



Purpose of Mapping

Mapping ensures the validity of your assessments.

Collectively, all assessments identified on the Assessment Plan must assess all requirements of the unit, no more and no less.

Evidence of Mapping

Mappings can be completed using the Assessment Mapping templates (LG314T1) or can be written directly onto the unit of competency and assessment requirements documents. The advantage of completing the mapping directly on to the unit documents is that it is quicker and any gaps will be quite obvious. Regardless of where you complete the mapping, it must be saved in the Course Folder on the K: drive.

Level of Mapping

All requirements of a unit must be mapped. The mapping needs to clearly show which assessment assesses each:

- Element (and all of its performance criteria)
- performance evidence requirements (required skills)
- knowledge evidence requirements (required knowledge); and
- any other requirements specified in the unit.

Mapping Performance Criteria

Performance criteria need to be assessed with the element they belong to. When mapping a simple assessment it is acceptable to map at the element level since all PC belonging to that element are assessed in the same assessment. When mapping a more complex assessment that involves parts or steps you need to map at PC level so it is clear which part or step in the assessment assesses which PC.

Mapping Instructions:

If using a mapping template from the Lecturers Guide (or similar):

- Enter the qualification, unit and assessor details in the relevant table.
- Write the assessment method under Assessment one, Assessment two, Assessment three. Add additional columns if the unit has more than three assessments
- Copy and paste all parts of the unit (including the assessment requirements) onto the mapping template

For all mapping methods:

- Map the assessments to all the unit requirements by indicating which assessment assesses each requirement.
 - For more complex assessments remember to indicate which part (or step) of the assessment meets each part of the unit.
 - For knowledge questions indicate which question number assesses each piece of knowledge evidence.
- Check that the mapping clearly shows how all unit requirements are assessed
- Save the mapping to the relevant folder of the K: drive.