



**Australian Government**

**Assessment Requirements for MSL916004  
Maintain registration and statutory or legal  
compliance in work or functional area**

Release: 1

# **Assessment Requirements for MSL916004 Maintain registration and statutory or legal compliance in work or functional area**

## **Modification History**

Release 1. Supersedes and is equivalent to MSL916004A Maintain registration and statutory or legal compliance 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:

- monitoring day-to-day operations of the work/functional area
- analysing results and long-term trends in data
- monitoring, analysing and changing work practices to ensure compliance with workplace requirements, legal requirements and relevant policies and procedures
- making improvements to rectify potential problems or instances of non-conformance
- providing information and training about roles, responsibilities and workplace procedures dealing with legal/statutory requirements
- providing coaching and mentoring support to personnel to change work practices
- communicating effectively with others who may have diverse work styles, cultures and perspectives
- keeping records complete, current and secure.

## **Knowledge Evidence**

Must provide evidence that demonstrates knowledge of:

- workplace procedures governing document control, record management, communication and reporting, and internal and external audits
- scientific technical terminology used to describe legislative, licensing or registration requirements (e.g. traceability)
- legal, ethical and welfare issues associated with laboratory and technical work
- role, structure and responsibilities of ethics committees
- statutory and legal compliance requirements
- relevant 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.
- This unit of competency must be assessed in a laboratory environment that either meets Australian standards for working laboratories or is accredited by the National Association of Testing Authorities (NATA) or the Royal College of Pathology, as appropriate.
- 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:
  - MSL915001 Provide information to customers
  - MSL916001 Develop and maintain laboratory documentation
  - MSL916003 Supervise laboratory operations in work or functional area
- Holistic assessment methods include:
  - review of verified records and reports generated by the candidate
  - feedback from managers regarding the candidate's ability to implement workplace compliance procedures
  - review of information developed by the candidate and provided to the work group about compliance requirements
  - observation of the candidate's interactions with personnel.
- 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 equipment, instruments, services and consumables
  - relevant workplace policies, procedures, operational reports, financial reports and stock records
  - technical manuals, standard operating procedures (SOPs), quality manuals and quality system documentation.
- 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/>