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** | **FSKDIG001** | **Competency Name** | **Use digital technology for short and basic workplace tasks** | | |
| **Element** | **Performance Criteria** | | | **Assessment Tool** | |
| **Observation Checklist** | **Knowledge Questions** |
| Prepare to use digital technology | 1.1 Identify nature and scope of short and basic workplace task that requires the use of digital technology | | |  |  |
| 1.2 Clarify task requirements with suitable personnel | | |  |  |
| 1.3 Identify and select digital technology required for task, with assistance | | |  |  |
| 1.4 Identify and use simple terms and symbols associated with use of digital technology | | |  |  |
| Perform short and basic workplace task using digital technology | 2.1 Follow verbal, written or pictorial instructions to access and use digital technology | | |  |  |
| 2.2 Follow workplace procedures to perform task using selected technology | | |  |  |
| Finalise task | 3.1 Follow simple instructions to shut down or reset technology following task completion | | |  |  |
| 3.2 Review work against task requirements | | |  |  |
| 3.3 Seek feedback and review performance to complete task | | |  |  |
| **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: | | |  |  |
| * use digital technology to complete at least three short and basic workplace tasks with different required outcomes. | | |  |  |
| During the above, the candidate must communicate with relevant personnel to clarify task requirements and review results, and access and follow instructions for use of selected digital technology. | | |  |  |
| **Knowledge Evidence** | The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit, including knowledge of: | | |  |  |
| * basic features and functions of digital technologies used when completing short and basic workplace tasks | | |  |  |
| * processes to follow highly familiar workplace instructions for the use of digital technology as outlined in relevant procedures, guides or manuals | | |  |  |
| * workplace procedures for safely accessing and using digital technology | | |  |  |
| * workplace protocols for ensuring privacy and safety when using digital technology | | |  |  |
| * communication techniques to clarify and review digital technology task requirements. | | |  |  |

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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 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 |  |  |