



Australian Government

MSMTMINS403 Inspect a range of trading practices

Release: 2

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

Application

This unit of competency covers the inspection of trading practices and application of National Test Procedures to determine whether the method of advertising, selling and measuring an article complies with national measurement legislation.

This unit of competency is applicable to trade measurement inspectors appointed under national measurement legislation who may inspect a wide range of trading practices as part of their duties. Transactions of all products sold by reference to measurement in all industry sectors must comply with national legislation governing trading practices. Inspectors must work safely which may include applying basic first aid, working with hazardous materials, working in hazardous environments, working with heavy machinery, completing safety inductions.

While no specific licensing or certification requirements apply to this unit at the time of publication, all inspection activity is legislated under the *National Measurement Act 1960*.

Pre-requisite Unit

Nil

Competency Field

Trade measurement

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

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| 1 | Prepare for inspection | 1.1 | Identify and evaluate the type of trading practices likely to be inspected |
|---|------------------------|-----|--|

- 1.2 Access and review any history of previous inspections at trader's premises
 - 1.3 Access and correctly interpret appropriate documentation required for the inspection
 - 1.4 Identify and access test equipment, investigation equipment and consumables required for the inspection
 - 1.5 Ensure specified test equipment is fit for purpose in accordance with applicable legislation and organisational procedures
 - 1.6 Store and transport test equipment in accordance with organisational procedures and industry best practice
 - 1.7 Identify workplace health and safety issues relevant to the inspection
- 2 Conduct a trial purchase
 - 2.1 Observe and assess visible trading practices prior to entry into the premises
 - 2.2 Identify scope and expected outcomes of the trial purchase
 - 2.3 On entry to the premises, evaluate trading practices and where applicable modify trial purchase strategy to maximise inspection outcomes
 - 2.4 Conduct trial purchase while observing the measurement process and staff actions
 - 2.5 Assess trader's performance against expected outcomes
 - 2.6 Analyse any variances from the expected outcomes and identify isolated or systemic issues related to the trial purchase
- 3 Initiate inspection
 - 3.1 Identify the site controller, explain the purpose of the inspection and produce formal identification, if required
 - 3.2 Identify site workplace health and safety issues and implement appropriate control strategies
 - 3.3 Conduct a preliminary evaluation of the site's trade measurement activities and prioritise inspection to

			maximise outcomes
		3.4	Identify measuring instruments being used for trade
		3.5	Identify site's trading practice activities and plan inspection to minimise disruption to the public and trader
4	Examine measurement related advertising for compliance	4.1	Identify the articles which are required to be sold by specific measurement or in terms of a measurement at base conditions
		4.2	Inspect and evaluate measurement related advertising used by the trader
		4.3	Identify any non-compliances with legislative requirements
5	Examine measuring instrument operation	5.1	Inspect measuring instrument operating environment and determine instrument suitability for purpose
		5.2	Evaluate measuring instrument operation against legislative requirements, organisational policy and procedures
		5.3	Modify the operating environment or implement alternative arrangements to ensure reliable test conditions, as necessary
		5.4	Identify the maximum permissible errors for the instrument from the legislative requirements
		5.5	Use test equipment safely in accordance with applicable legislation and organisational procedures
		5.6	Check instrument for compliance with the appropriate Certificates of Approval
		5.7	Inspect the instrument in accordance with relevant National Instrument Test Procedures and appropriate National Measurement Institute (NMI) policy
		5.8	Evaluate results against prescribed performance criteria and determine if the instrument is suitable for trade use in accordance with legislative requirements

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| 6 | Validate the measurement of articles | 6.1 | Identify articles sold by reference to measurement |
| | | 6.2 | Examine the process used by the trader for measuring an article |
| | | 6.3 | Evaluate the trader's measurement procedure |
| | | 6.4 | Measure an article in accordance with the appropriate National Instrument Test Procedure and organisational policy and procedures |
| 7 | Analyse and report inspection results | 7.1 | Analyse inspection data for unacceptable trends |
| | | 7.2 | Use test reports to present inspection results in the required format |
| | | 7.3 | Complete inspection documentation in accordance with legislative requirements and organisational procedures |
| | | 7.4 | Communicate inspection results within the specified time and in accordance with organisational guidelines |
| | | 7.5 | Recommend follow-up actions as appropriate |
| 8 | Act on non-compliance | 8.1 | Record and collect evidence of any identified non-compliance in accordance with legislative requirements and organisational policy and procedures |
| | | 8.2 | Select applicable enforcement action for the non-compliance in accordance with legislative requirements and organisational policy and procedures |
| | | 8.3 | Inform trader of non-compliances and the consequences of failing to have them corrected |
| | | 8.4 | Implement enforcement action in accordance with legislative requirements and organisational policy and procedures |
| | | 8.5 | Respect the rights of the trader at all times |

Foundation Skills

This section describes those 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.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

National Instrument Test Procedures include one or more of:

- measuring instrument test procedures
- article measurement procedures
- any other test procedure prescribed by the NMI

Test equipment includes one or more of:

- measuring instruments
- trolleys
- cameras
- video and audio recorders

Certificates of Approval include:

- any Certificate issued by the Chief Metrologist under Regulation 60 of the *National Measurement Regulations 1999* approving the pattern of a simple measure as being suitable for trade

Verification Has the same meaning as Section 18GG of the *National Measurement Act 1960*

Verification marks Verification marks for different measures are defined in Regulations 2.28 and 2.29 of the *National Trade Measurement Regulations 2009*

Trading practices include one or more of:

- 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
- the base conditions at which the measurement of an article

is determined

**Enforcement actions
include one or more of:**

- formal warnings, infringement notices, undertakings, injunction and prosecutions

Legislation includes:

- national measurement legislation
- applicable Commonwealth, state and territory work/occupational health and safety (WHS/OHS) legislation

NMI policy includes:

- bulletins
- instructions
- determinations

**WHS/OHS and
environmental
management
requirements include:**

- complying with WHS/OHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of material/product measured
- applying any necessary hygiene controls

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MSMTMINS403 Inspect a range of trading practices

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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

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