

# QUALITY ASSURANCE MEETING

## WORKPLACE MATHS LEVEL 2, MTW215120

### Quality Assurance Method (as stated in the accredited course document):

*Each provider will submit bodies of students' work sufficient to allow an assessment against a nominated criterion or range of nominated criteria and the overall award to an annual review meeting organised by TASC. The work, while not necessarily fully resolved, will be assessed by the provider against the nominated assessment criterion/ia and the overall award. TASC will give each provider guidance regarding the selection of students and the nominated criterion/ia.*

*Each body of student work that providers submit to the meeting will include sufficient and appropriate material for judgements to be made about the student's standard of maths skills.*

*The review meeting will give advice about the provider's assessment standards. Providers are expected to act on this advice.*

*TASC may require providers to supply further samples of individual students' work to determine that standards have been applied appropriately when finalising students' results. The nature and scope of this requirement will be risk-based.*

### Quality Assurance Requirements:

Each provider will submit **four (4)** bodies of student work (copies rather than originals where possible):

- three (3) bodies of work to be submitted to the meeting will represent the "lowest" available at an overall standard of Satisfactory Achievement (SA)
- one (1) body of work will represent the borderline between HA and EA.

If you do not have enough bodies of work with the required characteristics (for example, only three students at that borderline), please make up the balance of the required number of bodies with the 'closest match' you have.

Each body of work will comprise a provider-selected mixture of major and minor assessment tasks (as noted in the course's Work Requirements) that have been assessed (but should be free from any comments, grades, ratings or marks). **Please include copies of answers sheets/assessment rubrics.** Brief context statements (e.g. task sheets) may be included where necessary.

While each body of work might not address all a criterion's standard elements, they will address a wide range of such elements.

Each body of work will be of a size/scope that can be assessed (not corrected or marked) in a reasonable amount of time (i.e. no more than 15 minutes per body of work).

In its **totality** the body of work will supply sufficient evidence for:

- assessment against the nominated criteria (4) on the Record Sheets
- judgements to be made about the learner's standard of maths skills.

Record sheets for this course are provided below. These must be printed by the provider (single-sided), completed as indicated, and attached to the bodies of student work. General information regarding the nature of bodies of student work and completion of record sheets is available via the website page: <https://www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2/>

The bodies of student work and associated Record Sheets must be brought to the meeting by an appropriate teacher who will participate in the quality assurance process.

Providers are responsible for costs associated with the provision of materials and teacher attendance at the quality assurance meeting.

### Meeting Details:

Venue, date and time information is available at the webpage: <https://www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2/>

# PROVIDER RECORD SHEET

## Workplace Maths Level 2, MTW215120

### Identification:

Provider	
Student TASC ID Code	
Student Name	

### Provider Assessment:

Nominated Criteria	Provider Rating
1. communicate mathematical ideas and information	
4. interpret, select and apply numeric calculations to solve problems in real-world situations	
<b>AND TWO (2) CRITERIA ONLY SELECTED FROM:</b>	<i>Strike through box below for criterion not selected</i>
5. interpret concepts and perform calculations to solve problems involving measurement, time and motion in real-world situations	
6. interpret concepts and perform calculations to solve problems involving the use of tables, graphs, diagrams and data in real-world situations	
7. interpret concepts and perform calculations to solve problems involving finance in real-world situations	
<b>Overall Award</b>	
(Refer to <i>Quality Assurance Meetings Information Document</i> , page 10, at <a href="https://www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2/">https://www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2/</a> )	

NOTE: the ratings and overall award are for the **whole body of work**. The tasks that make up body of work are **not** to be given separate ratings/awards.

All parts of this form are to be completed by the provider and be presented with the student's body of work.

# MEETING RECORD SHEET

Workplace Maths Level 2, MTW215120

Identification:

Provider	
Student TASC ID Code	
Student Name	

The above part of this form is to be completed by the provider and be presented with the student's body of work behind the Provider Record Sheet.

Meeting Assessment:

Nominated Criteria	Meeting Rating Round 1	Meeting Rating Round 2
1. communicate mathematical ideas and information		
4. interpret, select and apply numeric calculations to solve problems in real-world situations		
<b>AND TWO (2) CRITERIA ONLY SELECTED FROM:</b>	<i>Strike through box below for criterion <b>not</b> selected</i>	
5. interpret concepts and perform calculations to solve problems involving measurement, time and motion in real-world situations		
6. interpret concepts and perform calculations to solve problems involving the use of tables, graphs, diagrams and data in real-world situations		
7. interpret concepts and perform calculations to solve problems involving finance in real-world situations		
Overall Award		

Comments from meeting:

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