



Australian Government

MSL915004 Schedule laboratory work for a small team

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>MSL Laboratory Operations Training Package Release 2.0</i>. Supersedes and equivalent to MSL915002 Schedule laboratory work for a small team. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to schedule laboratory work for a small team to meet operational requirements. It covers the ability to identify resource requirements and then document, monitor and adjust schedules in response to operational variations and in consultation with relevant personnel.

This unit applies to technical officers and laboratory technicians who have responsibility for the work outputs of a small work team in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|------------|--|
| 1 Determine work requirements and laboratory | 1.1 | Determine and prioritise demand for laboratory services in work area for the planning period |
| | 1.2 | Access and verify information about orders/service |

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	resources		requests, stocks and delivery
		1.3	Determine the personnel, material and equipment required to deliver services
2	Develop schedules in consultation with relevant personnel	2.1	Prepare schedules which meet the demand for services and balance the best use of available resources with skill development opportunities
		2.2	Distribute work schedules to team or appropriate personnel and confirm contents with them
3	Monitor schedules	3.1	Monitor work flow and outputs against schedules and recognise any variations or potential disruptions
		3.2	Identify possible causes for the variations and discuss possible adjustments with senior personnel
4	Adjust schedules in consultation with senior personnel	4.1	Adjust schedules in response to operational variation
		4.2	Maintain or renegotiate outputs in accordance with work requirements
		4.3	Update documented schedules and distribute to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL915002 Schedule laboratory work for a small team, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>