



**Australian Government**

# **MSL922001 Record and present data**

**Release: 1**

## MSL922001 Record and present data

### Modification History

Release 1. Supersedes and is equivalent to MSL922001A Record and present data

### Application

This unit of competency covers the ability to record and store data, perform simple calculations of scientific quantities and present information in tables and graphs. The unit of competency requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent.

This unit of competency is applicable to production operators, field assistants and laboratory assistants working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

### Pre-requisite Unit

Nil

### Competency Field

Data

### Unit Sector

### Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	<b>Record and check data</b>	1.1	Enter data into laboratory information system or record sheets as directed
		1.2	Check data to identify transcription errors or atypical entries
		1.3	Rectify errors in data using workplace procedures
2	<b>Calculate simple scientific</b>	2.1	Calculate simple scientific quantities using given formulae and data

	<b>quantities</b>	2.2	Ensure calculated quantities are consistent with estimations and expectations
		2.3	Report all calculated quantities with appropriate precision and units
3	<b>Present data</b>	3.1	Present data accurately in tables, charts and graphs using given formats and scales
		3.2	Recognise and report obvious features and trends in data
4	<b>Store and retrieve data</b>	4.1	File and store data in accordance with workplace procedures
		4.2	Maintain workplace confidentiality standards

## 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.

## Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

### **Standards, codes, procedures and/or workplace requirements**

Standards, codes, procedures and/or enterprise requirements include the latest version of one or more of:

- relevant Australian and international standards, such as the international system of units (SI) and its application
- national measurement regulations and guidelines

### **Data**

Data includes:

- worksheets, spreadsheets or databases linked to information management systems
- results of observations, tests and measurements, or

surveys

- graphs, tables and control charts
- semi quantitative observations expressed on a scale e.g. 1 to 4 or + to +++++

### **Work health and safety (WHS) and environmental management requirements**

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

## **Unit Mapping Information**

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## **Links**

Companion Volume implementation guides are found in VETNet -

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