



**Australian Government**

# **Assessment Requirements for MSMTMINS403 Inspect a range of trading practices**

**Release: 2**

# Assessment Requirements for MSMTMINS403 Inspect a range of trading practices

## 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 MSATMINS403A Inspect a range of trading practices

## Performance Evidence

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

- identifying at least four (4) of the following examples of non-compliance while inspecting trading practices:
  - how a measuring instrument is used
  - position of measuring instruments
  - measurement advertising
  - how the measurement of an article is determined
  - the type of measurement used to sell an article
- accessing and correctly interpreting documents for the inspection of trading practices, including national measurement legislation, National Instrument Test Procedures and National Measurement Institute (NMI) inspection policy
- 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
- observing visible trading practices, conducting trial purchases, evaluating trader's measurement related advertising, and validating measurement of articles to assess a trader's performance and identify isolated or systemic issues
- identifying potential non-compliance of trading practices with national measurement legislation and initiating an efficient inspection strategy that has a limited impact on others
- checking compliance and evaluating the performance of measuring instruments using appropriate Certificate of Approval, NMI policy and National Instrument Test Procedures and adjusting for any impact of the operating environment
- reliably determining if measuring instruments are suitable for trade use in accordance with legislative requirements
- recognising and acting on non-compliance of trading practices or measuring instruments with national measurement legislation and initiating appropriate enforcement action
- demonstrating professionalism and respecting the rights of the trader at all times
- using advanced communication and negotiation skills to:
  - explain the purpose of inspection

- inform traders of non-compliances and consequences of failing to rectify them
- access external equipment and resources to complete the inspection
- explain inspection procedures and outcomes to traders and managers
- performing specified calculations involving:
  - fractions, decimals, ratios, proportions and percentages
  - scientific notation, correct units and the correct number of significant figures
  - interpretation of statistical quantities, such as mean, median, mode, range, variance and standard deviation
- 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 physical principles and concepts, including weight, mass, gravity, volume, length and area
- metrological terms and terminology, including maximum permissible errors, traceability and uncertainty
- national measurement legislation requirements applicable to trading practices and measuring instruments
- safe work method statements (SWMS) for a range of trading environments
- NMI policy requirements, including test procedure variations between a verification, in-service or audit inspection, bulletins, instructions and determinations
- National Instrument Test Procedures and operating procedures for the equipment, and reference standards used in job role, including:
  - test conditions and possible environmental impacts on performance of the instrument
  - key preparation/measurement steps in test method
  - calculation steps to give results in appropriate units and precision
  - maximum permissible errors for measuring instruments under inspection
  - safety principles and procedures relevant to measuring instruments and inspections
  - organisational policy and procedures for inspection of trading practices, including completing inspection documentation
  - organisational safety procedures and requirements of applicable Commonwealth, state and territory work/occupational health and safety (WHS/OHS) legislation
- basic first aid and site safety induction if required.

## 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*
  - *MSMTMINS401 Inspect a range of weighing instruments*
  - *MSMTMINS402 Inspect a range of liquid measuring instruments using volume measures*
  - *MSMTMINS404 Inspect a range of pre-packaged products*
- Holistic assessment methods include:
  - review of inspection reports prepared by the candidate
  - feedback from supervisors and peers regarding the candidate's ability to inspect trading practices and evaluate the performance of measuring instruments and trader'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 of trading practices.
- Access is required to 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 Approval, NMI policy, National Instrument Test Procedures for inspection of trading practices and relevant legislation
  - equipment manuals, safety data sheets (SDS), safety procedures and safety equipment
  - records, such as test reports, audit reports, instrument history and test results
  - measuring instruments, 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>