, seeking assistance where required | | |  |  |
| * shut down applications and the device. | | |  |  |

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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** | | **Knowledge Questions** | |
| Reading | | * Recognises textual information within internal procedures and technical documents to determine and complete work requirements | |  | |  |
| Writing | | * Inputs information using familiar text types and records numerical and textual information for file naming conventions | |  | |  |

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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 |  |  |
| * Equipment and resource requirements are appropriate to the assessment conditions |  |  |