



**Australian Government**

**Assessment Requirements for MSL916003  
Supervise laboratory operations in work or  
functional area**

**Release: 1**

# Assessment Requirements for MSL916003 Supervise laboratory operations in work or functional area

## Modification History

Release 1. Supersedes and is equivalent to MSL916003A Supervise laboratory operations in work/functional area

## Performance Evidence

- Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:
- supervising day-to-day laboratory operations of a work/functional area
- ensuring that legislation, statutory and workplace requirements are met in work operations
- collecting and analysing information to develop/revise operating plans and budget
- achieving planned outcomes within agreed resource and budget parameters without compromising safety, quality and ethics
- coordinating stocktakes, selecting and purchasing materials and equipment
- programing and arranging for maintenance of plant and equipment
- making decisions within limits of responsibility and authority
- monitoring outputs, analysing processes and introducing ways to improve operations
- solving a range of non-routine problems
- motivating and mentoring personnel to improve performance.

## Knowledge Evidence

- Must provide evidence that demonstrates knowledge of:
- laboratory services and/or products and customers in work/functional area
- legislation, codes, standards and registration criteria relevant to the work area or function
- business operational plans and key performance indicators (KPIs) for work/functional area
- principles of budgeting, operational planning and efficient resource use
- workplace industrial agreements and regulations dealing with hygiene, dress and behaviour of employees
- standard operating procedures (SOPs) and the technical details of sampling, testing, equipment and instrumentation within the work area
- problem-solving techniques and contingency planning
- auditing procedures in work/functional area

team leadership, mentoring and coaching techniques work health and safety (WHS) and environment requirements.

## 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. The assessment timeframe must allow for adequate assessment over a planning cycle.
- This unit of competency must be assessed in a laboratory environment that meets Australian standards for working laboratories or is accredited by the National Association of Testing Authorities (NATA) or the Royal College of Pathology.
- 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).
- This unit of competency may be assessed with:
  - MSL916002 Manage and develop teams
  - MSL916004 Maintain registration and statutory or legal compliance in work or functional area
  - MSL946001 Implement and monitor WHS and environmental management systems
- Holistic assessment methods include:
  - direct observation of the candidate's interactions with personnel
  - review of reports from the candidate's subordinates, peers, managers and/or customers
  - review of reports, operational budgets and plans generated by the candidate
  - review of performance reports for the candidate's work area
  - review of documented examples of quality performance improvements achieved by the candidate and examples of significant problems solved
  - observation of simulations/role plays to assess situations which are critical but did not arise during the negotiated assessment period.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - laboratory equipped with appropriate services, equipment, instruments and consumables
  - relevant workplace policies, procedures, operational reports, financial reports and stock records
  - technical manuals, SOPs and quality manuals.
- 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**

Companion Volume implementation guides are found in VETNet -

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