



Purpose of Mapping

To ensure the validity of your assessments. Collectively all assessment tasks 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 template LG314T1 or can be legibly hand-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 tasks assess each:

- element
- performance evidence requirement
- knowledge evidence requirement; and
- any other requirements specified in the unit.

Mapping Performance Criteria

Since an element is meant to be assessed holistically all performance criteria belonging to the element should have been designed to be assessed the same way. Therefore you only need to show the names of the assessment task against the element. However, to be on the safe side you need to check that the assessment task mapped against an element does cover each of the element's performance criteria. Show that you have checked by placing a tick against each performance criteria.

Note 1:

In the rare event that an assessment task doesn't cover all of the performance criteria belonging to an element you will need to either modify the task or develop an additional one.

Note 2:

There is nothing adverse about showing the name of the assessment task against the performance criteria. It's simply more work.

Mapping directly on to the Unit of Competency and Assessment Requirements documents

Print the unit of competency and assessment requirements documents and write 'Mapping Document' on each of the cover pages.

Note 3:

Ensure your writing is legible if using this method.

Unit of Competency:

• Mapping to each Element

- Go through the document and write the assessment task number (e.g. AT1) or assessment method (e.g. Obs) against each element that the task/method assesses.

- Check that the task/method covers all performance criteria belonging to the element and show evidence of this check by placing a tick against the performance criteria. Do not tick the performance criteria if the assessment task/method doesn't assess it.

Assessment Requirements:

- **Mapping to each Performance Evidence (Required Skills)**

- Go through the document and write the assessment task number or assessment method (e.g. AT1) or assessment method (e.g. Obs) against each performance evidence that the task/method assesses.

- **Mapping to Knowledge Evidence (Required Knowledge)**

Knowledge evidence is usually assessed by written or verbal questioning.

- On the assessment requirements document write the question number (e.g. Q3) against the item of knowledge evidence that the question assesses.
- Write on the written or verbal assessment the number of the knowledge evidence (e.g. KE4) that the question assesses.

Scan the completed mapping documents and save them in the Course Folder on the K: drive using appropriate filenames.

Using the Assessment Mapping template

Copy and paste the following in the spaces provided on the template:

- each element together with their performance criteria
- each performance evidence requirement
- each item of knowledge evidence required; and
- any other requirements.

Place a tick in each cell that the task assesses.

Check for gaps and where they exist either create new assessment tasks or modify existing ones.

Save the completed mapping in the Course Folder on the K: drive using an appropriate filename.

Validation

To be absolutely sure that your assessments are valid you need to have them validated prior to use. Undertake a pre-validation once you have completed your unit mappings.

Guidelines and forms for validation are on the Lecturer's Guide.