



Australian Government

Assessment Requirements for MSMTMVER301 Verify simple measures

Release: 2

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Modification History

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

Release 1. Supersedes and is equivalent to MSATMVER301A Verify 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:

- testing and marking at least three (3) measures from one (1) or more of the following classes of simple measures:
 - length measures
 - alcoholic beverage measures
 - lubricating oil measures
 - graduated measures
 - pharmaceutical measures
 - trade masses
- accessing and correctly interpreting documentation required for verification of simple measures
- planning, scheduling, preparing for and safely conducting a verification to optimise use of resources and minimise disruption to the public and trader
- ensuring test equipment and reference standards are fit for purpose in accordance with applicable legislation and organisational procedures
- checking compliance and evaluating the performance of simple measures using appropriate Certificates of Approval, National Measurement Institute (NMI) policy and National Instrument Test Procedures, and adjusting for any impact of the operating environment and operational factors
- reliably determining if simple measures are suitable for trade use in accordance with legislative requirements
- displaying the verification result on simple measures and completing all verification documentation in accordance with legislative requirements and organisational procedures
- identifying and communicating any inadequacies in servicing licensee's organisational procedures and practices that may contribute to non-compliance with legislative requirements
- maintaining the accuracy, completeness and currency of statutory records required of servicing licensees, such as authorisation, training and relevant licences
- identifying and communicating any inadequacies in trader's use of simple measures which may contribute to non-compliance with national measurement legislation
- demonstrating professionalism and respecting the rights of the trader at all times

- using routine communication and negotiation skills to:
 - explain the verification purpose, procedures and outcomes to traders, verifiers and managers
 - inform traders of non-compliances and consequences of failing to rectify them
- using numeric skills to:
 - perform 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
- metrological terms and terminology specific to simple measures, such as maximum permissible errors, traceability, error of measurement and error of indication
- details of the design and applications for one (1) class of simple measures, the components and their function
- servicing licensee requirements, including:
 - quality management system
 - licence conditions
 - maintenance of statutory records
- national measurement legislation requirements for simple measures
- safe work method statements (SWMS) for trading environments relevant to job role
- NMI policy, National Instrument Test Procedures and operating procedures for equipment, and reference standards used in job role, including:
 - purpose of test, test conditions and possible environmental impacts on performance of the simple measure
 - key preparation/measurement steps in the test method
 - maximum permissible errors for simple measures being verified
 - organisational policy and procedures for verifying simple measures, including completion of test results, verification documents and statutory records
 - organisational safety procedures and requirements of applicable Commonwealth, state and territory work/occupational health and safety (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*
- Holistic assessment methods include:
 - review of test results, verification documentation and statutory records completed by the candidate
 - feedback from supervisors and peers regarding the candidate's ability to verify the performance of simple measures in accordance with legislative and organisational procedures
 - questions to assess understanding of relevant verification procedures, servicing licensee requirements, trader obligations and remedial actions
 - review of candidate's responses to verification scenarios such as potential/actual non-compliances of traders and verifiers, appropriate actions, common issues and problems
 - observation of the candidate verifying simple measures.
- Access is required to simple measures, 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), safety procedures and safety equipment
 - 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>