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.

**Assessment Mapping Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Competency Code** | **MEM18001** | **Competency Name** | **Use hand tools** | | |
| **Element** | **Performance Criteria** | | | **Assessment Tool** | |
| **Observation Checklist** | **Knowledge Questions** |
| Determine job requirements | 1.1 Follow standard operating procedures (SOPs) | | |  |  |
| 1.2 Comply with work health and safety (WHS) requirements at all times | | |  |  |
| 1.3 Use appropriate personal protective equipment (PPE) in accordance with SOPs | | |  |  |
| 1.4 Identify job requirements from specifications, drawings, job sheets or work instructions | | |  |  |
| Use hand tools for general engineering applications | 2.1 Select hand tools appropriate to the task requirements | | |  |  |
| 2.2 Use hand tools to produce outcomes that meet job specifications | | |  |  |
| 2.3 Identify unsafe or faulty tools and mark for repair according to designated procedures before, during and after use | | |  |  |
| 2.4 Undertake routine maintenance of tools using engineering principles, tools, equipment and procedures | | |  |  |
| 2.5 Store hand tools safely in appropriate location according to procedures and manufacturers’ recommendations | | |  |  |
| **Performance Evidence** | Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include: | | |  |  |
| * following work instructions, standard operating procedures (SOPs) and safe work practices | | |  |  |
| * selecting and using hand tools to produce the desired outcome to job specifications | | |  |  |
| * following designated procedures for dealing with unsafe or faulty tools | | |  |  |
| * undertaking routine maintenance and cleaning of hand tools, including storage. | | |  |  |
| **Knowledge Evidence** | Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of: | | |  |  |
| * safe work practices and procedures and use of personal protective equipment (PPE) | | |  |  |
| * features and applications of different hand tools used in a general engineering context, including hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and sizes | | |  |  |
| * common faults and/or defects in hand tools | | |  |  |
| * procedures for marking unsafe or faulty tools for repair | | |  |  |
| * routine maintenance requirements for a range of hand tools, including lubricating, tightening, simple tool repairs and adjustments using engineering principles and relevant equipment | | |  |  |
| * storage location and procedures for a range of hand tools. | | |  |  |

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| **Foundation Skills -** *The Foundation Skills describe those required skills (such as language, literacy, numeracy and employment skills) that are essential to performance.*  Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. |

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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 |  |  |