



Australian Government

Assessment Requirements for MSMTMINS301 Inspect a range of simple measures

Release: 2

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Modification History

Release 2. Adjustments to the Application, Performance Criteria and Range of Conditions. Adjustment to the Assessment Conditions. Equivalent.

Release 1. Supersedes and is equivalent to MSATMINS301A Inspect a range of simple measures

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- inspecting at least two (2) measures from each of the following types of simple measures:
 - mass
 - volume
 - length
- accessing and correctly interpreting documentation required for inspections
- ensuring test equipment and reference standards are fit for purpose in accordance with applicable legislation and organisational procedures
- planning, preparing for and safely conducting inspections to maximise outcomes and minimise disruption to the public and trader
- checking compliance and evaluating the performance of simple measures using appropriate Certificate of Approval, National Measurement Institute (NMI) policy and National Instrument Test Procedure and adjusting for any impact of the operating environment
- reliably determining if simple measures are suitable for trade use in accordance with legislative requirements
- conducting at least two (2) verifier simple measure audits to assess the performance of verifiers who test and mark simple measures for trade use
- assessing verifier performance against expected outcomes and analysing any variances to identify isolated or systemic problems
- identifying potential non-compliance of trading practices (associated with simple measures) with national measurement legislation and initiating an efficient inspection strategy that has a limited impact on others
- acting on non-compliance of simple measures or verifier performance and/or trading practices with national measurement legislation and initiating appropriate enforcement action
- demonstrating professionalism and respecting the rights of the trader at all times
- using routine communication and negotiation skills to:
 - explain the purpose of inspection
 - inform traders of non-compliances and consequences of failing to rectify them

- explain procedures and inspection outcomes to traders, verifiers and managers
- using numeric skills to:
 - perform specified calculations involving fractions, decimals, ratios, proportions and percentages
 - use correct units and the correct number of significant figures
 - analyse performance results over a single or limited range of operating conditions
- maintaining the security and confidentiality of data in accordance with organisational and regulatory requirements
- reporting results in the required formats and expected timeframe
- working safely.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- general science principles and concepts, such as weight, mass, gravity, density, heat, temperature effects and coefficients of expansion
- measures, such as maximum permissible errors, traceability and coefficients of expansion
- metrological terms and terminology specific to simple error of measurement and error of indication
- safe work method statements (SWMS) for a range of trading environments, such as laboratories, retail, industrial and farming
- national measurement legislation requirements for simple measures
- NMI policy requirements, including test procedure variations between a verification, in-service or audit inspection, bulletins, directives, instructions and determinations
- National Instrument Test Procedures and operating procedures for equipment and reference standards used in job role, including:
 - test conditions and possible environmental impacts on performance of the simple measure
 - key preparation/measurement steps in the test method
 - calculation steps to give results in appropriate units and precision
 - maximum permissible errors for simple measures under inspection
 - organisational policy and procedures for inspecting simple measures, including completing inspection documentation
 - organisational safety procedures and requirements of applicable Commonwealth, state and territory WHS/OHS legislation.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.

- This unit of competency should be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
 - *MSMTMREF301 Use and maintain reference standards*
 - *MSMTMINS302 Inspect a range of simple measuring instruments*
 - *MSMTMVER403 Verify Inspectors' Class reference standards*
- Holistic assessment methods include:
 - review of inspection reports and verifier instrument audit reports prepared by the candidate
 - feedback from supervisors and peers regarding the candidate's ability to conduct inspections, evaluate the performance of simple measures and audit verifier's performance in accordance with legislative and organisational procedures
 - questions to assess understanding of relevant procedures, licensing requirements, trader obligations and remedial actions
 - review of candidate's responses to inspection scenarios, such as potential/actual non compliances and appropriate actions, common issues and problems
 - observation of the candidate conducting an inspection.
- Access is required to simple measures, instruments, equipment, materials, workplace documentation, procedures, and specifications associated with this unit, including, but not limited to:
 - latest versions of appropriate documentation, such as Certificates of Verification and Approval, NMI policy, National Instrument Test Procedures for verifying simple measures and relevant legislation
 - equipment manuals, safety data sheets (SDS) and safety procedures
 - records, such as test reports, audit reports, simple measure history and test results
 - simple measures, test equipment and reference standards
 - computer and relevant software and/or organisation information management system.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR

- relevant workplace experience in trade measurement at least to the level being assessed and broad industry knowledge (such as a relevant industry qualification).
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment in trade measurement OR
 - having consulted with trade measurement inspectors and/or verifiers performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>