



Australian Government

Assessment Requirements for MSL915002 Schedule laboratory work for a small team

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSL915002A Schedule laboratory work for a small team

Performance Evidence

- Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:
- analysing job tasks and identifying resource requirements
- planning and scheduling laboratory work for a small team to meet operational requirements without compromising safety, quality, accuracy and ethics
- recognising operational variations, potential disruptions and non-standard behaviour in samples and equipment
- monitoring and adjusting schedules and resources in consultation with relevant personnel and in accordance with procedures
- documenting and communicating schedule variations in accordance with procedures
- adhering to timelines whenever possible
- recognising and using the capabilities of team members

communicating effectively with team members.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- workplace business goals, information systems, procedures and equipment in work area as a basis for decision making and actions
- basic planning strategies
- scientific and technical details underpinning the processes or techniques involved
- standard operating procedures (SOPs) for the processes or techniques involved
- laboratory and/or production schedules and typical times for the processes or techniques involved
- operational factors that may affect the type of tasks scheduled
- resource requirements of the work to be scheduled
- work health and safety (WHS) and environment requirements for the operations, equipment and materials involved
- quality requirements for the tasks scheduled
- WHS procedures, access and equity, relevant sections of industrial awards and workplace agreements.

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 is to 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).
- Holistic assessment methods include:
 - review of documented work schedules prepared by the candidate which successfully meet a variety of operational requirements
 - feedback from managers, supervisors and customers about the effectiveness of services provided by the candidate's team
 - feedback from team members about the effectiveness of the candidate's communication and work scheduling skills
 - responses to scenarios that simulate disruption to workflows
 - questions to check required knowledge of relevant policies, procedures, scheduling principles and handling of contingencies; and scientific and technical details underpinning the processes or techniques.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
 - workplace procedures, information and data, such as production data and run schedules.
- 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.
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

MSA Training Package Implementation Guides - <http://mskills.org.au/training-packages/info/>